Welcome to Pacific Lutheran Theological Seminary (https://www.plts.edu) (PLTS) of California Lutheran University (https://www.callutheran.edu), a seminary of the Evangelical Lutheran Church in America. (http://www.elca.org) We are a faith and learning community dedicated to excellence in theological education for developing leaders for the church in the world. Our bustling downtown location, dynamic faculty, cutting-edge curriculum, closely-knit community, and membership in the multi-denominational and multi-religious Graduate Theological Union (https://www.gtu.edu) provide a unique setting for wrestling with issues of Christian faith, discipleship, and the communication of the Gospel to a world in need of truly good news.

Four orienting perspectives characterize PLTS’ role in the church and our approach to theological education:

• Nurturing a life-giving relationship with God includes embracing and sharing the life-changing power of God's love through Jesus and cultivating spiritual practices and skills for building community that strengthens people spiritually.

• Intellectual engagement with Scripture, faith traditions, and the world involves hearing and interacting with theological voices from the margins of power and privilege and putting Christian beliefs and practices into collaborative engagement with other religious traditions and secular disciplines.

• Faithful social transformation grounded in the good news of Jesus Christ endeavors to build communities of resistance and hope by integrating the spiritual and political dimensions of life through theological reflection, social analysis, and implementing strategies to work for justice and ecological healing.

• Learning through a socio-ecological lens that looks at race, class, gender, and earth in order to develop competencies for effective community engagement in diverse cultural and political contexts.

PLTS is an inclusive community and offers hospitality to all who participate in our programs of study. As disciples of Christ committed to public leadership among God's people in diverse and changing cultural contexts, we eagerly learn from and welcome one another's diversity, including, but not limited to, theological perspective, race, ethnicity, nationality, gender identity, relationship status, age, physical ability, social and economic status, and sexual orientation.

PLTS Community Day

Students are expected to regularly participate on Wednesday in Community Day at PLTS. On Community Day, we gather for Eucharist, formation events and/or in formation groups, and lunch together. The Worship Committee coordinates the Wednesday worship offerings on campus, working with faculty, staff, and seminarians in the preparing and leading of campus worship. For more information about how you might get involved, please contact Dr. Carol Jacobson and Dr. Shauna Hannan.

PLTS Academic Policies

University Graduate Academic Policies

Please refer to the Graduate Academic Policies in this catalog at:

http://catalog.callutheran.edu/grad/academicpolicies/

Academic Policies

All Pacific Lutheran Theological Seminary academic policies and procedures (including but not limited to curricular, registration and enrollment, course learning, and academic performance policies and procedures) are subject to standard California Lutheran University policies and procedures. Any variance in policies and procedures in the PLTS Catalog are superseded by those of California Lutheran University unless determined otherwise.

I. Curricular Policies

A. Four-year Degree Requirement

Normally, a seminarian cannot be awarded the MDiv or MTS without first receiving a four-year college degree. A seminarian will not be admitted to the second year of full-time degree work unless all work for the college degree is completed.

B. Transfer of Course Credits

Upon review by the Office of the Dean and evaluation by the Office of the Registrar, up to one year of coursework with a grade of C (or equivalent) or above may be transferred into a PLTS program. Undergraduate level courses are not transferable. In order to qualify for the PLTS MDiv degree, a seminarian presenting credits for transfer must normally be in full-time residence at PLTS for at least the final year of course work.

C. Requirement Exemptions
Seminarists may be exempted from required courses by:

1. **Examination**

This especially applies to first-year language, Bible, and history courses prior to the opening of fall semester. The successful completion of an examination does not carry course credit but permits the seminarist to substitute advanced courses in the subject area. Work in addition to the examination or specific advanced courses may be prescribed.

2. **Equivalent Courses**

Equivalent courses taken at another graduate-level school. To establish equivalency, in addition to a transcript record, seminarists should provide a course syllabus to be reviewed by the faculty of a subject area. Equivalency does not necessarily carry course credit.

**D. Variance from Prescribed Program Procedure**

In all cases of variance from the prescribed program, the seminarist should confer with their academic advisor, who will be in consultation with the Office of the Dean. Consultation with the Office of the Dean will be required before approval is final. The seminarist is responsible to see that a record of permission for the variance is included in their file by the Office of the Dean.

**E. Full-Time Descriptions for Programs**

A full-time program is defined as 12 credits per semester. 6 credits per semester is the minimum required to qualify for financial aid.

Note: Assuming a year-long internship, the MDiv seminarist starting prior to 2018 must average 27 credits per year of coursework in order to graduate in four years in the MDiv. For the seminarist starting the MDiv in 2018, the seminarist must average 36 credits per year of coursework in order to graduate in three years in the MDiv.

**G. Maximum Time Allowed to Complete Programs**

- **MDiv (starting 2018):** 4 years + internship
- **MDiv (prior to 2018):** 6 years + internship
- **MTS:** 4 years
- **CTS and CATS:** 2 years

*Note: Credit transferred to programs is applied to time allowed in all programs.*

**1. Minimum Tuition Requirements**

The allowable minimum tuition paid for the MDiv (prior to 2018) completed at PLTS must equal full-time tuition for six semesters, plus internship year charges based on charges in effect during the years of enrollment. For the MDiv (starting in 2018), the minimum tuition paid must equal full-time tuition for four semesters, plus internship year charges based on charges in effect during the years of enrollment. For seminarists transferring from other schools, minimum tuition required for the MDiv and MTS degrees will be adjusted according to a determination of the number of credits transferred to the PLTS degree program.

**II. Registration and Enrollment Policies**

**A. Course Planning**

Seminarists are expected to take courses as prescribed in the curricula which apply to their programs and classes upon entrance to PLTS. Seminarists must have prior permission for any variance. This permission is recorded on the Completion, Waiver, Substitution or Delay of Required Course Form available from the Office of the Dean and online (https://www.plts.edu/students/forms.html). The form must be completed and submitted to the Office of the Dean before a seminarist can register for a substituted class. There is normally a limit of two special reading (independent study) courses during the program. Exceptions to this policy are approved by the academic advisor in consultation with the Office of the Dean.

The seminarist should also be cognizant of the fact that classes are scheduled with the prescribed course sequence in mind. Variance in the program may result in schedule conflicts. In the case of a schedule conflict, the regularly scheduled required course has priority. Seminarists starting in 2018 are required to submit a Program Variance Form (found online (https://www.plts.edu/students/forms.html)) prior to going off the recommended sequence for their program. To view individual progress towards a degree, seminarists can use the Program Evaluation tool under Students in WebAdvisor in their MyCLU.

**B. Area and Free Electives**

Electives may be taken from among appropriate courses offered by any of the members of the GTU combined faculties. Beyond the courses offered through PLTS and affiliated GTU schools, seminarists may participate in the program offerings of the centers related to the GTU. Courses cross-listed
in two areas (for example, STNTxxxx) can only be used to satisfy electives in the area listed first (in this case, ST) unless determined otherwise by the area faculty and approved by the Office of the Dean.

Full-time degree seminarians may also register for one course each term at the University of California at Berkeley or other accredited institutions in the area (i.e., Mills College or Holy Names College). Contact the Office of the Dean or the GTU Common Registrar for cross-registration details.

C. Residential and Online Courses

One-third of course credits applied toward completion of the MDiv must be taken in residence. For the MDiv prior to 2018, 26.5 credits must be residential. For the MDiv starting in 2018, 24 credits must be residential. For the MTS, 37.5 credits must be residential.

D. Summer Session Credit

Seminarians may apply credit received from courses in GTU school summer sessions to elective requirements with permission of the Office of the Dean. Seminarians wishing to apply credit from other continuing education courses must receive prior approval from the Office of the Dean, and credit is subject to transfer credit policies.

E. Registration

Registration for all courses, required and elective, takes place under the direction of the Office of the Registrar at the time and place announced prior to each semester. The one exception is courses offered by UC Berkeley; registration for these courses is usually well in advance of GTU registration. Therefore, seminarians wishing to take such courses should make early inquiry regarding dates. A full-time degree seminarian may take one course per semester at the UC Berkeley at no charge. Registration instructions from the Office of the Registrar are sent via e-mail to seminarians for each term. Please note: Requests for admission to limited-enrollment classes may be submitted two or more weeks before classes begin.

F. Normal Course Load

A normal course load is considered to be 12-15 credits per semester. A seminarian in good standing may take 18 credits. More than 15 credits requires the permission of the Office of the Dean after approval by the seminarian’s academic advisor, and may results in the payment of additional tuition.

G. Change of Enrollment

Changes made during the first two weeks of a term do not incur any tuition charges. Thereafter, charges may apply. After the deadline for registration, any change in enrollment will require an Enrollment Petition found under Forms (https://www.plts.edu/students/forms.html). No changes of enrollment (dropping or adding a course, changing credits or grading option) are permitted after the tenth week of the semester. With the permission of the instructor, a seminarian’s academic advisor, and the Office of the Dean, a seminarian may be allowed to withdraw from a course after the deadline. In such a case, the instructor has the option of recording a grade of W that will be placed on the seminarian’s transcript. The instructor also has the option to include an explanatory letter that will be placed in the seminarian’s file.

Satisfactory Academic Progress

California Lutheran University is required to ensure that students receiving federal and/or institutional financial assistance meet minimum Satisfactory Academic Progress (SAP) requirements.

Students must meet minimum requirements in Grade Point Average (GPA), completion of courses, and be making steady progress toward degree completion. Students who do not maintain SAP requirements will lose their eligibility for some or all financial aid programs.

Students’ progress is evaluated at the conclusion of each term and all work is evaluated cumulatively, even work completed in semesters when no financial aid was received.

The Pacific Lutheran Theological Seminary (PLTS) SAP is designed to take into consideration program requirements, contextual education, and formational requirements appropriate to the certificate and degree programs of a theological seminary. The PLTS SAP procedure is designed to encourage success by making provisions for each seminarian to steadily work towards graduation requirements as well as maximize opportunities for improvement through personal effort and institutional support.

Note, though not the minimum requirement necessary to meet progress, PLTS strongly encourages seminarians to maintain a 3.0 or better cumulative GPA throughout their tenure at the Seminary.

PLTS SAP requirements:

1. **GPA**: Maintain a cumulative minimum 2.50 GPA. Successful completion of a course requires a grade of “C” or better. Repeated courses are treated per the institution’s standard Repeated Coursework Policy (https://www.callutheran.edu/financial-aid/policies-eligibility/repeated-coursework.html).

2. **Satisfactory Contextual Education and Formation Requirements Completion**: Completion of contextual education and formation requirements of the program with a Pass (P) grade;

3. **Satisfactory Enrollment and Completion of Course Load (Pace)**: Students must achieve a 67% successful completion rate of their cumulative coursework in order to remain eligible for financial aid. This is measured in terms of total units completed divided by total units attempted.
4. **Satisfactory Advancement in the Program (Maximum Time Frame):** Completion of the certificate or degree in the maximum time allotted to complete the program; 150% of the units required to receive the degree or certificate. MDiv (prior to 2018): $79.5 \times 150\% = 119$ maximum attempted units; MDiv (starting in 2018): $73 \times 150\% = 109$ maximum attempted units; MTS: $49.5 \times 150\% = 74$ maximum attempted units; CATS $24 \times 150\% = 36$ maximum attempted units.

**Satisfactory Academic Progress Procedure**
At the end of each semester, the Office of the Dean in conjunction with the Financial Aid Office reviews the academic records of progress for each seminarian to determine if the seminarian made Satisfactory Academic Progress. Students will be notified in writing and through electronic communication when it is determined they are NOT meeting minimum SAP standards. The notification will include their standing and steps for expected improvement.

**Level 1: SAP Notice:**
When a student is still maintaining SAP standards but is in danger of going below standards the school will notify the student through a “SAP Notice” status. Such situations warranting a “SAP Notice” might include but is not limited to:

1. A seminarian receiving one or more F's/Fail/NC's in any term, and/or whose cumulative grade point average (GPA) has fallen below a 3.0 average but remains above 2.5
2. A seminarian who will exceed the maximum time allotted to complete a program in the next academic year.

While on SAP Notice a seminarian is eligible to receive all types of financial aid. The Notice will include a statement that failure to meet minimum SAP standards at the conclusion of following semester may result in placement on Financial Aid Warning. In some cases, students may receive multiple SAP Notice status determinations (i.e. multiple semesters of maintaining minimum GPA but also earning grades less than “C” in one or more classes).

**Level 2: SAP Warning:**
A student is placed on SAP Warning the first time (or any time after a successful semester) they fail to meet one or more of the minimum SAP standards.

1. During the semester a seminarian is on warning, they will remain eligible to receive all types of financial assistance programs.
2. The warning will include written notification to the seminarian that failure to meet SAP in the following semester will result in being ineligible for institutional and federal financial aid in future semesters.
3. A student cannot receive Warning status in consecutive semesters.

Note: With being placed on warning, the Office of the Dean may advise the seminarian to follow up with a spiritual care team member about vocational discernment.

The seminarian’s academic advisor is notified that the seminarian has been placed on warning, and a Formation Conversation is scheduled to determine or revise a Program Success Plan that includes a course of action for improvement or completion in the next term. The course of action will be placed on file.

**Level 3: SAP Suspension:**
Following a semester on SAP Warning, if a student does not meet all SAP standards they will be placed on SAP Suspension and made ineligible for federal, institutional, and other types of financial aid. The student remains ineligible for financial aid until they have successfully completed one of the following processes to take them off SAP Suspension:

1. Meet all SAP Standards
2. Successfully appeal the suspension and be placed on SAP Probation

Students may continue to be enrolled in the Seminary but will not be eligible for financial aid programs while in the Suspended Status.

**SAP Probation and Reinstatement of Aid Eligibility:**
Students may become eligible for financial aid through one of two processes.

1. Meet all SAP Standards. When they have completed a semester and are in good standing in GPA, Pace, and Maximum Time Frame standards they must notify the Office of the Dean and the Financial Aid Office to request to have their aid reinstated. The reinstatement is not retroactive and only applies in semesters moving forward in the program.
2. Appeal Process (SAP Probation)

A student may appeal the suspension for extenuating circumstances. Extenuating circumstances include, but are not limited to, personal illness/accident; serious illness or death to an immediate family member; or other reasons beyond the reasonable control of the student.

1. The student must complete the SAP Appeal Form and include all requested documentation and an academic plan outlining their educational plan through graduation.
2. Appeals must be submitted within 30 days of the date of the SAP notification.
3. Appeals will be reviewed by the Appeals Committee
4. Students will be notified of the determination of the Appeals Committee and the decision is final.
5. Denied appeals mean the student is ineligible for financial aid.
6. Approved appeals mean the student is placed on “SAP Probation” and allowed to continue to receive financial aid as long as they:
   a. Continue to improve their SAP standards and make satisfactory progress toward graduation. Failure to meet SAP Standards or meet all requirements of probation will result in immediate SAP Suspension.
   b. Meet all requirements outlined for the student’s specific Probation plan and follow all special instructions provided in the appeal approval letter.
7. Probations can be one or more semesters. The length is determined the Appeal Committee. Probation lengths are determined the ability and length of time needed to meet all SAP Standards before Maximum Time Frame is expired
8. Probation lengths are not automatically extended
9. The SAP Probation status is lifted once the student is in good standing on all SAP standards.

Note: All students must be in good standing with SAP requirements and all internship prerequisites must be completed prior to beginning an internship program.

Satisfactory Academic Progress

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Formation Conversation Process

This process is designed to provide a means to assess a seminarian who demonstrates a need for growth in areas of ministry preparation via their behaviors and interactions in learning and/or other seminary settings. This process is also used when a seminarian is not making satisfactory academic progress.

The process is intended to provide the seminarian with honest and constructive feedback about these growth areas and to determine an appropriate course of action for the seminarian to take in order to address these growth areas.

Below are the steps of this process:

1. Review in Executive Session of the Faculty

If a need for growth in areas of ministry preparation are expressed during an executive session of the faculty, and it is deemed necessary, the academic advisor will have the responsibility for arranging a formation conversation meeting with the seminarian.

2. Meet with the Seminarian
The **academic advisor** will make an appointment with the seminarian to 1) meet in person to notify the seminarian of the need for a formation conversation, 2) review the formation conversation process with the seminarian, and 3) refer the seminarian to spiritual care for support through this process. [The advisor can request that another faculty member be present if this is desired.]

3. **Documenting Details**

The **academic advisor** will follow up with faculty members who have expressed concerns about the seminarian during the review in executive session to document details as appropriate. This documentation serves as the basis for outlining the reasons for calling the formation conversation.

4. **Conversation Composition**

A conversation consists of the seminarian, the seminarian’s academic advisor, a second faculty member, and a member of the Spiritual Care Team as an observer. If the matter involves Contextual Education matters, a representative from the Contextual Education Office may also be present.

5. **Observer Selection and Responsibilities**

The **seminarian** selects an observer from among the Spiritual Care Team members. The seminarian will need to give written release to the observer to hear the details of the conversation. The release form will be provided by the academic advisor. The observer may ask clarifying questions during the process.

6. **Schedule a Conversation**

The **academic advisor** will schedule a formation conversation meeting that will work for all parties and notify all parties of the date, time, and location.

7. **Outline Growth Areas in Preparation for Ministry**

The **academic advisor** provides the seminarian with an outline of reasons for calling the formation conversation. This outline provides the grounds for the ensuing conversation to give concrete means for the seminarian to address growth areas.

8. **Distribute the Outline in Preparation for Conversation**

Copies of the outline are distributed by **academic advisor** in advance of the conversation. All distributed materials are considered “Confidential” and may not be copied or shared. Distributed materials will be returned to the academic advisor following the conversation, and all surplus materials will be destroyed in an appropriate manner by the academic advisor.

9. **Formation Conversation**

The **academic advisor** begins by providing reasons for the conversation. Discussion then occurs among the faculty representatives regarding all pertinent information, and questions are prepared for the conversation with the seminarian. The seminarian and observer are then invited into the conversation. In conversation with the seminarian, the conversants will develop appropriate outcomes or conditions to address the growth areas or an agreed upon plan to address program success (Program Success Plan). Outcomes or conditions may include a schedule for completion or regular reporting to the academic advisor as necessary. These outcomes or conditions, or the plan, will be communicated to the faculty at a faculty meeting.

10. **Meeting Outcomes to Address Growth Areas or Following a Plan to Address Program Confusion**

The determination that the seminarian has fulfilled all outcomes or conditions, or is effectively utilizing the plan developed will be brought to the faculty by the **academic advisor** following completion or at the end of any specified timeline and a follow-up conversation. Should the seminarian request an extension to fulfill specified outcomes or conditions, the academic advisor will bring this request to the faculty for consideration.

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[1] (p. ) Additional structural clarity to the process is as follows: Prayer, Preparation (the members of the conversation will discuss the seminarian’s circumstances, consider the seminarian’s gifts for ministry, and determine questions to ask or areas of concern to pursue with the seminarian), Invitation (the seminarian and the observer will be invited into the meeting), Prayer, Conversation (the members of the conversation will have conversation with the seminarian, naming gifts, asking questions, pursuing growth areas, and identifying potential ways to grow), Deliberation (the seminarian and observer will leave the meeting to wait for a decision to include conditions, and the members of the conversation will deliberate in order to come to a decision), Decision (a decision with outcomes/conditions will be made during deliberation), Invitation (the seminarian and observer will be invited into the meeting and the decision will be communicated to the seminarian), and Prayer.

[2] (p. ) The course of action for improvement may include a reduced course load, taking one or more courses as Pass/Fail, other requirements that maximize improvement in the following semester, and/or regularly scheduled meetings with the seminarian’s academic advisor. The course of action for completion must include a schedule with deadlines for completing the outstanding program requirements.

**ADVISEE RESPONSIBILITIES**
As a student, you are empowered to plan and are responsible for your program and any licensure process you are in. Your responsibilities include:

**NOTING CALENDAR INFORMATION**
- Knowing and meeting deadlines for all Classroom, Contextual Education, Licensure (Candidacy), and Academic programming, and any other deadline related to your study and vocational preparation.

**CHECKING COMMUNICATIONS**
- Regularly checking your seminary email account and/or having your seminary email account forward to the email account you regularly check.

**KNOWING PROGRAM REQUIREMENTS**
- Reviewing your program evaluation in MyCLU to become familiar with your program requirements and to regularly check on your progress.
- Being knowledgeable about your program requirements.

**PLANNING AND MAINTAINING YOUR PROGRAM**
- Planning your program requirements with advice from your advisor.
- Fulfilling your program requirements.
- Keeping records of your program progress.
- Submitting appropriate Forms (https://www.plts.edu/students/forms.html) for fulfilling course, program, and licensure requirements.
- Contacting the Associate Dean (cevans@plts.edu) and Registrar’s Office (purmort@callutheran.edu) if you notice discrepancies in your program evaluation and/or need your program updated.

**SEEKING CONTEXTUAL EDUCATION ADVICE**
- Noting information about contextual education requirements sent out by email from the Contextual Education Office.
- Making an appointment with Dr Leslie Veen (lveen@plts.edu), Director of Contextual Education, to discuss contextual education requirements of your program, including enrollment; placement; and questions, issues, or concerns that arise while in placement.
- Updating your advisor about what Dr Veen advises regarding contextual education requirements after you have checked in with Dr Veen.

**SEEKING ADVISING RECOMMENDATIONS**
- Attending the semesterly Registration Hub information sessions in preparation for registration or any other registration information session offered.
- Making an appointment and meeting with your advisor at least once each semester for program review, program planning, and registration.
- Coming prepared for your advising appointment by reviewing information emailed by the Associate Dean and the Registrar’s Office and/or distributed during the Registration Hub, reviewing your program evaluation, reviewing your program recommended sequence, reviewing course offerings for the upcoming sessions/semesters for which registration is opening, and locating suitable courses to fulfill program requirements in the recommended sequence.
- Consulting your advisor before making registration or program changes.

**SEEKING LICENSURE (CANDIDACY) RECOMMENDATIONS**
- Checking with the Associate Dean regarding licensure (candidacy) timing, scheduling, and questions.
- Updating your advisor about recommendations from the Associate Dean.
- Attending licensure (candidacy) workshops offered by the Associate Dean.
- Submitting forms and paperwork to seminary and synod offices to schedule and complete licensure (candidacy) requirements and interviews.

**REGISTERING FOR COURSES**
- Registering for courses during each registration period.
- Verifying your registration by reviewing your class schedule.
- Notifying the Associate Dean and Registrar’s Office if there is a discrepancy in your registration.
SEEKING ACADEMIC SUPPORTS

- Being in conversation with your instructors in advance about absences, assignment questions, and difficulties with assignments.

- Making arrangements with support services, including Disability Support Services (https://www.callutheran.edu/students/disability-services) if you require accommodations, the Writing Center (https://www.callutheran.edu/students/writing-center) if you require writing assistance, and the GTU Library Reference Desk (https://www.gtu.edu/library/get-help/contact-us) if you require research assistance.

CHECKING IN WITH FINANCIAL AID AND/OR VETERANS RESOURCES

- Consulting with the Financial Aid Office and/or Veterans Resources before making registration or program changes, including changes recommended by your advisor, the Associate Dean, and/or Registrar’s Office. You are responsible for checking with Financial Aid and/or Veterans Resources about how a recommended change might affect your financial aid, financial aid status, and/or veterans benefits. You are responsible for adjusting your program accordingly to meet your financial aid needs and requirements, and notifying your advisor, the Associate Dean, and/or the Registrar’s Office of these changes and why.

TAKING CARE OF HOLDS AND PAYING FEES

- Checking your MyCLU to see if there are holds on your account: Business, Registrar, Program, Library, Veterans, etc.
- Doing what is needed to clear holds.
- Paying any fees related to holds, not registering for courses on time, etc.

CHECKING IN REGARDING PLACEMENT

- Making a plan (https://www.plts.edu/students/documents/GraduationPlanWorksheet.pdf) for post-graduation support, living, and working arrangements.
- Meeting with the Associate Dean regarding ecclesial placement (assignment).
- Consulting with Career Services (https://www.callutheran.edu/students/career-services) about interim placement while awaiting call and/or about long-term placement opportunities.

BEING EMPOWERED AND RESPONSIBLE

- Understanding that your advisor, Contextual Education Director, Associate Dean, and Registrar’s Office are here to assist you, and you are ultimately responsible for meeting your course, sequencing, registration, program, and licensure (candidacy) requirements as well as seeking the supports you need.

Programs Offered

The University offers the following degrees and certificates through the Pacific Lutheran Theological Seminary (PLTS):

- Master of Divinity Degree
- Master of Theological Studies
- Certificate of Theological Studies
- Certificate of Advanced Theological Studies
- Certificate of Theological Education for Emerging Ministries (T.E.E.M.)

Master of Divinity

The Master of Divinity (M.Div.) is a professional degree designed to develop biblical, theological, historical, practical, and contextual competencies, and to integrate these competencies in the practice of leadership in congregations and related ministry settings. The M.Div. prepares students for Word and Sacrament ministry in the ELCA, ordained ministry in another Christian tradition, Word and Service ministry in the ELCA especially in chaplaincy or other professions requiring a 72 credit hour degree, and specialized lay ministries.

The M.Div. degree program consists of 73 credit hours of coursework, contextual course work, and co-curricular requirements. The minimum for full-time status for the M.Div. program is 12 credits per semester. A normal course load to complete the program in two academic years plus internship is 15 credits per semester. Intensive courses during two January terms and one May term are also required. Core courses must be taken with PLTS faculty.

Substitutions to this requirement must be approved by the faculty member teaching in the area and by the Office of the Dean.

Contextual coursework include Ministry in Context, Clinical Pastoral Education, and Internship. Contextual courses require a one-time completion of a professional boundaries workshop prior to beginning at a site.

Ministry in Context is defined as 6 preparation and contact hours per week in a congregation for two semesters and in a community organization for one semester and receives 0.00 credit hours per semester.
Clinical Pastoral Education is normally completed in an ACPE accredited site during the first summer in program.

Internship ordinarily consists of 40 contact hours per week over the course of twelve months. Internship includes weekly pastoral visits, worship leadership, administrative duties, and other responsibilities as agreed upon. Internship is or exceeds the equivalent of enrollment in full-time coursework at PLTS.

A student preparing 1) for specialized lay ministry, 2) for Word and Service ministry in the ELCA, or 3) for ordained ministry in another Christian tradition will be in contact with the Contextual Education Office in order to prepare a plan for how to meet the internship requirement in a way that fulfills respectively 1) the student’s vocational requirements, 2) the requirements of ELCA candidacy for Word and Service ministry, or 3) the licensure requirements of the student’s Church body or denomination. For a student who is a member of a denomination that does not require internship, this requirement may be waived by petition to and vote by the faculty.

Co-curricular completion requirements include two semesters of participation in a Spiritual Care Group, two semesters of participation in a Spiritual Practice Group, a one-time professional boundaries workshop, an annual anti-racism training, a Safe Zone training, and other workshops and trainings designated as course pre-requisites.

**RELIGIOUS HERITAGE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OT 1076</td>
<td>Intro to Old Testament, Intro to the Old Testament</td>
<td>3</td>
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<tr>
<td>BS 1145</td>
<td>Introduction to Biblical Greek</td>
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<td>HSST 1125</td>
<td>Lutheran Theology: Sources &amp; Hermeneutic</td>
<td>3</td>
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<td>CE 1125</td>
<td>Christian Ethics: Radical Love Embodied</td>
<td>3</td>
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<td>NT 1002</td>
<td>Intro to the New Testament</td>
<td>3</td>
</tr>
<tr>
<td>HSST 1126</td>
<td>Reading Christian Theology in Context</td>
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<td>BS 2245</td>
<td>Exegesis Workshop: Greek</td>
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<tr>
<td>NT 2225</td>
<td>Paul: Ancient Context, present, consequences</td>
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<td>ST 2225</td>
<td>Constructive Theology</td>
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<td>HSST 4450</td>
<td>Freedom Theology With Martin Luther</td>
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**CULTURAL CONTEXT**

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<tr>
<td>RSFT 1120</td>
<td>Methods &amp; Hermeneutics I</td>
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<td>RSFT 8120</td>
<td>Reading Congregations in Context</td>
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<tr>
<td>RSFT 1121</td>
<td>Methods and Hermeneutics II</td>
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<tr>
<td>RSFT 2250</td>
<td>Ministry Across Cultures</td>
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<td>FE 1145</td>
<td>Ministry in Context I: Gathered Community</td>
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<td>RSFT 1300</td>
<td>Intro Faith-Rooted Social Transformation</td>
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**PERSONAL AND SPIRITUAL FORMATION**

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<td>SP 1120/8120</td>
<td>Spiritual Care Group</td>
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<td>FE 1200</td>
<td>Anti-Racism Training</td>
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<td>FT 1203</td>
<td>Academic Theology Writing &amp; Researching</td>
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<td>FE 1205</td>
<td>Professional Boundaries</td>
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<tr>
<td>SP 2220</td>
<td>Spiritual Practice Group</td>
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**CAPACITY FOR MINISTERIAL AND PUBLIC LEADERSHIP**

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<tr>
<td>PS 1145</td>
<td>Pastoral Care I</td>
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<tr>
<td>FE 2250</td>
<td>Clinical Pastoral Education</td>
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<td>LS 2225</td>
<td>Living Worship A</td>
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<tr>
<td>FT 1145</td>
<td>Spanish for Worship I</td>
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<td>HM 2245</td>
<td>Biblical Preaching</td>
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<td>HMRS 3000</td>
<td>Preaching Toward Social Transformation</td>
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<td>LS 2226</td>
<td>Living Worship B</td>
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<td>FT 1146</td>
<td>Spanish for Worship II</td>
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<td>FT 2255</td>
<td>Church Leadership</td>
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<td>PS 1146</td>
<td>Pastoral Care II</td>
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<tr>
<td>RSFT 2300</td>
<td>Faith-Based Community Organization</td>
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Master of Theological Studies

The Master of Theological Studies (MTS) is a degree designed to integrate general theological disciplines and specialized competencies in preparation for academic or ministerial vocations. The MTS provides two years of graduate theological study of the core of church theology with a Lutheran emphasis—Bible, history, theology, and ethics and cultures. The MTS requires a focused specialization/area concentration and synthesis. A diaconal concentration is available for those preparing for Word and Service rostered leadership.

The MTS consists of 49.5 credit hours, including one semester of a 1.5 credit MTS seminar (FT 2095 Fieldwork/Project Development), and 15 specialization credit hours devoted to the research and preparation of a thesis [25-35 pages in length], preparation for comprehensive examinations, or preparation and completion of a project [with a written component of at least 10 pages] related specifically to a student’s chosen specialization. The MTS seminar will guide the student through the preparation and completion of an MTS thesis/project proposal. 25.5 of the 49.5 course credits must be taken at PLTS. A full-time MTS program is defined as at least 12 credit hours per semester. A normal course load is considered to be 12 credits per semester.

Bible (6 credits)
OT 8175 Intro to Old Testament- Online 3
NT 8175 Interpreting the Gospels 3

History (6 credits)
HS 8100 History of Christianity I 3
HSST 1112 History of Christianity II 3

Theology (6 credits)
ST 2003 Systematic Theology 3
HSST 2902 Lutheran Confessional Writings 3

Ethics and Cultures (6 credits)
CE 2065 Introduction to Christian Ethics 3
FT 2204 Ministry Across Cultures 3.00

Specialization/Area Concentration (15 credits) 15

Electives (6 credits) 6

Synthesis (4.5 credits)
FT 2095 Fieldwork Or Project Development 1.5
MDV 3015 P.L.T.S in Comp/Thesis Project 3

Co-Curricular requirements are completion. No credits

Total Hours 49.5

Certificate of Theological Studies

The Certificate of Theological Study (CTS) is awarded to those who complete one year of theological study (at least 12 credit hours per semester for 2 semesters) by seminarians interested in furthering their theological education. Courses in the areas of Bible, church history, systematic theology, and Christian ethics or cross-cultural studies (12 units total) must be taken from PLTS faculty members. The remainder of the seminarian’s program (12
additional units) is arranged to meet her or his special interests and goals. Due to federal regulations on gainful employment programs, the CTS is not eligible for federal financial aid.

Certificate of Advanced Theological Studies

The Certificate for Advanced Theological Studies (CATS) is awarded to those who complete one year of theological study (at least 12 credit hours per semester for 2 semesters). The CATS may also include internship (except international students). The CATS is designed for seminarians who already hold an MTS or MDiv degree (or their equivalents) in another institution [e.g., roster-seeking MTS or MDiv seminarians graduated from non-ELCA seminaries needing to fulfill core Lutheran courses and other requirements of the Lutheran-Year-In-Residence, including contextual education and formation requirements]. At least one-half of the units must be taken from PLTS faculty members. For a seminarian who desires to complete the CATS and for whom denominational requirements do not include contextual education requirements, these requirements may be waived by petition to and vote by the faculty.

Certificate of Theological Education for Emerging Ministries (T.E.E.M.)

The TEEM program develops leaders whose gifts are particularly needed for the mission of the church in urban, rural and specific ethnic-cultural ministries. TEEM begins when candidates ministering a congregation are given entrance by the Bishop and Candidacy Committee. Three years of study combines 16 courses and 4 workshops held on the PLTS campus in October and January and at Luther Seminary in June. Seminarians prepare for classes through self-study at home with the guidance of a local (academic) mentor pastor, along with a supervised Internship and a unit of Clinical Pastoral Education (CPE). The Theological Education for Emerging Ministries (TEEM) is granted by PLTS to seminarians who have fulfilled the ELCA’s academic and candidacy requirements for ordained ministry. An Award of Affiliation may be earned by students whose synod does not require the full certificate. A student must complete at least three of the courses listed below.

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<tr>
<th>Course Code</th>
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<td>Old Testament Prophets</td>
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<td>Introduction to New Testament</td>
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<td>TMNT 2000</td>
<td>Pauline Epistles</td>
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<td>TMHR 1000</td>
<td>World Religions</td>
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<td>TMHS 1000</td>
<td>Church History</td>
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<td>Systematic Theology I</td>
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<td>TMLS 1030</td>
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<td>TMED 1015</td>
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<td>TMCE 1000</td>
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Workshops

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<td>Youth Ministry</td>
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<td>TMFT 1020</td>
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<td>TMFT 1092</td>
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