



CANADIAN
SOUTHERN BAPTIST SEMINARY

STUDENT
HANDBOOK

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STUDENT HANDBOOK

To all students:

Your time as a seminary student can be one of your greatest opportunities for personal growth you'll ever have in your life. Here you have seminary professors and staff accessible to answer your questions. You have a theological library to research answers to your questions. Your time as a student holds enormous potential. Because of this, you don't want to miss anything God has in store for you here.

Be sure you regularly seek counsel from your faculty advisor. Make every effort to take advantage of the growth experiences available to you. Participate in the chapel services designed to encourage you. Attend the enrichment opportunities. Don't miss the social events, such as the fall picnic and the Christmas party. Become actively involved in a local church. Your church will encourage you and give you opportunities to put into practice what you are learning in the classroom.

Much of your seminary experience will depend on you.

- If you enter seminary determined to learn all you can—you will!
- If you want to grow spiritually as well as intellectually—you will.
- If you want to make life-long friendships while you are here—you will.

Set your goals high while you are at seminary and work hard to see that you achieve them!

In His Name,

The Faculty and Staff at

Canadian Southern Baptist Seminary and College

ACADEMIC INFORMATION

The school year at the seminary is divided into two semesters of approximately 15 weeks each. Students must be enrolled for a minimum of twelve credit hours per semester to be classified as full-time students. The January and summer sessions (J-Terms) consist of a variety of intensive classes, typically from one to four weeks in length.

Freedom of Inquiry

CSBS is firmly committed to upholding freedom of inquiry as an indispensable principle for good theological education in every aspect of its institutional life and in relationship with its public. Of particular importance is the student's freedom of inquiry. CSBS will uphold the freedom of inquiry necessary for genuine scholarship and as articulated by its statement of faith and in adherence to biblical teachings and principles. Students are encouraged to follow established grievance procedures or file an ATS Standards complaint if they feel freedom of inquiry is not provided. In like manner, the Seminary expects students to treat fellow students, faculty and staff with respect for their opinions and with behaviour reflective of Christian values.

Faculty Advisor

At the beginning of their studies, each student is assigned to a faculty advisor who will assist him/her with registration, and will give guidance in the proper selection and sequence of courses. Although academic guidance is provided through the faculty advisor, it is the responsibility of each student to know that he or she is following the academic plan that allows completion of all required courses.

Field Education

In Field Education the student learns from actual experience under the supervision of qualified persons. Its intent is to apply, in a ministry setting, the knowledge and skills gained in the classroom to help prepare the student for effective ministry. Four credit hours of Field Education are required for each degree program, a total of two consecutive semesters. A minimum of eight hours of ministry each week is required during the semester and sixteen hours per week is required for the summer terms.

The Field Education experience is guided by the learning covenant, which will be signed by the student and the Field Education supervisor and handed in to the Director of Field Education *at least one month prior* to the beginning of the Field Education experience. Students should purchase the Field Education Handbook at the seminary bookstore that gives details for the program and guidelines for developing the learning covenant. Students are bound to the requirements for the Field Education program as set out in the Field Education Handbook.

Field Education may be taken only after 24 credit hours of study but the student is encouraged to plan enrollment at least by the second year of academic study. Students wishing to enroll in Field Education should contact the Director of Field Education *at least one semester prior to the anticipated starting date*. It is the **student's responsibility** to initiate and complete the Field Education requirements.

Directed Studies

The option of taking a course as a directed study may be available to students due to exceptional circumstances or need. A directed study should generally serve as an opportunity for the student to explore areas of study not regularly covered in the curriculum or that speak to a special interest or need. **Directed studies are not provided for the convenience of student schedules or as an alternative to scheduled classes that were not taken when offered.**

The following guidelines will be followed:

1. A maximum of one directed study for each full year of study (30 credit hours) will be allowed (example: 3 directed studies for BCMin. and MDiv., 2 directed studies for MRE) and may not exceed three credit hours for any directed study.
2. **The student must have a minimum 3.0 cumulative grade point average before a request for a directed study can be considered.**
3. Students must complete a Directed Study Request Form, pay the processing fee and return it to the Registrar before a request can be considered. **Students may not make requests directly to individual professors or advisors.** The appropriate professor and advisor will be notified when a request is received.
4. Requests must be evaluated and approved by the Academic Dean and, if approved, must receive the agreement of the professor before proceeding with the request.
5. Requests should be made in the normal cycle and time frame of registration for a semester and are subject to the same deadlines and expectations for any other course. Exceptions to this policy will be considered only in cases of extreme emergency or hardship. **It is the sole responsibility of the student to initiate the written request and to comply with all requirements and deadlines.**
6. Upon approval of the request, the professor and the student will draft a learning proposal (contract) that will reflect the focus and requirements for the course. The proposal must be submitted to the Academic Dean for final approval. The proposal must reflect a quality and discipline of work equal to that expected for regular classes. A copy of the request, proposal, and certification of completion will be placed in the student's permanent file.
7. **A Directed Study Fee of \$50 per semester hour will be charged in addition to normal tuition fees.**

Academic Catalogue

The Academic Catalogue for the Seminary contains program and course descriptions. It is available from the Office of the Registrar.

A student registering in the seminary for the first time may complete his/her work for the degree according to the requirements of the academic catalogue of the year in which he/she entered. Should a student not complete the requirements of the catalogue of the year in which he/she entered within four years from date of entrance, he/she will be subject to graduation under the catalogue in effect at the beginning of the fifth year from the date of initial registration.

Professor Appointments

Seminary professors are available for appointments with students during regular semester hours Tuesday through Friday from 8 a.m. to 4 p.m. Please see Registrar for a schedule of availability.

SEMINARY ACTIVITIES

♦ Chapel

Chapel services are conducted during specified times and days of the week. The purposes of chapel are worship, Bible study, inspiration, and instruction in the Christian ministry. Students are expected to attend all chapel services. All full-time Bachelor students are required to attend chapel for the first two semesters of their studies at CSBS.

One period, normally on Friday, is set aside for a fellowship time.

♦ Spiritual Renewal Week

At the beginning of the academic year, a week of extended chapel time is set aside to focus on spiritual renewal. This week sets the tone for the school year by allowing students the opportunity to make sure their heart, mind and life are in harmony with God's will. Various topics related to the Christian faith are covered. Students are expected to take part in Spiritual Renewal Week.

♦ Journey Groups

Faculty members lead a Journey Group of students each year. These groups meet weekly during each semester. This is a time for faculty and students to build relationships and strengthen their walk with God. Students will be given the opportunity to join a Journey Group at the beginning of each semester.

Full-time students in the Bachelor program are required to participate in a journey group for the first two semesters of their study at CSBS. If circumstances make it unable for a student to participate, they need to petition for a deferment.

♦ Area Churches

All students expected to be active members of a local church in the Cochrane-Calgary area. This is considered a vital part of the seminary curriculum. Students are encouraged to accept preaching and other ministry opportunities in churches when invited.

♦ Seminary Day

The first Sunday of Spring Break is Seminary Day. Students are encouraged to travel to churches across Canada in order to speak in churches or to lead in worship services.

POLICIES AND PROCEDURES

♦ Church Involvement Policy

One of the expectations for every student fully enrolled at CSBS is that each one will be actively involved in church life and ministry during their seminary studies. This not only provides a context within which to appreciate what is learned in the classroom but also enriches students with experience that prepares them for future ministry. You will be required to complete the annual church involvement report whereby your pastor or church leader can verify that you indeed are taking advantage of this “classroom-outside-the-classroom”.

♦ Disciplinary Policy

All students enrolled in the seminary or college are expected to show promise for Christian ministry. If a student shows insufficient evidence of such promise, it is appropriate for the school to counsel the student concerning his/her deficiency. When deemed necessary the school reserves the right to take remedial action, to discipline, to suspend, or to expel a student whose behaviour or personal situation is detrimental to service in Christian ministry.

The decision to suspend or expel is in the hands of the faculty under the leadership of the President. Suspension is for one semester, after which the student may resume taking classes. A student who is expelled may not resume his or her studies until after a period of one year, and must apply for readmission to the school and resubmit personal references and a new church endorsement. The seminary will not accept courses for transfer from another institution or grant a degree for a student who is under expulsion.

♦ Dress Code

Students are expected to attend seminary classes dressed in a manner that reflects well upon their Christian testimony, their call to the ministry, and this institution. Similarly, students should maintain high standards of personal hygiene and grooming.

Proper dress shows respect to fellow classmates and instructors and contributes to a positive learning environment.

♦ Building Use

Recreation equipment is available in the student lounge. Children are not allowed to use this equipment without adult supervision.

Equipment in the exercise room is off-limits to children under the age of 14 years. Older children who may want to use this equipment must be supervised by an adult at all times.

Children are to be under parental supervision at all times throughout the building and grounds.