

ACADEMIC LIFE

Brandel Library

Brandel Library serves the students, faculty, and staff of NPTS by providing bibliographical and technological resources and study space as well as bibliographic and research assistance. It houses a strong collection of materials for all of the Seminary disciplines in a variety of formats (books, journals, music, films, electronic, archival, etc.) and adds to this collection annually. As the Library for all of the University, Brandel also provides strong resources for related disciplines in the humanities, social sciences, and natural sciences. It also houses the archives for the University, for the Evangelical Covenant Church (ECC), and for the Swedish-American Historical Society, thus providing a remarkable collection of resources on the history and life of the Covenant. Some of Brandel's resources provided to students are owned and housed onsite by the Library. Others are accessed electronically through annual subscriptions or leases. In addition, Brandel is a member of ACTS (the Association of Chicago Theological Schools) and of CARLI (Consortium of Academic and Research Libraries of Illinois). Through these consortia, students can request materials from other member libraries.

Covenant Archive and Historical Library

The Covenant Archive operates under the supervision of the denomination's Commission on Covenant History. The primary purpose of the archive is to preserve and make available records of the Evangelical Covenant Church, but holdings also include literature in the fields of history, Swedish Americana, and other denominations of Swedish origin. Among its treasures is a copy of the Gustav Vasa Swedish Bible, published in 1541. Much of the material written before 1925 is in Swedish. The archives of the Swedish-American Historical Society are a unique collection of Swedish Americana. The resources of both archives are available to qualified students.

Computer Labs

Student computer labs are located in Brandel Library.

NPTS Regional Courses

In conjunction with the Department of the Ordered Ministry, NPTS offers selected courses in ECC conference locations. One of those locations is in the State of Washington, which requires this notice:

The Washington Higher Education Coordinating Board has determined that North Park Theological Seminary qualifies for religious exempt status from the Degree-Granting Institutions Act for the graduate level credit-bearing courses that comprise the following programs: master of divinity (MDiv) and doctor of ministry (DMin). The HECB makes no evaluation of the administration, faculty, business practices, financial condition, or quality of the offerings by this institution. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the HECB at P.O. Box 43430, Olympia, WA, 98504-3430.

Covenant Orientation Studies

Visit www.covchurch.org/vocational-ministry/orientation for information about Covenant Orientation.

Additional Degree Program Components

As part of our mission to educate whole persons, North Park Theological Seminary, in addition to academic assessment, evaluates students based on their spiritual and emotional readiness for ministry or other vocation. The evaluations are designed to give students assessments and tools to grow in deeper self-awareness as those who are preparing to serve and lead the church.

Testing and Evaluation

Testing and evaluation are required for all degree-seeking students. Students taking courses primarily online are granted flexibility in scheduling and location of testing. Contact Seminary Student Services for details.

1. Midwest Ministry Assessment

Midwest Ministry Development (MMD) is an organization that helps assess a student's readiness for ministry. This testing is designed to identify those individuals who, because of psychological and/or emotional issues, may have significant difficulty in functioning appropriately as seminarians or clergy. Confidentiality is strictly maintained. The psychological assessment is administered in four stages:

- Students prepare an autobiography, a medical history, a theological formation questionnaire, and a signed statement of personal conduct.
- Students complete the Minnesota Multiphasic Personality Inventory-2, the Myers-Briggs Type Indicator (MBTI), a Sentence Completion component, and the Enneagram. A clinical psychologist and counselor review the documents and prepare a preliminary report.
- Students meet with a counselor for discussion of their preliminary report during their Vocational Excellence course.
- Students must submit to MMD a written release of their final report to the Dean of Students. Failure to do so in a timely manner may result in blocked course registration.

The final portions of the evaluation are completed through FLDC 5300 Vocational Excellence.

2. Bible Exam

Students with less than a year of graduate work in biblical studies or a related field are required to pass the Bible Exam before their Degree Candidacy evaluation. The exam tests knowledge of people, places, dates, books, and selected scripture passages. It is a multiple-choice exam and students must answer a minimum of 80 percent correctly in order to pass. The exam and its tutorial are both accessed online but proctored on campus. Students make exam appointments with Seminary Student Services.

3. Intercultural Development Instrument

The Intercultural Development Instrument (IDI) is an assessment tool that measures one's intercultural competence and can help to prepare students for pastoral work in diverse ministry settings. Students take the IDI in their first year, and results are confidential to the student and IDI administrator. The IDI may be referenced to help craft the student's field education plan. Students take the IDI again when enrolled in FLDC 7315 Cultural Competency Module.

4. Degree Candidacy Evaluation

Degree Candidacy Evaluations are used as a means of academic, spiritual, and ministerial guidance. Two faculty members evaluate the student's academic performance and his/her interaction with faculty and peers based on learning assessments, entrance essays, and a student reflection paper. The faculty team reports to all faculty and to the Dean of Students and Community Life, and students are affirmed in their degree program, affirmed with stipulations, or in rare cases, not recommended as a candidate for the degree program. Evaluations take place when a student has completed approximately one-third of his or her degree program, typically in the second semester of the first year of studies.

5. End of Studies Evaluation

During the fall semester before a student graduates, he or she submits a reflection relating to ministry and a one-page statement focused on a theological issue. Reflections, as well as a report from the Director of Field Education, are reviewed with two faculty members and a peer advocate of the student's choosing for further vocational feedback. This is submitted to the entire faculty and to the Dean of Students for approval. Master of Divinity students must complete FLDC 7316 Clinical Pastoral Education prior to the End of Studies Evaluation. For those seeking placement in the Evangelical Covenant Church, a recommendation from the faculty is required and will be presented to the conference superintendents by the Dean of Students following the End of Studies process.

to a theological library local to their place of residence or willingness temporarily to reside in Chicago or another suitable center for a period of several months in order to access appropriate library resources. This provision is essential for successful completion of the thesis. The number of hours required in campus residency for all students are as follows:

MACM – 13 credit hours

MACF – 17 credit hours

MATS – 24 credit hours

MDiv – 30 credit hours

Field Education

Field education is a companion to academic work at North Park Theological Seminary. These experiences give further context to studies, help develop maturity in interpersonal relationships in a ministry context, provide practice in communication skills, develop insights into ministry organization and procedure, and aid in discovering areas of growth while strengthening a sense of Christian vocation. Field education requirements differ for each degree program but may include:

- FLDC 5300 Vocational Excellence
- FLDC 7310 Internship Residency
- FLDC 7315 Cultural Competency Module (CCM)
- FLDC 7316 Clinical Pastoral Education (CPE)
- FLDC 7318 Theological Reflection Module (TRM)

See Degree Program sections for specific field education requirements.

All degree-seeking students should schedule an appointment with Field Education personnel early in their program to discuss and plan the course of their field education. Students must have a plan in place prior to the Degree Candidacy evaluation. Some students desire to complete a full-time internship in a congregational setting or other specialized ministry setting prior to their first year of academic study. These students should contact the Field Education Office upon admission.

The Seminary Field Education Office is located in the basement of Nyvall Hall. The Director of Field Education can be contacted at (773) 244-5251. The Associate Director of Field Education can be contacted at (773)244-5259.

Online Options and Residency Requirements

While no NPTS degree program may be completed entirely online, students learning at a distance may complete their program as a combination of online and campus based intensive format courses. Courses are offered online during the Seminary's regular fall and spring semester schedules, and in one or two week intensives in Chicago. Each degree program requires a certain number of credit hours which must be completed in residence at North Park's Chicago campus. In the case of the MATS degree, students must also demonstrate either access

ACADEMIC POLICIES

The following academic policies affect the academic progress of students matriculating in 2014–2015. It is the student's responsibility to track their progress in their program as well as to be aware of deadlines for various matters, when forms are needed, policies for appeal, and more.

The Seminary Academic Services Office will seek to assist students in all relevant matters and will enforce academic policies and procedures. Exceptions to the stated policies will only be made by approval of student petition. Contact information: North Park Theological Seminary, Academic Services Office, Box 14, Chicago, IL 60625. (773) 244-6217 or semacademicserv@northpark.edu.

Student Computer Accounts

My North Park

My North Park is the portal system for North Park University. It gives access to school email accounts, WebAdvisor, and Moodle, among other helpful links. Once a student has been accepted to the Seminary, he or she will be required to set up a My North Park account using their student ID number. For further information regarding account creation, see www.northpark.edu/Campus-Life-and-Services/Information-Technology/Account.

North Park University Email

The Seminary communicates with students via their NPU email accounts. Students are welcome to link their NPU email to a personal email address. All campus communications and especially those containing confidential information will only be sent to NPU email addresses.

WebAdvisor

WebAdvisor contains personal student information. Use WebAdvisor to register for classes, check financial aid, update mailing addresses, access grades and transcripts, pay bills, and more.

Moodle

Many faculty members use Moodle as their course management tool to post syllabi, assignments, readings, and more.

Registration

The first semester after a student has been accepted, he or she is registered by the Seminary Academic Services Office. After the first semester, students register themselves using the online registration system WebAdvisor. Students can only register for classes when the registration period has been opened. Reasons for why a student may be unable to register may include, but are not limited to the following:

1. Full enrollment
2. Course cancellation
3. Holds on student account due to
 - Tuition
 - Rental Accounts
 - Library Accounts
4. Registration period has not been opened
5. Prerequisites for class not fulfilled
6. Instructor approval required
7. Online registration deadline has expired

WebAdvisor cannot be used to register for the following options:

1. Cross-registration
2. Independent Studies, Courses out of Sequence, and Theses

3. Courses requiring permission of the instructor
4. Field education

Registration for Field Education

Students are not permitted to register themselves for field education credit via WebAdvisor. All incoming students will be registered for FLDC 5300 Vocational Excellence automatically for the first session it is available after their matriculation unless prior arrangements have been made with the Seminary Academic Services Office.

For all other field education credits, students must be registered by the Field Education Office. Students who are not properly registered will not receive credit. Students will only be registered for FLDC 7310 Internship Residency when they have submitted all required materials designating the scope of the internship and the agreement with the congregation or other organization. Contact the Field Education Office for details.

Academic Year

The Seminary academic year is comprised of two (2) main semesters: fall (August–December) and spring (January–May), and a shorter summer semester. Intensive courses are offered occasionally in May, and in June–August. In January, various on-campus intensives are offered in one or two week formats. Intensives taken in January are considered part of the spring semester for purposes of registration.

Academic Calendar

The Seminary academic calendar provides important dates such as semester dates, registration dates, holiday breaks, application deadlines, and more. Students are responsible for all deadlines. The current academic calendar can be found on the Seminary website.

Recording Classes and Other Events

No one may record a class or other event without permission of the instructor or event coordinator.

Academic Advising

Course-scheduling guides are available in each degree section of the academic catalog and on the Seminary website. Students are responsible for using them in scheduling and advising. Students are ultimately responsible for the completion of their individual program requirements. Student academic planning resources include:

- The Seminary academic catalog which details the individual degree programs, certificates, and course descriptions, as well as academic policies.
- The Seminary website which provides assistance with detailed course offerings, degree programs, and curriculum management.
- Faculty advisors who can provide assistance with course planning, preparation, and completion.
- Seminary Academic Services Office in Nyvall Hall, (773) 244-6217 or semacademicserv@northpark.edu.

After admission to NPTS, students are assigned a faculty advisor. Advisors are NPTS faculty members who can be called upon with questions in relation to course planning, the call process, questions about seminary, and overall guidance or encouragement. Visiting students may contact the Seminary Academic Services Office for advising.

Students wishing to request a change of advisor should contact Seminary Academic Services.

Academic Load

Typically, first-year first-semester students may not enroll for more than 16 credit hours. Students on academic probation (GPA less than 2.5) may be restricted to significantly fewer credit hours.

Credit Hours/Academic Load Level

1–7 Hours per semester—Part Time Student

8+ Hours per semester—Full Time Student

Student Status

Visiting Students

Visiting students take courses for credit or audit but are not enrolled in a degree or certificate program. Visiting students are not restricted in the number of courses they may take or audit over time. However, if a visiting student chooses to apply for a specific program of studies, all requirements identified for completion of that program must be completed regardless of the number of courses completed as a visiting student. Therefore, a student is not encouraged to take courses for credit as a visiting student unless he or she will apply within one year to a specific program of study. There is no limit on the number of courses taken for audit.

Course Audits

A student who audits a course will not receive academic credit. Students may not audit a core course to fulfill a degree requirement. Credit-seeking students will have priority over auditors.

- Auditors must have faculty approval with agreement on appropriate participation level for the course prior to registration through the Seminary Academic Services Office.
- Course audits are charged at a per-credit rate. Details are available at www.northpark.edu/Campus-Life-and-Services/Financial-Aid/Seminary/Tuition-and-Fees. Spouses of full-time degree seeking Seminary students and Kern Scholar graduates (through Academic Year 2017–2018) are exempt from audit charges.
- Students who are registered for a course for credit may change to audit through the fourth week of a class.
- Students who are registered for a course for audit may change to credit only through the first week of class.
- All changes require an instructor-approved petition to the Seminary Academic Services Office.

Change of Registration: Adding or Dropping a Course

It is the student's responsibility to be aware of the add/drop policy and all deadlines. Deadlines for add/drop are located on the Seminary academic calendar, posted on the Seminary website. (Note: Simply showing up to a course does not guarantee enrollment. A student must be registered for the course to attend classes.)

- Courses may be added or dropped via WebAdvisor through the first week of classes. Courses may be added through the second week of classes only with an instructor-approved add form. No course additions are permitted after the second week of classes.
- After the first week, and until the drop deadline, a course may be dropped with permission of the instructor and completion of a drop form. Absence from classes or notice to the instructor does not constitute Withdrawal.
- After the fourth week, the course dropped with permission will be given a grade of "W" (withdrawal) and will appear as such on the

student's transcript. Courses dropped without permission will be recorded as "DW" and calculated as a failing grade.

- Should a student miss the drop deadline and receive a DW, he or she may petition by letter to the Academic Dean in the case of extenuating circumstances. There is no guarantee that the petition will be approved.

Course Refund Policy

Course refunds for courses dropped with permission will be made as follows for regular term classes and for summer language intensives (typically six weeks in duration):

- Full refund if student submits a completed drop form prior to the start of a term or by the end of the first week of class.
- 80 percent refund if student submits a completed drop form by the end of the second week of a class.
- 60 percent refund if student submits a completed drop form by the end of the third week of a class.
- 50 percent refund if student submits a completed drop form by the end of the fourth week of a class.
- No refund after the end of the fourth week, or for courses dropped without permission.

The refund policy for intensive courses will follow the above pattern for each day the course meets. For one and two week intensives:

- Full refund if student submits a completed drop form by 4:00 pm on the second day of class.
- 80 percent refund if student submits a completed drop form by 4:00 pm on the third day of class.
- 60 percent refund if student submits a completed drop form by 4:00 pm on the fourth day of class.
- 50 percent refund if student submits a completed drop form by 4:00 pm on the fifth day of class.
- There is no refund after the fifth day of the course, or if the course is dropped without permission.

Cross-Registration through the ACTS Consortium

North Park Theological Seminary is part of the Association of Chicago Theological Schools (ACTS). To see a complete list of courses that are available to students offered by ACTS seminaries, visit www.actschicago.org. Students interested in taking a course at a particular seminary are advised to go to that seminary's website to confirm course description and schedule.

Registration for ACTS Courses

Contact the Seminary Academic Services Office for the ACTS Cross-Registration form. If the student is eligible and is accepted by the host school, he or she will be registered for CROS 5000 and will be charged regular NPTS tuition. Students are not permitted to register for an ACTS course directly with another seminary.

- Students must have approval from the Seminary Academic Services Office and the host seminary in order to register.
- Cross-registration is not available for independent studies.
- To use a cross-registered course to fulfill a core requirement in a degree or certificate program, the student must submit an approved course substitution petition from the relevant Seminary faculty Field Chair.
- At least one half of a student's courses must be taken at NPTS.
- Cross-registration is not available during the summer semester.

Independent Studies and Courses Out of Sequence

Independent Studies

The Independent Study is an opportunity for graduate students to work one on one with a member of the faculty related to an area of interest that is not part of the regular curriculum. Independent Studies do not satisfy core requirements. Since faculty are limited in the number of independent studies they can supervise, both the professor and the Academic Dean of the Seminary must approve an independent study prior to registration through the Seminary Academic Services Office.

- Students must fulfill any necessary pre-requisites and have a minimum GPA of 3.0 to be eligible to register for an independent study.
- Students must submit an instructor-approved syllabus after the registration request has been approved.
- Students may take a maximum of one independent study per semester.
- Independent studies may be one to three credit hours and may be offered on a pass/fail basis.
- Students must demonstrate to the professor's satisfaction that requirements have been fulfilled prior to grade submission.

Courses Out of Sequence

Courses out of Sequence (COS) are regular courses in the NPTS curriculum taken on an independent basis. When a student confirms with the Seminary Academic Services Office that a particular course is required for program completion but is unavailable in a timely manner, the student may be eligible to take a COS. Academic Services personnel work with the student, the Field, and course instructor to determine how the COS is to proceed.

- A COS is only approved if a course required for degree completion is unavailable and if the Seminary budget allows.
- Students must submit an instructor-approved syllabus after the registration request has been approved.
- Students must demonstrate to the professor's satisfaction that requirements have been fulfilled prior to grade submission.

Theses

The thesis is an opportunity for a student to develop research skills and a body of work in an area of masters level expertise. This option is primarily taken by MATS and MDiv students. Those interested must have a concentration of at least nine credit hours and must enroll in THEO 5102 Research Methods. In addition, students register for three credit hours of thesis research for two semesters through the Seminary Academic Services Office. Students are charged the Thesis/Comprehensive Exam Fee at registration. The topic is chosen in consultation with the director of the MATS degree program, who then assigns a thesis advisor to the student. The thesis must be submitted by the beginning of the eighth week of the final semester. An oral defense of the thesis before a faculty committee must occur no later than week twelve of the final semester. Full thesis guidelines will be distributed by the director of the MATS degree program. Successful defense of the thesis is required for completion of the MATS with thesis option. The grading scale for theses is high pass, pass, or fail.

Course Information

Class Attendance

Students are expected to be prompt and regular in attendance at all scheduled classes. Arrangements must be made with the instructor

concerning short-term illness. In the case of longer illnesses or emergencies the student should notify the Seminary Dean of Students and Community Life. If an academic leave of absence becomes necessary, contact Seminary Academic Services.

Course Evaluation

Student participation in course evaluations is critical to the ongoing quality of theological education at North Park. Course evaluations may be distributed either in class or via online survey during the last week of class. Course evaluations are anonymous and confidential. Only after grades have been submitted do faculty, the Academic Dean, and in some cases a faculty Field Chair receive compiled evaluation results.

Course Substitution

Normally, substitutions are not granted for required courses. However, the student may petition to have a course substitute for a required course if the substitution is in the same field and in the same subject matter. Petition forms are available on the Seminary web site. Field Chair and Academic Dean approval is required.

Greek Proficiency Exam

If it has been more than one year since a student has taken Greek at North Park or elsewhere prior to enrolling in Greek Exegesis, he or she must pass a proficiency exam to register for the course. Contact the Seminary Academic Services Office for details.

Undergraduate Courses

Seminary students may take up to two courses from the undergraduate curriculum with permission. Such courses will not apply toward a seminary degree program unless the undergraduate professor of record determines the nature of additional course work for graduate credit and the course is deemed appropriate to the learning goals of the seminary program. The student must submit a petition to the relevant Field Chair and to the Academic Dean for approval. The maximum of graduate level credit that can be obtained in this way is six credit hours. Certain financial aid restrictions may apply.

School of Business and Nonprofit Administration Courses

Only students who are admitted to a dual degree program may take SBNM courses. Students will not be accepted into a SBNM degree program and a Seminary degree program at the same time unless it is to a dual-degree program. However, students may be permitted to complete up to one SBNM certificate if accepted by the School of Business and Nonprofit Administration. Seminary-only students must submit a course substitution petition for SBNM courses to fulfill Seminary elective credit.

Dual Degree Programs

Students may apply for enrollment in a dual degree program that will allow them to receive both a Seminary degree and a master's degree from the School of Business and Nonprofit Management at North Park University. The following policies and procedures apply to dual-degree programs:

1. Dual-degree tuition is set at a separate rate from Seminary tuition. For details and for questions regarding financial aid, see the Seminary website or contact the Office of Seminary Admission.
2. Dual degrees are blended programs and will only be awarded at Commencement upon completion of all Seminary and SBNM requirements.

3. If a student drops out of the dual-degree program but chooses to complete one or the other of the degree programs, he or she must re-apply to the relevant school for admission to the degree.
4. Current degree-seeking Seminary students who wish to change to a dual-degree program must apply through the Office of Seminary Admission before they have earned 30 credits for the MDiv, 16 credits for the MACF, or 12 credits for the MACM. Students who have earned more than the specified hours in their respective program must complete or withdraw from their current program before beginning another North Park degree program.

Americans with Disabilities Act Services

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, North Park Theological Seminary provides services for students with documented disabilities to ensure equal access to programs, services, facilities, and activities. No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public entity. Visit www.ada.gov/pubs/ada.htm for the statement of the act as amended in 2008.

Accommodation for Disabilities

NPTS accommodates students with special needs that affect capacity to complete a program of study. The student must submit a letter, documenting the disability, from his or her physician, other approved professional, or authorized agency, to the Seminary Academic Services Office during the first month of his or her first semester. If a student is in need of housing accommodations, the recommendations stated in the documentation must clearly state the housing needs and requirements of the student. Specific arrangements are made in discussion with the student, the Academic Dean, Academic Services personnel, and relevant instructors.

In any semester, the Seminary Academic Services Office must be notified at least two weeks in advance in order to pursue needed accommodations or services.

Accommodations Grievance Procedure

In the event of a disagreement between student and faculty, or with another NPTS or University employee, over an issue of the aforementioned accommodations, the student should first meet with the faculty member or other NPTS or university employee to seek resolution. If unsuccessful, the student may submit an appeal to the Seminary Academic Services Office. If necessary, the appeal will be forwarded to the Seminary Academic Dean who is the final arbiter of the appeal. In cases of appeal, the faculty member's peers may be asked by the Academic Dean to decide as to the merit of the appeal. The student has the right to be represented by and/or to appeal to legal counsel.

Family Educational Rights and Privacy Act (FERPA)

The educational records of North Park Theological Seminary students are protected under the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. The statute is found at 20 U.S.C. § 1232g, and the Department's regulations are found at 34 CFR Part 99.

Access to Education Records

Under FERPA, students have the right to access their education records. Students may submit a written request to the Seminary Academic Services Office specifying a list of which education records he or she wishes to access. Within 45 days, as stipulated by law, Academic Services personnel will provide the student with the opportunity to review the requested materials, and make copies if necessary, at a mutually agreeable time and place. Should the name or other personally identifiable information about another student be present in the requested education records, such names and information will be redacted prior to student inspection.

Amendment of Education Records

Under FERPA, students have the right to request an amendment to education records. Should a student deem a portion of their education record to be inaccurate or misleading, the student may submit a request for amendment to Seminary Academic Services personnel. Requests must provide specific detail about which portions of the education record he or she believes to be inaccurate or misleading and what information he or she would like to be amended. Should the Seminary decide not to amend the education record as requested by the student, the student will be notified in writing and given an offer of a hearing should the student wish to pursue the amendment further. If after a hearing, the Seminary still decides not to amend the record as requested, the student will be offered the right to place a statement to be kept on file and disclosed if necessary with the original record.

Disclosure of Education Records

Under FERPA, students have the right to consent prior to the disclosure of education records, except in instances where FERPA authorizes disclosure without student consent. The Seminary will not release student education records without prior written consent, except in the following instances:

- The disclosure is to school officials who have been determined to have legitimate educational interests.
North Park Theological Seminary defines a school official as a person employed by the Seminary or University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the Seminary or University has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; a student worker under the supervision of a school official; or a student serving on an official committee. Should a school official need a student's education record in order to fulfill a professional responsibility, it will be considered a legitimate educational interest.
- The student is seeking or intending to enroll in another school.
- The disclosure is to state or local educational authorities auditing or enforcing federal- or state-supported education programs or enforcing federal laws which relate to those programs.
- The disclosure is to the parents of a student who is a dependent for income tax purposes;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid.
- The disclosure is pursuant to a lawfully issued court order or subpoena.
- The information disclosed is designated as directory information.

North Park Theological Seminary publishes a student directory each academic year. The Seminary considers the following information suitable for directory use or other public functions: student name;

names of student's immediate family; student photograph; local address and telephone number; place of birth; confirmation of current student status; current student degree program; dates of attendance; and degrees, certificates, and academic awards received at North Park or other academic institutions. Students who wish to restrict the use of any of this information must submit a written request to Seminary Academic Services within the first week of the current semester.

Should a student wish to have his or her education records released to a spouse, parent(s), guardian(s), or specified third party, the FERPA release form, available on the Seminary website, must be completed fully and returned by mail to:

North Park Theological Seminary
3225 W. Foster Ave., Box #14
Chicago, IL 60625

Complaints of Alleged Violations

Under FERPA, students have the right to file a complaint of alleged FERPA violations on the part of the Seminary with the U.S. Department of Education. Complaints may be addressed to:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave. SW
Washington, DC 20202-5920

Grading Policies

Grades are issued shortly after the conclusion of each term and posted on WebAdvisor. Students can access grades through their personal account after grades have been submitted by faculty. Unless otherwise indicated on the course syllabus, the following criteria apply:

A: Superior work (A = 95–100; A- = 93–94)

This grade applies to exceptional work, the quality achieved through excellence of performance, not merely the fulfillment of the course requirements.

B: Above average (B+ = 91-92; B = 88-90; B- = 86-87)

This grade applies to meritorious work, definitely above average, applied to more than the fulfillment of requirements.

C: Average (C+ = 84-85; C = 80-83; C- = 78-79)

This grade applies to average work that still fulfills the course requirements.

D: Unsatisfactory (D+ = 76-77; D = 72-75; D- = 70-71)

This grade, while indicating the student has completed a course, is to be understood as reflecting below average work. Course work receiving this grade will not be counted toward a degree.

F: Failure (69 and below)

To receive credit in the subject, the course must be repeated.

I: Incomplete

This course is counted as an F in the calculation of GPA until the student's work is completed and submitted. A grade of incomplete or I is granted only when a student can demonstrate sufficient cause for not completing the course work on time. Such cause includes illness, disability, emergency and/or unforeseeable circumstances. Incompletes are not intended as ordinary extensions of time to complete a course, but granted only under extraordinary circumstances. The professor is not obligated to grant the request for an incomplete.

AU: Audit

Students not taking a course for academic credit will receive an AU.

P: Pass

This grade is based on evidence of completed assignments, regular attendance, and participation activities required by the instructor. A grade of P does not affect one's Grade Point Average (GPA).

F: Failure

A failing grade in a pass/fail course is calculated in a student's Grade Point Average. Pass/fail courses become part of the student's permanent record and will be taken into account in assessing the student's level of achievement.

Grade Point Average (GPA)

Grade Point values are based on a 4 point scale and are as follows:

A	4 points
A-	3.67
B+	3.34
B	3.0
B-	2.67
C+	2.34
C	2.0
C-	1.67
D+	1.34
D	1.0
D-	.67
F	No points
I	No points

GPA is taken into consideration for such matters as academic probation, scholarship privileges, etc.

Taking a Course Pass/Fail

Students may petition to take a course for pass/fail grading. Petitions must be approved by the instructor, the relevant Field Chair for core courses, and the Academic Dean.

Approved petitions must be submitted to Seminary Academic Services no later than the last day of the fourth week of classes (or by 4:00 pm on the fourth day of an intensive class.) No more than one-third of a student's course work may be graded pass/fail. Spiritual formation and biblical language courses are not included in the computation.

Biblical Language Grading

Biblical language grammar classes are graded as pass/fail by default. However, students may petition to take them for a letter grade. Petitions must be approved by the instructor and the Academic Dean and be submitted to Seminary Academic Services by the last day of the fourth week of regular semester classes and six week language intensives.

Grade of Incomplete

A grade of Incomplete (I) is given at the instructor's discretion and is only granted in extraordinary circumstances. Instructors are not obligated to grant requests for a grade of I. Incompletes are given zero points toward GPA calculation until the course work is completed and the grade changed. The deadline for an incomplete course is the last day of the following semester after which the course will become a permanent fail (F). Any exceptions to the deadline must be documented in writing by both student and instructor and on record in the student's file.

Grade Reduction for Late Assignments

Course instructors determine penalties for late assignments that do not fall under Incomplete policies.

Grade Disagreement

Should a student disagree with a grade he or she has received, the student is encouraged to first meet with the faculty member involved to discuss the disagreement. If there is no resolution, the student may submit, in writing, a description of the unresolved grade disagreement to the Academic Dean. The student must provide verifiable evidence that the

grade in question is inconsistent with grading standards and procedures contained in the course syllabus, or with previously stated standards, or does not give full consideration to all graded assignments. The Academic Dean will consult the Academic Cabinet and is the final arbiter of the disagreement.

Honors

Any degree-seeking student who graduates with a cumulative GPA of 3.75 or above will be recognized as graduating with “High Honors.” Graduates with a GPA of 3.5 to 3.74 will be recognized with “Honors.” The calculation for commencement ceremony purposes is based on grades for all but the final semester. Honors students wear gold cords at graduation designating their status. Honors status is not granted for certificate students. The diploma will show the honors status achieved after the final semester.

Transcripts

Official transcripts are processed through North Park University in the Office of Student Administrative Services. Information can be found at www.northpark.edu/alumni/transcripts or call (773) 244-5560. Current students may access unofficial transcripts via WebAdvisor.

Enrollment Status

A student in good standing is admitted to a degree or certificate program, is currently enrolled, has a cumulative GPA of 2.5 or greater on a 4.0 scale, has not been dismissed from the institution for any reason, and does not have a hold on their account from any administrative office.

Academic Probation

A student is placed on academic probation when his or her cumulative grade point average falls below 2.5 (on a 4-point scale).

Students whose GPA falls below 2.5 will receive a letter from Seminary Academic Services and copied to the student’s advisor, the Dean of Students and Community Life, and the Academic Dean which will outline conditions and expectations particular to each student. Any student who is on academic probation for more than two consecutive semesters (except for extenuating circumstances) will be dismissed from studies at North Park Theological Seminary. If a student is dismissed for academic reasons, he or she may petition the Seminary Academic Dean in writing after one year for readmission.

Change of Degree

Students who desire to change to a different degree program must complete a student petition form found on the Seminary website. They must attach to the petition a brief description (1–2 paragraphs) of the reasons for desiring a change of degree including its likely impact on vocational outcomes. Students must talk with their advisor prior to filing the petition, and the signature of their advisor on a change of degree petition implies that it has been read and discussed with the student. In addition, students must have the approval of the Dean of Students and Community Life. Final approval is determined by the Seminary Academic Dean. In some cases, a petition for change of degree may be reviewed by the Academic Cabinet. In cases of dual degree students, the School of Business will be consulted. If a student wants to pursue a dual degree program or a cohort certificate program, the student must apply through the Office of Seminary Admission.

Degree Candidacy

When a student is approaching completion of the first third of his or her program, the student must apply for degree candidacy to the Seminary Student Services Office. See the Student Services Handbook for a

description of the evaluation processes for Degree Candidacy and End of Studies.

Degree Completion

Degree programs are to be completed within a seven year period. In certain circumstances, and with permission of the Seminary Academic Dean, the term limit may be extended by an additional year. No more than three (3) extensions can be taken. After the tenth year, the student will be dropped from his or her program and must reapply. He or she typically will be required to retake certain courses or to undergo repeat testing (e.g., Midwest Ministries testing).

Approved Academic Leave

A student may apply for an academic leave for one or more semesters up to the limit of four consecutive semesters (two academic years). No extensions of academic leave will be approved beyond four consecutive semesters. While on an approved academic leave, the student is not withdrawn from his or her academic program, and the approved time is not counted against degree completion time.

- Students must submit an academic leave request to Seminary Academic Services identifying the reasons for the leave, the student’s projected plans during the absence, and the expected date of return. The Academic Dean will make final approval decisions and may consult with student’s advisor, the Dean of Students and Community Life, or the Academic Cabinet as appropriate.
- Students must submit requests in the semester prior to the leave to allow time for review of request.
- Scholarships are not held for students whose academic leave extends beyond one semester in length. After one semester, students must reapply for financial aid.
- Seminary housing may not continue to be available to students on academic leave.
- Students on academic probation may request a leave of absence subject to all conditions above. In such cases, a written agreement must be submitted indicating ways by which the student intends to improve his/her academic performance and raise GPA to 2.5 or higher prior to returning to studies.

Withdrawal from Studies

Students who intend to permanently withdraw from studies must submit a letter stating this intent to the Academic Dean and the Dean of Students and Community Life. The letter is placed in the student’s academic file. The student is responsible for assuring proper withdrawal from all courses and obtaining clearance from various departments such as Financial Aid, Student Accounts, Brandel Library, and Seminary Housing.

Inactive without Approved Academic Leave

A student who has not been enrolled for two consecutive academic semesters without receiving approved leave will be automatically withdrawn from the institution. Readmission to Seminary programs must be done subsequently through the Seminary Academic Services Office.

Readmission after an Extended Absence

Students returning to studies after an approved academic leave within the time specified on their leave application, need not reapply and are held to the requirements of the Academic Catalog under which they began their studies. Students who have withdrawn or were withdrawn due to inactivity are required to reapply through the Seminary Academic Services Office and may be held to the requirements under the Academic Catalog of their return. Course work older than ten years will not be

applied to a degree program. (The ten years applies from the date the course is completed at NPTS and transcribed.) Courses older than ten years, taken at another institution, will not be accepted as transfer credit. Anyone seeking readmission to Seminary programs after more than a ten-year absence, is required to apply through the Office of Seminary Admission.

Advanced Standing (Academic)

Advanced standing is an exemption from certain subjects (e.g., prerequisites, survey or introductory courses) on the basis of previous undergraduate study which is similar in content and standards required for a passing grade in those subjects as assessed by Seminary Academic Services. Advanced standing is not guaranteed. Typically, advanced standing is granted where the bachelor's degree is from an accredited institution with a major or minor in Bible, Theology, Religion, or a Ministry Field, and if undergraduate work is deemed comparable to NPTS course requirements. Advanced standing applies only to Seminary degrees, not to the non-Seminary portion of the dual degree. Field education pre-Seminary credit is considered separately.

- Advanced standing consideration is available for students whose undergraduate cumulative GPA is 3.00 (on 4.0 scale) or higher, and where courses being considered received a grade of B or higher.
- The maximum amount of academic advanced standing credit for each degree program follows:
 - Master of Divinity (MDiv) — 15 credit hours
 - MA in Theological Studies (MATS) — 10 credit hours
 - MA in Christian Formation (MACF) — 10 credit hours
 - MA in Christian Ministry (MACM) — 7 credit hours
- Students will receive advanced standing in their program only where prior work satisfies a pre-requisite or introductory course.
- Students may receive advanced standing for no more than one core course in each of the areas of Bible (with the exception of biblical languages which allows for the awarding of two semesters of Greek or Hebrew), Christian Formation, Church History, Ministry, Theology, and Spiritual Formation. Advanced standing is not awarded for general electives.
- Students receiving advanced standing for a class will be required to substitute another class from the same area. There is no reduction in credit hours.
- However, graduates of North Park University, normally those with a major or minor in Biblical and Theological Studies, will receive a reduction in the credit hours in their program and credit toward general elective requirements.
- Courses in biblical languages taken more than a year prior to admission require a proficiency examination before advanced standing is considered.
- Courses completed and transcribed more than ten (10) years prior to admission will not be considered for advanced standing.

Applying for Advanced Standing

Current students must request an advanced standing evaluation within their first academic year. Normally, advanced standing evaluations are not conducted during the admissions process. Incoming students must have a completed application on file and have received a letter of acceptance before advanced standing will be considered. It is the student's responsibility to request an advanced standing evaluation from the Seminary Academic Services Office. The student must submit the following:

1. A web link to the undergraduate catalogue or hard copy of each course description.
2. If requested, the syllabus for the course(s).
3. In some cases, the reviewer may request copies of completed assignments.

Upon completion of the evaluation of a student's previous course work, a copy of the advanced standing form indicating awarded courses and a letter from Seminary Academic Services personnel will be sent to the student by email, unless hard copy is requested. Contact Seminary Academic Services at semacademicserv@northpark.edu with evaluation questions.

Advanced Standing (Field Education)

Students accepted into the MDIV or MACF degree programs may apply for advanced standing for prior field education experience during their first year of study. Advanced standing will only be considered for prior field experience equivalent to internship residency. The Field Education Committee makes decisions as to whether or not a student is awarded credit and if so how much. Credit hours granted will not typically exceed half of the credit hours required for each degree program. Requests must be based on experiences gained within five years of seminary matriculation. Experience older than five years will not be considered.

When assessing applications, the Field Education Committee takes into consideration the following:

- Intentional supervision, reflection, and evaluation by a ministry mentor.
- Ministry experience that aligns with the goals of student's degree program.
- Documented evidence of evaluation by those with whom or for whom the student's ministry has been practiced.
- Documented reflection by the student regarding what he/she has learned about his/herself and about ministry in general during the experience.

Applying for Advanced Standing for Prior Field Education Experience

All applications for advance standing for prior field experiences must include:

1. Application cover sheet.
2. Student reflection and evaluation (essay: 3–5 pages, double spaced, one-inch margins, 10–12 font).
3. Supervisor evaluation (required)
4. Optional supplemental evaluation (i.e., laity).

The Field Education Committee considers advanced standing applications twice a year: in January and in June. Applications will not normally be considered outside of this timeframe. To be considered, students must submit applications in their first academic year. Students who begin studies in the spring semester will be given until the early deadline of the next academic year to submit applications.

Early deadline: January 15

Final deadline: June 1

Students awarded credit will be charged the Field Education per credit rate for the amount of credit they have been awarded. All questions and completed applications should be delivered to the Field Education Office.

Transfer of Credit

Current students and applicants may be eligible for transfer of credit for graduate level study completed at other accredited institutions. Transfer of credit must be requested by the student. Students seeking transfer of credit, or who wish to transfer to NPTS from another accredited theological institution may be asked to present a letter of good standing from the institution.

- A student may request transfer credit for courses equivalent to courses at NPTS. Only courses with content that closely

approximates core courses will be accepted as transfer credit for NPTS's core requirements.

- No more than one-half of the courses required for a NPTS degree may be granted by transfer of credit. Transfer of credit beyond this limit may be granted only in special circumstances. The request must include a rationale for permitting further credit based on such factors as ministry experience, personal references, academic excellence, or other relevant information. All requests will be reviewed by the Seminary Academic Cabinet.
- Students will complete all requirements for the degree (e.g., candidacy and end of studies reviews) and are required to complete the residency for their degree program. Residency requirements are as follows:
 - Master of Divinity (MDiv) — 30 credit hours
 - MA in Theological Studies (MATS) — 24 credit hours
 - MA in Christian Formation (MACF) — 17 credit hours
 - MA in Christian Ministry (MACM) — 13 credit hours
- Courses completed and transcribed more than ten (10) years previously will not be accepted as transfer credit.
- Consideration for transfer of credit is available for students whose cumulative GPA is 2.5 or higher (on a 4.0 scale) at the transfer school and at NPTS at the time of the request and where courses being considered received a grade of C or higher.
- Grades received for courses accepted as transfer credit will be used in the student's GPA calculation.
- Field education credits will be evaluated by the Field Education Office.
- In no case can a student earn an MDiv degree and a second Seminary level master's degree in less than five (5) consecutive years.

For a transfer of credit evaluation, students must submit:

1. Copies of official transcripts. (Quarter-system credit hours are converted to semester hours by dividing the number of quarter credit hours received by a factor of 1.5).
2. A web link to the graduate catalog or hard copy of each course description at the transfer school.
3. If requested, the syllabus for the course(s).
4. In some cases, the reviewer may request copies of completed assignments.

In certain circumstances, a transfer of credit review will be completed for an applicant to NPTS, but only after a completed application has been received. Upon completion of the evaluation of a student's previous course work, a copy of the transfer of credit form indicating awarded courses and a letter from the Seminary Academic Services personnel will be sent to the student by email, unless hard copy is requested. Contact Seminary Academic Services at semacademicserv@northpark.edu with evaluation questions.

Academic Dishonesty

North Park Theological Seminary supports an academic environment consistent with its values and mission. In cases of alleged academic dishonesty, appropriate designated authorities within the Seminary will inquire into and, if necessary, review such cases according to the following principles, policies, and procedures.

Categories and Definitions Explaining What Constitutes Academic Dishonesty

Cheating on Quizzes, Tests, and Examinations

Individual or group activity for the purpose of dishonestly obtaining and/or distributing testable information prior to, during, or after an

examination. Examples of dishonest activities include, but are not limited to, the following:

1. Looking at an examination paper or answer sheet of another student.
2. Obtaining, prior to the administration of a test, unauthorized information regarding the test.
3. Possessing or distributing a test prior to its administration.
4. Using any unauthorized materials or equipment during an examination.
5. Cooperating or aiding in any of the above.

Plagiarism

Any attempt to represent the words or ideas of another (whether published or unpublished) as one's own. Examples of such activities include, but are not limited to, the following:

1. Using the words of a published source in a written assignment without appropriate documentation.
2. Presenting as one's own the ideas and/or arguments from another source, including an Internet source.

Alteration of Academic Records

Examples include, but are not limited to, the following:

1. Changing documentation in the Records Office (by computer or any other means).
2. Changing entries in an instructor's grade book.
3. Changing an answer to an already-graded academic exercise in order to falsely negotiate for a higher grade.

Reusing Work Done for Another Course

Work produced for one course cannot be used to satisfy an assignment in another course. If work in one course is used to inform part of an assignment in another course (e.g., building on previous research), the student must cite his or her work in the same way as any other source.

Sabotage

Examples include, but are not limited to, the following:

1. Stealing, destroying, or altering another's academic work.
2. Hiding, misshelving, mutilating, or otherwise abusing library materials to keep others from using them.

Substitution

Using a proxy, or acting as proxy in an academic exercise. Examples of substitution include, but are not limited to, the following:

1. Taking an examination for another student.
2. Doing homework assignments for another student.

Procedures to be Followed in Cases of Academic Dishonesty

If an instructor has reason to believe that academic dishonesty has occurred, the instructor will do the following:

1. Prepare a letter describing reasons for suspicion of the infraction.
2. Discuss the letter with the student(s).
3. If the suspicion is proved unwarranted, the letter may be included in the student's file with a note describing the resolution or conclusion of the issue.
4. If the suspicion is verified, the Academic Dean, in consultation with the instructor, determines an appropriate penalty.

5. The student is informed of the penalty and his or her right to appeal.
6. The instructor, and if necessary the Academic Dean, meets with the student to discuss the penalty and any appeal. The student has the right to invite a student colleague, his or her faculty advisor or other faculty member, a staff member, or cultural representative to this meeting.
7. The Dean of Students will be notified of any penalty and/or remedial work.
8. All letters, emails, and reports generated by the various meetings will be placed in the student's file.

One or more of the following penalties may be imposed once academic dishonesty has been confirmed. Any previous infractions will be considered in the imposition of such penalties:

1. A failing grade on the examination, paper, or project.
2. A failing grade in the course.
3. Suspension from the Seminary for a determined period.
4. Expulsion from the Seminary.

The student has the right to appeal the penalty. The appeal must come within two weeks of receipt of the verdict. The student submits a letter with supporting documentation to the Dean of the Seminary. The Seminary Dean convenes a committee consisting of two faculty members appointed by the Seminary Dean from among faculty not currently teaching the student. The committee shall also include two representatives of the student's choice.

The Committee may

1. Reverse the finding and dismiss the penalty.
2. Confirm the finding and the penalty imposed.

The decision of the Seminary Dean is final.

Academic Assistance and Resources

Program Review

After completing one third of the credit hours in their program, students may request an informal audit of their academic progress toward completion. Submit this request to Seminary Academic Services.

Tutors

The Seminary offers free tutoring on a limited basis to international students and to students who need assistance with biblical languages. Students who are in need of a tutor should contact the Seminary Academic Services Office.

Academic Writing Workshop

A one-day seminar is offered for academic support. Contact Seminary Academic Services for information.

MNST 5101 Academic Writing

This course covers a variety of topics such as learning styles, study habits and skills, time management, and so on. This course is offered for one credit. In most cases registration is voluntary. However, some students may be required to take this course as a condition of acceptance, academic testing or academic probation.

Graduation

Application for Graduation

Graduation applications are available on the Seminary website and as part of the End of Studies packet. Students expecting to graduate must apply the semester before and by the stated due date. See the academic

calendar for due dates. Graduation audits will be returned to students within three (3) weeks of the application due date.

Graduation Requirements

Students are responsible for knowing the particular graduation requirements for their individual degree programs. All the following conditions must be met before the board of directors will recommend the candidate for a degree:

1. Complete the required semester hours of academic course work.
2. Complete all field education and/or thesis requirements.
3. Complete the residency requirement for their specific degree.
4. Achieve the minimum cumulative GPA for their degree program. No grade under a C- will be counted toward the degree.
5. Complete all testing and evaluation (i.e., End of Studies).
6. Complete all courses with a grade of Incomplete. No outstanding incomplete grades are permitted later than week seven of the term in which the student plans to graduate.
7. The candidate may participate in May commencement if there is an agreement with the Field Education Office that field education requirements will be completed by the following August. The August date will appear on the student's diploma.
8. Pay in full all accounts and fees for the Seminary.

Commencement

The commencement for the Seminary takes place in May. The Seminary does not have a December commencement. Students who complete their studies in December have the option to participate in the Commencement ceremony with the University or to return to campus for the Seminary May Commencement. Students who graduate in December, whether or not they participate in the May commencement, will have a December date on their diploma.