

NEW YORK
THEOLOGICAL
SEMINARY

...continuing The Biblical Seminary in New York



STUDENT HANDBOOK

Master of Arts

And

Master of Divinity

Programs

Academic Year 2018-2019

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From the Vice President for Academic Affairs & Academic Dean

Welcome to another academic year at New York Theological Seminary; if this is your first semester, welcome to this new and wonderful experience for you of academic, theological and ministerial study and preparation. We at NYTS hold our history in the highest regard because since the early 1900's NYTS has prepared students to become change agents that have impact and influence over diverse institutions and governing bodies in our city, our country and our world in order to secure a more just society. We prepare our students by acknowledging and affirming their call to serve and providing the academic theological training necessary for strengthening and actualizing that call. We also recognize that students may be called to serve in a variety of settings thus our degree programs are designed to prepare for you for leadership in congregations and faith communities, educational institutions, healthcare facilities, faith-based organizations, non-profit agencies and correctional facilities. In particular, you have chosen a theological institution with a rich history and long-time emphasis in specific training for the practice of urban ministry.

Whether you are enrolled in our traditional pastoral training degree – the Master of Divinity – or our professional Masters of Arts degrees in Pastoral Care and Counseling, Religious Education, Religious Leadership and Administration, or Youth Ministry – all these programs seek to provide the skills and training needed for high quality service to God's people in a variety of settings.

This Student Handbook that you hold in your hands or are reading online seeks to help with the many challenges that all students face in pursuing their degree. Here you will find evidence of the strong support you are assured at NYTS, from faculty, administration, staff and your colleagues in study. The Student Handbook contains valuable information that will help you succeed in your journey, including the Seminary's educational policy on many issues. Basic questions such as our annual Academic Calendar, this year's cost of tuition and fees, and the various policies for grades, transcripts, registration, drop-add, course extension requests, etc. Please pay close attention to these rules, regulations, deadlines and expectations, for which you are responsible. Besides the Bible and your course textbooks, this Handbook is an important reading partner in your educational journey. Familiarize yourself with its content because it provides a blueprint for the successful completion of your program.

As your Academic Dean, I, along with the faculty, administration and staff look forward to working with you toward a rewarding educational experience. It will not be easy, but we are all here to help you succeed. We pray that your coursework, learning experiences and training this academic year reflect the sense of vocational call that brought you to the doors of NYTS.

Praying the very best for you I am Sincerely yours,

Efrain Agosto, Ph.D.

Vice President for Academic Affairs and Academic Dean

Professor of New Testament Studies

ACCREDITATION:

New York Theological Seminary is accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada (ATS) and chartered by the Regents of The University of the State of New York. The following degree programs are approved by the Commission on Accrediting and registered with the New York State Education Department:

Master of Arts in Pastoral Care and Counseling (MAPCC)

Master of Divinity (MDiv)

Master of Arts in Religious Education (MARE)

Doctor of Ministry (DMin)

Master of Arts in Religious Leadership and Administration (MARLA)

Master of Arts in Youth Ministry (MAYM)

The Seminary offers the following accredited degree at Sing Sing Correctional Facility in Ossining, New York:

Master of Professional Studies (MPS): This degree program is only available to individuals who are currently incarcerated within the New York State correctional system. The Seminary discontinued offering the Master of Professional Studies (MPS) in other areas of ministry studies in 2011.

Any student who has a complaint or grievance related to the Standards of Accreditation should contact the Vice President for Academic Affairs and Academic Dean in writing. The Commission contact information is: The Commission on Accrediting of the Association of Theological Schools in the United States and Canada, 10 Summit Park Drive, Pittsburgh, PA 15275, USA. Telephone: 412-788-6505. Fax: 412-788-6510. Website: www.ats.edu

GENERAL ACADEMIC POLICIES

ACADEMIC CALENDAR:

NYTS offers courses on an academic calendar that begins July 1 and ends June 30 of each year. The Seminary's master's degree programs operate on a two-semester (fall and spring) basis with each semester being fifteen weeks in duration. The fall semester starts the week following Labor Day in September, while the spring semester starts the last week of January or the first week of February. Courses at the master's level are also offered in month-long intensive formats in January (called "the winter" period); as well as in June, July and August ("the summer" period). The DMin program is offered on a year-long basis only, with course work offered either in a semester-based format (fall and spring semesters) or in week-long intensive formats (actual times vary with programs). CP courses are generally offered in the fall and spring on a twelve-week semester basis, but additional CP courses may be offered in the summer months as well.

The Academic Calendar can be found on the NYTS website, Moodle and from the Registrar's Office.

ACADEMIC CREDIT HOURS:

A "credit hour" is the unit by which an institution measures its course work. The number of credit hours for which a course is listed is defined by a combination of the number of hours per week spent in class either face-to-face or online, and the number of hours spent in "out of class" supplementary work (such as completing reading assignments, conducting library research, engaging in field interviews, or writing papers).

A credit at NYTS typically represents fifteen hours (each hour entailing 50 minutes of instruction time) of face-to-face or online contact. For each credit hour face-to-face, students should expect to spend an additional thirty hours of supplementary assignments. While the amount and difficulty of readings will vary from course to course, students should generally expect to be assigned up to 500 pages of reading per credit. Independent studies are expected to follow these guidelines when computing the number of credits to be awarded for work.

ADMISSIONS:

New York Theological Seminary (NYTS) is a professional graduate school whose primary mission is to prepare men and women for ministries in Christian churches and other religious institutions. Students are admitted without discrimination on the basis of race, ethnicity, gender, or orientation, and represent a broad range of denominations, theological views, and cultural traditions. All candidates for degrees or certificates are expected

- to be able to articulate an understanding of their own particular call to ministry, recognizing that this is interpreted differently across the range of traditions represented within the Seminary
- to belong to a particular community of faith which has in some manner recognized or affirmed that calling

Further requirements for each degree and certificate are listed elsewhere in this catalogue in the relevant program description sections.

Admission into the Master of Professional Studies (MPS) program is limited to candidates who are currently incarcerated within the New York State Department of Corrections system, and who meet additional eligibility requirements set by the Department of Corrections. For more information on admissions to the MPS, contact the Director of the MPS program at NYTS.

The Seminary has a rolling admissions policy for ALL of its Masters Degree programs. Applications are reviewed and interviews with prospective students are scheduled on a regular basis throughout the year. Once they are admitted, students may register and begin attending classes in the next available semester.

Interested candidates should know that the required courses in biblical studies and foundations of ministry are offered sequentially in fall and spring semesters and are thus encouraged to complete their applications in time to begin the fall semester. Financial aid is awarded during the spring of each year in order to assist students with their financial planning for the year. Applications are available from the Director of Financial Aid and online at the Seminary's web page (www.nyts.edu).

Admission to the Doctor of Ministry (D.Min) program is generally in the fall but may take place prior to the beginning of any particular track. For more information on deadlines for application to the D.Min, contact the Director of the Doctor of Ministry Program.

Admission to the Certificate Program in Christian Ministry (CP) is generally during the week prior to the beginning of the fall or spring semester, as posted in the academic calendar available on the NYTS web site or from the Registrar. Registration is held at the Seminary offices at the beginning of each semester and online. Candidates may apply and register for the CP at the same time, provided they complete all necessary application information.

An application for admission must be completed in its entirety in order for a student to be fully admitted into one of the Seminary's degree programs. All information contained in a Seminary application is considered confidential and will be kept on file in the Office of the Registrar. Further information regarding the Seminary's compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) can be found on page 9 of this Handbook.

Students who have been admitted to a particular Masters Degree program and who wish to transfer to one of the other Masters Degree programs may do so only with the permission of the Academic Dean. Students seeking to so transfer are not required to complete a new application but will be asked to complete a supplemental statement indicating the reason for the transfer in programs.

Students who have completed a Masters Degree program and who wish to enroll in one of the other degree programs will be required to complete a new application. Students who have graduated from the MPS degree program in Sing Sing and who seek admission to another NYTS Masters Degree program will likewise be required to complete a new application.

ADVANCED STANDING for the NYTS Certificate in Ministry:

Students who have completed the NYTS Certificate in Ministry may receive Advanced Standing with credit toward the NYTS MA/MDiv degree if admitted and enrolled in the graduate program. Students must request Advanced Standing through the Academic Dean. Advanced Standing from the CP can be applied to the MA Degree (4 credits) or the M.Div. degree (9 credits).

ADVISEMENT:

The purpose of the advisory system is to provide a direct Faculty Advisor for all Masters Program students. Each student will be assigned a Faculty Advisor who will normally remain in that capacity throughout the entire time the student is enrolled for a degree at NYTS. The Advisor is to meet with each advisee prior to or during registration to approve the courses selected. These choices should comply with currently approved curricular requirements. All overloads (more than 12 credits per semester, 3 credits per summer month); exceptions and other issues should be referred to the Academic Dean for approval. Advisors are normally available for counsel regarding academic affairs by appointment. Students may reach them by phone or email. Should a student have any questions or concerns regarding advisement, or any aspect of his or her experience at NYTS, the Advisor is the first person to be contacted. Changes in assignment of Advisors can be made only by the Academic Dean, at the request of either the student or the Faculty member, and after consultation with them both.

ASSESSMENT: Academic Performance and Professional Development:

Assessment is integral to all aspects of learning at NYTS. The Seminary employs “outcomes-based” learning methods throughout its various degree programs. In addition, formal assessments are conducted several times a year and include academic performance as well as professional development. An adverse evaluation of a student in either of these areas may lead to dismissal from an academic program of the Seminary after due process, as described below.

Graduates of NYTS from all programs will be able to demonstrate

- competence in biblical and theological reflection that is faithful to one’s own tradition, dynamic in its articulation, and relevant to contemporary intercultural and multi-faith contexts
- the ability to identify, design, and put into practice diverse and inclusive models of ministry to achieve personal, ecclesial and social transformation and reconciliation
- the ability to engage in critical reflection that fosters spiritual formation and renewal of individuals, faith-based communities, cities and the world

Additional learning outcomes appropriate to the various academic disciplines and specialized degree programs of the Seminary, as well as for each individual class, may apply. Regular opportunities for self-assessment and assessment by the faculty throughout the course of each degree program are an integral part of the overall learning experience at the Seminary as well.

As part of the overall process, the faculty reviews the academic performance of all students in degree programs at the conclusion of each semester. This review is based in part upon the grades received by the students, measured by the student’s cumulative Grade Point Average (GPA).

- Students in the MPS program whose GPA falls below 2.0 are placed on probation.
- Students in the MA and MDiv program whose GPA falls below 2.5 are placed on probation.

Notification of probation shall be given by the Academic Dean by regular mail to each student placed on probation within two weeks of the assessment review. Remaining on probation for at least two consecutive semesters without indication of academic improvement will be considered grounds for dismissal by the Faculty.

The Seminary is permitted to admit into all Masters Degree programs a limited number of students who do not possess an earned bachelor’s degree. Such students must complete the regular application process and undergo an interview with the Academic Dean to determine their readiness to undertake graduate studies. In addition, such students will be automatically placed on academic probation during their first year of studies and will be expected to maintain a 3.0 GPA to remain in good standing.

NYTS is a professional graduate school whose primary mission is the preparation of men and women for ministries in Christian churches and in other religious communities. Candidates for its certificates and degrees are expected not only to maintain good academic standing as defined in this Catalogue and in the Student Handbook published annually for each program, but to demonstrate professional readiness for ministry as well. Professional readiness for ministry includes emotional, psychological, and spiritual dimensions of a student’s preparation. Students are assessed regularly by the faculty of the Seminary in a variety of ways, including in confidential sessions that touch on these latter topics.

The faculty normally reviews the professional development of each student twice yearly in the student review process. However, a faculty member may request, at any time, an evaluation of a student’s professional functioning if there are indications for concern. During these confidential assessment sessions faculty members may discuss issues of professional development of any candidate for a certificate or degree. Matters to be considered may include, among other things, psychological readiness for ministry, professional presentation, and personal conduct. Individual students may be requested by the faculty to undertake a further assessment or outside evaluation regarding the individual’s readiness

for ministry. Failure to undertake such an assessment or evaluation may constitute grounds for dismissal by vote of the full faculty. Formal notification of dismissal for either academic performance or professional development shall be given by the Academic Dean by regular mail to the student within two weeks of the date that the action is taken by the Faculty.

ATTENDANCE:

As a professional school, the Seminary considers class attendance a critical part of the learning experience. If absence is necessary, the instructor should be consulted in determining how the lost ground can best be recovered. Every effort should be made to attend all classes and to be on time.

BOOKSTORE:

Required and recommended books for NYTS courses are available at two locations at which students may buy or sell textbooks.

1. **Columbia Bookstore**

2922 Broadway MC2611

Corner 114th St. and Broadway New York, NY 10027

Phone: (212) 854-4132 (*Information only; books cannot be ordered by phone*)

Store hours: (contact store for updated hours or changes)

Monday	9:00 AM-7:00 PM
Tuesday	9:00 AM-7:00 PM
Wednesday	9:00 AM-7:00 PM
Thursday	9:00 AM-7:00 PM
Friday	9:00 AM-7:00 PM
Saturday	11:00 AM-6:00PM
Sunday	11:00 AM-6:00 PM

2. **Akademios**, at <http://www.textbookx.com>, is the NYTS virtual bookstore for Certificate Program students; accessible from the NYTS home page @ www.nyts.edu. Most books ship and arrive within 1-2 business days.

- Customer service provided by <http://www.Akedemos.com>
- Phone 1-800-221-8480 or email institutions@akademos.com
- Online support through the help menu at www.akedemos.com, (8am–8pm EST)

CELL PHONES:

Students are asked to turn off their cell phones or put them on silent/vibrate mode when class begins.

COMMUNITY LIFE:

New York Theological Seminary is a unique institution whose life and mission are closely linked to the city, the churches, and the world. The classroom is the principal place each week where the Seminary's community of learning is constituted and where teaching and learning occurs. Students can expect to experience worship, study, and fellowship taking place in these classes in exciting and challenging ways. Because we are a non-residential school, there are a number of additional activities that are intended to build community among us. Two Seminary-wide retreats are planned each year that **ALL students are REQUIRED to attend**. Students in Year A who are taking Introduction to Theological Education are required to attend both retreats (fall and spring) in order to receive the 2 credits at the end of the year for this orientation. Once a month student-led worship services are held before classes. Alumni/ae days, the George W. Webber Lecture on Urban Ministry, and the Center for World Christianity Lecture which are scheduled annually are open to students. These and other activities provide opportunities for community life to flourish. (SEE ALSO: Retreats)

COMPETENCY IN ENGLISH COMPOSITION:

Students in all Degree programs are expected to be proficient in speaking and writing in English. An English language assessment test may be administered to those whose first language is not English in order to determine the need for possible further work in this area. An English language writing test is administered to all entering Masters Degree students during the orientation session in the fall semester of each year. Students who are determined to need further work in English composition will be notified and required to comply. Continuation in the academic program will depend upon meeting this requirement.

CONTINUING EDUCATION AND PARTNER CHURCH PROGRAM:

As indicated above, the Seminary seeks to extend opportunities for continuing education to graduates and others who are seeking to enhance their professional skills and development in theology and ministry. In line with its mission to serve the churches and other religious institutions, the Seminary also seeks to extend opportunities to **Partner Churches** (see also p.29) to make use of its resources as appropriate. Such opportunities are usually conferences, public lectures, and other events that the Seminary sponsors, but they may also entail attending a class that is part of a degree program at the Seminary. Not all courses offered in the NYTS curriculum are open for continuing education or for Partner Church members, due to the content of the course. The size of a class is also taken into consideration when determining whether or not a class is open to continuing education students and members of Partner Churches. Continuing education students and Partner Church members pay a reduced fee and are expected to sit in on classes but are not expected to participate in discussions fully and are not expected to turn in written work that is to be graded. Upon completion of the course these individuals will be given a certificate indicating their successful attendance. The Seminary will not generate transcripts for continuing education students or for Partner Church members who attend a class under these conditions. For information on courses that are open to continuing education and Partner Churches, contact the Registrar or Academic Dean.

CROSS REGISTRATION: *New York Theological Consortium*

NYTS belongs to the New York Theological Consortium (NYTC), which also includes the Theology Department of Fordham University, Union Theological Seminary in New York, General Theological Seminary, St. Vladimir's Seminary, Jewish Theological Seminary, and Hebrew Union College. NYTS students in the MDiv or one of the MA programs who have at least a 3.5 GPA are permitted to cross-register for up to six credits of course work in any of these other schools.

Students:

- may not normally use cross-registration to fulfill a requirement in their NYTS degree program
- must meet any additional prerequisites for the course or courses in which they seek to enroll
- must have the approval of their NYTS academic advisor
- must comply with the enrollment procedures required by both NYTS and the other consortium school or schools

Students register for a course in one of these other schools as part of their regular registration at NYTS, paying tuition to NYTS but attending the class at the other institution. It should be noted that semester dates differ among these schools, so any student seeking to cross-register should be sure to check the starting date and register at NYTS appropriately. Additional information is available from faculty advisors or the NYTS Registrar.

DRUG-FREE POLICY:

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act, New York Theological Seminary maintains a drug-free environment. The unlawful manufacture, possession, distribution, transfer, purchase, sale, use, or being under the influence of alcoholic beverages or illegal drugs while in offices or classrooms and/or while attending Seminary-related activities is strictly prohibited and may lead to disciplinary action, including suspension or dismissal.

E-MAIL:

All Faculty members have email accounts at NYTS, and can be reached through them for regular communication. Email addresses are found on the Seminary web page (found under “Faculty” at <http://www.nyts.edu>). Faculty may also provide other email addresses as they deem appropriate for students to use. Individual members of the Faculty are allowed to establish their own policy regarding reception of papers and other written work by e-mail. Students are asked not to assume that they may turn in papers this way, but to consult with the individual Faculty member.

FAXES:

Students are **NOT** to fax copies of their papers to instructors using the NYTS office fax numbers. If papers are faxed in this way, they **WILL NOT** be forwarded to instructors. Individual instructors are free to make arrangements regarding the use of other fax machines, including those in their home offices or computers.

FERPA: Compliance with;

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended is a federal law which is designed to protect the privacy of students by limiting access to their educational records. The law prohibits disclosure of information related to a student to anyone other than a legitimate Seminary official without the student’s explicit written consent. A Seminary official is someone for whom the disclosure of the information is necessary in order for the person to carry out her or his responsibilities at the Seminary and includes both faculty and staff.

NYTS will not disclose information of a general nature such as a student address or phone number, or information related specifically to the student’s educational performance such as transcripts or evaluations to anyone who is not a legitimate Seminary official without explicit written consent of the student. NYTS does publish an internal directory of students that is only available to members of the faculty and staff and may not be shared beyond the institution.

Students (both current and former) have the right to inspect and review all information contained in their education records, including transcripts or reports. Students who wish to review their records must make an appointment to do so with the Registrar and Academic Dean. Students who believe that their records contain information that is inaccurate, or misleading may petition the Office of the Academic Dean in writing with a request that such information be changed. Decisions regarding such changes are the responsibility of the Academic Dean and will be communicated to the student in writing within thirty days from when the petition is received.

Students (both current and former) may file a complaint regarding any alleged violation of the FERPA law with the United States Department of Education by writing at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920.

Further information regarding the law may be found at FERPA@ed.gov.

FINANCIAL AID: Federal & Institutional (see also: *Work Study*)

Financial aid at New York Theological Seminary is available to students in the Master's programs as well as the Doctor of Ministry program. The Seminary seeks to be as helpful as possible to students as they plan and manage their educational expenses. Students are also strongly urged to seek scholarship support through other external agencies, including their local churches and denominations. Further information on Financial Aid can be found on our website at nyts.edu/finaid.

Students receiving financial aid, scholarships or loans are expected to register continuously. No financial aid is awarded to a student who is on a Stop-Out or Leave of Absence (see definition for each in *Registration: Interrupting Continuous Registration*). The Seminary considers 8 credits to be the minimum for full-time status in all Master's Degree programs.

Seminary scholarships are awarded only to students who are taking 8 or more credits each semester (for purposes of calculating status, winter and summer sessions can be counted toward either fall or spring semesters). Federal loans are also available to part-time students who are taking at least four credits a semester.

Scholarship awards are made once a year. International students are not eligible until after their first full year in a degree program at the Seminary. Scholarship awards are meant to reduce student's tuition costs and may cover up to fifty percent of tuition, depending on the year in school and demonstrated need.

In addition to institutional scholarships, the Seminary offers a limited number of Work Study positions each year to students who have the requisite time and skills for specific assignments. Work Study is awarded on an hourly basis and only after submitting completed timesheets to the Office of Student Accounts. Work Study can only be applied against tuition and fees. Students must apply for Work Study each year through the Office of the Academic Dean, where specific job descriptions are kept on file.

The Seminary participates in the William D. Ford Direct Loan Program. Direct Loans are low-interest loans available to students to help pay for the cost of education after high school. Students must meet specific requirements set by the U.S. Department of Education through the Title IV, HEA programs and complete all necessary application requirements and counseling.

Direct Unsubsidized loans are borrowed through the federal government and must be repaid. Students will accrue interest from the time a loan is disbursed until it is paid in full. If interest is allowed to accumulate, it will be capitalized. Loan repayment begins six months after the student leaves school or is no longer enrolled at least half-time (at least 4 credit hours/term). The interest rate varies, depending on the date/year of disbursement.

Direct Graduate PLUS loans (Grad PLUS) loans must also be repaid but can help students cover education expenses after they have used their maximum unsubsidized loan eligibility. Unlike the Direct Unsubsidized loan, borrowers complete a credit application and must not have adverse credit history or must obtain an endorser who does not have adverse credit history. The maximum loan amount is the student's cost of attendance (determined by NYTS) minus any other aid received.

The lender is the U.S. Department of Education, though the entity students deal with, known as the loan servicer can be a private business. Students must meet specific guidelines set by the federal government through the Title IV program and complete all necessary federal forms online.

With Direct Loans, students:

- borrow directly from the federal government and have a single contact (the loan servicer) for everything related to repayment, even if the student receives Direct Loans at different schools
- have online access to their Direct Loan account information via the servicer's website
- can choose from several repayment plans that are designed to meet the needs of almost any borrower, and can switch repayment plans if needs change

To be eligible for financial aid either in the form of scholarship or student loan, students must

- Submit a complete and legible scholarship application
- Complete a Free Application for Federal Student Aid (FASA) if a U.S. Citizen or Permanent Resident; application is online at www.fafsa.ed.gov.
- Submit supporting income documentation as required by the Office of Financial Aid
- Be registered for a minimum of 8 credits each semester, or 16 credits for the academic year for the MA or MDiv; and be registered for the entire year in good standing for the D.Min
- Maintain a 3.0 semester and cumulative GPA
- Report any anticipated or received external aid, including but not limited to church/denominational scholarships, tuition reimbursements, private loans, or private scholarships

To be eligible for federal Direct Loans, students must in addition

- Sign an Electronic Master Promissory Note (one e-MPN is valid for 10 years) online at www.studentloans.gov
- Complete Student Entrance Counseling online at www.studentloans.gov. once while at NYTS
- Not be in default of any previous federal student aid programs

The Seminary is an approved site by the State of New York Division of Veteran's Affairs Bureau of Veteran's Education for veteran's who may be eligible under VA Form 22-1990. The Seminary is approved for study under the following Title 38 US Codes:

- Chapter 30 (the Montgomery GI Bill)
- Chapter 31 (the Vocational Rehabilitation Act)
- Chapter 32 (the Post-Vietnam Era Veterans Educational Assistance Act)
- Chapter 33 (Post 9/11 GI Bill) for eligibility Form 22-1990 at www.gibillva.org
- Chapter 34 (the Veterans Readjustment Assistance Act)
- Chapter 35 (the War Orphans Educational Assistance Act)
- Chapter 1606 (the Montgomery Selective Reserves)
- Chapter 1607 (the Reserve Educational Assistance Program)

For further information and applications, contact the Veteran's Administration. Students must present their certificate of eligibility to the Business Office at the time of registration.

For further information about financial aid contact

Office of Financial Aid
New York Theological Seminary
475 Riverside Drive, Suite 500
New York NY 10115
(212) 870-1211
www.nyts.edu.

GRADES: Definition of;

NYTS awards letter grades for all course work completed for credit toward a degree. The Core Faculty has adopted the following guidelines defining grades:

- A: Conspicuous excellence, showing a thorough mastery of the material, critical use of sources, exceptional creativity, constructive imagination, outstanding oral and written expression and organization
- A-: Exceptional graduate-level attainment, with conspicuous excellence in most respects, but not uniformly so
- B+: Superior level of attainment, marked by consistently good work, advanced understanding of the material, clear logic, circumspect judgment, originality and clear communication
- B: Good work, with general indication of constructive ability in application
- B-: Satisfactory achievement, with assignments completed accurately and on time, but without significant evidence of excellence or distinction
- C+: Satisfactory understanding of course contents, with significant limitations in analysis, communication, integration, or class participation
- C: Minimal understanding of course content, with significant limitations in several of the following: analysis, communication, integration, and class participation
- C-: Minimum understanding of course content, with significant limitations in all of the following: analysis, communications, integration, and class participation
- D: Faithful participation and effort, but inability to grasp the most important essentials of the course (NOTE: A grade of D or higher must be received in order for a required course to be considered successfully completed)
- F: Work is unacceptable and fails to meet requirements for a passing grade.
- NC: Sufficient work to assign a grade was not completed and student failed to properly withdraw from class; student did not apply for or receive an extension, or an extension was granted but student failed to complete work within the agreed upon time for the extension.

Any student who receives an F or NC for a required course in the curriculum will be required to repeat the course in order to graduate. When a student has repeated such a course, both the original grade of F or NC and the subsequent grade will be recorded on the transcript and will be factored into the overall student GPA. Students repeating a course must pay full tuition. Financial aid either in the form of scholarship or federal loan may not be used to pay the tuition of a course being repeated
- I: An “Incomplete” may be given when a student is unable to complete all assigned work within the particular semester. Students must apply for an Incomplete by filling out an extension form that is then filed with the Registrar. Incompletes are only granted at the discretion of the Professor, for any period of time up to 90 days, and must be reported on the appropriate form that is available from the Registrar's office. After 90 days without further action, an Incomplete will automatically be converted to an NC (see also p.14)
- X: Final materials presented to the Professor; but final grade not yet submitted
- P: Students may register for a limited number of elective credits on a “Pass/Fail” basis. Permission must be granted by the Professor, and students are limited to 8 credits of course work being taken on a P/F basis. A grade of “P” has no effect on a student's GPA, while an “F” does.

GRADES DUE:

Generally grades for each semester are due to be submitted by professors to the Registrar's office three weeks following the last day the course meets. Grades for graduating students are due the first week of May.

GRADES: FINAL GRADE REPORTS

Once a grade is reported to the Registrar's Office, it is final, except when:

- A clerical error has been made
- An extension was granted by the Professor and all work completed, in which case the grade of "I" is changed to the subsequent grade
- There has been a change in the evaluation of the student's work by the instructor. In these cases, the Registrar, on behalf of the instructor, will bring the request for a change to the Academic Dean

The First Professional Program committee of the Faculty, in response to a formal student petition, determines to change a grade. Such action shall be communicated by the Chair of the committee to the Registrar and the entire Faculty at a regular Faculty meeting.

GRADE POINT SYSTEM:

A	= 4.00	C+	= 2.25	F	= 0.00
A-	= 3.75	C	= 2.00	I	= 0.00
B+	= 3.25	C-	= 1.75	X	= 0.00
B	= 3.00	D	= 1.00	CR	= 0.00
B-	= 2.75	NC	= 0.00		

GRADES: STUDENT COPY:

Students no longer receive copies of their grades in the mail. All students must access their grades through CampusAnyware Online Services (SEE: Online Services). From the menu please click **TRANSCRIPT** (this choice is much quicker than Grade Report.)

Instructors officially have up to 3 weeks **AFTER** the last class meeting date to submit grades. However, some instructors submit their grades earlier than that; others later. If a grade is missing on your transcript, the grade may not have been submitted yet. Please contact the professor first for any questions regarding grades.

GRADES: STUDENT REQUEST FOR CHANGE OF GRADE

Most questions concerning grades can be resolved by a student-instructor meeting. The first step a student should thus take regarding a particular grade that is being challenged is to contact the instructor and discuss the situation. In those cases where a student is not satisfied with the results of this conversation, the student may petition the Academic Dean in writing within ninety days of the last day of the class to ask for a formal reconsideration. The Academic Dean shall bring the petition to the First Professional Programs committee of the Faculty for a judgment, which shall act as the Academic Affairs committee of the Faculty in order to consider the case and shall report on its action to the full Faculty. If the committee determines that a change of grade is warranted, it will be communicated by the Chair of the committee to the Registrar and to the full Faculty at its next regularly scheduled meeting. In all cases concerning grades, the decision of the full Faculty shall be final.

GRADUATION REQUIREMENTS:

Graduation is held each year on the third Saturday morning in May. The deadline for applying for graduation and filing all forms in the Registrar's Office is no later than **January 15th** of the year that a student intends to graduate.

By **Jan. 15** all Candidates for graduation must:

1. File an **“Application for Graduation”** form
2. Contact their Advisor to schedule a graduation audit
3. Pay the graduation fee

The forms are available on Moodle Site News and from the Registrar’s Office. Candidates who have any “Incomplete” grades on their transcripts will not be allowed to file for graduation until those grades are resolved, no later than **Jan. 15** of the year they intend to graduate.

The graduation fee is charged and must be paid regardless of attendance to graduation ceremonies.

All academic requirements must be completed, and all financial obligations must be met prior to candidates participating in graduation exercises in which they receive a certificate or diploma.

Those students completing requirements after a deadline set by the faculty may be granted their degrees at a regularly scheduled meeting of the Board of Trustees later in the year. Such candidates will be invited to march in the commencement service the following May.

IDENTIFICATION CARDS: (Student I.D.’s):

Every student must have an NYTS picture identification card made up during the initial registration period. Cards must be validated by the addition of a sticker for each subsequent semester that the student registers, including summer. Students who register for more than one semester at a time are reminded to stop by the Seminary offices at 475 Riverside Drive, Suite 500 during regular business hours to have an updated sticker applied at the appropriate time. The replacement fee for lost cards is \$10.00. Students must show their NYTS I.D. card to enter The Interchurch Center (475 Riverside Drive) and Riverside Church. You must have an NYTS ID card to obtain a library card for Burke and Columbia libraries. Lost cards must be replaced as soon as possible at the Seminary office. Students who are without a card may enter 475 by signing their name at the front desk and stating the office they plan to visit. A security officer will call to the Seminary to verify the name of the person seeking to gain entrance.

IMMUNIZATION REQUIREMENTS:

New York State law requires all undergraduate and graduate students to be immunized against Measles (2 doses), Mumps and Rubella (1 dose each). The law applies to all students born on or after January 1, 1957. Students must provide written proof of immunization within 30 days of the start of their classes. Immunization record forms may be obtained from the Registrar. Failure to comply will regretfully result in dismissal from the program.

INCLUSIVE LANGUAGE: Use of;

The use of inclusive language is a *requirement* for *all* written work and encouraged in all other written or oral communications. Students are urged to develop greater sensitivity in their written work to issues of inclusion in all forms, but especially regarding humankind. Terms such as “mankind” or “sons of God” are not inclusive of women. Students will be urged in classes to consider more inclusive ways of speaking about God as well.

INCOMPLETES:

Individual professors, *at their discretion*, may grant a student an extension for any course for up to 90 days following the last session of that course. The exact amount of time allowed for the extension is to be set at the time when it is granted. The student is expected to complete all outstanding work for the course within this period. A student seeking an extension must entirely fill out the appropriate Extension Form found in the Office of the Registrar or online in Moodle Site News and must have it signed and dated by the course professor *prior* to the end of the semester. Any student who has been

granted an extension receives an “Incomplete” on his or her transcript until such time as the work is completed and the faculty member turns in the regular grade. Extensions are granted *strictly* at the discretion of the professor and are not to be considered automatic by students.

At the conclusion of the extension period that is identified on the completed Extension Form, all outstanding work is to be submitted and a grade turned in by the appropriate professor to the Office of the Registrar. Extensions beyond 90 days can only be granted by the Academic Dean with the approval of the professor of the course, and only on the basis of extenuating circumstances. A new Extension Form must be completed with the Dean’s signature and with an identified expected date of completion.

If no grade is turned in either at the end of the 90-day period or at the end of the additional Extension (when granted), the professor for the course must turn in a new grade to replace the “Incomplete” on the student’s transcript. If sufficient work has not been completed for a passing grade, the student will receive No Credit for the course. If the course is required in the curriculum, the student must repeat it. A grade of No Credit will not be removed from a transcript at a later date, even if the course is repeated and a passing grade for the repeated course is earned.

INDEPENDENT STUDIES POLICY:

During the course of their academic program students may wish to pursue topics that are not included within the regular curriculum. In such cases, with the special and express agreement of a Faculty member, a student may register for an Independent Study as an elective. The student and Faculty member, in consultation with the Registrar, must agree upon a description of the course, the number of credit hours that it will be for, the work that will be accomplished, a schedule for meetings, and the date of expected completion. Students register for the course by including its title and credit hours on the normal Registration Form, and are required to have secured Faculty agreement in advance. In addition to the registration process noted in this *Handbook*, a completed Independent Study Form, available from the Registrar’s Office, shall be submitted at the time of registration.

Independent Studies may take the form of study trips, conferences, or other programs that are deemed relevant to theological education and the preparation for ministry. In these cases full documentation of the work completed must be provided, and additional written work completed. In assigning credits students and faculty members should remember that one graduate credit hour requires approximately 12.5 hours of face-to-face contact, plus additional time for research and writing. In no case will Faculty be expected to consent to guiding such an independent study, nor should students presume that this is a normal means of meeting educational requirements.

Once approved, Independent Studies are considered part of the curriculum of the Seminary and are therefore subject to the rules and regulations governing academic work at the Seminary.

INSTITUTIONAL AND STATE COMPLAINT PROCEDURES:

Students wishing to file a formal complaint concerning academic or operational procedures, or personal grievances with respect to seminary life and policies, are required to follow the following procedures:

1. Formal notification must be made in writing of the nature of the complaint to the Academic Dean.
2. If the problem cannot be resolved within ninety days, students are entitled to a hearing before a committee appointed by the President consisting of one representative of the First Professional Program Committee, one representative from Student Government and one representative of a program not directly connected with the problem in question.
3. The process and resolution of the issue within the hearing format is not to exceed thirty days of the final date of hearing.
4. The Seminary avows that no adverse action will be taken toward students filing complaints

concerning any dimension of the Seminary's life and program as a result of the grievance filed.

5. Students are to be aware that there is a State Consumer Complaint Process, which can be initiated with the State of New York. Information concerning these procedures is available from the administrative offices of the Seminary.

Institutional Scholarships

The Seminary's institutional scholarships are awarded to full-time Master's students. Applicants must meet and maintain specific qualifications and award amounts are set by the Financial Aid Office. Named scholarships are reported by the President to interested donors annually. Scholarship renewal is not automatic, and students must re-apply each year. Students receiving scholarships are expected to register continuously as awards are offered once a year. No aid is awarded to a student who is on a Stop-Out or Leave of Absence (see definition for each above). Scholarship awards are meant to reduce student's tuition costs and may cover up to fifty percent of tuition charges, depending on the year in school and demonstrated need. Scholarship disbursements that exceed a student's tuition charges remain on their account as a credit.

Institutional scholarship applications are made available on March 1 of every year with a deadline of early June for returning students and early August for first time applicants.

LIBRARY SERVICES AND RESOURCES:

Information Literacy and Learning Resources:

Alex Koohang defines information literacy as “the set of skills needed to articulate an information need, and subsequently, find, retrieve, analyze and use appropriate information to meet that need.”¹ Information literacy, then, includes the use of and access to technology, the ability to utilize software, the discernment of information, and the citing of information that is included in new product. The goal of the seminary is to develop ministers for the city and the world who have the skills necessary for accessing and negotiating a broad range of information systems.

Information Literacy at NYTS provides a wide range of services and resources that allow a student to develop the necessary informational skills for a modern ministry.

Information Literacy provides resources in the following areas:

- Library and computer negotiation skills
- Research methodology
- Questions about citations and proper formatting
- Help with the development and writing of research papers

All graduate students have full checkout privileges to all libraries in the Columbia Library system except the education, medical and law libraries. The Columbia Library system is one of the largest libraries in the United States, with over 8 million volumes. Among the libraries is the Burke Library, the largest theological library in the western hemisphere.

The Information Literacy department provides tours of the library and library training to all NYTS students. In addition, the Director of Library Services at NYTS also serves as the evening reference librarian at the Burke Library, from 4-7pm on Tuesdays and Thursdays. Students are encouraged to make use of the reference library in order to learn how to utilize the library.

¹ Alex Koohang, Keith Harman, and Informing Science Institute, *Learning Objects and Instructional Design* (Santa Rosa, California: Informing Science Press, 2007), 370.

Research Library:

The research library for all NYTS students is the Columbia University Library system, which ranks as one of the top ten academic libraries in the country. The 25 libraries in the system contain over 8.6 million volumes, 65,650 current serials, and an extensive collection of electronic resources, manuscripts, rare books, microforms, and other non-print formats. Of especial interest to NYTS students is the Burke Library, a world-renowned theological library, located at Union Theological Seminary at 3041 Broadway (120th Street and Broadway), and the Star Library on the Columbia campus, which has an extensive collection of books and other resources in Korean and other eastern languages. Online catalogs for all Columbia libraries can be accessed at: <http://www.columbia.edu/cu/lweb/>. Columbia databases are accessible only from within any of the Columbia Libraries.

Any student who wishes to use a Columbia library must first acquire a Columbia ID at the Library Information Office in the Butler Library on the Columbia campus at 116th and Broadway. Students must present a valid NYTS ID with a current semester sticker.

Library Hours for individual Columbia libraries can be accessed at the Columbia Library website: <http://www.columbia.edu/cu/lweb/services/hours/>.

Additional Online Services:

NYTS Library Website:

The NYTS library website at www.nyts.edu contains a large range of online resources and a wealth of links to research tools, journals, writing aids and biblical resources.

- **Library Catalogs:** Links to Columbia Libraries as well as other important libraries, including Korean libraries.
- **Resources on the Web:** A wide variety of free resources are available on the web, including **Biblical Tools, Government, Korean Resources** and **Internet Search Engines**.
- **Other Resources:** Additional resources such as **Online Theological Resources, Free Online Journals,** and **Turabian Formatting Information**.

Moodle:

- Distance Learning courses and course information, including syllabi, and class reserve materials are available through Moodle, the online distance learning system at NYTS. Since all classes utilize Moodle, if only to display the syllabus of the course, all students receive training in the use of Moodle
- All students are provided email accounts upon registration at the seminary. Professors will communicate with students using this email system through Moodle.

The New York Public Library:

The New York Public Library is the largest public library in the United States, with almost 7 million items in its collection, and is a vital node in the NYTS information system. A NYPL library card is mandatory, and all students are entitled to a NYPL library card, whether or not they are residents of New York state.

The NYPL is especially important to our students, as it provides a wide range of journals that can be accessed from a student's home or work place. Works that are not available at the New York Public library can be obtained through Interlibrary Loan, a service that borrows books from other libraries. In addition, as NYPL is a member of Metro, a large network of libraries in the metropolitan area, students can obtain a Metro card, which will allow them to use books at other libraries.

The New York Public Library, in addition to a large and extensive collection, provides access to several important databases and indices, many of which are available from the student's home. All NYTS students can acquire a library card at any NYPL lending library, or online at <http://www.nypl.org/books/cards.html>. The Access card for the NYPL research library must be picked up

in person as it requires the creation of a photo ID. For information about the branch library closest to you, access the website at www.nypl.org.

Other Seminary Libraries:

In addition, NYTS graduate students have limited on-site access (usually reading privileges) to several member libraries of the New York Area Theological Library Association (NYATLA). Students are expected to search first at the Columbia/NYTS libraries before visiting other libraries. Some member libraries may have further restrictions. Consult the librarian before visiting. A current NYTS ID card is required. See the Director of Library Services for further information.

Library Research Training:

As part of Introduction to Theological Education in the MDiv, MAPCC, and MARE programs, and as part of the opening session in all DMin programs, all students will receive instruction in both the Columbia and NYPL library systems as well as training in the use of Moodle. Required training will take place in the first month of school. Additional training can be arranged on a one-to-one basis with the Director of Library Services at any time during the year.

Research:

In addition to an orientation to the library in the first week of each fall semester in all programs (except MPS in Sing Sing), students may register for courses in library research, which are offered every year. The Director of Library Services is also available for individual consultations on research procedures. Students may make appointments to learn research methodologies and research paper design, as well as the mechanics of computer-based research.

Computer Skills Enhancement:

All students who attend the seminary should have access to a computer in order to do their work. As many older students may be unfamiliar with computer usage, individual computer training can be requested of the Director of Library Services. In addition to one-on-one training, the Director will offer courses to small groups in computer usage and computer-based research on an as-needed basis.

RESERVE READINGS AND ONLINE COURSES:

Reserve readings and Online Courses for NYTS courses are generally provided through “Moodle,” which is the On-Line learning system used to support all NYTS classes. For any questions about library resources and services, contact the Director of Library Services, Jerry Reisig at (212) 870-1213, or email to jreisig@nyts.edu. For assistance using “Moodle,” send an email to helpdesk@nyts.edu.

NON-DISCRIMINATION POLICY:

NYTS reaffirms its long-standing policy of non-discrimination. The Seminary is an academic institution that, in compliance with federal, state, and local laws, does not engage in illegal discrimination on the basis of race, color, gender identity or expression, sexual orientation, religion, national origin, marital or parental status, citizenship status, veteran status or disability in its educational program and activities, including employment, or in admission to programs or activities. Additionally, it is the policy of NYTS that all actions within the Seminary toward students and employees will be based on performance-related criteria. Attitudes and preferences of individuals that are personal in nature, such as private expressions or sexual orientation, will provide no basis for judgment related to such individuals.

Online Services (“CampusAnyware”) & Virtual Classroom (“Moodle”):

- The NYTS website, www.nyts.edu, is the portal for student online services
- “CampusAnyware” is the program for online registration and student services
- “Moodle” is the program for all classroom related and school information

From “Current Students” on the NYTS website click on:

“Online Registration & Student Services”

- To register
- Make payments
- View grades and print unofficial transcripts

For Online Registration & Student Services your **Student ID Number** (found at the bottom of your ID card) is your **USER ID**. The initial **PIN** is **1212**. You can access Online Services 24 hours a day, and 7 days a week!

Most students (after their first semester) are able to register and pay on-line through “Online Registration & Student Services” link on the NYTS website providing that:

- They have a zero balance from the previous semester
- They are paying in full at time of registration (NO payment plans on-line)
- They have had their program approved by their advisor **IN ADVANCE**

From “Current Students” on the NYTS website click on “Moodle” (virtual classroom system) to:

- Activate your courses once you have registered
- Access syllabi
- Access Textbook lists
- Receive **ALL** School news- through **SITE NEWS**: academic calendar; registration information; forms, course lists...etc. (We rarely send snail mail!)

For “Moodle” (the virtual online classroom) each student will receive an NYTS email address, username and password via an email from helpdesk@mail.nyts.edu after they are accepted into the school.

After **EACH** time they **REGISTER** all students are **REQUIRED** to enter Moodle and **ACTIVATE** their respective courses to access their course information (i.e.: syllabi, textbooks required...etc.). For this an "Enrollment Key" is needed. The enrollment key to activate your courses in Moodle is the **Course Number (no caps)**.

Example: BBN2411: Women in the New Testament. The enrollment key is **bbn2411**.

Please follow these easy steps to activate your courses in “Moodle”:

1. Go to <http://online.nyts.edu>
2. In “Current Students”, click Moodle; login using your username and password.
3. See “Overview of My Courses”: Scroll down bottom left-hand side to “My Courses”
4. In "My Courses": click on "All courses."
5. NYTS list of courses: scroll down and click on course for which you registered.
6. When you select course it will lead you to information page on that course: it asks for Enrollment Key.
7. Under the box next to Enrollment Key type in the course number:
(All lower case e.g. bbl3501).
8. Click on button: "Enroll me in this course". This will enroll you in that course.

If you have difficulty, contact helpdesk@mail.nyts.edu.

PARKING IN MORNINGSIDE HEIGHTS:

Parking in the Morningside Heights and around Columbia University during office hours is often difficult. Alternate side of the street parking regulations are strictly enforced and students are advised to check them carefully as posted on street signs. Parking is available in Riverside Church, and in other parking lots in the neighborhood for a fee, as well as limited on-street metered parking.

PHOTOCOPYING:

The Seminary does not provide photocopy machines for student use. Students may use the commercial photocopy services of such business establishments as Kinko's located in the area, or at the Columbia University Libraries.

PLAGIARISM:

One of the primary learning objectives of the Seminary is to help students acquire the gift of discernment in the form of the ability to think critically. Essential to this task is the requirement that students learn how to investigate the thoughts of others, to organize these thoughts in a fresh way, and, in combination with one's own thoughts and experiences, to communicate one's findings effectively.

It is with this conviction that the Seminary does not permit the presentation of someone else's thoughts as one's own. Books, articles and other materials used in the presentation of assignments must be credited properly in the footnotes/endnotes and the bibliography. It is the faculty's view that failure to do so is not only personally dishonest, but a violation of the integrity of the ministry.

Any student turning in written work that is not her or his own, including copying from a published source, copying from the internet, or copying from another student, will be charged with plagiarism. In those instances where a faculty member suspects that plagiarism has occurred but where the original source cannot be located, the case will be assigned to three members of the faculty who will report their judgment to the faculty. Judgment of plagiarism in such a case is by majority vote of the faculty. Plagiarism will result in automatic course failure, and in the case of repeated action, possible dismissal from the Seminary.

POLICY ON THE USE OF NYTS NAME:

Unless expressly allowed by the appropriate authorities of the school or their duly appointed representatives no one affiliated with the Seminary may claim to represent it or may use its name, logo, stationery or other means of representation.

REFUND POLICY:

Refund for tuition is granted only on the basis of a formal notification of the Registrar of a student's intention to withdraw from coursework. All such notifications of Withdrawal must be completed in writing and must be submitted to the Registrar. The amount of refund of tuition (if any) that is due for a Withdrawal will be determined by the time and date that the initial request is made. For purposes of determining time of withdrawal, initial notification can be made in writing, in person, by email or by regular mail sent to the Registrar, but the appropriate form must be filed within two weeks in order for the Withdrawal to be considered complete. Notification of Withdrawals that are submitted by regular mail will be dated according to the date that the notification was posted. Notifications of Withdrawal made by email to the Seminary's Registrar will be dated from the time when the email was sent.

Refund of tuition for withdrawals from MA and M.Div. courses are given on the following basis:

- 100% refund for withdrawals completed prior to the end of the second week of class (for semester-based courses) or the second class session identified on the syllabus (for intensive courses)
- 50% through the end of the midpoint of the course (determined by contact hours)
- 0% thereafter

Students in the D.Min program in each year must register for the entire year prior to the beginning of the first class session in the first year, and during the month of September during the second and third year. Refund of tuition for withdrawals in the D.Min program is given on the following basis:

For the first year

- 100% refund for withdrawals completed prior to the end of the first week of an intensive format program, or the sixth week of a semester-based program
- 50% refund for withdrawals completed prior to the beginning of the second intensive week in an intensive format program, or prior to the beginning of the second semester in a semester-based program
- 0% refund thereafter

For the second year

- 100% refund for withdrawals completed prior to the end of the first week of the intensive, or the sixth week of the semester
- 50% refund for withdrawals completed prior to January 15
- 0% refund thereafter

For the third or continuation year

- 100% refund for withdrawals completed prior to October 1
- 50% refund for withdrawals completed prior to January 15
- 0% refund thereafter

Students in the D.Min program in each year of the program must register for the entire year in the fall semester. A student who fails to register for the third or continuation year before October 1 may register only with the approval of the Director of the Doctor of Ministry program. A student who fails to register for the third or continuation year and does not receive a Leave of Absence, then in a subsequent year seeks to return to the program to complete the written thesis and graduate may be re-admitted at the discretion of the Director, but will be charged for the third year tuition plus any subsequent continuing year fees that apply at the rate that was in effect during the year or years that the tuition was due.

Refund of payment for the CP is granted according to the following schedule:

- 100% refund if withdrawal occurs before classes begin
- 50% refund no later than the second class week
- no refund thereafter

Refund of fees for audit, continuing education, and Partner Church members in any class is granted in full prior to the first meeting of the particular class, with no refund thereafter.

All fees are non-refundable.

REFUNDS: Return of Title IV Funds Policy:

This policy applies to students who complete 60% or less of the enrollment period (i.e., fall or spring semester for the MA and MDiv, or the entire year for the D.Min) for which they received Federal Title IV aid. A student who drops a class but still completes one or more classes does not qualify for the Return of Title IV Funds policy. The term “Title IV aid” refers to the following Federal financial aid programs: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans and Federal Grad PLUS loans.

To conform to the policy, the Registrar must determine the student’s withdrawal date, which is defined either as:

1. The date the student began the withdrawal process by officially notifying the Registrar at New York Theological Seminary of his or her intent to withdraw; or
2. The last date of attendance at an academically-related activity by a student who does not notify the Registrar of New York Theological Seminary.

The calculation required determines the earned and unearned Title IV aid for a student based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used but breaks of at least 5 days are excluded from both the numerator and denominator. Course professors will be asked to verify a student’s absence or presence through attendance in a classroom, participation on an online learning exercise, or some other such means in order to determine the amount of Title IV Funds that are to be returned.

Until a student has passed the 60% point of an enrollment period, only a portion of the student’s aid has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded aid for the enrollment period.

Earned aid is not related in any way to institutional charges. In addition, the Seminary’s refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws from a course may be required to return unearned aid and still owe the Seminary for the course. For more information on New York Theological Seminary’s withdrawal and institutional charges policies, please see the section above in the Catalog.

The responsibility to repay unearned Title IV aid is shared by the Seminary and the student. For example, the calculation may require NYTS to return a portion of Federal funds to the Federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the Federal Direct Loan programs based on the terms and conditions of the promissory note of the loan. The return of Federal aid is in the following order: Unsubsidized Federal Direct loans, Subsidized Federal Direct loans, and Federal Grad PLUS loans.

For more information or to answer questions concerning the return of Federal funds, students should consult with the Seminary’s Director of Financial Aid.

REGISTRATION:

Registration for all master's level programs takes place several times a year before the beginning of each semester, as posted in the annual Seminary calendar that is available on the NYTS web page, Moodle Site News or from the Registrar. New students can expect in general to register the last week of August; Returning students the first week of September for the fall semester and winter courses; the first week in December for winter only; the second week of January for the spring semester; and the second week of May for summer courses. New students are encouraged to register early in any registration period.

There are regularly scheduled add/drop days and students may change their registration at such time. As a matter of normal policy refunds are given for tuition only, according to the schedule published both here in the Catalogue and in the Student Handbook. Late fees are assessed after the first day of classes for any given semester or intensive period (winter or summer months) in any academic program.

It is possible to make arrangements to register early for any program if circumstances warrant. All new and continuously enrolled students can expect to receive further information posted on Moodle Site News, the Seminary's online learning system, and sent through the student's Seminary email from the Registrar prior to each registration period.

Registration for the D.Min program for all years takes place during the second and third weeks of September each year. Thereafter registration is by appointment only with the office of the Registrar and with the approval of the Director. Registration for the D.Min can be completed either in person at the Seminary or online, fax and email. Details for completing the registration process are included in the package sent to candidates informing them of their acceptance into the program.

The registration procedure for all degree programs includes: a) approval by the appropriate faculty advisor; and b) payment or arrangements made with the Student Accounts Office for a payment plan.

Students in all degree programs who enroll in the Seminary's payment plan are expected to pay 30% of the total cost of tuition and fees that are due at the time of registration. Payment may be made by check, cash, Visa, or MasterCard. Financial aid is available from the Seminary. A separate application for financial aid is required. See the section below on Financial Aid for more details.

No student will be permitted to register for a new semester with an outstanding balance due.

All auditing and unclassified students must pay in full at time of registration. Deferred payment plans are available only to students enrolled in an academic program for a degree.

Registration for the Certificate program is held at the Seminary offices prior to the beginning of the fall and spring semesters. Payment for CP students is expected at time of registration.

REGISTRATION: Interrupting Continuous Registration

Matriculated students in all degree programs are expected to register continuously until such time as they complete their degree and graduate. Students in all Masters Degree programs are expected to continue to register each semester (fall and spring). Registration for the winter session (January) or for one of the summer sessions (June, July and August) will be considered to apply toward continuous registration; failure to register for a winter or a summer course, however, does not interrupt continuous registration. Matriculated students in the DMin must register in the fall of each year. Students in the MPS register for the entire year in the month of September. Students in the CP are expected to register on a semester-to-semester basis until they complete their course of study and earn their Certificate; but they are not required to register continuously.

REGISTRATION: Leave of Absence

A matriculated student in any Masters Degree program who does not intend to register for two successive semesters (fall and spring) must apply for a Leave of Absence from the Academic Dean in order to maintain her or his matriculation status. A student in the D.Min program who does not intend to register for a consecutive year must apply for a Leave of Absence from the Director of the Doctor of Ministry in order to maintain his or her matriculation status. Any student who fails to register for a third consecutive session in any of the Masters Degree programs, or for a consecutive year in the D.Min program will be contacted by the Seminary and asked to formally apply for a Leave of Absence. No Leave of Absence is permitted for the MPS program.

Any student requesting a Leave of Absence will be asked to provide a reason, and the time at which he or she expects to return to the degree program. Should a student need further time, a subsequent Leave of Absence may be granted by the Dean or Director.

Any student who does not register for two consecutive semesters (fall and spring) in any Masters Degree program, or for a consecutive year in the D.Min, and who does not submit a Leave of Absence request or is not granted a Leave of Absence will lose her or his matriculation status. Any student who passes the identified time granted for her or his Leave of Absence without being granted a subsequent Leave will also lose his or her matriculation status. Such a student must apply for readmission to the degree program in order to continue.

A student cannot apply for a Leave of Absence in any Masters Degree program for a semester in which she or he is currently registered; or in the D.Min for a year in which he or she is currently registered. A Leave of Absence can only be approved for a semester or year that has not yet begun. A Leave of Absence will not count toward the maximum time allowed for completing a degree (see below).

REGISTRATION: Stop-Out

A matriculated student in any Masters Degree program who is unable to enroll in a particular semester due to extenuating circumstances may Stop-Out for one semester without losing her or his matriculation status. Such a student should inform the Registrar in writing prior to the published registration period for that particular semester and will be asked to complete a Stop-Out form. A student who fails to inform the Registrar that he or she is Stopping-Out for one semester will be contacted by the Academic Dean and asked to complete the necessary form in order to remain in good standing. Failure to complete such a form in a timely fashion will endanger the student's matriculation status. A Stop-Out semester counts toward the total time allowed for completing a degree. No Stop-Out is permitted for the MPS or D.Min.

REGISTRATION: Withdrawal

Any student in any Masters Degree program who begins a semester and then seeks to withdraw from one or more courses must apply to the Registrar for a formal Withdrawal in order to be eligible to receive any refund in tuition that is due (see schedule for refund below). Students who withdraw from a course within the designated Add/Drop period will not have that course appear on a transcript. Students who withdraw following the Add/Drop period will receive a "W" on their transcript and will be required to pay for the course in full to register for it again in the future.

Any student who fails to notify the Registrar in writing of their intention to withdraw from one or more courses within the allocated time frame will be held responsible for all tuition that is due for the course or courses. Students who stop attending classes or otherwise participating in a course and who fail to inform the Registrar that they seek to withdraw from the course will be considered as being enrolled and will be issued a grade at the end of the course. Notification of a professor does not qualify as formal notification of Withdrawal. For a Withdrawal to be granted, notification must be given to the Registrar in writing (in person, by email, or by regular post). Any refunds for tuition will be calculated on the basis of the date that the Registrar was initially notified in writing of the student's intention to withdraw.

For purposes of determining continuing status, any student who withdraws from all courses in any Masters Degree program in a given semester will be considered to have registered for that semester.

As registration for the D.Min is for the entire year only and with a set curriculum, Withdrawals from individual seminars is not permitted. Students in the D.Min who find that they must interrupt their course of study for a compelling reason but who wish to be able to return to complete that particular year at a future date may make special arrangements with the Director for Withdrawal with permission to return. Such permission to return is granted strictly at the discretion of the Director and must be put in writing. It will then allow the student to resume the Doctor of Ministry program at a future time, picking up approximately where the student's studies were interrupted. The student will be responsible for all tuition for that particular year that was due at the time that the Withdrawal was first requested (see the schedule for refunds below). At such time as the student may return, the student will be responsible for completing payment of tuition at the rate that is in effect in the year that the student returns.

For purposes of determining continuing status, any student who withdraws from the D.Min will be considered to have registered for that year, and thus will be required to repeat the year at full payment. Students receiving scholarship support from the Seminary who withdraw may not keep their award. No student who has withdrawn from all classes may continue to participate in the Seminary's Work Study program. Students should note the schedule for returning federal aid for Withdrawals, which is different than the Seminary's tuition refund policy and is published below.

RETREATS:

NYTS is a non-residential school, which means times for community life are limited. In order to facilitate community life and its accompanying spiritual formation, the CP, and all Masters Degree programs include regular opportunities for program-wide retreats during the course of the academic year. Students in each program are required to attend each of the scheduled retreats for their program, as published in the Academic Calendar.

(SEE also: Community Life)

SECURITY REQUIREMENTS:

New York Theological Seminary (NYTS) does not own property. The Seminary's administrative offices are located in The Interchurch Center, a Class A office building. Classes for its degree programs are held mostly in The Riverside Church, located at 490 Riverside Drive in Manhattan. The Seminary rents access to the libraries of Columbia University, which includes the Burke Library at Union Theological Seminary, for its research needs. Each of these institutions – The Interchurch Center, Riverside Church, Columbia University, and Union Theological Seminary, maintains its own security personnel and employs strict security procedures that NYTS students must follow.

All visitors entering The Interchurch Center are required to register at the front desk and must be approved before going to one of the offices. Anyone entering Suite 500 who is not a member of the Seminary's staff or faculty is required to register at the front desk of the Seminary as well. Records from both the front desk of The Interchurch Center and the front desk of Suite 500 are maintained permanently and are available to any authorized member of the Seminary for review. Any NYTS student who shows a current Seminary identification card at the front desk of The Interchurch Center is issued a building pass prior to 4:30 pm on week days when the building is officially open. After 4:30 each day and on weekends and holidays no student may proceed to the 5th floor without being escorted.

Riverside Church and Union Theological Seminary both require a valid NYTS identification card for students to proceed past the front desk. Students do not have to register to enter Riverside Church or Union to reach Burke Library.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, otherwise known as the Clery Act, requires schools that participate in federal financial aid programs to maintain

and disclose information about crime on or near their campus. NYTS interprets this to be the Morningside Heights neighborhood, and specifically the neighborhood around the institutions listed above. Information regarding crime in the Morningside Heights neighborhood, including the streets around The Interchurch Center and Riverside Church, are maintained by Columbia University in fulfillment of the obligations of the Clery Act. The most recent report for our neighborhood can be found through a link on the NYTS web page at www.nyts.edu. The Columbia web page can also be accessed at <http://www.columbia.edu/cu/publicsafety/>.

Under the Clery Act schools are required to issue warnings regarding potential problems with crime when necessary. Institutions are also required to notify the community where information regarding registered sex offenders has been provided to it by authorized representatives of a law enforcement agency. Columbia University informs security office of The Interchurch Center whenever any potential problems in the neighborhood arise. The Interchurch Center in turn passes along such warnings to tenants in the building, including NYTS. NYTS passes along any such notices to students either through Moodle, or in the case of a situation that might immediately affect evening classes, directly to students through their professors in the classroom; and to faculty and staff through the NYTS office email system. NYTS will also forwards any notices it receives from the security desk at The Riverside Church.

Members of the NYTS community, including all faculty, students, staff, and visitors, who have either been the victims or observers of a crime taking place in any building or around the immediate neighborhood of Morningside Heights are asked to report such incidents immediately to the head of security on duty in the building where they are, or to the New York City police.

SEMINARY DRUG-FREE STATEMENT:

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act, New York Theological Seminary maintains a drug-free environment. The unlawful manufacture, possession, distribution, transfer, purchase, sale, use, or being under the influence of alcoholic beverages or illegal drugs while at work in the Seminary, or while attending or participating in Seminary-related activities is strictly prohibited and may lead to disciplinary action, including suspension or dismissal. When appropriate, the Seminary may refer the employee or student to approved counseling or rehabilitation programs. Should an employee or student be convicted of a drug-related crime that occurred on Seminary property or while engaged in a Seminary activity, s/he must notify the President. Appropriate action, including possible disciplinary action and/or the requiring of participation in a drug-abuse assistance or rehabilitation program, may result after notice of the conviction is received.

SEXUAL HARASSMENT POLICY & *"Enough Is Enough"*

NYTS seeks to promote a cooperative work and academic environment that fosters mutual respect for all. As an institution that seeks to embody Christian principles, it is bound by the injunction to seek the well-being of all who work, study or pass through its programs. Harassment of anyone based upon sex, sexual orientation, or gender identity or expression is inconsistent with these objectives and contrary to Seminary policy. Sexual harassment is also illegal under federal, state, and city law. It is the policy of New York Theological Seminary to prohibit sexual harassment of employees and students.

It is a violation of this policy for any member of the Seminary community to engage in sexual harassment, or for any member of the Seminary community to act against an individual for reporting sexual harassment. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints, and appropriate corrective action will be taken.

Sexual harassment is defined as "unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature." Questions or complaints regarding these policies or initiation of a grievance may be directed to the Chair of the Board of Trustees of the Seminary.

“Enough Is Enough”

As a graduate school educating persons for professional ministry, NYTS expects all members of the community (students, faculty, and staff) to adhere to moral standards of behavior expected of religious leaders. In addition to these expectations, New York State “Enough Is Enough” Law requires all institutions of higher education to adopt and implement policies requiring mutual affirmative consent regarding sexual activity.

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

To report a sexual assault call 911. For confidential support resources, call 1-800-621-4673 or dial 311 in New York City, or the New York State Domestic and Sexual Violence Hotline at 1-800-942-6906.

The Seminary maintains a strict confidentiality policy regarding all aspects of student affairs, including confidentiality regarding any report of sexual harassment, sexual misconduct, or sexual assault.

SMOKING POLICY:

Smoking is prohibited inside the Riverside Church and The Interchurch Center. Given the dangers that studies have revealed about second-hand (as well as first-hand) smoke, compliance with this policy should be a priority of conscience. Your cooperation is requested for the health and comfort of all.

SOLICITATION:

To avoid unnecessary interruptions of Seminary programs and activities, solicitation and distribution of written material by unauthorized persons is strictly prohibited unless approved in advance by the appropriate authorities. Solicitation includes, but is not limited to: raffles, sales of merchandise, posting or distributing notices or written material, soliciting for membership in organizations, requests for support of social, community, or other organizations. Persons affiliated with the Seminary who engage in this practice may be subject to disciplinary action.

STANDARDS OF STUDENT CONDUCT:

New York Theological Seminary is a school whose primary mission is the preparation of men and women for Christian ministries. In addition to stated policies on discrimination and sexual harassment, as well as academic policy (e.g. plagiarism, cheating on exams) students are expected to act in a caring and courteous manner. Failure to do so will result in a conference with the appropriate program committee within thirty days of the alleged

behavior. The committee's judgment on appropriate action is then recommended to the full Faculty for action.

Students judged to be in violation of academic policies or standards of conduct are subject to probationary status or dismissal. All students on probationary status will have their cases reviewed at the Faculty's semi-annual student review conference for appropriate action.

STANDARDS FOR WRITTEN WORK:

Graduate level academic standards for written work are *required* in all classes. All entering students in **ALL** Master's degree programs must produce a writing sample during the opening orientation in the fall semester. The results of this sample will determine whether a student has a need for remedial writing. If it is determined to be the case, students will be required to take a writing course with the writing professor. All students from foreign countries who do not take the TOEFL exam beforehand will automatically be enrolled in this course. Students who need to develop their writing skills may also enroll for the course.

At the end of each semester, the professor of this course will certify those who have achieved an acceptable standard in written work. Those not so certified may be placed on academic probation by the faculty. Unless otherwise specified by the professor, the form of *all* written work should follow that outlined in the most current edition of Kate Turabian's *A Manual for Writers of Theses & Dissertations* (7th edition) or *The Chicago Manual of Style* (15th edition) available in the library and bookstore.

Any student can utilize the writing professor to develop their writing and communication skills. The Director of Library services also provides writing training. Students are encouraged to work with the director at any stage of the research and writing process.

Citing Resources:

The citation system that is required at NYTS is Kate L. Turabian's *Manual for Writers of Research Papers, Theses, and Dissertations*. All students should obtain a copy of the guide when they enter the seminary. The Director of Library Services is the contact for any questions about the citation method. Students are welcome to submit their papers to the Director of Library Services before they hand them in, in order to make sure that citations and bibliographies are done correctly.

STUDENT CLASSIFICATION:

A matriculated student is one who is admitted to a designated degree program. Matriculated students at the Seminary are expected to register continuously from semester to semester in the CP, and all Masters Degree programs; and from year to year in the D.Min.

An unclassified student is one who is admitted to study for credit without having been admitted to a specific degree. In some cases, a student who has not completed the application for a degree program will be admitted as an unclassified student and allowed to complete the application during the first semester of coursework. Unclassified students also include those enrolled in a degree program in another school with whom NYTS does not have a cross-registration agreement, and who wish to take courses from NYTS in order to transfer these to their other institution. An unclassified student may become a matriculated student by completing the application process and being admitted into a degree program by the end of and no later than their first semester at NYTS.

An auditor is a matriculated student who is taking a class in a degree program without seeking to earn credit. An auditor pays a reduced fee for the course and is expected to participate in the class. A professor may limit the number of auditors in a class.

Continuing Education students and members of Partner Churches are persons who are not pursuing a theological degree but are interested in pursuing learning opportunities at the Seminary. Such opportunities are usually conferences, public lectures, and other events that the Seminary sponsors, but they may also entail attending a class that is part of a degree program. Continuing education students

may be graduates of the Seminary or of another institution who are seeking to enhance their professional skills and development. The Seminary extends the opportunity to any member of a **Partner Church** (see also p. 8) to sit in on classes from time to time as well. Continuing Education and Partner Church members must register for any course they seek to attend, subject to restrictions that may be imposed by the Academic Dean or the Registrar, and subject to the permission of the professor. Such persons pay a reduced fee and are invited to attend classes but are not expected to participate in class discussions and will not be asked to complete written assignments for a grade. Upon completion of the course these individuals will be given a certificate indicating their successful attendance.

STUDENT HANDBOOKS AND “MOODLE”:

Further information on academic policies and procedures, along with general information each year on the specific program, is published annually in a Student Handbook for each degree and certificate program. Students should consult the appropriate publication for their program for any changes in policies, as well as for additional information. . Students should also visit the Seminary’s online learning site, or Moodle, for updated information, including academic calendar and changes in registration dates. A direct link to Moodle can be found on the Seminary’s main web page at <http://www.nyts.edu>. (SEE also: Online Services)

SUPERVISED MINISTRY:

Supervised Ministry (the name for Field Education at NYTS) is a significant part of the Seminary's educational program. Students are given an opportunity to learn in an action-reflection model of theological education that emphasizes the integration of academic knowledge with hands-on experience of doing ministry under qualified supervision. The focus is on learning by doing.

The purpose of Supervised Ministry is to assist students in personal and professional growth by helping them form a ministerial identity, gain competence in ministry skills, and grow spiritually. Honest self-assessment and constructive evaluations by others are integral to the process.

No credit is given for ministry experience gained prior to entering NYTS, although transfer credit may be granted when field education has been satisfactorily completed at another accredited seminary. Students who enter the Seminary with extensive ministry experience are encouraged to keep on growing in the practice of ministry, doing so in conversation with others in ministry. Normally, Supervised Ministry requirements are completed over the course of the third and fourth year of the curriculum (four semesters), at least one of these years (two semesters) completed in a local church other than their home congregation. Other students wishing to fulfill the 8-credit requirement in fewer than four semesters must secure the written permission of the Director of Supervised Ministry and the Academic Dean.

A separate handbook for Supervised Ministry is also published by the office of Supervised Ministry and available to all enrolled students.

SYLLABUS AND COURSE REQUIREMENTS:

A syllabus shall be provided for students by the first session of each course, available through “Moodle” (our virtual-on-line classroom) with the understanding that it is a plan, not a contract. The major course requirements shall be clearly stated in the syllabus.

All work (except final papers) submitted by students are normally to be returned to them within a reasonable time period. Final papers are returned (usually within 3 weeks of the last day of the course) and graded with comments where appropriate.

The instructor shall return papers to the student by (a) handing back papers in class; or (b) returning them by mail in self-addressed, 9x12 stamped envelopes that the student has provided. *It is the student's responsibility to retain copies of all materials submitted to meet course requirements, except in-class exams, until notified of a final grade from the Registrar. Students should also keep all graded papers and exams in case of*

questions concerning their grades.

TIME FRAME FOR COMPLETION OF DEGREES:

NYTS recognizes that the majority of its students are completing degrees while engaged in professional ministry, secular vocations, or in many cases both. Students are encouraged to consider carefully their academic work load each year in light of their responsibilities and commitments beyond the Seminary.

The minimum and maximum time in which a student can expect to complete his or her degree program is as follows:

Program	Minimum and maximum time for completion
MPS	1 year
MA	2 to 5 years
M.Div.	3 to 7 years
D.Min.	3 to 6 years

Students who go beyond the maximum time frame for completion of their degree must request from the Academic Dean in writing formal permission to continue. Approval for continuation beyond the maximum time for completion must be granted each successive year by the Academic Dean until the degree is completed. Students in the D.Min program are not eligible for financial aid or loans beyond the third year in the program (formally known as continuation years).

TRANSCRIPT REQUESTS:

Requests must be made to the Registrar, in writing, during weekday business hours, by mail, email or fax. Transcripts are \$10 per copy payable through the Business Office at the time of request. The Registrar's Office processes and mails transcripts as soon as possible after the request is received and payment is confirmed. No transcript will be released by the Registrar for current or former students if they have outstanding balances due.

TRANSFER OF CREDITS:

NYTS will transfer in credits toward the MA and MDiv degrees from another graduate school of theological education that is accredited by the Commission on Accrediting of the Association of Theological Education in the United States and Canada (ATS). Courses from non-ATS accredited theological schools within the United States and Canada are generally not accepted for transfer except on a case-by-case basis as determined by the Academic Dean. Transfer of credits from graduate programs in theological education from outside the United States and Canada will be considered on a case-by-case basis by the Academic Dean as well, unless a prior agreement with a particular institution is in place.

Requests for transfer must be made in writing to the Academic Dean through the Office of the Registrar and will be administered only after a student has completed one full semester at NYTS. Only courses that have received a letter grade of B or above may be transferred.

Required courses for the NYTS degree may be met through transfer of work completed at another school of theological education, but in no case shall any required courses be omitted, even if that should eventuate in a total of more than 90 final credits including the transfers. The decision as to whether a transferred course meets an NYTS requirement is made by the Academic Dean. Any student graduating with an NYTS degree must complete a minimum of **45** credits in an NYTS program, even if that eventuates in more credits being earned than required for the particular degree. Students may transfer up to one-half the credits earned toward another degree to be applied to a degree at NYTS.

NYTS will transfer up to 12 credits toward the MA or MDiv degree from a non-theological degree

program, including courses in religious studies offered in a non-ATS accredited program provided that the course is comparable to an elective that is offered within the NYTS program. In no case may more than 12 credits from any one or a combination of such programs be accepted for transfer.

All decisions regarding transfer of credits from another institution to NYTS are made by the Academic Dean, whose judgment is final.

Matriculated students at NYTS may take courses at other ATS-accredited theological schools that currently do not have cross-registration agreements with the Seminary (see also p. 8) and transfer the earned credits toward the MA or MDiv degree at NYTS only with the written permission of the NYTS Academic Dean. Courses taken at another institution are transferred to NYTS as electives. It is the responsibility of any student taking a course at another institution to have the grade or evaluation sent to the NYTS Registrar at the end of the course. In all cases the judgment of the NYTS Academic Dean is final.

Students seeking to complete both the MDiv and an MA degree at NYTS may transfer up to 24 credits from the MA to the MDiv, and up to 24 credits from the MDiv to the MA. Students holding an MPS from the Sing Sing program may apply 18 credits toward any Masters Degree program. Credits being transferred from one NYTS degree to another may be applied to meet the required courses of the additional degree.

Generally, no courses are accepted for transfer into the CP, MPS, or D.Min at NYTS. Exceptions for the CP can be made by the Director of that program. In the case of the D.Min, advanced standing is granted for those students who have completed work at an institution with which the Seminary has an explicit published agreement, such as the Blanton-Peale Residency Program in either Psychotherapy or Marriage and Family Therapy. See the program description for the D.Min. program in the NYTS General Catalog publication for more information.

TUITION AND FEES:

NYTS seeks to maintain reasonable tuition and fees for all programs as a matter of policy and commitment. Tuition and fees at the Seminary remain among the lowest in the New York metropolitan area. Students who enter any degree or certificate program can expect to see a modest annual raise in the cost of their theological education as they progress through the program. A list of costs for all programs is published each spring on the NYTS web page under “Admissions” and is available from the Registrar or Academic Dean.

WORK STUDY:

In addition to institutional scholarships, the Seminary offers a limited number of Work Study positions each year to students who have the requisite time and skills for specific assignments. Work Study is awarded on an hourly basis and only after submitting completed timesheets to the Office of Student Accounts. Work Study can only be applied against tuition and fees. Students must apply for Work Study each year through the Office of the Academic Dean, where specific job descriptions are kept on file.

RECEIPT OF STUDENT HANDBOOK

Please sign the statement and return it to the Registrar's Office upon receipt of the Student Handbook and registration. This statement will be placed in your student file. Thank you for your cooperation.

STATEMENT:

"I acknowledge that I have received a copy of New York Theological Seminary's Master's Programs Student Handbook. I agree to read it thoroughly and abide by its academic standards, policies, practices and procedures."

Print Name: _____ Date: _____

Student's Signature: _____