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CLASSROOM PROCEDURES

1. TEXTBOOKS

The Seminary does not distribute text books. Students may order and purchase their texts and other books from the Student store.

2. COURSE SYLLABI

At the beginning of each course, the student will receive a Course Syllabus from the professor with the information on objectives, procedures, bibliography, textbooks, assignments, class attendance, grading, and exams. A copy is maintained in the Academic Office for five years.

Course syllabi from the previous five years are available for inspection upon request.

3. CLASS ATTENDANCE POLICY

As a general policy, regular attendance at class is expected. When a student misses a class for whatever reason, he/she is to inform the professor in person of the fact and the reason for missing. A professor may demand that work missed be made up. He/she is under no obligation to reschedule a missed examination of any type.

In particular cases, the individual professor may decide that a student could substitute regular class attendance with some other arrangement (e.g., tutorial sessions, private study).

This policy allows the professor and student to determine the most suitable form of taking a particular course. In addition, a professor may decide to require attendance for some specific class meetings.

In all cases, to avoid misunderstandings, professors are asked to notify the members of the class in writing at the beginning of the course about their policy of class attendance. Even if this is not done, it is presumed that the general policy is in effect.

4. LATE ARRIVAL OF PROFESSOR

The students have been informed that should the professor be late, they are to wait ten minutes before leaving the classroom. If a professor knows that he/she may be late, he/she should send word by someone to the class.

5. EXAMINATIONS (QUARTER AND FINAL)

Quarter exams may be held at the discretion of the professor. Since they are optional,

there is no scheduled time for them apart from the regular class period.

Semester exams are scheduled for one and a half hours if the professor chooses to have them. If the professor establishes some other method (paper, oral examination, other assignments), then no semester examination period is scheduled.

6. GUEST SPEAKERS

The professor may invite a guest speaker to his course. Faculty members are encouraged to invite their counterparts from other St. Louis theological schools, and to be available if asked in return by the other schools. It is not expected that honoraria will be given for these services, but in special cases they may be given if, in the professor's judgement, travel costs or other expenses so warrant. Remittance forms for guest speakers are available in the Academic Office and should be approved by the Academic Dean prior to the date the guest speaker is scheduled.

7. GUIDELINES FOR TWO AND THREE HOUR COURSES

The Seminary student is a full-time student and is therefore committed to full participation in the Seminary program. This is his first priority, and the curriculum of the Seminary should occupy a full "work week", that is 40 hours.

As a guide, it is expected that a student spend between one and one-half to two hours of preparation for each class hour carried. This time includes study, requisite research and the writing of assigned papers.

As a guide, the work load expected of a student for a two hour course should be one third less than that of a three hour course.

The distinction of the work load expected from the student registered in the M. Div./Ordination Programs rather than the M.A. program should be a distinction of the goal objectives of the program rather than the quantity of time or quality of work required. The same dedication of time and quality is expected both from the M. Div./Ordination Programs student and from the M.A. student, but the M. Div./Ordination Programs degree is primarily pastorally oriented while the M.A. degree is primarily academically oriented.

8. ATTENDANCE AT FUNERALS

In order to have a common understanding of Seminary scheduling arrangements at times of a wake or a funeral, the following guidelines are proposed:

In the event of the death of a member of the Seminary community, classes are canceled on the day of death, in the evening of the wake, and on the day of the funeral. These classes are rescheduled only with the agreement of the students.

In the event of the death of a close relative of a member of the Seminary community, the member's peers are to be free to attend the wake or funeral. Any instructor involved may opt either to cancel class or to reschedule at a convenient time. If class is not canceled or rescheduled, students are not to be penalized for attending the funeral; however, they are advised to inform themselves of any work that must be made up.

Generally, for funerals out of town, the Seminary will send a representative of the peer group.

9. **SCHEDULING OF ORDINATION RETREATS**

Beginning in the fall of 1992, Kenrick will no longer permit ordination retreats to take precedence of regularly scheduled class days. Ordinands in fall ceremonies will be expected to schedule their retreats in August, before classes begin. Ordinands in spring ceremonies will be expected to schedule their retreats in January before classes begin. If either of these options is impossible, ordinands will be expected to schedule their retreats during breaks--that is, during midterm breaks, during Thanksgiving break, even during the Easter Thraldom, if necessary.

Instructors at Kenrick and instructors in cross-registration courses at other schools have complained of the disruptive effect of students missing classes because of ordination retreats. Since this seems to be a problem more of scheduling than of anything else, ordinands are asked to schedule their retreats more carefully.

