

# The Institute for Worship Studies Catalog Supplement January 2006

## Introduction

This document is a supplement to the current IWS catalog and serves to bring the IWS community up to date with changes and policies that will be incorporated in the new catalog projected for June 2006. The announcements made in this supplement are effective as of January 1, 2006 unless otherwise noted. Changes made reflect the demands of accreditation and the general growth and development of the Institute.

## Accreditation Statement

The Institute for Worship Studies holds applicant status with the Commission on Accreditation of the Association for Biblical Higher Education, 5575 S. Semoran Blvd., Orlando, Florida, 32822, (407) 207-0808. Applicant status is a pre-membership status granted to those institutions that meet the COA--ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving candidate status within four years.

## Policy Changes

### Policy Concerning the Confidentiality of Student Educational Records:

Because IWS regards student educational records as highly confidential, it is committed to follow The Family Educational Rights and Privacy Act (FERPA), Revised Edition, 1995.

### Retention of Records:

Third party letters of recommendation received for admission purposes are not considered formal student records. Consequently, they are destroyed after they have served their purpose.

The Registrar maintains the student's other application materials and permanent academic records during and following a student's active status. Other materials are destroyed after graduation.

### Payment of Accounts:

Students who owe money from the previous course will not be permitted to register or attend classes for the next course until all bills are paid.

### Graduation Requirements (subject to Board approval):

To be recommended for an IWS degree the candidate must:

1. Have completed all required courses with no less than a **B (3.0)** (instead of B minus, or 2.7) cumulative GPA (effective June 2006 entering class).

2. Have paid all financial obligations to IWS in full, or have negotiated a mutually acceptable payment schedule.
3. Give evidence of satisfactory formation in Christian maturity and skills in worship ministries (based on the criteria in the Program Outcomes).
4. Have satisfactorily completed all other program requirements.

**Class Attendance:**

Students are required to attend the on-campus segment of each course. In the case of rare and extenuating circumstances, a student can miss no more than one day of the on-campus session at the discretion of the professor.

**English as a Second Language:**

Students for whom English is a second language must utilize the services of an English reader/editor (at the student's expense) with their papers and theses for editing before they are advanced to the IWS readers.

**Withdrawal from Courses:**

Students who drop a course will receive either a WP (Withdrawal/Passing) or a WF (Withdrawal/Failing).

**Certificate Holders Finishing a Degree:**

Within 9 years of taking the thesis class, certificate holders can finish a degree by turning in the certificate, reapplying for the thesis process (within 3 years of receiving the certificate), retaking the thesis class and completing the thesis.

**Transfer of Credit:**

Due to the unique nature of the IWS curriculum, there will be no transfer of credit into IWS for application toward any of the MWS or DWS courses.

**Grading Policy:**

Any student receiving a grade of C+ or lower in any doctoral course is considered to be on academic probation. The student must improve to a grade of B or higher in the next course taken, at which point the designation of academic probation is removed.

Any student receiving a grade of C+ or lower for two or more courses will be awarded the "Advanced Graduate Certificate of Worship Studies" upon the satisfactory completion of all four courses (each with a grade of C or higher) and will not be eligible to enter the thesis course (DWS 801).

Any student who receives two or more final course grades of C+ or lower may proceed to the thesis course (DWS 801) only by repeating these courses for academic credit and must achieve a grade of B or higher in these repeated courses.

Master's students who receive a cumulative grade point average below B will not be eligible for the master's degree. Instead, they will be awarded a Graduate Certificate in Worship Studies (GCWS). Any master's student who, for personal or academic reasons, chooses not to complete the project/internship is eligible for the GCWS, assuming that the four core master's courses have been satisfactorily completed. Any doctoral student who, for personal or academic reasons, chooses not to complete the thesis is eligible for the Graduate Diploma in Worship Studies (GDWS), assuming that the four core doctoral courses have been satisfactorily completed.

**Intra-Program and End-of-Program Assessments:**

Doctoral students will be evaluated after the completion of the **DWS 703** course (not DWS 702) to determine whether they may matriculate into the DWS thesis course.

**Leaves of Absence:**

Students are permitted a leave of up to one year for extenuating circumstances, if they submit a written request.

**Thesis Continuation:**

One year is allotted for thesis completion, with up to two additional years allowed for a continuation. No more than three years are allowed for the entire thesis process, and no more than two years are allowed to complete the thesis after the proposal is approved. Permission for thesis continuation must be obtained from the thesis supervisor and the thesis director. Continuation forms are available on the web site ("Late Work" form on the "Curriculum" page).

Students who extend their thesis completion beyond the allotted time of one year must pay a continuation fee of \$300 per semester. Continuation fees are due on the tuition due date prior to the semester of continuation.

**Total Matriculation Time:**

The total matriculation time allowed for the entire program is seven years for the DWS program (with one additional year allowed for a leave of absence) and four years for the MWS program (with one addition year allowed for a leave of absence).

**Policy on Ethical Conduct and Human Sexuality (Pending faculty and board approval):**

Commitment to Christ involves commitment to Christlike living and therefore is imperative for all Christians. But, whether rightly or wrongly, Christian leaders are expected to exemplify a higher standard. Therefore, diligent attention to this facet of spiritual formation is required of every member of the IWS community, as we prepare for more effective servant leadership. Among the standards to be followed are Scripture; inspired theological, historical, ethical, cultural and missiological reflection upon Scripture; and IWS's Mission Statement, goals and policies. Conduct that is not compatible to these guides may be subject to

corrective/disciplinary action (see the “Correction/Discipline, Mediation and Grievance Procedures” section below).

Correction/Discipline, Mediation, and Grievance Procedures (Pending faculty and board approval):

Correction/discipline, as used here, are responses to vexations of individual students; mediation and grievance procedures are activated for interpersonal conflicts.

Correction/Discipline. A student who encounters serious academic or related difficulties or engages in unacceptable conduct may be required to take some corrective measures. The student may be required to: 1) meet with a faculty adviser or the Academic Dean until the matter is satisfactorily resolved; 2) meet with an outside counselor; 3) go onto academic probation; 4) commit to some corrective disciplines; 5) switch to a certificate program; 6) take a leave of absence; or 7) follow through with whatever the faculty recommends, if the matter is referred to the full faculty. These directives will be communicated to the student both orally and in writing. A recommendation for dismissal from the Institute must be approved by the full faculty. When the above recommendations or requirements are put in writing, at least one copy will go to the student and one to the student’s file.

Mediation. Mediation is intended as a preventive process. If conflict arises, it is the first level of response, with the expectation of preventing further escalation. As much as possible, it is conducted in an atmosphere of Christian caring, integrity and respect. In a Christian context, conflicts between individuals or groups should be resolved, if possible, by the persons or groups concerned. That is the expectation at IWS. But, if these efforts fail, the Academic Dean and Chaplain will appoint a neutral, ad hoc mediation committee, consisting of two students and two faculty members or administrators. They will meet with the aggrieved parties, individually and/or collectively, clarify the issues, and attempt to achieve reconciliation, based on Christian principles of fairness and justice. Records of all meetings will be kept confidential.

Grievance. The grievance process is to handle disputes that were not resolved by mediation. Individuals or parties who feel that their grievances were not satisfactorily resolved by mediation may request that the grievance process be initiated. This is essentially an appeals process that provides the opportunity for a second hearing. To that end, an ad hoc Grievance Committee of two students and two faculty members or administrators, who were not involved in the mediation process, is appointed. These persons may be appointed by the Academic Dean and Chaplain, or, if the appointment process is an issue, the students and faculty or

administrators may be selected by their peers. This committee will meet with the aggrieved parties, individually and/or collectively, clarify the issues, consider appropriate measures and attempt to achieve a satisfactory resolution. A decision made by this group is final. Records of all meetings will be kept confidential.

### **Update of Personal Profile:**

All IWS students are responsible for updating personal profile information on the web site on a semi-annual basis, or when there is a change in contact information (e.g., addresses, phone numbers, e-mail addresses, etc.). Go to the "Student Directory" page, choose your name, and click on update button.

### **Credit Changes**

Beginning in June 2006 all courses in both the MWS and DWS programs of study will be changed from 8 hours to 6 hours of credit except for the DWS thesis course which will remain as 8 hours of credit.

### **Tuition Costs**

Effective June 2006, tuition for each 6 hour course is increased to \$1,650 per course. The thesis course, which will remain at 8 hours credit, will be increased to \$2,200. The total cost of DWS tuition is increased to \$8,800. The MWS, which has been changed from four courses to five will increase to \$8,250 (see below). The cost per credit hour is \$275.

### **Meals**

Effective January 2006 the cost of meals is \$208 U.S. for the week. (Canadians must pay the Canadian dollar equivalent at the current exchange rate.)

### **Change in the MWS Curriculum**

One new required course has been added to the MWS curriculum. The growth of this program also allows us to require students to take their courses in sequence. The sequence beginning in January 2006 will add one course each semester until all five courses are taught each semester. In June of 2006 the second course will be added, in January of 2007 the third course will be added. By June of 2007 all four courses will be meeting at the same time. The fifth course, which is a personalized study under Doris Borchert, will begin upon entrance to the first course and conclude with the final course to enable students to graduate in two years or four terms.

The addition of the fifth course is required of all students entering the MWS program as of January 2006. Other students will graduate with the previous four-course requirement.

The MWS degree now consists of the following courses:

MWS 501	A Biblical Theology of Worship
MWS 502	History of Christian Worship
MWS 503	Worship and the Post-Modern World
MWS 504	Spirituality and the Post-Modern World
MWS 601	Ministry Project/Internship

### **Campus Use Fee**

Because of the rapid growth of IWS we are expanding our campus facilities into the Orange Park Presbyterian Church and the Orange Park Methodist Church. While we have been using classroom space from these campuses in the past, we are now entering into a time of more extensive use of their facilities. Therefore, we must increase our campus use fee to \$100 per person per term, beginning in June 2006. This will allow IWS to cover the increased expenses incurred in your education.

### **Library Use Agreement at Northern Seminary**

An agreement has been signed between IWS and the Brimson Grow Library at Northern Baptist Theological Seminary allowing students residing in the U.S. and currently enrolled in IWS full access to and privileges in the Northern Library. This will be offered for no additional cost to thesis students, and at a cost of \$50 to all other enrolled students. Books, articles, and on-line databases may be accessed from any location within the United States. Please contact the office of the Vice President/Dean of Administration for more information.