



# STUDENT HANDBOOK

2023-2024

*ILT, as an institution of higher education, shall preserve, promote, and propagate the classical Christian tradition from a Lutheran perspective.*

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## Institutional Mission & Goals

### Mission Statement

*ILT shall preserve, promote, and propagate the classical Christian tradition from a Lutheran perspective.*

### Vision Statement

*Centered in the Word of God and the Cross of Christ, ILT students will be grounded in the Bible, rooted in the classical Christian tradition, understand the contemporary cultural horizon, and think critically in the proclamation and advancement of the Gospel.*

### Institutional Learning Outcomes

- A. **ILT graduates will understand Scripture**, as centered in Jesus Christ, in its historical and cultural contexts, as well as discern its implications within the contemporary cultural contexts in which they live and serve.
- B. **ILT graduates will distinguish among differing theological perspectives**, exhibiting openness in theological adjudication and interaction as all are brought beneath Christ and his cross.
- C. **ILT graduates will learn the skills to live their Christian vocations** in a manner that is biblically faithful, theologically sound, and culturally relevant.
- D. **ILT graduates will be equipped to propose innovative solutions** to traditional and emerging problems through diverse fields of study in the light of God's Word.
- E. **ILT graduates will exhibit lifelong Christian discipleship** by seeking truth and participating ethically in learning communities.

## Values

### **BOLD**

We are **bold** in asserting the truth of the gospel.

ILT confesses with ultimate urgency the gospel of Jesus Christ once delivered to the saints, as it is proclaimed in the Holy Scripture and confessed in the Lutheran Symbolic Books, without compromise or abridgement.

*"For I am not ashamed of the gospel; it is the power of God for salvation to everyone who has faith. . ." (Romans 1:16)*

### **BOUND**

We are **bound** in our submission to the cross of Jesus.

ILT does not glory in possessing truths about Jesus Christ, but is captured by the truth of Jesus Christ, and him crucified.

*"I decided to know nothing among you except Jesus Christ, and him crucified." (1 Corinthians 2:2)*

### **OPEN**

We are **open** in listening to all who may contribute to the theological task.

ILT is committed to freedom of inquiry and expression in service to understanding and proclaiming the truth of the gospel.

*"We take every thought captive to obey Christ." (2 Corinthians 10:5)*

### **CRITICAL**

We are **critical** in our examination of all truth claims.

ILT fosters the right use of reason and demands intellectual honesty from all members of its community.

*"Do not be conformed to this world, but be transformed by the renewing of your minds, so that you may discern what is the will of God—what is good and acceptable and perfect. (Romans 12:2)*

### **INDEPENDENT**

We are **independent** in carrying out our mission.

ILT is not captive to any external restrictions but is free to serve the whole church and the world at large with integrity and faithfulness.

*"I have become all things to all people, that I might by all means save some." (1 Corinthians 9:22b)*

### **HOSPITABLE**

We are **hospitable** in serving our students.

ILT seeks to make an excellent theological education available to students regardless of their location or circumstances.

*"We are putting no obstacle in anyone's way, so that no fault may be found with our ministry." (2 Corinthians 6:3)*

## Theological Foundations

Because ILT is established as a theological endeavor holding to the reality of God and the scandal of the cross, the authority of Scripture, the truth of confessional affirmations, and the notion that the church is hidden yet revealed, ILT says certain things about God, Christ, the Holy Spirit, humanity, the church, and the end times.

### **God**

*Is the God who hides and the God who reveals Himself.*

God hides behind the mask of His attributes in order to reveal Himself in His Word.

### **Christ**

*Is the finite human who contains the infinite divinity.*

Jesus Christ - true God from eternity and true man born of the Virgin Mary - is the Word of God, the Savior of the world, and our Lord; He was crucified for our trespasses and raised for our justification.

### **The Holy Spirit**

*Is the Spirit who creates out of nothing.*

Working through the Word and Sacraments alone - apart from reason and free will, the Holy Spirit creates faith in Christ where there had only been the nothingness of unbelief.

### **Humanity**

*Is simultaneously and totally saint and sinner.*

During the days of their Baptism, human beings are totally justified and sanctified, possessing already their eternal life; yet, these same beings are at one and the same time totally sinful and waiting upon their mortal end.

### **The Church**

*Is always in need of reform.*

Whenever the church seeks to be known outside of its concrete signs (Word, Baptism, Supper, Absolution, Ministry, Prayer, and Cross), it needs reformation; that is - the repentance delivered through the preached Word of God.

### **The End Time**

*Is in Jesus Christ, who is the new creation.*

The kingdom has come and already comes in the person of Jesus Christ. It comes to faith now and will come in visible glory on the last day.

## Philosophical Presuppositions

In addition to our commitment to the Scriptures and confessional doctrine, five foundational principles shape our curriculum and thinking:

### **Theological Realism**

*God is real and exists beyond human awareness, conception, and language.*

Accordingly, when we pray, we do not pray to ourselves, but to a God whose existence does not depend upon us.

### **Semantic Realism**

*God's gift of language enables us to make truth claims about God.*

Human emotion, thought, and language do not ultimately determine what is true or false about God, but rather our language reflects the determinate contour of the divine.

### **Theophysical Causality**

*God can and does act in the world.*

Divine action must not be construed only metaphorically.

### **Theology of Nature**

*God expresses Himself in the natural order.*

Conversation with science and technology furthers our recognition that God expresses Himself in the natural order in ways that inform our understanding of the divine.

### **The Internal Clarity of Scripture**

*God's Word is clear, not obscure.*

God's revelation is expressed clearly in Holy Scripture, whose words can be understood by the reader as the Holy Spirit interprets their meaning.

## Institutional History

The Institute of Lutheran Theology, incorporated in December 2007 with 501(c)3 status established in March 2008, began offering online classes to lay people in the fall of 2007. After providing lay programming through 2008, ILT then offered Master of Divinity classes in the spring of 2009, and now offers ministry certificate programs; associate and bachelor's degree programs in Ministry, Humanities, and Entrepreneurial Studies; and graduate degree programs for Master of Ministry, Master of Ministry in Chaplaincy, Master of Arts, Master of Sacred Theology, Doctor of Ministry, and Doctor of Philosophy.

When initially established, Dr. Dennis Bielfeldt, an ordained Lutheran pastor and professor of religion and philosophy at South Dakota State University, Brookings, SD, became the Director of ILT and Pastor Randy Freund, pastor of Faith Lutheran Church, Hutchinson, MN, became Associate

Director. Since then, ILT has grown with a campus located in Brookings, SD, that houses a significant reference library.

In addition to a highly qualified teaching faculty, the expanded administrative staff currently include the President, Executive Vice President, and Executive Assistant all of whom are committed to assisting students in achieving their stated Christian ministry goals.

ILT provides graduate, certificate, and lay level theological education through a fully integrated online campus. Faithful, fully credentialed teachers lead students deeply into the Scriptures and the Christian tradition through a continual dialogue via live online video conferencing that replicates a traditional classroom. This grants students the opportunity to study at ILT without the inconvenience of relocating. Students immediately apply what they learn to their lives, communities, families, and congregations.

ILT has fully credentialed faculty members with advanced and terminal degrees combined with a complete staff to serve students and faculty. ILT provides a quality theological education equal or superior to that of any graduate seminary. ILT has been accredited by the Commission on Accreditation of the Association for Biblical Higher Education (5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822, Telephone: 407-207-0808) to grant degrees at the associate, bachelor, master, and doctoral levels.

ILT's Christ Seminary and Christ School of Theology offer graduate programs to prepare students to effectively share the truth of Jesus Christ to the world through preaching, teaching, specialized ministry, and research.

- The Master of Ministry program prepares students for diaconal or other non-ordained ministries within the church and can also be an alternative track to ordained ministry. This 44-credit program provides a condensed classical theological education, with opportunities for specialization in particular areas of ministry. The program includes an internship tailored to the student's goals, which can be done while also taking classes. Graduates of the program have the option of completing a further 46 credits to earn a Master of Divinity degree.
- The Master of Ministry in Chaplaincy (M.M.C.) program is specifically designed to equip students to become faithful and effective ministers of the Gospel as chaplains. Students in this program can focus on the type of chaplaincy in which they wish to serve (including hospital, industrial, and military options). Student's have the option of completing a further 18 credits of study and earning the Master of Divinity degree.
- The Master of Divinity (M.Div.) program prepares persons for the office of the public ministry of Word and Sacrament in the church of Jesus Christ. It requires 90 credit hours of study, the equivalent of three years of full-time coursework. In addition, students in the M. Div. must complete the equivalent of a one-year full-time internship.
- The Master of Arts in Religion (M.A.R.) program provides a broad-based, foundational course of study for ILT graduates who want to pursue graduate level studies in theology but are not preparing for ordained ministry. As an alternative to the basic Master of Arts in Religion program, students may choose a concentration in either biblical theology or theology.
- The Master of Sacred Theology (S.T.M.) is a research degree for students holding the M. Div. or equivalent degree who want to delve deeper into a particular area of theological study.



The program requires 30 hours of coursework, including a thesis. The program is very flexible, allowing students to design a course of study aligned with their own research interests.

- The Doctor of Ministry (D.Min.) program focuses on reaching the unreached in a secular age from a classical Christian perspective. Students are pastors with at least three years continuous experience who want to deepen their perspectives and hone their strategies for the church's apologetic, evangelistic, and catechetical tasks. The program requires 30 credit hours of work, including two independent projects and a final project or thesis.
- Doctor of Philosophy (Ph.D.) produces teacher-scholars for the church and the academy who can educate persons for Christian ministry and lives of Christian service, and who themselves will teach and write within the academy generally and the wider public. The teacher-scholars for the church and academy will be equipped to do the theological work necessary to support the church's witness to Christ and to be responsible and credible participants in vital conversations beyond the boundaries of the church, including college or university settings and various interdisciplinary forums (e.g., learned societies, agencies of church bodies, etc.).

ILT's Christ College offers undergraduate programs with quality and practical Biblical education for church leaders and lay people who seek educational training to become a pastor, teacher, youth worker, missionary, evangelist, or other church worker; obtain continuing education for pastors, teachers, youth workers, or other church workers; or those simply desiring to dig deeper into the Bible as God's Word and its teachings.

- The Ministry certificate and degree program offers students undergraduate options to prepare them for congregational ministry. While these programs are designed for seminary preparation, they can also help students to go directly in the parish setting. This program includes certificates in pastoral ministry and youth ministry, as well as associate and baccalaureate degrees.
- The Humanities degree program offers students an education in history, philosophy, and language. Students who take this degree will be grounded in the western philosophical and Christian tradition. There are also many options for professional development including legal studies, entrepreneurial studies, and pre-seminary. This program includes both associate and baccalaureate degrees.
- The Entrepreneurial Studies degree program offers students a foundation in business and creative thinking in business related ventures. It is designed not only to help students to learn about business finance and strategy, but also to prepare students to have the entrepreneurial spirit to start new ministry projects. This program includes both associate and baccalaureate degrees.

## Introduction to Student Life

ILT is, above all, a Christian Faith Community that is committed to life in the reformation tradition. This tradition holds that:

- Scripture is God's inspired Word of law and gospel.
- Scripture—because it is the Word of God, Jesus Christ—is the sole authoritative source and norm of our faith, and life.
- Scripture is interpreted through the lens of the protestant reformation.
- All have sinned and fall short of the glory of God (cf. Romans 3:23).

- While we were yet sinners, Christ died for us (cf. Romans 5:8).
- We are justified, therefore, by grace through faith in Jesus Christ who is our redemption (cf. Ephesians 2:8-9).
- While we live in this world awaiting the world to come, we live simultaneously as fully sinful yet completely justified.
- Before God we have confidence that Jesus Christ has already accomplished our full and complete redemption. Before the neighbor, though, we remain sinners whose sin must be restrained.

## Christian Formation

Christian formation through ILT is a multi-faceted effort. It is academic. It is practical. It is personal. Christian formation demands academic education to train students as the resident theologians of their congregations or specific call. Christian formation demands practical experience to form students to provide the “care-of-souls” expected of any Christian. Christian formation demands personal development through engagement of the three rules — “*meditatio*,” “*oratio*,” & “*tentatio*”—by which our God fashions his people into proper theologians.

ILT deploys three rules which form a theologian, as established by Martin Luther. Luther named these rules in the Preface to the 1543 Edition of the German Writings. For those who would be theologians—and every Christian is a theologian in Luther’s estimation—for those who would be theologians, these three rules function as powers or authorities which fashion and form the would-be theologian. These three rules are: the rule of meditation, the rule of prayer, and the rule of struggle. Together, these rules work spiritual formation upon the participant; and the participant is formed spiritually as he/she engages the three rules.

The use of these three rules transcends one of the major obstacles institutions of higher education have had with Christian formation: the struggle to balance head learning and heart learning—the intellectual and the practical—the life of books and the life of prayer. Oswald Bayer speaks of Luther's "formula" this way:

It contains two clear negations: it excludes an understanding of theology that sees it exclusively or even predominantly as a theory as much as it excludes the view that sees it as a program of action. In short, in place of the binary scheme of theory and practice it supports a threefold scheme that besides knowledge and action takes account of faith, which establishes both and liberates them for a relative autonomy.<sup>1</sup>

Luther knew this struggle as well and in response he described the three rules, the three forces that form and fashion a theologian. Luther found this unique understanding of Christian formation given by King David in Psalm one hundred nineteen. “There,” Luther said, “you will

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<sup>1</sup> Bayer, Oswald, *Theology the Lutheran Way*, p. 35; Eerdmans, 2007

find three rules, amply presented throughout the whole Psalm. They are *Oratio, Meditatio, Tentatio*" (prayer, meditation, and struggle).<sup>2</sup>

Meditation is simply the theologian being so grasped by the Word of God in its external clarity that the would-be theologian is internally clarified. Theologians thus come to know the truth about themselves and the truth about God. God's Word "rules" over them, forging them as a hammer<sup>3</sup> works the iron on an anvil. The theologian is so subject to scripture that its word defines his reality, and--by the work of the Holy Spirit--delivers faith in Christ.<sup>4</sup>

Prayer is simply what results when such truth is revealed, and such faith is delivered. The theologian stands as a sinful, mortal creature before an almighty and immortal Creator. The theologian stands as a brother or sister to Jesus Christ before a benevolent Father. The theologian's reality in the "*simul iustus et peccator*" (totally justified and totally sinful at one and the same time) is revealed. When such truth is revealed, one cannot help but pray. Prayer is the spontaneous cry and lament of a desperate and dying sinner: "Lord, have mercy!" Prayer is the voice of a saint rendering spontaneous praise and thanksgiving: "Thanks be to God!"

Struggle is simply the life of the theologian caught in the grasp of two realities. In faith, they have the reality of what is promised by the Word of God. Yet, by their flesh, they have the reality of what is experienced by reason and the senses. Theologians struggle to receive righteousness by the will of God being done unto them. This is their passive life beneath the Word. They struggle to achieve righteousness before their neighbors who by God's will they are to serve. This is their active life before the world. ILT resolves the intellectual vs. practical struggle by embedding its students in the crucible of congregational life. There, they are under the Word, caught up in prayer, and living the struggle daily. There, participating students practice spiritual formation and are formed spiritually.

Consider, in summary, Bayer and his description of how the rules are connected within the formula:

As we look now at the three terms, each of which describes a rule, the first thing to note is that these rules are not meant to be considered in isolation and only later reconnected. Rather, from the start they set out one single way of suffering and life, of listening and speaking, of thinking and writing. We are dealing with a single rule--a single dynamic movement, or a process that is by no means linear, in which we can distinguish three main factors, all of which are interconnected.<sup>5</sup>

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<sup>2</sup> Luther, M. (1999). *Vol. 34: Luther's works, vol. 34 : Career of the Reformer IV* (J. J. Pelikan, H. C. Oswald & H. T. Lehmann, Ed.). Luther's Works (285). Philadelphia: Fortress Press.

<sup>3</sup> Jeremiah 23:29 "Is not my word like fire?" declares the LORD, "and like a hammer which shatters a rock?"

<sup>4</sup> Prenter, Regin; *Spiritus Creator*, p. 50: "Faith in Christ is the presence of Christ in you as a redeeming reality, an incomprehensible and invisible, yet divine reality that tears one away from and places one in contrast with all other realities.

<sup>5</sup> Bayer, Oswald, *Theology the Lutheran Way*, p. 42; Eerdmans, 2007

Therefore, ILT students engage the three rules as they are embedded in the life of their congregations and deep in the study of God's Word and its way with God's people. There, in the crucible of congregational life, the students are under the Word, caught up in prayer, and living the struggle daily. They are being fashioned by "*meditatio*," "*oratio*," & "*tentatio*" into Christian theologians.

### Christian Formation in the Life of the Student Body

ILT provides opportunities for its students to engage the three rules as they engage one another and ILT during their course of studies.

#### *Meditatio* (Word: Life beneath the Word of God)

- Students at ILT may subscribe to, or be subscribed, ILT's weekly devotional writing, Table Talk. They may use this lectionary-based resource for their personal devotions and meditations on the texts for the week
- Students at ILT receive the Daily Texts to ground them daily in God's Word

#### *Oratio* (Prayer: the cry of those living beneath the Word of God while still in the world)

- Students at ILT have opportunity to pray with and for one another and faculty are encouraged to open class sessions with student-led prayer
- Students at ILT have opportunity to share prayer concerns with one another and ILT's faculty and staff through the sharing of prayer concerns via the Populi student management platform
- Students at ILT have opportunity to receive ILT's weekly prayer newsletter—Monday Morsels—and to contribute prayer concerns to it

#### *Tentatio* (Struggle/Suffering caught up in the reality of living in the world but being of the Word)

- Students at ILT have the opportunity in every class session to engage their circumstances with their growing scriptural and theological knowledge
- Students at ILT can schedule face-to-face video conferencing sessions with the Chaplain for counseling during the struggles and sufferings of their daily callings.
- Students at ILT can schedule in-person meetings with the Chaplain for counseling during the struggles and sufferings of their daily callings whenever the Chaplain may be traveling in their locale
- Students at ILT can participate in Houses of Study—week-long gatherings of exegetical and pastoral study where students come together in a specific locale; there, they can enjoy, what Luther called in his Smalkald Articles, "the mutual conversation and consolation of the saints"
- Students at ILT can participate in the gatherings hosted by ILT when it attends the various church body conventions.

### Christian Formation through the Expectations of Student Faith and Life

Out of the reformation tradition, ILT holds that God has two answers for human sin—the gospel and the law: 1) God's gospel answer to human sin is the forgiveness of sins in Jesus Christ, and the new life in Christ which is then delivered. This is the new life lived beneath the Gospel. 2)

God's law answer to human sin is either the restraint of that sin by society's laws and rules-- both legislative and cultural, or by the self-restraint of sin by obedience to the Lord's commandments. This is life lived under the law. ILT, as a Christian community, acknowledges that their public lives reflect upon the public's opinion of ILT. In so acknowledging, they recognize that God in Jesus Christ brings sinners to repentance and new life so that their sins will be forgiven, and they can live under the restraint of their sin by society's laws and rules—both legislative and cultural, and under their self-restraint by the Lord's commandments. As situations arise where a student would like to inquire or discuss faith and life concerns, a student can speak with their advisor, the Student Life Coordinator, or the Chaplain.

## Student Discipline

Meeting the expectations for faith and life and the requirements of academic integrity are necessary for a student's continued study at ILT. ILT believes these expectations and requirements are consistent with Scripture, confessional witness, the calling to a life of Christian vocation, and ILT's stated intentions (e.g., mission statement, goals, etc.) Students not meeting those expectations and requirements will come under institutional and/or academic discipline. As a result of that discipline, they may lose their opportunity for continued study at, or graduation from ILT.

## Disciplinary Procedures and Student Rights to Due Process

ILT expects that the conduct of its students will be consistent with:

- ILT's Mission Statement
- ILT's Institutional Learning Outcomes
- ILT's Academic Integrity Policy

The following disciplinary procedure must be followed when a student is alleged to have violated these expectations. The goal throughout will be restorative rather than punitive, seeking to restore both the integrity of the student and the integrity of ILT.

1. The person who uncovers an apparent violation of the above expectations should consider if the violation is severe enough to warrant invoking this process. If not, that person should deal with the matter in a private conversation with the student. If that conversation does not have a satisfactory outcome, or if the alleged violation is severe enough to warrant it, the person should proceed with this process.
2. If an ILT instructor or administrator is making the allegation, he or she should inform the Executive Vice President, detailing the charges and documenting the evidence for it.
3. If a member of the student's congregation has reason to believe that the student has violated ILT's standards, then he or she should present to the Executive Vice President a written and signed statement detailing the nature of the infraction and the evidence for it. This applies only to matters related to the student's coursework at ILT and the compliance of that coursework with ILT's own stated standards, as set forth in the current Academic Catalog.
4. If the EVP decides that the allegations are substantiated, he or she will write a letter to the student, describing the allegation, the evidence for it, and the possible consequences.
5. The EVP and the instructor in whose course the alleged infraction occurred will meet privately with the student and attempt to come to a resolution that meets the goal stated

above. This resolution must include the student's acknowledgement of responsibility and acceptance of the consequences, as determined by the EVP and the instructor together. Appropriate pastoral care should be part of this meeting.

6. If the student does not agree with the decision of the EVP and the instructor, the student may contest it before an Appeal Committee.
7. The Appeal Committee consists of the following: two disinterested faculty members, two disinterested students, and the EVP. The EVP shall appoint the members of the Appeal Committee on a case-by-case basis.
8. In presenting before the Appeal Committee, the student has the right to dispute the findings presented in the initial letter and to confront those making the allegation. This means that the student can explain his or her side of the story, cross-examine witnesses, or bring his or her own witnesses. The student may be presented or assisted by anyone he or she chooses even legal counsel. The student has a right to the minutes of the proceedings and a written copy of the Committee's decision.
9. The President will receive the Committee's decision and present it to the President's Counsel. The student has a right to a hearing before the President's Counsel. After consultation with the members of the President's Counsel, the President makes the final decision and conveys a signed copy of the decision to the student.
10. To retain the restorative function of this procedure as much as possible and safeguard the student's reputation, all parties to this procedure are required to maintain appropriate confidentiality. If the allegation originates from the student's congregation, the person making the allegation should be informed only that ILT's disciplinary procedure is being followed and will not receive any further information about the matter.
11. All steps in this procedure may be done online through live video conferencing.

## Student Services

### Academic Counseling

ILT takes seriously its commitment to academic rigor. Thus, it recognizes the need of its students for academic advising as they engage with it in pursuit of that academic rigor and excellence. ILT provides academic advisors and programs to inform, guide, empower, and encourage students from recruitment to graduation. Students are responsible for their academic and intellectual progress; academic advisors assist with educational planning that leads to their timely matriculation and graduation. As students commit to, and invest in, an action-oriented decision-making process, their success becomes more likely. Such commitment and investment deliver intellectual and personal development resulting in informed and invested educational choices.

### Career Guidance

At ILT, career guidance is called vocational discernment. Vocational discernment takes place when ILT personnel engage potential students and students themselves in assessing their call and gifts, making decisions, developing plans to meet their objectives, and, discussing and clarifying educational, career, and life goals to assist students, first in the question of enrollment and second, in systematic and intentional course selection.

### Pastoral Counseling

The Chaplain is available to students for pastoral counseling. As the events of a student's life may become overwhelming and/or perplexing, the Chaplain is able to address these events and

issues with the student, bringing the light of Christ into the circumstances, and addressing them with the law and the gospel as delivered by scripture.

## ILT Learning Center

To fully support our student, the Learning Center's services are fully online. Staff are accessible to students via email, chat, voice, and video call. The ILT Learning Center offers learning and accommodative services to build information literacy skills and course learning success.

- One-on-one Tutoring – Course specific services to assist students to identify and navigate past the obstacles to understanding course content and context.
- College Reading Strategies—Learn about successful reading strategies for college texts.
- Note-Taking Strategies—Learn different note-taking strategies to take quick and effective notes on reading assignments and lectures.
- Meaning from Context—Learn about using context clues to decipher the meaning of unknown words and increase understanding of texts.
- Steps to a Strong Thesis—Develop tools for creating strong thesis statements for your essays.
- Writing Your Research Paper—Learn how to draft, organize, and incorporate sources into your research papers.
- Using Quotations and Paraphrases Correctly—Learn how to correctly integrate quotations and paraphrases into your papers.
- How to Summarize—Come learn the best techniques for summary writing.
- Chicago Style Citation—Learn the rules of Chicago style for citing sources in a research paper.
- Understanding & Avoiding Plagiarism—Learn what is considered plagiarism and ways to avoid it.
- Proofreading – Learn techniques to effectively evaluate your paper's content and syntax and grammar.

For Learning Center Support, contact:

Rev. David Patterson, MLIS, MR

Dean of Library and Research

[dpatterson@ilt.edu](mailto:dpatterson@ilt.edu)

(605) 692-9337

Chat and video call access available through MS Teams®.

## Textbook Purchase

ILT does not require students to use a particular facility for textbook purchase. ILT is an AmazonSmile affiliate and Populi has links to course books and textbooks required by the faculty in their courses found at Amazon.

Other low-cost providers as barnesandnoble.com, ebay.com, half.com, bookfinder.com, etc., are also sufficient providers of our textbooks. Students should pay careful attention to the

bibliographic information provided in syllabi to make sure that proper editions of the textbooks are being purchased.

## Communities of Faith

The students' primary community of faith is their local congregation. Students will demonstrate their active involvement in their community of faith through their course work and will be sustained in their faith and vocational preparation through the support of the community. The compassion, caring, and nurturing support of ILT faculty, staff, and fellow students will be expressed through classes, team assignments, student activities, and theological conferences.

## Scholarships

### Stavanger Lutheran Church – LCMC M.Div. Scholarship

Provided by Stavanger Lutheran Church in Seneca IL, this scholarship is for those students who are preparing to serve as pastors in the LCMC having earned a Master of Divinity degree. Those students who are awarded this scholarship will receive tuition credit in an amount set by the faculty based on the number of awards and the availability of funds.

### Clark LCMC M.Div Scholarship

Provided by the Clark family, this scholarship is available for those students who are preparing to serve as pastors in the LCMC having earned the Master of Divinity degree. Those students who are awarded this scholarship will receive tuition credit in an amount set by the faculty based upon available funds.

### Bunkowske D.Min. Scholarship

Provided by Eugene Bunkowske family, this scholarship is available for those students who are in the Doctor of Ministry Program. Students awarded this scholarship will receive tuition credit in an amount set by the faculty based upon availability of funds.

### The Kathrine Grosen Memorial Scholarship Fund

The Kathrine Grosen Memorial Scholarship Fund, establish by Knud Grosen in memory of his wife, provides merit-based scholarship funds for LCMC, NALC, and CALC M.Div students. The intention of the scholarship is to provided support to help fill the growing need for Lutheran pastors in North America. Students who qualify will receive partial payment for tuition for one year (students must apply for funds each year) based upon academic performance. Students can apply for the scholarship after completing 30 credits of the M.Div. program.

### Scholarship Application Process

#### **Preliminary Considerations:**

When applying to ILT for Scholarships, students need to ensure they thoroughly understand all the guidelines and stipulations.

- All scholarship recipients must be U.S. citizens, or permanent residents.
- All scholarship funding depends on available funds, which could vary from year to year.



- It is the students' responsibility to make sure the scholarship application they submit is complete.
- Once submitted, all application materials become the property of ILT and will not be returned to the student.
- Applications are processed by designated ILT staff and evaluated by a representative group from the graduate faculty.

**Portfolio Preparation:**

The applicant evaluation is a portfolio-based process to establish merit.

The portfolio includes the following items:

- A completed online application form.
- A sample of one or two assignment from ILT classwork.
- Three letters of recommendation:
  - One letter should be from a person who is able to speak to the applicant's academic competencies.
  - A second letter should be from a person who is able to speak to the applicant's spiritual and pastoral competencies.
  - A third letter should be from a person who is able to speak to the applicant's moral character.
- A personal statement organized according to the following headings and in this order:
  - Autobiography: Provide a brief personal history (1-2 paragraphs).
  - The call to minister within a parish context: Describe the nature of your call and how you anticipate the education you receive from ILT preparing you to enhance your effectiveness in that call.
  - Ministry experience: Describe your involvement in your church, along with other relevant areas of service in your community.
  - Justification: State the reasons why you think you are a qualified candidate for the scholarship.

**Need-Based Financial Aid**

Each year the Board of Directors determine the amount of money available for assistance to students who are in financial need. The financial aid that is awarded each semester is limited to the amount determined by the Board of Directors. In the case that the total aid required to fulfill the requests from students does not exceed that amount, all students who apply will be granted financial aid. In the case that the total aid required to full the requests does exceed the amount of money allotted for that semester, the students with the greatest financial need will be given priority.

**Financial aid will be awarded in the following ways:**

**Certificate, Undergraduate, Master of Ministry, Master of Ministry in Chaplaincy, Master of Divinity, and Master of Arts Students**

- Students must take more than one class in the semester they receive financial aid.

- Students who qualify for financial aid will receive tuition credit equal to one course that will be applied to their total tuition for the semester.
- Students are responsible to pay for or find other funding for the remainder of their tuition.

#### **Master of Sacred Theology, Doctor of Ministry Students, and Doctor of Philosophy**

- Students who qualify for financial aid will receive tuition credit equal to two credits of the course applied to their total tuition for that semester.
- Students are responsible to pay for or find other funding for the remainder of their tuition.

#### **Students must follow these steps to apply for financial aid:**

- Students receive notice of the availability of financial aid when registration opens for a new semester. This is included as a part of the announcement that registration is open. (ILT does not offer financial aid for the J-term or the summer session.)
- Students request the Financial Aid Application before the first day of class in each semester. The notice of availability includes either an email address for the requesting of a financial aid application or a link to download the financial aid application.
- Students return the Financial Aid Application by the posted deadline.
- Students receive notice of financial aid awards by the end of the second week of classes.
- If any financial aid money allocated for that semester is unused, students may be given the opportunity to make another application.

Students may be asked to provide proof of income by sending a copy of their previous year's tax statement to the Business Office.

#### Work Study

Work study is made available to students as tuition credit. Students can earn \$11.67/hour. This is equal to \$350 each semester for 2 hours of work per week. Work study options are limited because of the online nature of ILT studies. Work study option will vary with the skills and expertise of the individual applicant. Many applicants will be asked to make phone calls to donors, alumni, or congregations.

#### Tutoring

Students may request a tutor free of charge by contacting the business office. Tutoring is available both for individuals and for groups.

Tutors will earn tuition credit as a work study student at the rate of \$11.67/hour. To be a tutor a student:

- Must have successfully completed the course with a GPA of 3.5.
- Have a cumulative grade point average of 3.3.
- Have a letter of recommendation from the instructor of the course.

## Applying for Graduation

ILT has three official graduation dates each academic year: December 15, May 15, and August 15. (Actual graduation ceremonies may be held at another time, but diplomas will have one of these three dates.) Students who plan to complete their program by December 15 must report their intention by email to the Registrar before the first day of classes in the Fall Semester. Students who plan to complete their program by May 15 or August 15 must report their intention by email to the Registrar before the first day of classes in the Spring Semester. Students who fail to make this announcement by the stated deadline may not be able to graduate on the date they request.

The Registrar reviews the student's transcript and confirms that the student will be able to complete his or her program within the time frame indicated. The Registrar then submits a copy of the degree audit to the EVP. The EVP submits the name of the student to the appropriate faculty senate, which decides whether to recommend that the student be granted the degree. The EVP forwards the names of recommended candidates to the Board, which votes on whether to grant the degrees or certificates, conditional on the candidates' completing the following requirements:

- The Registrar certifies that the student has completed all the requirements for a degree or certificate.
- The Librarian certifies that the student is not in possession of any library materials or does not owe any library fines.
- The Director of Business Services certifies that the student has paid all tuition and fees.
- Master of Divinity Graduates must have submitted:
  - A completed Theology and Ministry Questionnaire
  - A Biblical Proficiency Exam retaken during the last term of enrollment
- Master of Arts graduates must have submitted:
  - A completed Theology Questionnaire
  - A Biblical Proficiency Exam retaken during the last term of enrollment

ILT graduation ceremonies are typically held in the candidate's congregation or at church gatherings. The graduate should be in contact with the Chaplain regarding arrangements for the graduation ceremony. ILT administration and faculty will make every effort to ensure that at least one representative of ILT will be present.

## Graduation Procedure

- Registrar will make a general announcement by email to all current students in July/August and December/January, requesting all students who believe they will graduate by the December 15 or May 15/August 15 to contact the registrar.
- The Registrar begins a Graduation Checklist for each graduate. After determining that it is possible for the graduate to finish his or her program by the indicated date, the Registrar forwards the Graduation Checklists to the EVP. The Registrar orders the appropriate diploma and makes sure that it is available for the Board of Directors meeting.
- The EVP submit the candidates' names to their respective faculties. The motion is to recommend the candidates, pending completion of all requirements for the degree or

certificate. If approved, they forward the names to the President's office for inclusion in the agenda of the next Board meeting. The motion before the Board is to grant the degree or certificate, pending completion of all requirements for the degree or certificate. If the Board approves the motion, the Chair of the Board and the President sign the diploma. When the EVP learn that candidates have been approved by the Board, they return the Graduation Checklist to the Registrar.

- At the end of the indicated term, the Registrar confirms that the candidate has completed all requirements for his or her program.
- The Registrar submits the Graduation Checklist to the Librarian to confirm that the candidate has no library materials or outstanding fines.
- The Registrar submits the Graduation Checklist to the Director of Business Services to confirm that the candidate has no outstanding debts to ILT.
- The Registrar submits the Graduation Checklist, if required, to the Dean of Academic Affairs to confirm completion of the appropriate questionnaire and the Biblical Proficiency Exam
- When all items in the Graduation Checklist are completed, the Registrar enters that the degree or certificate is granted and releases the diploma to be given to the graduate.

## Student Rights

### Nondiscrimination Policy

ILT does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, sexual orientation, gender identity or any legally protected status. Title IX regulations require non-discrimination on the basis of sex or gender, which includes unlawful discrimination based on pregnancy and/or disability discrimination based upon complications related to pregnancy. As a religious institution, ILT expressly reserves its rights, its understandings of, and its commitments to Christian principles, and reserves the legal right to hire and employ individuals who support the values of the Institute.

### Grievance Policy

Students have the right to a fair hearing if they believe that have been treated unjustly by any member of the staff or faculty. Students who have a grievance against any decision made by the staff or faculty of ILT may share this grievance with the Executive Vice President. For more information about the complaint process see appendix one.

### Grievance Procedure

ILT expects that the conduct of its students will be consistent with the:

- ILT Mission Statement
  - ILT Institutional Goals
  - ILT Academic Integrity Policy
  - ILT Student Handbook
1. If an instructor or administrator of ILT observes conduct by a student which he/she believes violates ILT's Mission Statement, Institutional Goals, Academic Integrity Policy, and/or Student Handbook, the procedures set forth below must be followed.

2. The faculty/administrator/administration member or administrator should first bring up the matter in a private conversation with the student. If the complaint is not resolved as a result of this private conversation, such discussion is not appropriate given the circumstances, or the situation could involve suspension or expulsion a written complaint shall be prepared and filed with the Executive Vice President. The Executive Vice President will review the complaint and immediately provide the complaint to the President.

*Note: If the President cannot hear the case (is a material witness), then the Executive Vice President should send the complaint form to the Vice Chair of the Board of Directors.*

3. The President shall hold a hearing on the complaint within 21 days of receiving the same. The matter will be adjudicated by the President and a member of ILT's faculty/administrator/administration chosen by the student. The hearing will be conducted in accordance with the procedures set forth in Attachment 1. The hearing may be held by electronic means, including SKYPE, ADOBE Connect or other video conferencing service. Within 10 days of the hearing, the President and the designated faculty/administrator/administration member shall render a decision on the complaint in writing and deliver the same to the student.

*Note: If the President is disqualified from hearing the complaint, the Vice Chair of the Board of Directors shall convene the hearing and render a judgment under the complaint in the place of the President.*

4. The student may appeal the decision of the President and the designated faculty/administrator/administration member as set forth in attachment 1. Further, if the President and the designated faculty/administrator/administration member are unable to reach a unanimous decision, the complaint form, all relevant evidence and the notes of the President and designated faculty/administrator/administration member shall be immediately given to the Vice Chair of the Board of Directors for review. The Vice Chair may meet with the President, the designated faculty/administrator/administration member, the instructor and the . The Vice Chair will render a final decision a final response to the complaint in writing as set forth in Attachment 1.

*Note: If the President was disqualified from hearing the complaint and the Vice Chair of the Board of Directors convened the hearing and said decision is appealed, The Chair of the Board of Directors shall hear the appeal as set forth in Attachment 1.*

To file a Grievance by State within the US

To file a grievance in any particular State, contact the Higher Education Agency in your State, found at the following Department of Education website:

<https://www2.ed.gov/about/contacts/state/index.html>.

For students residing in a SARA state, complaints regarding distance education may be submitted to ILT. After ILT has made a determination regarding the complaint, the complaint may be appealed to the institution's home state SARA portal entity. Students may submit complaints to the [SD-SARA](#) Portal Entity, the South Dakota Board of Regents, [here](#).

Student Rights under FERPA

**Notification of Your Rights under the Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days after the day the institution receives a request for access.

Students should submit to the registrar of their school or program a written request that identifies the record(s) the students wish to inspect. The registrar will arrange for access and notify students of the time and place where the records may be inspected.

**The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

Students who wish to ask the institution to amend a record should write the registrar of their school or program, clearly identify the part of the record they want changed and specify why it should be changed. If the institution decides not to amend the record as requested, the institution will notify students in writing of the decision and their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to students when notified of the right to a hearing.

**The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

Title 34 Section 99.31 of the Code of Federal Regulations describes the circumstances in which the institution may disclose personally identifiable information without a student's consent. The following are additional important details on the institution's policy regarding three of those circumstances:

- a. The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. Typically, a school official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the institution who performs an institutional service or function for which the institution would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records. A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the Institution.
- b. As a public service, the institution may disclose without consent directory information of the following kinds:
  - the name of a student who is or has been in attendance

- dates of attendance;
- school or residential college affiliation;
- local and other addresses and local telephone number;
- electronic mail address;
- date and place of birth;
- major field of study;
- enrollment status;
- student job assignments and locations;
- participation in institution-sponsored extracurricular activities and sports;
- degrees, honors, and awards received;
- previous educational institution(s) attended;
- name and address of parent or guardian;
- picture and video;
- institution person identifier (UPI).

- c. Upon request, the institution also discloses education records without consent to officials of another educational institution in which a student seeks or intends to enroll.

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

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

The rights listed above go into effect on the first day of classes for the school or program in which the student has enrolled.

## Financial Matters

Tuition and fees are to be set by the Board Finance Committee by November 30 of the current school year for the following school year.

### Financial Counseling

ILT provides both in-coming and current students with financial counseling regarding various alternatives for paying the cost of their education. ILT provides no financial assistance which would require repayment. To receive financial counseling please call the Business Office.

### Billing and Fees:

The billing for tuition and fees will be assessed at the beginning of the period for which the services are rendered (e.g. semesters, J-terms, or summer sessions) and invoices sent. Tuition and fees will be collected before the services are rendered.

Tuition is due on the first day of each semester. Students are to pay tuition for the semester before the last day to add/drop classes. Payment plan options are available for students, but

these must be in place before the last day to add/drop classes. Consequences for late payment include.

- Students who do not pay tuition or have a payment plan in place will not be given access to the online classroom after the last day to add/drop until these conditions are met
- Students who have outstanding tuition payments may not register for the next semester's classes
- Students will not receive a grade or credit for a course until it is paid in full.
- Students who have outstanding tuition payments may not receive a diploma.
- Balance statements for each student with an outstanding tuition payment will be sent to the student during the first week of each month.

## Technology Policies

Statement of Ethics: It is the expectation of ILT that all staff and students will use the technological equipment and resources of ILT in a legal and ethical way. Electronic communications/media may not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose which is illegal, against ILT policy, or not in the best interest of ILT.

Staff members who have been found to misuse ILT's technological resources or services to engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions, may be subject to immediate termination.

Internet access provided by ILT may be used only for lawful purposes. Transmission or storage of any material in violation of any United States or State of South Dakota law or regulation is prohibited; including, but not limited to copyrighted material and material legally judged to be threatening or obscene.

Staff members who have been found to violate these terms of use, including the use of ILT internet services to access adult or pornographic materials or other materials detrimental to the mission of ILT may be subject to discipline and/or possible termination.

Policy for Employee-Owned Computers and Equipment: Employees who own their own equipment for ILT related purposes are, as far as usage is related to ILT business, subject to the Technology Policy of ILT as it is outlined in this handbook and in the Employee Handbook. Technological support may not be provided for these computers depending upon the type of support required. ILT technological support must be allowed access to ILT computers and technology.

Policy for Institution-Owned Computers and Equipment: All staff who use computers owned by ILT must follow the Technology Policies of ILT as it is found in this handbook and in the Employee Handbook. ILT technological support must be allowed access to ILT computers and technology.

## Information Technology Systems Management Policy

ILT uses many online based software platforms to conduct its business daily. In general, the Business Office will monitor the pay schedule for each system and keep a working relationship with the vendor. Each online platform, however, is related to a need of a specific department of



ILT. Each of these departments has the responsibility for overall management and maintenance of the online platform. It is the responsibility of each department to alert the Business Office when there needs to be changes in each specific case.

ILT utilizes many online software systems and services. The Office of Information Technology is responsible for the administration and maintenance for each platform. Each department is responsible for defining the parameters of the program's use among its employees. Policy for the administration of each system is outlined in the Information Technology Handbook. Before new systems are implemented, administration policy should be developed by the IT office.

## Other Student Considerations

### Housing

ILT does not have a residential campus and does not provide student housing.

### Parking

ILT has sufficient parking at its Brookings campus for students and other visitors.

### Student Employment

ILT does not offer student employment. ILT does have access to congregations who are looking to employ students if the student can relocate to the congregation's vicinity. Sometimes a student's home congregation may employ a student as they are engaged in their Contextual Education for ILT. There are also work-study options for students who can do work for ILT to earn tuition credit.

### Health Insurance

ILT does not provide health insurance for its students.

### Suggestions and Complaints

The Student Life Coordinator welcomes students to discuss various types of concerns. If a student has a suggestion, complaint, or grievance, that student may contact [bkatz@ilt.edu](mailto:bkatz@ilt.edu). The Director may need to converse with the student for further information to clarify the suggestion or investigate the issue. For simple matters, the coordinator, who keeps written records of actions taken to address issues, will address the issue and send the student a written response. For more complex matters, the coordinator may discuss the issue with the appropriate administrative personnel before addressing the matter and sending out the response.

If the student is not satisfied with the coordinator's response, the next step is to ask the coordinator for reconsideration. If that does not prove satisfactory to the student, the student may ask the coordinator to appeal to the Executive Vice President. In such cases, the Executive Vice President will contact the student, write a report on his or her investigation/understanding of the matter, and write a recommendation for how the matter should be addressed. Both the reports from the coordinator and Executive Vice President will be forwarded to the President for a final decision. If the student still feels that the school is operating inappropriately, he or she may forward a complaint to our accrediting agency:

Association for Biblical Higher Education  
5850 T G Lee Blvd, Suite 130  
Orlando, FL 32822

## Appendix 1: Student Grievance Form

### Definitions:

**“Complainant”** is the person or persons who lodge a Complaint against a student which, if proven, could result in discipline of the student.

**“Complaint”** is the written description of the accusations made against a student which, if proven, could result in discipline.

**“Respondent”** is the student who is the subject of a Complaint.

The basic purpose of hearings under the Student Handbook is to restore the broken relationship between the Complainant and Respondent through contrition, repentance, confession, forgiveness, reconciliation, and absolution. The President shall assure that the Complainant and the Respondent receive due process. “Due process” means: (1) the Respondent’s right to be given specific written notice of all allegations against him or her; (2) in the case of the Respondent, the right to testify in person or to remain silent; (3) the right to call witnesses; (4) the right to introduce documentary evidence concerning the allegations in the Complaint; (5) the right to confront and cross-examine all witnesses; (6) the right to a written decision on the allegations in the Complaint signed by the President and the ILT faculty/administrator/administration member chose by the Complainant; and (7) the right to be treated with fundamental procedural fairness.

“Fundamental procedural fairness” requires the President, and any other person invited to participate in said hearing, to: (a) avoid sending written communications to or receiving written communications from either the Complainant or Respondent, unless a copy of the communication is also sent to the other; (b) avoid oral communications with either the Complainant or Respondent outside of the presence of the other; (c) maintain decorum during the hearing; (d) allow both the Complainant and Respondent to present their cases without unnecessary interruptions; (e) keep a record of the hearing; (f) allow both the Complainant and Respondent to be accompanied at the hearing by a representative (who may, but need not, be a lawyer) who may also participate in the proceedings; (g) be impartial when considering the Complaint; and (h) treated the Complainant and Respondent conformity with the governing documents of ILT. “Due process” and “fundamental procedural fairness” shall mean nothing more and nothing less than what is provided in the paragraphs above.

Should the allegations of the Complaint be sustained by the vote of the President or any other person appointed to assist in the hearing, said hearing officers may impose the discipline which may be imposed against the Respondent as set forth in ILT’s Student Handbook.

If the Respondent fails to appear at the time and place without valid excuse, the President and the persons appointed to assist in the hearing, may proceed with the hearing and may reach its conclusion in the Respondent’s absence.

**Right of Appeal.** In the event of the imposition of the discipline, the Respondent shall have the right to appeal the decision to the Vice Chair of ILT’s Board of Directors, who may revise or overturn the decision of on the Complaint. The request for an appeal must be in writing and delivered to the President within 30 days of Respondent’s receipt of the final decision on the Complaint. The Vice Chair shall render a decision on the appeal within 30 days of receiving Respondent’s request for appeal. If the President and the designated faculty/administrator/administration member are unable to reach a decision on the Complaint within the 10 day period, the matter shall be immediately appealed to the Vice Chair, who shall render a decision within 10 days of receiving the Complaint and supporting documentation or within 10 days of meeting with the parties to the complain and the adjudicators. The Vice-Chair has the option of including other board members in a panel to hear and decide on the Complaint.

Date of this Complaint	
------------------------	--

Name of the Complainant	
-------------------------	--

Name of the Respondent	
------------------------	--

**Section 1: Allegations:**

Fully describe the incident(s) by which the Respondent allegedly violated: (a) ILT's Mission Statement; (b) ILT's Institutional Goals; (c) ILT's Academic Integrity Policy; and (d) the Respondent's high calling in Christ. Please include dates, times and places as accurately as possible. Attach as many additional pages to this Complaint as are necessary to complete this Section.

**Section 2: Witnesses:**

Name any witness(s) who know about or has witnessed the incident(s) described in Section 1 above, including contact information for the witnesses (mailing address, telephone and fax numbers and email addresses, if known.

Attach as many additional pages to this Complaint as are necessary to complete this Section.

**Section 3: Other Incidents Involving the Respondent:**

Are you aware of any other incident(s) involving other persons in relation to the Respondent? Identify them. Attach as many additional pages to this Complaint as are necessary to complete this Section.

**Section 4: Other Information:**

Is there any other relevant information regarding this complaint you wish to disclose that might prove helpful? Attach as many additional pages to this Complaint as are necessary to complete this Section.

<p><b>Other Questions:</b></p> <p>Have you received a copy of ILT's Mission Statement? Yes ___ No ___.</p> <p>Have you received a copy of ILT's Institutional Goals? Yes ___ No ___.</p> <p>Have you received a copy of ILT's Academic Integrity Policy? Yes ___ No ___.</p> <p>Do you understand the grievance policy procedure which will follow from your complaint? Yes ___ No ___</p>
--

Contact Information for the Complainant:

Full Legal Name:		
Street Address		
Mailing Address (if different):		
City:	Province	Postal Code
Home Phone:	Cell Phone	Fax:

Email Address:

---

Complainant's Signature  
(Implies your consent to proceed with the complaint)

The original of this Complaint should be sent to the President and marked "Highly Confidential Material Enclosed – For the President's Eyes Only." Complainant is encouraged to send the Complaint by Registered Mail – Signature Required.

Office of the President  
C/O: Institute of Lutheran Theology  
910 4th Street  
PO Box 833  
Brookings, SD 57006-2173  
(605) 692-9337

## Appendix 2: Request for Leave of Absence

I, \_\_\_\_\_, am requesting a leave of absence from study at the Institute of Lutheran Theology. I know that I can only be on leave of absence for up to one calendar year. I also understand that if I do not enroll in a course within one calendar year I will be withdrawn as a student from ILT and will have to reapply to continue my studies.



Reason for Leave of Absence:

I plan to resume my studies on: \_\_\_\_\_

Signed:

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Date

Approved/Declined:

\_\_\_\_\_

Dean's Signature

\_\_\_\_\_

Date

Submitted to Registrar on: \_\_\_\_\_

# Appendix 3: Graduation Application



## Graduation Application

**Student**

**Name** \_\_\_\_\_

**Degree/Certificate Applying For**

\_\_\_\_\_

**Proposed Graduation Date:**

\_\_\_ **December 15, 2023** (deadline to apply is August 23, 2023)

\_\_\_ **May 15, 2024** (deadline to apply is January 27, 2024)

\_\_\_ **August 15, 2024** (deadline to apply is January 27, 2024)