

ADMISSIONS AND CANDIDACY

ADMISSIONS

Pre-Seminary Preparation

With regard to academic readiness, the Seminary recommends a broad background in the liberal arts, including English, history, modern languages, philosophy, Koine Greek, communications and the social sciences. Applicants should possess intellectual ability for critical and reflective thinking. ELCA candidates are expected to have acquired a basic acquaintance with the Scriptures and the catechism as part of their ELCA congregational involvement required in the Candidacy Process.

Admissions Requirements

The following requirements are basic for admission to the Master of Divinity, Master of Arts in Religion, and Master of Arts in Ministerial Studies programs:

1. Applicants must have, or be completing requirements for, a bachelor's degree, or its equivalent, from an accredited institution having achieved at least a 2.8 cumulative GPA (on a 4.0 scale). As stated above, no particular major is required, but facility in critical and reflective thinking is essential for a successful seminary course of study. Admission is offered upon approval of the Faculty Admissions Committee. That approval is based on a judgment of the applicant's academic readiness, personal maturity, and an ability to relate well to others as evidenced by positive references. The Committee may invite the applicant for a personal interview or may request additional undergraduate coursework or ask for Graduate Record Examinations (GRE) scores from applicants whose application and transcripts reveal serious deficiencies in crucial areas. Admission decisions may also take into account the following:
 - a. Patterns of progress in the applicant's academic history.
 - b. The degree of difficulty of the undergraduate program.
 - c. Academic performance in specific courses most related to theological studies.
 - d. Academic and other letters of reference.
 - e. Success in other graduate programs.
 - f. Performance in previous occupations.

After taking into consideration all relevant data, in exceptional cases, applicants with less than a 2.8 GPA may be offered admission. Such students may be admitted, beginning their first semester, on Academic Probation.

2. ELCA applicants seeking ordination, consecration or commissioning normally must have a positive Entrance Decision from their synod's Candidacy Committee prior to being offered admission to the Seminary. An applicant who has begun, but not yet completed, this Entrance step in candidacy may receive an offer of provisional admission by the Seminary. Normally, the provision is removed upon the Seminary's receipt of a positive Entrance Decision from the applicant's Candidacy Committee. The offer of provisional admission will normally be withdrawn without a positive Entrance Decision being made by the Candidacy Committee by the end of the first term or semester of study.
3. Applicants from other denominations who are preparing for church service should register with their denominational judicatory. The Seminary's Faculty Admissions Committee normally must receive written notification of this registration, or a letter of denominational support from the church body, prior to the applicant being offered admission to the Seminary.
4. The Master of Arts in Religion degree program is an academic degree program without a Field Education requirement. Admission to the program does not require either Candidacy or denominational support or affiliation.
5. When a denominational judicatory identifies a person who has not completed the baccalaureate degree as an exceptional and promising candidate, a procedure of admission under the Exception to Baccalaureate Degree requirement may be used. For further information, contact the Seminary's Office of Admissions.
6. Criminal, financial, and motor vehicle background checks are required of all applicants prior to admission. Those not in ELCA candidacy may be assessed a fee as part of the application process.

Admissions Procedures

It is recommended that applicants begin the application process nine to twelve months prior to the time of anticipated enrollment. Application packets, including reference forms, may be obtained from the Seminary's Office of Admissions or online at www.Ltsg.edu. Completed application forms should be returned with a \$35.00 non-refundable application fee. Arrangements should be made for transcripts of all undergraduate and graduate work to be sent directly to the Seminary.

When the applicant's materials are received, the Faculty Admissions Committee reviews application materials and a decision is communicated to the applicant within four weeks. An offer of admission prior to the completion of an undergraduate degree is subject to review following completion of the degree.

Once an offer of admission is made, the applicant's intention to begin studies at the Seminary is indicated by returning the Acceptance of Admission form with a non-refundable deposit in the amount of \$100, applicable to the first term's tuition.

Deadlines for applications are August 1st for Fall Term, November 15th for January Term and December 1 for Spring Term. Again, it is recommended that applicants begin the application process nine to twelve months prior to the time of anticipated enrollment.

Prospective students are encouraged to visit the Seminary's campus. Contact the Seminary's Office of Admissions at 1-(800) MLUTHER or at admissions@Ltsj.edu to arrange a visit.

Transfer Students

A student wishing to transfer from another accredited seminary must file an application for admission and present a letter of honorable dismissal from the dean or president of the school the applicant is attending. At least one full year must be spent in residence at Gettysburg Seminary to qualify for a degree.

Special Students

In certain circumstances, admission as a Special Student may be offered to an applicant who wishes to study theology but who is not seeking a degree, ordination, consecration or ecclesial certification, or who has particular deficiencies in prior academic records needing remediation. Students admitted with the status of Special Student are reviewed by the Dean on a semester-by-semester basis to determine whether or not the Special Student status should be continued.

ELCA Candidacy Process

The Evangelical Lutheran Church in America recognizes four distinct rosters for public ministry:

- Ordained Ministers of Word and Sacrament
- Consecrated Deaconesses
- Consecrated Diaconal Ministers
- Commissioned Associates in Ministry

Candidacy is the churchwide process of discernment, preparation, formation, and approval leading to service as a rostered minister. The process involves candidate, congregation, synod, seminary and the Vocation and Education unit of the ELCA in theological education, evaluation, and practical preparation. Each potential candidate is strongly encouraged to begin

the Candidacy process one full year prior to beginning theological education. Applicants must be members of an ELCA congregation for a minimum of one year prior to embarking in the Candidacy process.

The synod Candidacy Committee is the group responsible for the applicant's entire Candidacy process, serving in both screening and ongoing evaluation. The Vocation and Education unit of the ELCA establishes these committees to ensure a supportive churchwide candidacy process that is equitable and workable. Committees are comprised of laity and clergy from individual synods and seminary faculty. Contact with the synod office of the applicant's home synod begins the candidacy process.

Establishing and maintaining the ongoing relationship between the applicant and the candidacy committee is the responsibility of the applicant.

ELCA members seeking admission to the Master of Arts in Ministerial Studies or the Master of Divinity programs should first contact their home synod office to begin the Candidacy process. The Candidacy Committee will make a decision regarding Entrance to Candidacy. The Seminary's Faculty Admissions Committee can offer provisional admission pending written notification of the Candidacy Committee's positive entrance decision. However, the Seminary will withdraw the provisional offer of admission if written notification of a positive Entrance decision is not received from the applicant's Candidacy Committee.

The ELCA Candidacy Process consists of three steps:

1. Entrance

- The first step in the candidacy process includes completion of the candidate's application form (provided by the synod).
- Under the guidance and direction of the synod the applicant participates in several interviews and assessments.
- The home congregation, a partner in the process, registers and supports the applicant.
- The candidacy committee meets with the candidate and makes an entrance decision. This decision determines the applicant's potential for rostered ministry and readiness for theological education.
- During the entrance process the applicant applies for admission to Gettysburg Seminary.
- The applicant must receive a positive entrance decision to be admitted to Lutheran Theological Seminary at Gettysburg. If an offer of provisional admission was extended (with the entrance decision as the provision) to the applicant, this automatically becomes admission with written notification of the candidacy committee's positive entrance.

2. Endorsement

- Endorsement normally occurs mid-way through the student's theological education. The endorsement process evaluates and affirms the student's sense of call to a particular roster of ministry. Endorsement includes the writing of an insightful essay and an interview involving seminary faculty and candidacy committee. Positive endorsement by the candidacy committee provides developmental goals for the student and access to an ELCA internship, or supervised field, placement. While positive endorsement by a synodical candidacy committee is an essential component for successful ELCA candidacy, students must fulfill all educational program requirements to continue at the seminary.

3. Approval

- Approval, which normally occurs during the final year of theological education, expresses the church's confidence that the student is ready to begin service in a particular rostered ministry. The candidacy committee in conversation and consultation with the Seminary faculty makes this decision. Following the approval decision a student participates in the churchwide assignment process and becomes eligible to receive a Letter of Call for service.



- *Deaconesses* are consecrated for service in the context of the church's mission to proclaim the Gospel, to relate the Gospel to human need in every situation and to extend the ministry of the Gospel to the world. The ELCA Deaconess Community, with its rich roots in the 19th century Germany revival of the New Testament diaconate, centers in a community of women with practical skills and theologically prepared for service in a variety of ministries including health care, parish work, education, church music, social services, education, and chaplaincy.

The primary focus of service is complementing the church's ministry of Word and Sacrament and the ministry of the whole people of God. The Seminary works in close coordination with the Director of Education of the Deaconess Community in the theological preparation of deaconesses, as well as with the synod candidacy committee in the candidacy process. For more information contact the Director of Education of the ELCA Deaconess Community at 1-800-638-3522 ext. 1705.

- *Diaconal ministers* are consecrated for service in ministries at the intersection of church and world. Preparation for service as a diaconal minister requires a first level theology degree from an accredited seminary in North America; training to carry out a particular service; and related fieldwork experiences. Applicants contact their synod to begin the Candidacy process described above. Diaconal ministers build bridges between church and world and have a primary ministry focus of leading the baptized for ministry in the world and the church and bringing the needs of the world into the church's mission. Diaconal ministers serve in advocacy ministry; chaplaincy in nursing homes, hospitals and prisons; urban ministry coalition directors; Lutheran Social Ministry Organizations in the areas of community services; faculty at church colleges; and congregational ministries. The ELCA's Center for Diaconal Ministry Preparation is at Gettysburg Seminary. Contact the Seminary's Office of Dean

Rosters of the Evangelical Lutheran Church in America

The Evangelical Lutheran Church in America recognizes four distinct rosters for public ministry:

- *Associates in Ministry* are commissioned for ministry in the areas of education, music, administration, and general service. After earning a baccalaureate degree from an accredited college or university applicants contact their synod to begin the Candidacy process described above. As a part of the entrance procedure the synod candidacy committee and applicant develop the applicant's course of study, which normally includes an additional 20 credit hours of coursework in theological education and fieldwork in the area of specialization. Some applicants choose to earn the Master of Arts in Ministerial Studies degree; this degree program includes the required fieldwork. Associates in ministry serve in such areas as Christian education, youth and family ministries, music ministries, administration, ministry/volunteer coordination, and parish nursing with the primary focus of service being leadership and support for the ministries of the whole people of God, by providing care and nurture of the people of God, equipping them in the Christian faith.

for additional information at 1-(800) MLUTHER or at rsteinke@Ltsg.edu.

- *Pastors* are ordained for Word and Sacrament ministries giving leadership and vision to Christian communities of faith. Preparation for service as a pastor requires a Master of Divinity degree from an accredited theological school and related fieldwork experiences. An applicant contacts the synod following the above process for entrance, endorsement and approval. Pastors are instruments of God's reconciling grace and catalysts to inspire people in their congregations to reach out to the homeless and the underserved. Some pastors are called to extend the ministry of Word and Sacrament in specialized settings such as health care chaplaincy and pastoral counseling, colleges and seminaries, as spiritual directors, camps and mission fields, and in synodical, regional and churchwide offices.

Loss of Ecclesiastical Endorsement

If Endorsement is denied to a student in the M.Div. or M.A.M.S program after the first year of study or if Endorsement is subsequently terminated, the student's status may be terminated at the end of the semester in which the loss or denial of Endorsement occurs. A student whose ecclesiastical Endorsement is withdrawn in the final year of study in the M.Div. Program may complete requirements for the degree as a special student.

Lutheran Students Attending Non-ELCA Seminaries

Students who are studying at non-ELCA seminaries or divinity schools who are required by the ELCA Candidacy process to do some of their studies at an ELCA seminary are welcome at the Lutheran Theological Seminary at Gettysburg. Such students may apply for "Affiliation" and become Affiliate Students. It is to the student's advantage to start the Candidacy process prior to enrollment in a non-ELCA seminary or divinity school. Affiliation should be established as early in the seminary preparation process as possible, but must occur prior to Endorsement. A positive Entrance Decision is required in order to affiliate with an ELCA seminary.

According to the Vocation and Education unit of the ELCA, the one-year residency at an ELCA seminary for students seeking ordination has the following purpose and objectives (for students seeking consecration and commission the Lutheran studies component has similar purpose and objectives – see Candidacy Manual, Vocation and Education unit of the ELCA for details):

1. To provide the candidate with a solid grounding in Lutheran systematic theology and the Lutheran Confessions and to enable the candidate to articulate a Lutheran theological perspective.

This happens not only in the study of theology, but in the study of church history, Bible, worship, preaching, education, pastoral care, and ethics; it occurs not only in the classroom but through the total teaching/learning environment and culture of the seminary.

2. To provide the candidate with a sound understanding of ministry in a Lutheran context, including the integrity and variety of Lutheran worship; an appreciation of the relationship between lay and ordained ministries; a familiarity with policy and practice associated with approval, call, and mobility; and the expectations of the ELCA of its ordained ministers.
3. To enable the candidate to become a participant in the current theological conversation of the ELCA and to establish relationships with future colleagues in ministry that are marked by mutual support, accountability, and a strong sense of shared mission.

After counsel from the synodical Candidacy Committee, a student seeking ordination may complete the year of residency in several ways:

- A student's first, second or final year of study may be spent at Gettysburg Seminary to fulfill the requirement for Lutheran residency and credits earned at Gettysburg may then be transferred to the seminary from which the student wishes to graduate. Arrangements for CPE, internship, and fieldwork could be made during the first year of study at Gettysburg.
- A student may choose to attend Gettysburg Seminary for the student's final academic year. A student may choose to transfer credits either to the non-ELCA seminary or transfer credits earned from a non-ELCA school to Gettysburg Seminary for graduation. Early consultation with the Dean is important to avoid problems in connection with the transfer of credits.
- A student may complete the degree at a non-ELCA school but attend Gettysburg Seminary for a year of Lutheran residency. Again, two options are open. A student may wish to earn academic credits toward an S.T.M. degree or the student may simply wish to fulfill the ordination requirement without earning S.T.M. credits.

After counsel from the synodical Candidacy Committee and conversation with the Seminary, a student seeking consecration or commission completes the appropriate Lutheran studies components. For lay roster candidates these components are highly individualized.

More information is available from the Seminary's Admissions Office and the appropriate Candidacy Committee. A one-time affiliation fee of \$500 is charged to affiliating students.

FINANCES AND SERVICES

ACADEMIC TUITION AND FEES

The Seminary seeks to be a good steward of all the resources entrusted to it by students, synods, private donors, foundations, and grants. Net tuition and fees (published tuition and fees net of scholarships) comprise less than 20% of the Seminary's income stream. Mindful of increasing student debt loads, the Seminary strives to minimize increases in net tuition from year to year.

Beginning with the 2010-11 academic year, tuition will be charged per credit based on the applicable degree program and the number of credits. An incentive in the form of lower per-credit tuition is given for students enrolled in at least 12 credits in fall or spring.

2010-2011 Tuition

Fall 2010 or Spring 2011 semester for Students in **M.Div.**, **M.A.M.S.**, and **M.A.R.** degree programs, Special Students, and Affiliated Students

Enrolled in at least 12 credits fall or spring \$ 415 per credit

Enrolled in under 12 credits fall or spring \$ 475 per credit

For Students in **S.T.M.** degree program \$ 275 per credit

For Students in **Certificate in Theological Studies** \$ 600 per course

For Students in **Certificate in Leadership of Faith-Based Organizations** \$ 600 per course

Other Tuition Charges

Sexual Abuse Prevention Workshop	\$ 50
Human Relations Workshop	\$ 100
Summer Greek (2 weeks)	\$ 500
Internship	\$ 1,000 per year
Internship Travel Pool	\$ 500 per year
Audit	\$ 175 per credit;
	\$ 50 per credit for students
	(waived for full-time students)

2010-11 Fees for all Students

Technology fee	\$ 180 per year
Community Life fee	\$100 per year
Student Association fee	\$ 40 per year
Late Registration fee	\$50 per term
Online course surcharge	\$100 per course
Examination for course waiver	\$125 per credit
Graduation fee	\$150
Continuation fee	\$ 50 per year assessed if a student takes no credits in an academic year
Affiliation fee	\$ 500
Diaconal Project (LTSG students)	\$ 500
(non-LTSG students)	\$ 1,000
STM Thesis or Oral Exam	\$ 600

2010-11 Seminarian Health Insurance

Required for all students taking at least 12 credits, unless proof of comparable insurance is presented; optional for all students taking less than 12 credits

Cost-share Plan	\$ 1,420 per year
Core Plan	\$ 2,484 per year
Enhanced Plan	\$ 3,419 per year

The plan year is Sept 1-Aug 31. Students may purchase additional insurance for spouse and/or dependents.

2010-11 Other Fees

Application fee	\$ 35
Transcript fee	\$ 10 each (waived for enrolled students)
Returned Check fee	\$ 35 each
Technology for Certificate programs:	
Theological Studies	\$ 50 per year
Leadership of Faith-Based Organizations	\$ 25 per course
Acceptance fee for Certificate in Leadership of Faith-Based Organizations	\$ 100

Unlock room fee (after hours) \$ 20 each time

Security deposits:

Dormitory	\$ 250
Apartment	\$ 500
Caged, tank pets	\$ 100 each
Other pets	\$ 250 each

(For more detailed information see Pet Policy in Student Handbook)

Meal Plan:

Required with dorms/suites \$ 355 per semester

Lunch in Refectory \$ 5 per meal

HOUSING AND MEALS

The Seminary has more than 100 units of student housing, including dormitories, suites, and apartments, conveniently located on the Seminary campus. Lunch is served each week-day in the Refectory. Dormitory rooms are furnished and dormitory students must purchase the meal plan.

2010-11 Costs for housing and meals

Rent:

Aberly Dormitory	\$ 1,380 per semester
Baughman Dormitory Suites	\$ 2,315-2,860 per semester
Baughman efficiencies	\$ 495-540 per month
Campus apartments	\$ 565-950 per month, depending on size
Dormitory room for 2-week Greek	\$ 150
Guest room, non-student	\$ 35 per night
Guest room, commuting student	\$ 25 per night, maximum of 2 nights/week
Key replacement fee	\$ 50
Lease move fee	\$ 100
Pet fee	\$ 200 per pet, per year

PAYMENT OF BILLS

Prior to the beginning of each semester all students are required to make satisfactory arrangements with the business office for payment of Seminary charges for the semester. Unless other arrangements have been made with the Seminary business office, all general fees including tuition, dormitory, lunch meal plan, technology fee, community life fee, and student association dues are due on the first day of classes for each semester. The Student Seminarian National Health Insurance fees are due August 15 for fall semester and the first day of spring semester classes for the spring semester. Apartment charges are due the first of each month but are billed the beginning of each semester. All other obligations to the Seminary, the bookstore, and the library must be paid within 30 days of the date incurred. Any unpaid balance following those deadlines will incur a surcharge.

Students with unpaid balances may not advance to the next semester, internship, or unit of study, or obtain grades or transcripts. No student can graduate with outstanding obligations.

Financial Aid is first applied to Institutional charges (tuition, miscellaneous fees, health insurance, dormitory and apartment rent, meal plan, and bookstore) for the semester, with remaining credits refundable to students. Students withdrawing from the seminary, or from a course or courses, will be refunded the general fee on a prorated basis as described in the *Student Handbook*.

HEALTH INSURANCE

Seminary Student National Health Insurance Program (SSNHIP) is provided through United Healthcare Student Resources (UHCSR); the pharmaceutical benefits are provided through MEDCO. United Healthcare Options Providers may be located online through the www.eiiasip.com.



Medical coverage is also available for spouses and dependents of students, at an additional cost. Additional optional supplemental medical insurance coverage is available also. Arrangements for supplemental and family coverage must be made through the insurance representative. Further details about medical insurance requirements are located online (www.eiassip.com).

There are three plans available:

- Enhanced Plan: \$ 3,419
- Core Plan: \$ 2,484
- Cost Share Plan: \$ 1,420 (students only; no spouses or dependents)

More detailed information on the Seminary Student Insurance plan of the Evangelical Lutheran Church in America can be found in the Student Handbook.

Financial Aid Information

Lutheran Theological Seminary at Gettysburg has a substantial and growing scholarship endowment corpus. Annual income generated by this endowment and current donations to the scholarship fund provide scholarships of several types for seminarians. There are several steps in the building of a seminarian’s financial aid package including computation of financial need, consideration of awards from home congregation and synod, eligibility for Seminary scholarships, and certification of federal student loan eligibility.

The Process

Students are asked to file the Seminary’s “Financial Aid Application,” the “Free Application for Federal Student Aid” (FAFSA), the federal “Verification Worksheet,” and a signed photocopy of the applicant’s prior-year U.S. Internal Revenue Service forms for each year of attendance. Questions should be directed to the Director of Financial Aid.

Forms are mailed to prospective and continuing students and may be filed after January 1 of each year. Students are urged to complete their federal income tax forms prior to working on the FAFSA. Early filing of all applications is urged.

Preferred Application Filing Dates

	<i>New Students</i>	<i>Returning Students</i>
1. Seminary Financial Aid Application	March 15	April 15
2. Free Application for Federal Student Aid (FAFSA)	March 15	April 15
3. Federal Verification Worksheet	March 15	April 15
4. Photocopy of prior year U.S. tax forms	April 15	April 15

Costs for Certificate in Theological Studies Program

The total tuition for all 15 classes for those enrolled in the Certificate program is \$6,990; for those not completing the Certificate, each individual class taken costs \$600. Additional costs for room, board, and miscellaneous fees apply.

Seminary Scholarships

In the typical year 90 per cent or more of Seminary students are scholarship recipients from funds directly administered by the Seminary. Aid may range from \$100 to full tuition. Scholarships administered by the Seminary are of five kinds:

(1) academic – awarded to prospective students based on previous academic performance and academic and professional promise as indicated by information gathered in the admission process; (2) leadership – based on information provided in a nomination form, copies of which are available in the Admission Office (students may self-nominate); (3) Daniel Alexander Payne Tuition Grants – see description below; (4) ELCA – see description below; (5) post-graduate – for graduates of the Seminary who wish to pursue doctoral studies. See the Student Financial Aid Handbook for full descriptions of these programs.

The Daniel Alexander Payne Tuition Grants

As an expression of its commitment to cultural diversity, the Lutheran Theological Seminary at Gettysburg has established the Daniel Alexander Payne Tuition Grants to encourage African-American, Latino, Asian and Native-American Lutherans' enrollment on the Gettysburg campus or through the Washington Theological Consortium. Students apply by filing the Seminary Application for Financial Aid.

ELCA Scholarship

There is a scholarship of \$1,000 per semester available for all students registered for 12 or more credits who maintain active membership in an ELCA congregation, and other denominations with whom we have agreements for Full Communion. This would include the Reformed Church of America, United Church of Christ, Brethren, Moravian, Presbyterian Church USA, and Episcopal Church USA. For those taking less than ten credits, a scholarship of \$100 per credit is available. To receive this award, a Seminary "Application for Financial Aid" must be submitted to the Office of Financial Aid by the applicable deadline.

Synod Support

ELCA policy encourages synod support of endorsed candidates for ministry. Normally, synod funds for

student aid are sent to the Seminary with instructions. Not all ELCA synods provide funds to students and amounts vary considerably. The student should initiate inquiries with the synod before applying to the Seminary to determine the anticipated level of synod aid.

Congregational Financial Aid

According to ELCA candidacy guidelines, ELCA congregations are encouraged to support members who are preparing for ordained, commissioned, or consecrated ministries in the church. This support may cover tuition, fees, room and board, books, and other personal/family expenses, or portions thereof. The Congregational Support form, available in the candidate's candidacy packet, should be completed by each congregation that has an enrolled candidate at the Seminary and sent to the synod office with a copy to the Seminary's Financial Aid Office.

Federal Stafford Loan Program

The "Free Application for Federal Student Aid" (FAFSA) is an essential element of the Stafford loan application process. Providing as much as \$20,500 per year per student, the Stafford program is an important source of funding for most financial aid recipients.

The Seminary cautions students about excessive reliance on loans which must be repaid starting shortly after graduation at a time when other financial obligations and low starting salaries limit one's resources. Loans should be considered after other sources of aid have been explored. Students, however, are responsible for these decisions.

Fellowships for Graduates of the Lutheran Theological Seminary at Gettysburg

This Seminary offers to its graduates three fellowships for pursuing doctoral studies in theological disciplines within accredited institutions. Deadline for applications is March 1. Applications are available through the Dean's office for: (1) The Eliza Catherine Smith Fellowship, which generally offers support for two years to graduates for further theological study; (2) The Raymond T. Stamm Fellowship, which is available to a graduate recommended by the faculty for doctoral study in Old or New Testament at a university in the United States; (3) The Ralph E. and Helen L. Heusner Fellowship is awarded to a graduate who holds exceptional promise for overall service in the pulpit and pastorate.