

**College of Education  
Concordia University, Nebraska  
Academic Policies Handbook  
2011-2012**

**Teacher Education Program  
And  
Director of Christian Education Program**

## TABLE OF POLICIES

1.417	GOVERNANCE COMMITTEES
1.496	COMMISSIONED MINISTERS AD HOC PLACEMENT REVIEW COMMITTEE
1.497	COMMISSIONED MINISTERS AD HOC APPEAL COMMITTEE
2.122	DCE INTERNSHIP STUDENT STATUS
2.150	TRANSFER STUDENTS
2.151	CERTIFICATION STUDENTS
2.302	COMPETENCIES FOR PROFESSIONAL PREPARATION IN EDUCATION PROGRAMS
3.141	TEACHER EDUCATION FIELD EXPERIENCES POLICY
4.140	TEACHER EDUCATION ADMISSION AND RETENTION POLICY
4.150	STUDENT TEACHING APPROVAL
4.170	ADMISSION TO THE DIRECTOR OF CHRISTIAN EDUCATION (DCE) PROGRAM
4.171	APPROVAL FOR THE DCE INTERNSHIP
4.172	TERMINATION OF THE DCE INTERNSHIP
4.200	POLICY FOR THE AWARDING OF THE LUTHERAN TEACHERS DIPLOMA, DIRECTOR OF CHRISTIAN EDUCATION CERTIFICATE, DIRECTOR OF PARISH MUSIC CERTIFICATE, COLLOQUY CERTIFICATION, AND FOR THE PLACEMENT OF SYNODICAL
4.250	DEFERRED PLACEMENT OF SYNODICAL MINISTRY CANDIDATES

1.417	GOVERNANCE COMMITTEES
-------	-----------------------

## Education Governance Committee

### I. Areas of responsibility

The education governance committee for undergraduate teacher education programs shall have responsibility for initiating necessary program design and for approving and continually evaluating teacher education programs administered by the Dean of the College of Education.

### II. Membership

The education governance unit committee for education programs shall consist of a maximum of ten (10) members:

A. The dean of education shall be the voting chairperson.

B. A maximum of five (5) faculty. Three of the five members shall be members of the College of Education and shall be experienced in elementary or secondary teaching and have continuing experience in elementary or secondary schools, be significantly involved and well informed about the preparation of teachers and the problems of schools and be experienced in and committed to the task of educating teachers for teaching in multicultural society. (Continuing experience is demonstrated through such activities as supervising students in field experiences and practicum, working with school personnel on curriculum revision, providing in-service education and engaging in research in school settings.) Two of the five members shall be members of the College of Arts and Sciences.

C. Two students who have been accepted into the professional education program, preferably one with a major in elementary education (K-6) and one with a major in secondary education (7-12).

D. Two practitioners of professional education, preferably one representing elementary education (K-6) and one representing middle or secondary education (7-12). Also encouraged are representatives of both parochial and public education. The Dean of the College of Education selects the practitioners from among the public and parochial schools in the area.

### III. Activities of the education governance unit committee

The education governance unit committee for education shall:

A. Supervise the organization, unification and coordination of teacher education programs.

B. Evaluate teacher education programs using unit guidelines, professional society guidelines, and state, regional and national accreditation standards.

C. Work in concert with the College of Education faculty to study, evaluate and recommend additions, deletions or changes in the teacher education curriculum.

D. Study, evaluate, recommend, and communicate to the College of Education faculty proposed changes in general policy regarding teacher education programs.

E. Consider matters referred by faculty, academic divisions, the Undergraduate Council or the dean of education.

F. Study, evaluate and recommend any changes in student life placement policies to the College of Education faculty.

### IV. Election and Appointment

A. The five faculty members are appointed by the Dean of the College of Education with approval of the College of Education faculty for a one (1) year term.

B. The two student representatives will be elected to one-year terms by the members of the Concordia Association of Students in Education (C.A.S.E.)

C. The Dean of the College of Education will appoint the two practitioners for a one-year term.

D. Vacancies on the governance unit between appointments shall be filled only for the duration of the unexpired term of the replaced member.

Revised: 08/16/07

Approved: 09/07

Reviewed 09/10

Approved 09/10

## 1.496 COMMISSIONED MINISTERS AD HOC PLACEMENT REVIEW COMMITTEE

### I. Area of Responsibility

- A. Determines the eligibility or ineligibility for placement and awarding of the Lutheran Teachers Diploma, the Director of Christian Education Certificate, or Colloquy Certification of candidates who were deferred at the time of graduation, after graduation, or upon completion of the colloquy program and who are now requesting placement.
- B. Determines the eligibility for placement and awarding of the Lutheran Teachers Diploma, the Director of Christian Education Certificate, or Colloquy Certification for those against whom objections have been filed and investigate the legitimacy of these objections.

### II. Committee Structure

- A. The Director of Student Life shall determine the membership of this ad hoc committee by making his/her requests to the chairperson of the Undergraduate Council. The request for committee members should be based on the nature of the issue.
- B. The Director of Student Life shall be the chair or moderator of this ad hoc committee unless he/she feels compelled to request another committee member based on a conflict of interest.

### III. Committee Operation

- A. Receives written objections through the Director of Student Life in accordance with Academic Policy 4.200.
- B. May seek supporting information for its decision by contacting appropriate persons such as the student's advisor, the Dean of Student Services, the program director of the student's program, the student's pastor, etc.
- C. Renders a decision in regard to a student's eligibility for placement and the awarding of the Lutheran Teachers Diploma, the Director of Christian Education Certificate, or the Colloquy Certificate.
- D. Renders a decision in regard to a student's eligibility for placement and the awarding of the Lutheran Teachers Diploma, the Director of Christian Certificate, or the Colloquy Certificate in cases when the placement of candidates was deferred for a period of time.
- E. The Director of Synodical Placement and the candidate being reviewed will both receive written notification of the decision rendered.

### IV. Appeal Process: (refer to Academic Handbook Policy 4.200; Appeal Process)

Revised 12/8/03

Revised 1/18/06

Reviewed 09/10

Approved 09/10

## I. Area of Responsibility

- A. Hear the appeals of students who have been denied admission to or who have been removed from the teacher education or the Director of Christian Education program.
- B. Hear the appeals of students who have been denied recommendation for placement or teaching certification or for the awarding of the Lutheran Teachers Diploma and the Director of Christian Education Certificate.

## II. Committee Structure

- A. The Provost, who is the ex officio chair.
- B. Three faculty members appointed by the assignment committee.
- C. Others members at the discretion of the assignment committee in specific cases.

## III. Committee Operation

The Ad Hoc Commissioned Ministers Appeal Committee is to:

- A. provide opportunity for students to present their appeals.
- B. permit students to present information to the committee.
- C. permit students to bring with them another faculty member or another person of their choice to speak on their behalf.
- D. gather information from those who were involved in evaluating the student's application for admission or placement.
- E. support or reverse the decision that is being appealed and inform the student and the Dean of Education and/or the DCE Program Director.

IV. The Dean of Education and/or the DCE Program Director are to notify students of their right to appeal and procedures for filing such appeals.

## V. Procedure

- A. Written appeals are addressed to the Commissioned Ministers Appeal Committee through the Undergraduate Council. Specific procedures are outlined in the following policies:
  - 4.140 Teacher Education Admission and Retention Policy; Appeals
  - 4.170 Admission to the DCE Program; Appeals Process
  - 4.172 Termination of the DCE Internship; Appeals
  - 4.200 Policy for the Awarding of the Lutheran Teachers Diploma, Director of Christian Education Certificate, Colloquy Certification, and for the Placement of Synodical Candidates

- B. Any student who is not satisfied with the decision of the Appeals Committee may appeal directly to the President of Concordia University.

Revised 8-07

Approved 09/07

Reviewed 09/10

Approved 09/10

As per Faculty and Board policy, all interns may request to take Ed-481, DCE Internship (12-24 credits) for a period of from six months to one year to earn the required 12-24 credit hours for such internship. Shorter internships are by special permission only. Intern relations with the congregation or host agency are generally with remuneration to the student intern during the prescribed and approved period. The intern student shall be considered a fulltime student at Concordia University during the approved period of such internship, with all the conditions that pertain to such student status, provided the intern is duly registered for Ed-481 during the entire internship. Students receiving financial aid will need to check with such granting agencies, including Concordia, whether under the above conditions they remain eligible to receive such aid during the internship period.

Revised 1-92

Revised 8-07

Reviewed 09/10

Approved 09/10

Transfer students desiring endorsement at the elementary, middle, or secondary levels must earn at Concordia University Nebraska a minimum of:

1. 15 hours in the professional sequence excluding the student teaching requirement, and
2. 30% of the hours required for elementary concentrations, middle level content teaching areas and secondary level field or subject endorsement areas.

Revised: 09/10

Approved: 09/10



Students with a baccalaureate degree seeking certification will have all past transcripts evaluated by the certification officer to assess and assure that previous coursework meet the Nebraska Department of Nebraska Rule 24 criteria. At least 15 hours in the professional sequence excluding the student teaching requirement must be earned at Concordia University Nebraska; however, coursework fulfilling elementary concentrations, middle level content teaching areas, and secondary level field or subject endorsement areas will be acceptable as long as the coursework meets the Rule 24 criteria.

Revised: 09/10

Approved: 09/10

- I. A student who successfully completes the prescribed professional preparation courses and demonstrates readiness for teaching shall have met the professional competency requirements for the B.S. in Ed. degree.
- II. The Education Department shall evaluate the student's proficiency in education. On the basis of an ongoing evaluation, the department will identify needed learning experiences for the student's professional preparation program.
- III. For students seeking the LTD, the Theology Department shall offer courses and lead learning experiences by which the student gains a fuller knowledge of and appreciation for the theological task, thereby fostering Christian faith and life with commitment to the Lutheran teaching ministry and developing competencies and skills necessary for teaching the faith in school and parish with a view toward ongoing edification within the church.

#### Duties

- I. Education Department
  - A. Identify the competencies required for teaching.
  - B. Evaluate the student's proficiency in education.
  - C. Identify needed learning experiences for the student's professional preparation program.
  - D. Evaluate the student's competencies for teaching.
- II. Theology Department
  - A. Develop goals for its courses and learning experiences by which students seeking the LTD are to gain minimum competencies in theological understanding, attitude, and a skill appropriate to the beginning teacher in the professional teaching ministry of The Lutheran Church--Missouri Synod.
  - B. Evaluate the current program as to its effectiveness in reaching established goals and adequately meeting the professional needs of the beginning teacher.
  - C. Evaluate the student's theological competency in terms of minimum goals in understanding, attitude, and skills appropriate for the beginning teacher within the professional teaching ministry of The Lutheran Church--Missouri Synod.

Adopted 4-4-73

Revised: 09/10

Approved: 09/10

In the teacher education programs of Concordia University, Nebraska, all candidates must complete a minimum of 100 clock hours of participation in field experiences including directed observation related to the activities normally considered to be part of the work of the teacher.

The minimum of 100 clock hours of field experience exclusive of student teaching are an integral part of the teacher education program and must be done in settings related to the area in which the student is preparing to teach. Assignments for field experiences are made through the Director of Field Experiences. Any variations from this assignment procedure must be approved by the Director of Field Experiences prior to the beginning of the field experience.

Field experience hours are not recorded and a grade cannot be assigned for the field experience or the course to which it is related until:

- a. the field experiences are completed, documented, and evaluated; and
- b. the documents have been filed in the Field Experiences Office.

In addition to the 100 clock hours of required field experiences, the teacher education candidate is encouraged to participate in additional related experiences in and out of the classroom. The candidate is encouraged to document additional related field experiences for inclusion in their portfolio and/or their credential file.

Revised: 08/16/07

Approved: 09/07

### Admitting Person

The Dean of Education is responsible for administering the admission to teacher education procedures.

### Application for Admission

Students who want to enter a teacher education program(s) must complete an application for admission to teacher education. Applications may be submitted when a student has completed Education 101, Education 201, and Psychology 210. The application forms are available from and processed through the Dean of Education's office.

### Criteria for Admission

1. Students must be recommended for admission by faculty and staff as specified on the *Admission to Teacher Education* form (the "goldenrod form").
2. Students must have:
  - a. passing scores on the PPST in reading, math and writing;
  - b. a cumulative GPA of 2.5 or better
  - c. a GPA of 2.75 or better in Professional Coursework (for all teacher education students)
  - d. a GPA of 2.75 or better in Elementary or Middle Level Coursework. (for elementary and middle level programs only)
  - e. a GPA of 2.75 or better in Special Education or Early Childhood coursework (for special education and early childhood programs only)
  - f. (*Secondary, K-12 & Middle Level only*) a GPA of 2.75 or better in secondary or K-12 endorsement I or middle level CTA I
  - g. (*Secondary, K-12 & Middle Level only*) a GPA of 2.75 or better in secondary endorsement II (if applicable) or middle level CTA II
3. Upon application for admission, the prospective teacher education student must provide a list of all criminal convictions, except traffic offenses. The prospective student is required to affirm under oath that he or she has no felony convictions and no misdemeanor convictions involving abuse, neglect or sexual misconduct.

A felony conviction means any felony offense under the laws of any jurisdiction, including misdemeanor convictions in other jurisdictions that would constitute a felony if committed in Nebraska.

A misdemeanor conviction involving abuse, neglect or sexual misconduct means an offense under the laws of any jurisdiction, which, if committed in Nebraska, would constitute one of the following misdemeanors: Assault (third degree), child enticement, stalking, hazing, unlawful intrusion, harassment protection order, false imprisonment, sexual assault (third degree), domestic assault,

child/vulnerable adult contact with methamphetamine, abandonment of spouse or child, child abuse, contributing to the delinquency of a child, prostitution, keeping a place of prostitution, debauching a minor, public indecency, sale of obscene material to minor, obscene motion picture show (admitting minor), obscene literature distribution, sexually explicit conduct, resisting arrest (when the conviction involves use or threat of physical force or violence against a police officer), indecency with an animal, intimidation by phone call, or protection order.

In addition to the offenses listed above, felony convictions and misdemeanor convictions involving abuse, neglect or sexual misconduct shall also include convictions related to such crimes, including: attempt to commit a crime, criminal conspiracy, accessory to a felony, aiding, abetting, procuring or causing another to commit an offense.

The prospective teacher education student is also required to affirm under oath that he/she has no order or determination currently in effect by a court or any other governmental body which finds him/her to be any of the following: a mentally ill and dangerous person, mentally incompetent to stand trial, acquitted of criminal charges because of insanity, an incapacitated person in need of a guardian, or unable to manage his/her property due to mental illness, mental deficiency, chronic use of drugs or chronic intoxication; or is currently an inpatient or resident in a mental health facility due to a determination by a qualified mental health professional.

4. Students must also have the approval of the Dean of Education.

#### Notification of Admission

The Dean of Education will notify students and their advisers in writing of decision on teacher education applications. Such notification will indicate admission, provisional admission, or denial of admission.

#### Retention Criteria

Students who fulfill the following criteria will be retained in the program:

1. Students must maintain a cumulative grade point average of 2.50 for all courses to be counted toward graduation for permission to student teach and for recommendation for certification and placement.
2. Students must maintain a 2.75 grade point average in the elementary professional training sequence for permission to student teach and for recommendation for certification and placement. Secondary and K-12 students must also maintain a 2.75 grade point average in the professional education sequence and their subject, comprehensive subject, or endorsements. Middle-level students must also maintain a 2.75 GPA in the professional education sequences and their content teaching areas.
3. Students, their advisers, and the Dean of Student Services office must certify that the student's development physically, emotionally, socially, mentally, and spiritually is

proceeding at a rate and in a direction that should make it possible for the student to succeed as a beginning teacher. This procedure is to be completed at the time of application for student teaching, placement and certification.

## Appeals Process

If students wish to appeal being denied admission or removed from the program, a written appeal may be addressed to the Commissioned Ministers Appeal Committee through the Undergraduate Council. This document is to include the student's name, reason for appeal, and other pertinent information.

Any student who is not satisfied with the decision of the Appeal Committee may appeal directly to the President of Concordia University.

Revised: 08/16/07

Approved: 09/07

Teacher education candidates must be fully admitted to the teacher education program prior to student teaching (refer to Policy 4.140 for the requirements for admission to teacher education).

Teacher education candidates must complete the necessary paperwork required for student teaching placement as assigned by the directors of student teaching.

Student teaching must take place during the last or second-to-last semester of the teacher education candidate's undergraduate program.

Revised: 09/10

Approved: 09/10

### Application Requirements

1. Students may seek admission once they have attained a second semester sophomore standing (48 hours minimum.)
2. Prior to the admission interview a student must have completed: a) an admission form; b) two recommendations, preferably from two practicing fulltime church workers; c) selected personality instruments; and d) an on-campus evaluative form which includes advisor comments and, if warranted, comments from the Dean of Student Services.
3. The minimum cumulative grade point average that is needed to be eligible to seek admission is 2.50.
4. Prior acceptance into other professional ministry programs, such as teacher training, does not constitute admission into the DCE program.

### Admission Criteria

Admission to the DCE program is based upon:

1. The completion of the application process as described in the prior section.
2. The student possessing a minimum cumulative grade point average of 2.50, and a minimum grade point average of 2.75 in DCE Sequence courses and core Theology courses.
3. Successful completion of the initial interview. At least one DCE faculty member will participate in the interview. At the completion of the initial interview, the applicant will either be provisionally admitted or denied admittance. Those who are provisionally admitted will be given a written summary of the interview along with several extracurricular learning goals. Consideration will be given the student's overall response to the following:
  - a. Faith intentionality
  - b. Theological competence
  - c. Commitment to public ministry
  - d. Critical thinking skills
  - e. Visionary abilities
  - f. Relational abilities
  - g. Church worker role modeling traits
  - h. Dedication to lifelong learning
  - i. Level of self-directedness
  - j. Leadership experiences and capabilities
4. The provisionally admitted student will schedule a second interview with the DCE faculty member who participated in the first interview. This second interview will take place after successful completion of the learning goals designed during the first interview and should take place within a maximum of two years from the initial interview. Following the second interview the student will be either fully admitted, provisionally admitted or denied admittance, depending on success in completing the learning goals, his/her maintenance of the GPA criteria, and status relative to the ten items considered at the initial interview. Students who are provisionally admitted a second time will be assigned new learning goals. Letters will be sent to those students denied admittance with a copy of the letter sent to the student's academic advisor.

### Appeals Process

If a student wishes to appeal being denied admission, or being removed from the DCE Program, a written appeal may be addressed to the Educational Ministries Appeal Committee through the Provost's Office.



This document is to include name, reason for appeal and other pertinent information. This appeal is to be made within three months of when the decision to deny or remove was made. Appeals are especially appropriate when the student feels s/he was unfairly assessed or when s/he believes there are extenuating circumstances which necessitate an appeal.

If the student is not satisfied with the decision of the Educational Ministries Appeal Committee s/he may appeal directly to the President of Concordia University. The President's decision then becomes final.

Revised: 09/10

Approved: 09/10

#### 4.171 APPROVAL FOR THE DCE INTERNSHIP

##### Admitting Person

The DCE Program Director for Concordia University, in consultation with the DCE Intern Site Coordinator is responsible for the approval of students seeking to go participate in the DCE internship experience.

##### Application Requirements

A student may seek approval to go interning once he/she has achieved senior class status (96 hours). All internship applicants must be fully admitted to the DCE Program. EDUC 480 is a pre-requisite for EDUC 481. The student must complete an interview with the Intern Site Coordinator as a component of the process for approval for admittance to the internship experience.

##### Criteria for Approval for DCE Internship

Approval for participation in the DCE internship is based upon the student fulfilling the following criteria:

1. A cumulative grade point average (GPA) of 2.50 or higher;
2. A 2.75 or higher GPA in DCE Sequence courses;
3. A 2.75 or higher GPA in core Theology courses;
4. Successful completion of EDUC 480;
5. Successful completion of at least half of the DCE Sequence courses;
6. Full admittance to the DCE Program;
7. Successful completion of the interview with the Intern Site Coordinator;
8. The absence of any disciplinary or behavioral anomalies occurring between admittance to the program and approval for internship;
9. Completion of a state and/or federal criminal background check.

Following the DCE internship interview with the Intern Site Coordinator, a student will be admitted to internship or denied admission.

Revised: 09/10

Approved: 09/10

I. An internship may be terminated based upon recommendations by one or more of the following entities:

A. The internship congregation –

Termination is requested from the intern site either by the pastor or congregational voters' assembly for reasons of:

1. Immoral behavior;
2. Gross incompetence;
3. Repeated neglect of responsibilities;
4. Pastoral vacancy;
5. Congregational crisis.

B. The intern –

The intern may request termination of the internship for the following reasons:

1. Extended illness;
2. Change of career goals;
3. Significant conflict with on-site supervisor;
4. Failure of the congregation to provide adequate and agreed upon resources.

C. The DCE Program Director –

The DCE Program Director may request termination of the internship for the following reasons:

1. Failure of the intern to adequately complete EDUC 481 course requirements;
2. Determination that the internship setting places the intern in situations that may prove detrimental to his/her professional, personal or spiritual health;

II. The DCE Program Director is the only one who can terminate the internship, and may do so for the following reasons:

- A. Following review of a request from intern or internship congregation it is determined that the termination is in the best interest of the congregation, the student and/or the university;
- B. Refusal of the internship congregation to provide adequate compensation or supervision of the intern;
- C. The determination that the internship experience provides undue hardship on the intern;
- D. The intern's refusal to complete the necessary evaluative forms and paperwork;
- E. Interpretation of the intern's actions as constituting immoral behavior, gross incompetence and/or repeated neglect of responsibilities.

III. In cases of termination, a deliberate process will be implemented which will seek to inform all of the stakeholders of the parameters of the problem and the steps that have led to the termination. It is the intent of the process to provide the intern and/or the congregation with adequate opportunities to amend behavior prior to termination. It is understood that there may be situations where the continuation of the internship would put individuals in some level of danger; those situations may not allow for a formative process.

IV. If an internship is terminated due to immoral behavior, gross incompetence or repeated neglect of responsibilities the intern will receive a "no record" for the internship experience, will be ineligible for DCE certification and will be ineligible for a second internship experience. A student wishing to appeal his/her termination of internship may do so within three months of termination by submitting a written appeal to the Commissioned Ministers Appeal Committee through the Undergraduate Council. This document is to include name, reason for appeal and other pertinent information. If the student is not satisfied with the decision of the Educational Ministries Appeal Committee s/he may appeal directly to the President of Concordia University. The President's decision then becomes final. If the appeal is supported, a second

internship may take place after a minimum of six months have transpired from the end of the first internship and any specific learning goals have been met.

V. If an internship is terminated for reasons other than immoral behavior, gross incompetence or repeated neglect of responsibilities, the student will receive a written letter outlining the procedure necessary to be reinstated in the internship experience and the expectations that will accompany an additional internship experience.

Approved 5-83

Revised 3-06

Reviewed 09/10

Approved 09/10

**4.200 POLICY FOR THE AWARDING OF THE LUTHERAN TEACHERS DIPLOMA, DIRECTOR OF CHRISTIAN EDUCATION CERTIFICATE, DIRECTOR OF PARISH MUSIC CERTIFICATE, COLLOQUY CERTIFICATION, AND FOR THE PLACEMENT OF SYNODICAL**

**I. Admitting Group**

A. The faculty of Concordia University is responsible for the approval of qualified Synodical candidates for the awarding of the Lutheran Teachers Diploma, the Director of Christian Education Certificate, Director of Parish Music Certificate, Colloquy Certification, and for the approval for placement of these candidates into the Synodical positions in the church.  
(Cf., 2010 Synodical Handbook 2.8.1c)

B. Synodical candidates qualified for placement shall be assisted in their first placement by the Synodical Placement office and assigned their first placement into church service by the Council of Presidents, acting as the Board of Assignments (Cf., 2010 Synodical Handbook, 2.9.1).

**II. Criteria for Faculty Approval**

A. To meet requirements for faculty approval for the Lutheran Teachers Diploma, the Director of Christian Education Certificate, the Director of Parish Music Certificate, or Colloquy Certification, and for placement into a Synodical ministry position of The Lutheran Church Missouri Synod students must:

1. Have met the admission and retention requirements for their respective programs.
2. Have completed at the time of graduation all course requirements for their program.  
Lutheran Teachers Diploma candidates must also meet Nebraska teacher certification requirements.
3. Have demonstrated that they have the mental, emotional, social, spiritual, and physical characteristics necessary to be successful in the educational ministry of The Lutheran Church—Missouri Synod.
4. Have an understanding of and commitment to the Word of God and the confessional standards of The Lutheran Church—Missouri Synod.

B. Advisors must approve their advisees' application by affixing their signatures to the application form. The application form will be placed in the student's credential file

C. Advisors may also choose to submit to the Director of Synodical Placement evaluations of their advisees on forms provided by the Placement Office.

D. Respective college deans and/or department heads, with the assistance of selected instructors, may be requested to evaluate candidates in specialized programs such as fine arts, physical education, secondary majors and endorsements, early childhood, special education, Director of Christian Education and Director of Parish Music.

**III. Process for Approval of Candidates and Requirements for Candidates Requesting Placement**

A. A list of all candidates eligible for placement for the Lutheran Teachers Diploma, the Director of Christian Education Certificate, and the Director of Parish Music Certificate, must be submitted in

writing by the Director of Synodical Placement to the faculty for its study and subsequent approval (Cf., 2010 Synodical Handbook 2.7.1; 2.8.1c)

B. Colloquy candidates who have successfully completed their oral review exam will be submitted to the faculty for approval by the Secretary of the Colloquy program at Concordia University, Nebraska. (Cf., 2010 Synodical Handbook 3.8.3.5.2.2)

C. Candidates who are approved by the faculty for the awarding of the Lutheran Teachers Diploma, the Director of Christian Education Certificate, Director of Parish Music Certificate, and Colloquy Certification must complete a credential file in order to be eligible for placement. This includes all candidates who may request deferment for graduate work or other reasons. (see Pending and Deferred Status below)

D. Colloquy candidates who are asked to designate (extended a Call) by their Congregation or LCMS institution in which they are currently employed are not required to complete a credential file unless they decline designation.

#### IV. Process for Candidates Not Approved by Faculty

A. Any objection by a faculty member to a Synodical undergraduate candidate's qualifications must be filed in writing with the Director of Student Life within 10 days after the candidate's name has been submitted by the Director of Synodical Placement to the faculty for study

B. Any objection by a faculty member to a Colloquy candidate's qualifications must be filed in writing with the Director of Student Life within 10 days after the candidate's name has been submitted by the Secretary of the Colloquy program to the faculty for study.

C. The Director of Student Life will notify the Director of Synodical Placement that an objection has been registered for a Synodical undergraduate regarding a candidate's qualification. The Director of Student Life will notify the Secretary of the Colloquy Program and the Director of Synodical Placement that an objection has been registered for a Colloquy candidate regarding a candidate's qualification.

D. The Director of Student Life will contact the Chair of the Undergraduate Council to facilitate a Commissioned Ministers Ad Hoc Placement Review Committee to review the objection. The Director of Student Life will follow Policy 1.496 Commissioned Ministers Ad hoc Placement Review Committee procedures in establishing the committee. Approval for the candidate in question will be postponed until the matter is resolved.

#### V. Appeal Process

A. If the Commissioned Ministers Ad hoc Placement Review Committee denies recommendation for placement and awarding of the Lutheran Teachers Diploma, the Director of Christian Education Certificate, the Director of Parish Music Certificate, or Colloquy Certification, candidates may appeal the decision to the Commissioned Ministers Appeal Committee (Cf., Policy 1.497).

B. Appeals are appropriate when candidates in question believe they were unfairly assessed or when they believe there are extenuating circumstances which necessitate an appeal.

C. Appeals by candidates must be made to the Commissioned Ministers Appeal Committee through the Undergraduate Council ten days after they have received written notice from Commissioned Ministers Ad hoc Placement Review Committee that the approval for placement for the awarding of the Lutheran Teachers Diploma, the Director of Christian Education Certificate, the Director of Parish Music Certificate, or Colloquy Certification were denied.

D. Candidates file a written appeal with the Commissioned Ministers Appeal Committee through Undergraduate Council. The appeal document is to include the candidate's name, reasons for appeal and other necessary information. The Chair of the Undergraduate Council will facilitate the formation of a Commissioned Ministers Ad Hoc Appeal Committee to review the objection.

E. In the event the Appeal Committee should declare the candidate qualified, the Director of Synodical Placement and the candidates should receive written documentation of such a decision and approval for placement and for the awarding of the Lutheran Teachers Diploma, the Director of Christian Education Certificate, the Director of Parish Music Certificate, or Colloquy Certification will proceed.

F. If the Appeal Committee should find the candidate unqualified, the candidate in question has the prerogative to appeal the decision to the President of the University. The President's decision will be final and should be filed in writing with the Director of Synodical Placement and/or the Secretary of the Colloquy program at CUNE and the candidate.

## VI. Pending and Deferred Status

A. If qualified (faculty approved) candidates do not receive official placement at the time that they graduate, they are considered pending candidates until an official placement occurs.

B. Candidates who wish deferment from placement must follow Academic Policies Handbook policy 4.250.

C. Candidates who have been deferred must be approved again when they are ready to be placed. The Director of Synodical Placement specifies the approval process which may include any or all of the following: (Cf., 2010 Synodical Handbook 2.7.4)

1. Submit current application form and update resume.
2. Verification by the candidate's pastor of current membership in good standing in a Congregation in Lutheran Church—Missouri Synod.
3. Current references if the candidates has been working on a fulltime or part-time basis.
4. Current transcript if the candidate has been taking graduate classes.
5. A review by the Commissioned Ministers Ad Hoc Placement Review committee if the Director of Synodical Placement feels sufficient time has elapsed or unique circumstances would warrant such an interview. (Academic Policies Handbook policy 1.496) An interview with the candidate may be requested by the committee.

Revised 8-85

Revised 10-90

Revised 1-06

Revised: 09/10

Approved: 09/10

**DEFERRED PLACEMENT OF SYNODICAL MINISTRY CANDIDATES**

- I. Students who have declared their intent to enter Synodical ministry positions upon graduation are expected to fulfill this obligation by accepting Synodical placement unless circumstances have changed which may no longer make this an appropriate career choice.
- II. All students preparing to enter Synodical ministry positions of The Lutheran Church Missouri Synod remain under university jurisdiction for placement purposes, until they have been granted their Lutheran Teaching Diplomas, Director of Christian Education certification, Director of Parish Music certification or a Colloquy degree and accepted their first official Synodical placement.
- III. Candidates who desire to defer placement for a specified period of time must complete the Request for Deferment of Synodical Placement Application from the Synodical Placement Office. This form verifies that students in making this decision have counseled with the Director of Synodical Placement. The Director of Synodical Placement is responsible for approving all deferments and annually reports them to the faculty
- IV. Candidates who have been granted deferment from the Director of Synodical Placement remain under the jurisdiction of the university for placement purposes until they have accepted their first official placement. They must comply with procedures outlined in policy 4.200.

Revised 5-85

Revised 10-92

Revised 11-05

Revised: 09/10

Approved: 09/10