

# *St. Andrew's*

**Theological College & Seminary**

**Student Handbook**

2011/2012 Edition

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## About St. Andrew's

St. Andrew's Theological College and Seminary was established in 1971 by the Orthodox Anglican Church. On September 3, 1975 the school was incorporated in the State of North Carolina as a non-profit, religious, educational institution. The seminary provided denominationally-specific theological training and education for Orthodox Anglican clergy in a residential setting. In 1995, a distance education program was initiated to allow students, who were unable to enter the residential program, to prepare for the ministry by studying via correspondence while attending workshops and seminars scheduled at churches across the United States. St. Andrew's also opened enrolment to students who were not members of the Orthodox Anglican Church. On April 13, 2003, St. Andrew's was recognized by the government of the Republic of Italy as a juridical personality (legal corporation), authorized to act as a religious educational institution. In February 2009 the school was recognized as an Applicant for initial accreditation by the Association for Biblical Higher Education.

St. Andrew's is thus the oldest continuously running school of its type in the United States, and now has an international role in training the next generation of Christian leadership. St. Andrew's conducts theological instruction online, by distance learning and from locations in North Carolina, Arizona, and Florence, Italy

## The Mission

St. Andrew's Theological College and Seminary serves as an instrument to aid Bishops of the Church in fulfilling their divine commission to reach people for Christ, to teach and to disciple the People of God, by providing the:

- Primary formation of godly men:
  - For ordination to the sacred ministry; and,
  - To plant, nurture, and grow churches.
- Ongoing development of those in Holy Orders;
- Training of laity for appropriate responsibilities in the local parish, and;
- Body of Christ with orthodox biblical and theological training.

## Institutional Goals

Completion of programs at St. Andrews should enable students to:

1. Obtain a high quality education that is economical, flexible, and convenient.
2. Develop spiritual maturity and the conscious adoption of creedal Christianity and biblical morality.
3. Explore the Catholic faith and biblical doctrine of the *Book of Common Prayer* in a supportive environment
4. Nurture holiness and gain practical skills needed by clergy and laity through continuing educational opportunities.
5. Present themselves to the bishops of their church as candidates for the sacred ministry who:
  - Are competent publicly to teach and preach the Word of God.
  - Are skilled in the use of the 1928 *Book of Common Prayer* for the conduct of public worship and the administration of the sacraments.
  - Demonstrate pastoral skills used in a variety of ministerial contexts.
  - Exhibit the skills necessary to plant, nurture, and grow a church.

## **Activities and Organizations**

### St. Andrew's Alumni Association

Contact: Fr. Mark D'Amico  
8245 E. Seneca St.  
Tucson, AZ 85715  
SJAchurch@qwestoffice.net

### Orthodox Anglican Society of St. Francis (ecumenical Franciscan religious order)

Contact: Fr. Steven Agosto  
626 Cox Ave.  
Thomasville, NC 27360  
frdnasa@gmail.com

## Academic Policies

### Academic Honor Policy

#### *Purpose*

St. Andrew's Theological College and Seminary is a community that upholds Christian values, ethics and social responsibility while providing students with a high quality education. As a distance learning institution, we believe that trust is an integral part of the learning process and that self-discipline is necessary in this pursuit.

We also believe that any instance of dishonesty hurts the entire community. It is with this in mind that we have set forth a Student Honor Code.

#### *Objectives*

The St. Andrew's Honor Code aims to ensure a community based on trust, academic integrity and Honor. It specifically aims to:

- Ensure that students, faculty and administrators understand that the responsibility for upholding academic honesty lies with them;
- Prevent any students from gaining an unfair advantage over other students through academic misconduct;
- Ensure that students understand that academic dishonesty is a violation of the profound trust of the entire academic community;
- Clarify what constitutes academic misconduct and what is expected of students by the St. Andrew's faculty and administration:

### Student Responsibilities

In order to abide by the Academic Honor Code, students will not engage in acts of academic misconduct. Academic misconduct is any act that could unfairly or improperly change student grades. Such acts of misconduct include, but are not limited to the following:

- Submission of material that is plagiarized. Plagiarism constitutes any work from another source, whether physical or electronic, that is copied, quoted, summarized, or paraphrased and is not adequately cited;
- Substitution for, or unauthorized collaboration with, a student in the commission of academic requirements;
- False claims of performance or work that has been submitted by the claimant;
- Deliberate falsification of a written or verbal statement of fact to a member of the faculty so as to obtain unearned academic credit;
- Forgery, alteration or misuse of any institute document relating to the academic status of the student.

While these acts constitute assured instances of academic misconduct, other acts of academic misconduct may be defined by the professor.

Students must sign the Honor Agreement affirming their commitment to uphold the Honor Code before becoming a part of the St. Andrew's community. The Honor Code must also be included and signed upon completion of all course work for St. Andrew's. If students do not include the Honor Code with the work they submit, instructors will return the ungraded work to the student for proper re-submission.

## **Faculty Responsibilities**

Faculty members are expected to create an environment where honesty flourishes. In creating this environment, faculty members are expected to do the following:

Make known to their students as specifically as possible what constitutes appropriate academic conduct as well as what comprises academic misconduct. This includes placing the Honour Code in all course syllabi and informing students of the citation formatting requirements for course. Instructors are to report instances of academic dishonesty to the Academic Dean.

## **Consequences of Academic Misconduct**

Upon verification of student academic misconduct, instructors may take any or all of the following actions;

- require the student to redo the plagiarized work;
- give the student a failing grade on plagiarized work;
- give the student a failing grade for the course;
- recommend to the Academic Dean that the student be dismissed.

## **Copyright Policy**

In a college setting, there are many instances where using copyrighted material as duplication, distribution of copies, public display or performance, and preparation of derivative works are perfectly appropriate. However, as individual members of the academic community exercise their rights to fair use, they must avoid violating the rights of authors and/or distributors or the privacy rights of other individuals.

Students are prohibited from using copyrighted works in any way that is not authorized by (a) specific exemptions in the copyright law, (b) fair-use guidelines, including those specifically granted for use in classroom settings, or (c) licenses or written permission from the copyright owner. It is unlawful to copy material for which necessary written permission to copy has not been obtained. Both the individual requesting such services and the individual performing them may be liable for copyright infringement.

Students who willfully disregard the institution's copyright policy do so at their own risk and assume all liability, including the possibility of disciplinary actions for copyright infringement.

## Academic Appeals

In the procedures described below, the reference is to regular business days, excluding Saturdays, Sundays, and holidays. Also, it is a rule of the procedures that any matter that is adjudicated in one appeal cannot be used to form the basis of a second or separate appeal.

### A. Appealing a Grade

If a student believes that her/his class work has been erroneously evaluated by an instructor, the following process of appeal should be used to resolve the matter.

*Step 1. Discussion with the Instructor and Requesting Instructor's Review.* The student who has grounds for believing that her/his course work has been erroneously evaluated is expected to bring the complaint to the instructor's attention in writing, with a copy to the Academic Dean, and to have a conference with the instructor to discuss the grade and the evaluation. The written request to the instructor for a review must be made prior to **registration of another course following** receipt of the report of the grade. The instructor will normally provide the student and the registrar with an additional written explanation of the grade **by the end of the first full week following request for review**. If, upon completing this step, the student still desires to continue the appeal, she/he may petition the Core Faculty (Step 2) for review by writing to the Academic Dean **by the end of the second full week following request for review**. If no written reply is received from the instructor by the end of the first full week, then the student may proceed to Step 2 if she or he chooses.

*Step 2. Petition to the Core Faculty.* In petitioning the Core Faculty to review a failing grade, the student must have completed Step 1 of this appeals process. The petition to the Core Faculty must state the grounds for appeal and be accompanied by a copy of the course syllabus, copies of all assigned written work and examinations, and a copy of the instructor's evaluations. The instructor will also provide a copy of the syllabus, along with any revisions of the syllabus and any additional report he/she might think fit, **by the end of the third week following request for review**. The Core Faculty shall review the materials and make a decision that is not subject to appeal **not later than three months following request for review**. (In the event that the instructor is a member of the Core Faculty, she or he shall be replaced in this matter by another faculty member appointed by the Academic Dean.) The Academic Dean normally will inform the student and the instructor of the disposition of the appeal **not later than three and one-half months following request for review**. During the appeal process, the grade given by the instructor will continue to appear on the student's record.

### B. Appealing Academic Dismissal

A student who has received a letter of academic dismissal from the Core Faculty may feel that extenuating circumstances warrant reconsideration of his or her case. The following process has been established to permit appeal of academic dismissal.

*Petition to the Academic Dean.* A student who has been dismissed from her/his program by the Core Faculty may petition the Academic Dean in writing **within 10 days** of receiving her/his letter of academic dismissal. This written petition should contain all new and relevant information bearing upon the student's academic work and the appeal. The Dean shall make the final decision on the matter and shall inform the student of the disposition of her/his appeal **within 10 days**. The dean's decision is not subject to appeal.

### **C. Appealing an Accommodation**

A student who has requested and been denied accommodation in testing or completion of written work *for reasons other than disability* may appeal the instructor's decision by petitioning the academic dean in writing **within 5 days** of the denial of her/his initial request for the accommodation. The petition should state the reasons for requesting the accommodation, and should include the specifics of the requested accommodation, and the date which the student proposed for the completion of the work in question. The Academic Dean will inform the student of her/his decision **within 5 days**. The Dean's decision is not subject to appeal.

### **D. Appealing an Accommodation for Disability for Testing or Other Reasons**

All requests for academic adjustments for disabilities (temporary or permanent) are to be made in writing, with appropriate medical evidence, to the Academic Dean. A student with a disability whose request for accommodation has been denied may appeal the decision by petitioning the Academic Dean in writing **within 15 days** of being informed of the decision. The petition should include the original request, information about the accommodation offered, if any, and the reasons that the student feels the accommodation offered does not adequately meet his/her disability needs. The Academic Dean will inform the student of his/her decision **within 10 days**. The Dean's decision is not subject to appeal.

## **Academic Progress**

The academic record of each student is reviewed at the close of the fall and spring semesters by the Registrar and Academic Dean. Specific attention is given to the student's progress both in completing units of credit and in maintaining the minimum 2.0 cumulative grade point average that are required for graduation from St. Andrew's.

A student is placed on academic probation whenever his/her cumulative grade point average falls below the 2.0 level. The probationary status is removed whenever the cumulative grade point average is raised to the 2.0 level or higher.

Students who fail to demonstrate satisfactory progress toward graduation will be withdrawn from St. Andrew's. The Academic Dean will have final judgment in such matters and will be guided

in his or her decisions by the following minimal standards. A student is subject to academic withdrawal at any of the following times if his/her academic progress does not meet either of the following minimums:

- 1.6 and a minimum of 6 units completed at the end of the first year of attendance;
- 1.8 and a minimum of 12 units completed at the end of the second year of attendance;
- 2.0 and a minimum of 18 units completed at the end of the third year of attendance;
- 2.00 and a minimum of 24 units completed at the end of the fourth year of attendance.

A student is also subject to academic withdrawal if he/she fails to obtain a minimum semester grade point average of 2.0 for his/her work in three consecutive semesters.

#### Administrative Status

**Suspension:** If the student fails to make monthly tuition payments in a timely manner, failing to pay for three consecutive months, the student may be placed on administrative suspension. The student will be required to pay a reactivation fee of \$100.

**Dismissal:** Any student failing to maintain academic progress may be administratively dismissed from St. Andrew's, at its discretion, regardless of fees and/or tuition paid by them or owed by them to St. Andrew's.

### Academic Probation

Students may be placed on academic probation in response to any of the following conditions:

1. Academic work below 74 points on the grading scale.
2. No work turned in for 5 months.
3. Repeated failure to follow guidelines.
4. Continued lack of English proficiency.
5. Demonstrated inability to write in English at a senior college or seminary level.

Academic probation will be enforced for one semester (6 months), during which time students must return to good standing by correcting their deficiency.

When students are unable to improve their academic performance and meet the conditions of their probation (described above), they will be subject to dismissal from SATCS. Dismissal status is considered permanent; however, some students elect to attend another educational institution, work to improve their academic performance and request special permission to return to SATCS. While this may be an option, SATCS will only consider readmission after dismissal

if a student demonstrates tangible readiness to return by significantly improving academic performance and demonstrated ability to focus on a specific attainable academic course of study.

## **Student Grievance Policy**

Saint Andrew's Theological College is committed to treating all students equitably and fairly. As a result, in its interactions with students, SATC does not differentiate between students on the basis of race, color, religions, gender, gender identity, sexual orientation, national origin, disability, medical condition or veteran status. Likewise, in creating and maintaining an environment that promotes academic excellence, one element of maintaining such an environment is ensuring that all students are free from the effects of misconduct by all members of the SATC community, including faculty members.

### **Definition**

A 'grievance' arises when a student believes, based on established administrative policies and procedures, that he or she has been treated in an arbitrary, capricious or discriminatory manner by a department or a representative of SATC.

### **Grievances Covered By This Policy**

A grievance against a SATC faculty member or staff person arises when a student believes he or she has been subjected to inappropriate behavior by a department or staff representative (faculty or otherwise) acting within their role and duty as a SATC employee, volunteer, faculty member, or representative. A grievance of personal misconduct arises when a student believe he or she is the subject of inappropriate behavior outside of the SATC representative's role and duties as a SATC employee, volunteer, faculty member, or representative.

### **Grievances Not Covered By This Policy:**

Grade disputes, academic evaluation disputes and other matters related to assigned academic duties are not covered by this policy. The grievance process for these disputes is found in the student catalog.

Issues of sexual harassment or discrimination are not covered by this policy. The grievance process for these disputes is found in the student catalog.

### **Informal Grievance Resolution**

Prior to bringing a grievance forward against a SATC representative, students are encouraged to attempt a good faith resolution of the grievance. This attempt may be made with the party directly involved, or with the head of the department in which the grievance arose. Attempts at informal resolution should be initiated within thirty (30) days of the incident in dispute.

### **Formal Grievance Resolution**

Should a situation arise where an informal grievance resolution is not possible or is unsuccessful, a formal grievance process may be initiated. This process should also be initiated within thirty (30) days of the incident in dispute (or within 30 days of the failed informal resolution, if applicable).

**Step 1:**

A formal grievance is presented in writing to the Academic Dean. This written grievance must include the following:

- Name, address and phone number of the person making the grievance;
- Identification of the department and/or individual against whom the grievance is brought;
- Description of the action resulting in the grievance;
- Date or period of time in which the behavior occurred and location; and
- Listing of individuals (if any) who witnessed the incident in dispute.

**Step 2:**

Upon receipt of the formal grievance, the Academic Dean or a designated individual appointed by the Dean will investigate the dispute. Depending upon the grievance, pertinent data (interviews, etc.) will be gathered. The Dean will then appoint two (2) independent SATC representatives who are not familiar with the facts to review the data and make recommendations to the Dean. The Dean's decision will be made in writing to the person making the grievance within thirty (30) days following receipt of the formal written grievance.

**Step 3:**

Upon receipt of the Dean's decision, the aggrieved party may make written appeal within ten (10) days to the President of SATC. The information submitted in Step 1 and the Dean's decision from Step 2 are to be made part of the written appeal. The President's decision will be made in writing to the aggrieved party within ten (10) days following receipt of the written appeal and shall be final.

## Faculty Responsibilities to Students

It is understood that St. Andrew's faculty have responsibilities to the students such as those delineated below.

**Class Meeting** - To meet their classes when scheduled.

**Appointments** - To be available at reasonable times for appointments with students, and to keep such appointments. To post and keep regular office hours.

**Preparation** - To make appropriate preparation for classes and other meetings.

**Evaluation** - To grade and return written work in a reasonable amount of time with careful evaluation in order that it will aid students in their academic work.

To base all academic evaluations upon good-faith professional judgment.

Not to consider, in academic evaluation, such factors as race, color, national origin, religion, sex, age, disability, sexual orientation, and political or cultural affiliation, nor to consider lifestyle, activities or behavior outside the classroom unrelated to academic achievement.

**Confidentiality** - To respect the confidentiality of information contained in College records about each student, and to refrain from releasing such information, except in connection with intra-College business, or with student consent, or as may be allowed and/or required by law.

**Student Exploitation** - Not to exploit the professional relationship with students for private advantage, and to refrain from soliciting the assistance of students for private purposes in a manner which infringes upon such students' freedom of choice.

**Responsibility** - To refrain from any activity which involves risk to the health and safety of a student, except with the student's informed and unpressured consent.

**Respect** - To respect the dignity of students individually and collectively in the classroom and other academic contexts.

**Course Guidelines** - As adopted by the faculty, to provide the following information concerning each course to the members of the class before the end of the first week of the term:

- The general objectives of the course and the general plan to be followed.
- A listing of major textbooks, laboratory or studio supplies, and other materials which the students will be required to procure for use in the course.

- The evaluation procedures and standards to be followed, including the items which will be evaluated and, if possible, their relative weight in determining the student's grade. In addition, advance notice must be made of the permissible materials or references allowed during evaluation.
- Changes in announced procedures should be made when agreed upon by the faculty member and the students.
- Examinations will not be given without advance notice of at least one week. This statement is not intended to include quizzes, covering a more limited amount of subject matter.
- Students will be given the opportunity to examine all of their tests, papers, and other graded materials, including final examinations, and of discussing their grades with the faculty member or some other authorized member of the division in question. If not returned to the students, these materials should be retained by the faculty member at least until the fourth week of the following semester.

**Redress for Students** - Students who wish to report a violation of the above teaching guidelines should first consult the professor of the course in question, then the academic dean, then finally the president.

## Christian Service Program

Beginning January 16, 2012, a Christian service component will be required of all students, consisting of evidence of 8 hours of activity per term (16 hours per semester) of ministry service in coordination with a mentor during the student's matriculation. Ministry service includes a broad variety of volunteer work a student may do within the community; most students already complete this work through their ministries in their local church or programs such as Hospice, homeless shelters, food banks, hospital chaplaincy, or other community service opportunities.

As part of the Christian service requirement, students will need to find a mentor who will oversee the student's volunteer services. The mentor will sign off on the student's Volunteer Service Record (VSR) at the end of each semester. The student will then send a copy of the VSR to the Director of Vocations at St. Andrews, either by postal mail, email, or fax. A master copy of the VSR is located in Appendix A of the Student Handbook, which the student may use for photocopying purposes.

If a student is having difficulties finding a mentor, he or she may contact the Director of Vocations, who will assist the student in the location of a mentor.

Mentors should be:

Ministers of local churches

Directors or assistant directors of community service organizations

Faculty members of a Christian college or seminary

Other (Contact Director of Vocations for approval)

Mentors are required to:

Have at least one personal interview between student and mentor every term (two per semester)

Sign off on The Volunteer Service Record each semester.

## **Library Resources**

The St. Andrew's Theological College and Seminary library is housed at the seminary office in Thomasville, NC and online. The physical library collection consists of approximately 4000 books and journals. The online library links students to free databases that offer access to an extensive offering of Christian materials that are relevant to the degree programs offered at St. Andrew's. Inter-library loans are made in partnership with the Laurel University library in High Point, NC. In addition, St. Andrew's is a participant in NC Live, an online system that enables St. Andrew's students and faculty to access databases such as Academic Search Premier, Gale, and EBSCOhost.

The Special Collections section of the library contains rare and out of print books, student theses and dissertations. These are not available for check out by students, but access to the collections is available by appointment.

Wireless access to the library database and the internet is available throughout the library. A computer station is also available for students visiting the library.

The library is open during seminary office hours, with a part time librarian's assistant available during the work week. Librarians provide research assistance through email.

## **Information Technology Resources**

The purpose of this policy is to document the acceptable use of St. Andrew's computing and communication resources by students and Faculty and the procedures to be followed when actual or suspected violations of this acceptable use policy occur.

The Seminary's computing and communication resources are the property of the Seminary, and their use is a privilege and is provided as a service to St. Andrew's users. Among other purposes, these resources are provided for the delivery of curriculum and related materials, for conducting online classes, for conducting educational research, for communication between and among students, Faculty, and staff, and for accessing and obtaining the Seminary's services. Students and Faculty using these resources without authorization, or in excess of their authorization, will be subject to appropriate review processes and sanctions. In addition, all activity and information, including personal activity and information, on St. Andrew's systems may be monitored and recorded. Any individual accessing these computing and communication resources expressly consents to such monitoring and is advised that if such monitoring reveals unauthorized or criminal activity, the Administrative Office in charge of information technology and security will provide the evidence from monitoring to the appropriate Seminary officials for investigation and possible release to law enforcement authorities.

### **General Requirement for Users**

Users of Seminary computing and communication resources must:

- Comply with this policy and all applicable local, state, and federal laws and regulations.
- Not intentionally compromise the confidentiality, integrity, or availability of Seminary computing and communication resources.
- Not attempt to circumvent the Seminary's physical, technical, or administrative security measures.
- Abide by the provisions of the Code of Student Responsibility (for students) or the provisions of the Faculty Standards (for faculty members).
- Be truthful and accurate in personal identification.
- Respect the rights and privacy of others.
- Maintain the security of their user resource accounts.

### **Technology Requirements for Online Classes**

The following recommendations for hardware and software will allow students to more effectively participate in the online classroom.

Technology Recommendations:

A processor and operating system capable of handling the following software is required:

- Microsoft Office XP or more recent versions, including:

- Microsoft Word
- Microsoft Power Point

The remainder of the recommended configuration would include:

- A processor of 1.6 GHz or faster
- A current anti-virus application - updated regularly
- 256MB RAM or greater
- 20 GB hard drive or larger
- 56.6 kbps modem, or High Speed Internet Connection
- Monitor and Video card with 1024x768 ppi or greater resolution
- Sound card with speakers
- CD ROM
- Inkjet or laser printer
- Internet service provider (ISP) account
- Microsoft Internet Explorer version 8.0 or later
- Adobe Reader 6.0 or later
- Microsoft Outlook Express 6.0 or later or similar email software

Students will also need to be able to perform the following functions (additional competencies may be required for particular courses/programs):

- Access course and program material through St. Andrew's Internet Learning (SAIL)
- Correspond with SATCS staff, students, and faculty using email and blog sites within the classrooms.
- Prepare, send, assignments using email and attachments/files.
- Read/print email and attachments/files from students, staff, and faculty.
- Incorporate Internet research and activities in course assignments.
- Use the appropriate software (e.g. Microsoft Excel, Microsoft PowerPoint, Microsoft Access Word) for the course.
- Incorporate the use of CD ROMs, simulations, or any other application when they are required course materials.
- Use an appropriate anti-virus application to insure the files transmitted and received are virus free.

## **Student Verification Statement**

All students who enter St. Andrew's Theological College and Seminary must have a signed *Student Handbook* Verification Statement as part of their student file. The signed statement verifies that the student has read a copy of the Handbook and understands the policies and procedures governing all students while at St. Andrew's.

Failure to sign the statement may result in a hold being placed on a student's enrollment until a copy is on file.

The *Student Handbook* Verification Statement is found in Appendix B of the *Student Handbook*.

## **Tuition Payment and Refund Policy**

### **Tuition Payment**

Students registering for online courses pay tuition for those courses during the registration period previous to the Semester or Term for which the course(s) are offered.

Students may elect to petition the School to pay tuition in monthly installments for four months per semester, and two months for the Summer Term. A 2% processing fee will be added to the total amount of tuition for the monthly payment option.

Students enrolled in correspondence courses only may pay tuition for the academic program for which they are accepted. Students electing to pay tuition in full for their academic program will receive a 10% reduction in the total tuition due. Students may elect to petition the School to pay tuition in monthly installments for their academic program. A 2% processing fee will be added to the total amount of tuition for the monthly payment option.

Please contact Enrollment Management for full details on tuition payment options and requirements.

### **Tuition Refund Policy**

1. **Three Day Drop of Courses**  
Students registered for online courses and paying full tuition for those courses during the registration period previous to the Semester or Term for which the course(s) are offered, and officially notifying the School by e-mail or postal mail of their intent to drop course(s) will be eligible for a 50% refund of tuition paid, if the drop notification is received by the School by 5:00PM Eastern time, the third day after classes start.
2. **Five Day Drop of Courses**  
Students registered for online courses and paying full tuition for those courses during the registration period previous to the Semester or Term for which the course(s) are offered, and officially notifying the School by e-mail or postal mail of their intent to drop course(s) will be eligible for a 20% refund of tuition paid, if the drop notification is received by the School by 5:00PM Eastern time, the fifth day after classes start.
3. **Correspondence courses**  
Tuition paid for correspondence courses is not refundable.
4. **Monthly Payment of Tuition**  
Tuition paid under the monthly payment option is not refundable.



## **Leave of Absence and Withdrawal Policy**

### **Leave of Absence**

Leave of absence is a privilege extended to those who desire to interrupt, but not to discontinue permanently, their enrollment from St. Andrew's for up to six months. Applications must be made in writing to Enrollment Management. A student who is granted a leave of absence may normally participate in enrollment procedures of regularly enrolled students for such considerations as registration. The student is expected to return to St. Andrew's following the specified leave of absence timeframe.

### **Withdrawal from College**

Students who wish to withdraw from St. Andrew's during a semester (withdrawing after registration for courses has been completed at the beginning of a semester and before completion of final exams within a term) should initiate the withdrawal process by contacting the Enrollment Management office. To withdraw at the end of a semester, students should also contact the Enrollment Management office.

### **Readmission**

Former students or students who have completed withdrawal procedures may apply for readmission to St. Andrew's through the Enrollment Management office. Applications for readmission are to be submitted at least one month prior to the beginning of the semester in which the student wishes to return. A readmission fee of \$100 and evidence that the student has no outstanding tuition or fee payments are required as part of readmission.

## Graduation Requirements

To graduate, students must

- Complete the requisite number of credit hours for the chosen degree,
- Meet a minimum 2.0 GPA, and
- Discharge all college financial obligations to the satisfaction of the institution.
- Beginning January 9, 2012, a Christian service component will be required of all students, consisting of evidence of 8 hours of activity per term of ministry service in coordination with a mentor during the student's matriculation.
- Complete final student evaluations in the areas of Bible, Theology, and Spiritual Development.

## Appendix A

### Letter of Explanation for Prospective Mentors:

A student at St. Andrew's Theological College and Seminary desires you to perform mentorship for a Christian Service program at the school. The Christian Service program consists of evidence of 8 hours of activity per term (16 hours per semester) of ministry service in coordination with a mentor during the student's matriculation. Ministry service includes a broad variety of volunteer work a student may do within the community; most students already complete this work through their ministries in their local church or programs such as Hospice, homeless shelters, food banks, hospital chaplaincy, or other community service opportunities.

As part of the Christian service requirement, students will need to find a mentor who will oversee the student's volunteer services. The mentor will sign off on the student's Volunteer Service Record (VSR) at the end of each semester. The student will then send a copy of the VSR to the Director of Vocations at St. Andrews, either by postal mail, email, or fax. A master copy of the VSR is located in Appendix A of the Student Handbook, which the student may use for photocopying purposes.

If a student is having difficulties finding a mentor, he or she may contact the Director of Vocations, who will assist the student in the location of a mentor.

Mentors should be:

- Ministers of local churches
- Directors or assistant directors of community service organizations
- Faculty members of a Christian college or seminary
- Other (Contact Director of Vocations for approval)

Mentors are required to:

- Have at least one personal interview between student and mentor every term (two per semester)
- Sign off on The Volunteer Service Record each semester.



## Appendix B

### Student Verification Statement

I understand that I am responsible for reading the St. Andrew's Theological College and Seminary *Student Handbook*, familiarizing myself with its contents, and adhering to all of the policies and procedures of St. Andrew's Theological College and Seminary (hereinafter referred to as SATCS or the School).

NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_