



Graduate Student Handbook 2022-2023

To report a broken link, errors or omissions, please contact Luther's Student Advisor
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An introduction to @LutherWaterloo

History

The Evangelical Lutheran Theological Seminary of Canada, the predecessor to Martin Luther University College and founding institution of Wilfrid Laurier University, was founded in 1911. It received its first charter from the Province of Ontario on May 6, 1913. The school was founded to provide theological training for pastors to serve the two Lutheran Synods in Canada. Lutherans have historically been committed to education in general, and post-secondary education in particular. In sixteenth-century Germany, Martin Luther (the reformer for whom the institution is named) insisted that being able to read, interpret and understand the Bible was crucial for all Christians living out their vocation in the world. In this sense, and rather remarkable for that time, education was considered an obligation.

There are more than 40 Lutheran universities and colleges in the United States and Canada, mainly offering liberal arts and professional programs. Lutherans in Eastern Canada followed a similar pattern of education that combined the need to be able to understand and comprehend a wide body of knowledge, and to put that into practice to better serve one's neighbours and community. In 1914, the seminary established Waterloo College. In 1924 it grew to become the Waterloo College of the Arts which provided undergraduate liberal arts education and professional training. In its early days the college was affiliated with the University of Western Ontario.

In 1956, community leaders created Waterloo College and Associate Faculties that ultimately became the University of Waterloo. 1959 saw the creation of the degree-granting Waterloo Lutheran University (WLU) that included Waterloo Lutheran Seminary. WLU continued to focus on the liberal arts and some professional programs emerged in church music, social work, and business administration. WLU also was one of the few universities to engage in distance learning through "tele-college" and extension programs in centres including Barrie and Orillia. Many primary and secondary school teachers were able to complete their undergraduate degrees through these programs. In 1973 the Eastern Canada Synod, the body responsible for electing the WLU Board, approved the "provincialization" of WLU. While most of the university campus became Wilfrid Laurier University's Waterloo campus, three acres on the corner of Albert Street and Bricker Avenue remained seminary property. Waterloo Lutheran University continued under the name of Waterloo Lutheran Seminary and federated with Laurier.

Clinical Pastoral Education traces its roots to the 1930s when Anton Boison placed theological students in a clinical setting so that they could learn from supervised pastoral counselling experience. During the 1960s at WLS, Delton Glebe led pioneering initiatives in the field of pastoral counselling. The seminary was a leader in North America in developing an understanding of this field and methods for this kind of contextual learning. This also resulted in the development of a range of graduate academic programs: Master of Divinity and diploma for ordination-bound students; the joint Master of Divinity-Master of Arts program; a Master of Theological Studies for those interested in studying theology; a Master of Divinity- Master of Social Work; as well as the Master of Theological Studies-Master of Social Work for those not pursuing ordination; and the Master of Theology in Pastoral Counselling.

The school continued to be an internationally recognized pioneer. An emerging theme that crosses all programs is that of "public theology" and "public ethics," which "...arises from inner personal convictions, communities of faith, voluntary associations" (Max Stackhouse), and "...gets involved in the public affairs of society" (Jürgen Moltmann).

By 2013, the word seminary no longer accurately reflected the breadth of programs and diversity of students at the school. So, the board of governors voted to change the school's name to Martin Luther University College (Luther, for short). After receiving all necessary government approvals, the school began operating as Martin Luther University College on June 23, 2018.

Luther is a recognized leader in multifaith education, and in building relationships among and between faith traditions. This "public approach" is reflected in the new programs developed at Luther. In its PhD program, the school has a new field: Pastoral Leadership. The term "pastoral" conveys the kind of "servant leadership," or accompaniment in community building, that can be applied to both ordained and non-ordained leaders in faith communities.

Over the years, the field of pastoral counselling has evolved into what today is called "spiritually integrated psychotherapy." The program appeals to students from many different faith traditions. Graduates from Luther's Master of Arts and PhD programs in Spiritual Care and Psychotherapy can apply for membership in the Province of Ontario's College of Registered Psychotherapists of Ontario (CRPO). Luther has also initiated an undergraduate program in the emerging field of Christian Studies and Global Citizenship.

Martin Luther University College: Inspiring lives of meaning and service in God's world by inviting spirituality to accompany academic curiosity.

Vision

Inspiring lives of meaning and service in God's world by inviting spirituality to accompany academic curiosity.

Mission

- To be a diverse, multi-faith, and pluralistic community of learning, committed to teaching, research, reflection, and scholarship within the university
- To cultivate and nurture community leaders, whose spirituality, beliefs, and values lead to commitment and service to others and God's creation
- To encourage and challenge individuals in the discovery of their deepest passion and to acquire professional competence for their life's work
- To strengthen community and well-being in a holistic way
- To engage in continuing efforts toward reconciliation
- To promote a healthy civil society, which values a diversity of opinion and culture

Values

Hospitality embracing Diversity

Compelled by a vision of God's inclusive community, we believe that reflecting theologically, cultivating deeper spiritual awareness, nurturing ethical commitments, building character, gaining skills, and developing intellectual disciplines is best undertaken in a diverse yet hospitable community. As a result, we welcome people from any tradition and culture who seek theological education within such a context.

Excellence in Academic Discipline and Spiritually Integrated Learning

Recognizing that the integration of knowledge, skills, faith and spirituality is a lifelong endeavor, we provide formative and integrative educational opportunities for undergraduate, graduate, and post-graduate students.

Community Engagement

Convinced that God works through civil and religious organizations toward the building of a just society, we engage local, national, and global communities, subjects, and institutions, to understand more fully the issues of our time and to nurture the capacity of students to provide responsible leadership.

Teamwork and the building of Sustaining Partnerships

Persuaded that people discover their fullest humanity in community, we build healthy, collaborative partnerships with Laurier and within the wider community for the purposes of learning with and from others, optimizing our capacities toward the common good and identifying opportunities for future collaborative efforts.

Reconciliation

Believing that we are co-workers with God in the healing of creation, we commit to respecting the Earth and life in all its diversity, and so will be steadfast in addressing issues of climate change. We are committed to seeking reconciliation in our relationships with the First Peoples of Canada.

Integrity in Public Faith and Ethics

Rooted in the Lutheran tradition of the Reformation and motivated by the message of God's boundless grace, we develop leaders with the skills to serve God through the neighbour, the community, the church, and creation. Toward this end, we foster self-awareness and self-interrogative skills to enable critical thinking, cultivate the skills for recognizing and engaging various communities, do public ethics on significant questions and issues, and nurture the capacity and confidence to cross the borders of academic, economic, political, social, cultural, or spiritual differences.

General information

Waterloo campus map: Wilfrid Laurier University

Key service and administration locations are displayed on the [interactive map](#).

Luther's hours of operation

The office is open from 8:30-4:30 pm. Faculty are available Monday through Friday in those same hours, and we encourage students to make an appointment with faculty members. The building is open for evening classes until 10 pm Monday to Thursday. Students taking classes in the evening can be in touch with their professor to make an appointment.

Smoking & Vaping

As of July 1, 2019, Luther and all Laurier campuses have gone smoke-free and vape-free. Smoking and vaping are not allowed on any part of Luther's property. Please see Laurier's [smoke-free policy](#), which is also Luther's.

Photocopying

For student printing and photocopying, please use the [library](#) or [The Hub Printing Services](#).

Social Media

In addition to Luther's website luther.wlu.ca, you can take part in our online culture and community through our social media platforms. More often than not, the handle is @LutherWaterloo

- [Facebook](#)
- [Twitter](#)
- [Instagram](#)
- [Flickr](#)
- [LinkedIn](#)

Events calendar

Luther holds many public lectures, worship services, and other special events. Check Luther's [online events calendar](#) for the most complete and current information. Or see the full calendar [WLU events here](#). To view only Luther events, select Martin Luther University College in the "Category(s)" menu.

Campus closure

When Laurier closes due to severe weather, Luther is also closed. All classes, meetings and events are cancelled. When campus closes, a notice will be posted on Laurier's website and Luther's Facebook page, and an email message will be sent to all staff, faculty, and students. Be sure to check your MyLaurier email address for notifications.

Faculty advisors

After accepting an offer of admission, each student will be assigned a faculty advisor. Plan to meet with them at least once a year to check on your progress in your program. Faculty advisors are the first point of contact for all academic and vocational questions.

They are:

- MA Spiritual Care and Psychotherapy
 - [Daniel Rzondzinski](#) (drzondzinski@luther.wlu.ca) for surnames A-L
 - [Ara Parker](#) (araparker@luther.wlu.ca) for surnames M-Z
- MDiv & MA/MDiv Double Degree
 - [Mary Philip](#), a.k.a. Joy, Assistant Principal Double Degree & MDiv Program Director mphilip@luther.wlu.ca
- MA Spiritual Care and Psychotherapy & PHD program Director & Advisor
 - Kate Harper kharper@luther.wlu.ca
- Practicum Coordinator
 - Kate Harper kharper@luther.wlu.ca

For non-academic issues such as fees, bursaries and submission of forms please see the Student Advisor in Luther's main office - [Aafiya Tinwala](#) (atinwala@luther.wlu.ca).

Students who started their program before Fall Term 2011 are welcome to continue contacting the main office for all academic questions and concerns.

It is the student's responsibility to print out their record of course work and bring it with a completed academic checklist prior to meeting with their advisor, and to always contact their advisor, as well as all faculty and staff at Luther and Laurier, from their MyLaurier email address. For more on academic checklists, see this handbook's Programs section.

Worship and music

Frequent pause, reflection, and worship

[Debbie Lou Ludolph](mailto:dludolph@luther.wlu.ca) (dludolph@luther.wlu.ca) serves as Luther's Dean of Chapel.

Please monitor your email and [Luther's online calendar](#). Details for worship opportunities, and other community events, will be posted as they become available. (See more information about Luther's online events calendar below.)

thirdspace_

thirdspace_ is an alternative worshipping community led by our community pastor, and Luther alumna, [Rev. Anne Anderson](#). Visit the [thirdspace_](#) website for details about online worship and link to other activities.

Inshallah: A global music singing community

Inshallah is a singing community of more than 130 voices drawn from the school and across the region. The assembly sings songs of faith and hope from around the world. For more information, visit inshallah.ca or contact director Debbie Lou Ludolph dludolph@luther.wlu.ca

Graduate Students' Association

Advocacy

The Graduate Students' Association (GSA) advocates on behalf of all graduate students, collectively, at the administrative level of the university. It also provides individual advocacy and support for students facing academic and non-academic issues on campus. For more information, please visit [this web page](#).

Canadian Federation of Students

Benefits provided through the Canadian Federation of Students are also applicable to graduate students. This includes free income tax filing with UFile; the International Student Identity Card; cellphone discounts; and more. For more information, please visit [this page](#).

GSA & Funding

All Luther graduate students are members of the [Graduate Students' Association](#), which is a student-led and run organization. The GSA provides grants under a variety of categories including awards/bursaries for both domestic and international students; professional development; supplementary assistance; emergency bursaries and loans; and academic and social events support.

GSA awards are processed through the Student Awards Office, like most awards at Laurier. To be eligible for most GSA awards, you must set up your Student Awards Profile. Once you have done so, the Student Awards Office will automatically consider you for scholarships that best fit your program and year.

For further information, please view the [GSA's funding web page](#).

Health and dental

Many important medical services are not covered by OHIP (or UHIP for international students). The GSA offers this supplemental plan to support students' medical needs as they arise. Visit GSA pages for information about [health](#) or [dental](#) coverage; or to [opt out](#) or for [couple and/or family enrolments](#).

Students can only opt out during the [Change-of-Coverage Period](#). If you don't opt out by the dates noted, you cannot do so at a later date. So please make note of these important dates and see the how to [opt out link here](#).

Business cards

Student [business cards](#) can usually be ordered through the GSA, but the service is unavailable for the time being. To ensure your business cards have the Luther identity, please visit the Luther office for a sample business card to submit with your GSA business card order.

Student Wellness

[The Delton Glebe Counselling Centre](#), located at the corner of Albert Street and Seagram Drive, is a community service offered by Martin Luther University College. Psychotherapists are available at various levels of expertise and cost. Also, visit Laurier's [Health and Wellness](#) page.

Researchers of Laurier

The Graduate Students' Association offers [support for Laurier grad-student researchers](#) by promoting graduate student research, helps with skills development, and allows for networking opportunities.

Academic policies and procedures

Academic Calendar

The official [Academic Calendar](#) is available only online. You are responsible for familiarizing yourself to the policies and regulations contained in the relevant calendar(s).

Policies on course extensions, transfer credits, registration requirements, leaves of absence, withdrawal from Luther programs, internship, supervised pastoral education, termination of registration and general program requirements are detailed in the Academic Calendar.

Dates

Academic dates are available for six-week and 13-week terms for the [2022-2023](#) academic year.

Forms

Forms for requests, petitions and appeals are available [here](#).

Registration

Fall and winter term courses will normally be open for registration in May. Students should register for their fall, winter, and spring term courses at that time. Check the current Laurier Graduate Academic Calendar for this date and other important dates.

Spring courses are offered in an intensive format (Monday-Friday 9-5 pm or 6 Tuesdays 9-5 pm) and due to technical limitations of the LORIS system, it is not possible to display the days/times the courses run in LORIS. Details of intensive courses will be posted, typically in November, on Luther's [website](#).

Note that normally certain required courses run more than once a year and certain courses normally only run in Spring term and certain courses run only every two years. Students should plan accordingly with their program advisor.

It is advisable to register for courses early since some courses, especially those required across programs, fill up quickly.

For registration information, visit [this page](#). To browse class descriptions and registering for courses, visit [this page](#).

Residency requirement

To complete requirements for your degree, a minimum of half of your program courses must be taken at Luther. For example, if you are in the Master of Arts in Theology program, no more than eight items can be taken at another institution as Letter of Permission courses or transfer credits.

In most cases, a master's students must be registered in a degree program for a minimum of three terms before obtaining that degree. However, MA students who are completing the program with transfer credits may finish in two terms. Doctoral students must be registered in their program for a minimum of six terms.

Academic standards

Master's students must earn a grade of B- or higher to apply that course to the program of study. Doctoral students must earn a grade of B or higher to apply that course to the PhD program. Luther students in a degree program who obtain a grade lower than B- in a course (or a B for doctoral students) will be required to withdraw from their program unless they receive permission from the Academic Administrative Committee to repeat the course in question or take its equivalent. Should you obtain a grade of C+ (or B- for doctoral students) or lower in a course, you must immediately complete and submit a petition to the Academic Administrative Committee requesting to maintain enrolment in your program. Martin Luther University College grading system

Student Code of Conduct

Luther and Laurier strive to be a diverse, intimate, inclusive, and supportive community. Please refer to the [non-academic code of conduct](#) policy and the [academic code of conduct](#) policy.

Directed studies

Students may take up to two directed studies in their degree as outlined in the [Policy for Directed Studies](#).

Applicants must complete and submit this [Directed Study Request form](#). Requests should be submitted at least two months in advance of the term and are due by the first Tuesday of the month.

Students should consult with their program advisor and the potential instructor prior to requesting a directed study. Please note that a request will be adjudicated by the Academic Advisory Committee and may or may not be successful.

Petitions, appeals, and directed studies

For details on appeals, directed studies and more, please visit [this page](#).

Adding and dropping courses

You can add or drop courses within the deadlines according to these [details](#) in the Academic Calendar.

Full-time, part-time status

A full-time course load is three or four courses per term.

A part-time course load is one or two courses per term.

To switch your status from full time and part time — or from part time to full time — download and complete the Graduate Program Change Request Form from the [Frequently Used Forms](#) page, and then submit it to the Luther student advisor - Aafiya Tinwala (atinwala@luther.wlu.ca)

Course completion and extension

Course work is expected to be completed by the date specified by the instructor. When circumstances warrant an exception, the instructor may grant a student an extension to a date that would allow the instructor to submit a grade no later than the last day of the term. Consult [details](#) outlined in the Academic Calendar.

For support with forms, petitions, and status, please contact Aafiya Tinwala (atinwala@luther.wlu.ca), the Luther student advisor.

Degree program time limits

Students must maintain continuous registration every term in which degree requirements — including course requirements, dissertation/thesis/research paper and oral defence — are completed. No oral defence will be scheduled or held without registration being completed prior to the proposed date of the defence.

Candidates who fail to maintain continuous registration will be required to withdraw from the program unless they have been granted inactive status.

Find details of time limits relevant to your student status (for example, full time or part time) [here](#).

Failing, repeating a course

Martin Luther University College (Luther) master's students in a degree program who obtain a grade lower than B- in a course must submit a petition to the Academic Advisory Committee (AAC) to remain in the program (on academic probation).

If the failed course is required for a subsequent course, the student must successfully complete the failed course before proceeding to the course that requires the failed prerequisite.

Students with a single failing grade will be placed on academic probation. Probation must be cleared within three terms, normally by completing the same program requirement. Two failing grades will result in termination from the program.

Letter of Permission

Students wishing to take a course at another institution and apply that course to their current program of study at Luther must first apply for a Letter of Permission from the Academic Administrative Committee.

Use the Letter of Permission Request Form found [here](#) and attach the course syllabus for the desired course. In your petition, be sure to explain how you wish the course to count towards your degree (concentration elective, etc.). Students are also required to contact the hosting school and meet their requirements to take the course. For assistance, contact Luther's Student Advisor - Aafiya Tinwala (atinwala@luther.wlu.ca)

Letter of Permission courses are allowed at the discretion of the Academic Advisory Committee (AAC) and may not transgress the residency requirement (see above).

Style guides

It is the instructor's prerogative to determine which style guide (for example APA or Chicago) is required for each course. The Writing Centre has a wealth of helpful information online as well as workshops for academic writing. For more information, please visit [this page](#).

Transcript requests

To request transcripts, visit [this web page](#).

Requests for Proof of Registration, and miscellaneous letters

If the student has a particular form that needs to be signed by someone confirming registration status (for issues such as for student membership with counselling accrediting bodies, insurance, or loans), the Student Advisor can sign this form for you. Please make an appointment or drop-in during regular business hours.

To obtain a letter confirming information such as current program of registration, number of courses completed to date, and degrees received from WLU in the past, please use the [Request for Miscellaneous Letter](#) form. The letter, and \$16.25 fee, will be processed by Laurier's Graduate Studies Office.

Laurier's Faculty of Graduate and Postdoctoral Studies handles [academic appeals](#) and the following specific issues:

- Petition to the Graduate Students' Appeal Committee (GSAC)
- Appealing a final grade: use the Petition to GSAC form.
- Withdrawing from program temporarily, when the term is in progress, or permanently at any time. Use the Request to Withdraw form.
- Notification of Parental Leave Form
- Notice of Extended Absence
- Request for Extension to Complete Course Work
- Deferring an offer of admission, once the term has started: please use the [Request for Deferral](#) form

- Luther do not allow program deferrals on offers of admissions before the school term begins.
- Links to frequently used forms are posted [here](#)

Completed forms must be submitted to Luther's Student Advisor - Aafiya Tinwala (atinwala@luther.wlu.ca) for processing and delivery to the Graduate Student Appeals Committee.

Grievance Procedures:

Martin Luther University College provides a grievance procedure process as a part of its effort to ensure just treatment for students regarding their personal and educational concerns.

Any student who believes that a staff or faculty member has subjected them to treatment that violates policy or practices may seek to have their grievance heard. Most student complaints against faculty, administrators or other staff are resolved by discussions with the person or persons involved. When this approach proves unfruitful or seems undesirable or inappropriate, the grievance procedures are available. Except for complaints of discrimination or harassment, the complaint must be registered within six months of the occurrence of the event cited in the grievance.

Students making complaints of harassment or discrimination are not required to go through the grievance procedure but may bring their complaints directly to the Principal-Dean. Allegations with regards to the Principal-Dean should be brought directly to the chairperson of the Board of Governors.

Grievance Procedure Process:

First Level: Where there is a disagreement between students or between a student and a member of the faculty or staff, the parties should first strive to mutually resolve the issue among themselves. If the student feels able to address the situation with a peer or the professor, or if the student does not feel able to address it on their own, they can contact their program director and discuss how to approach the situation. The program director could be part of the meeting and support the student to address the problematic situation. If the issue is the professor teaching the course, then the student should inform the director of their program and decide how to proceed. If the difficulty is with the one of the program directors, either Dr. [Mary \(Joy\) Philip](#) (Assistant Principal) or Dr. [Allen Jorgenson](#) (Assistant Dean) should be contacted.

Second Level: If the conflict cannot be resolved between the initial parties, the program director or another faculty person should be invited to mediate the situation. Consultation with Dr. [Mary \(Joy\) Philip](#) (Assistant Principal) or Dr. [Allen Jorgenson](#) (Assistant Dean) may be helpful in identifying university-wide resources of policy parameters that may relate to the issue.

Third Level: Should a resolution still not be achieved, the issue should be escalated to the office of the Principal-Dean, Dr. [Kristine Lund](#). They will meet with the parties involved in the dispute, individually and then together, with each party involved in the conflict having the opportunity to describe their understanding of the nature of the problem and the issues involved. The Principal-Dean will then work either directly with the parties involved, or by delegating such efforts to a restorative justice consultant, in order to seek resolution.

If there is a difficulty with the Principal-Dean, the student should contact Dr. [Mary \(Joy\) Philip](#) (Assistant Principal) or Dr. [Allen Jorgenson](#) (Assistant Dean). If the student does not feel comfortable with these options, they can contact the Chair of the Board of Governors who can be reached by contacting Dorinda Kruger Allen (Luther Administrative Manager) at dkrugerallen@luther.wlu.ca.

Accreditation and Complaints Related to Accreditation

The MA and MDiv programs at Martin Luther University College are accredited through the Association of Theological Schools. Enrolled and prospective students can request a copy of the accreditation reports and documentation related to institutional effectiveness. Enrolled and prospective students can file a complaint related to the accrediting standards through the Office of the Principal-Dean.

Programs

Program requirements

All graduate programs at Martin Luther University College, and links to their program requirements, can be found [here](#).

Program transfers

Transferring from one program to another requires this [Petition Form](#).

Program transfers are approved at the discretion of the Academic Administrative Committee (AAC). Students must register for a minimum of three terms in the new program in order to be granted the degree.

Transferring from General Graduate Studies to any other program, or from any program to the PhD, requires a full application, see all instructions [here](#).

Advanced Standing and Credit Transfer

Permission to receive advanced standing or transfer credits toward a diploma, masters, or doctoral degree in Martin Luther University College (Luther) for courses taken previously at another institution on the same academic level as corresponding Luther courses may be granted at the discretion of the Academic Advisory Committee in consultation with the Luther Faculty as based on the following parameters.

A transfer credit is a course successfully completed at another institution that fulfills degree requirements in the student's current program. Normally, a course is only eligible as a transfer credit if it was not used to meet the requirements of a previously completed degree.

Advanced standing allows a student to substitute another similar course to fulfill degree requirements because the required course overlaps significantly with a course taken previously, allowing the student to advance their learning.

In considering transfer credits or advanced standing, the following policy will normally be used by the Academic Advisory Committee to credit students on the presumption that course hours and content are similar to those of like courses at Luther.

- If the student successfully completed the course 5 or fewer years before the start date of the student's program at Luther, advanced standing and/or transfer credit may be permitted within the parameters outlined by WLU Policy.

- If the student successfully completed the course 6 to 19 years before the start date of the student's program at Luther, advanced standing may be granted within the parameters outlined by WLU Policy.
- If the student successfully completed the course 20 years or more before the start date of the student's program at Luther, no advanced standing or transfer credit will be granted.
- The following parameters also apply to requests for advanced standing or transfer credits.
- Students wishing to transfer from another institution and graduate from Luther must register as full-time students for at least one academic year or the equivalent thereof.
- Courses that have been credited toward a degree at WLU or any other institution cannot normally be counted again toward a Luther diploma or degree. Students who hold a master's degree in divinity or theology from a theological college accredited by the Association of Theological Schools in the United States and Canada may petition the Academic Advisory Committee to receive advanced standing with the possibility of transfer credits for up to eight introductory courses in biblical studies, church history and systematic theology toward the graduate degree.
- Students who have completed graduate work directly related to their field of specialization may petition for advanced standing and/or transfer credits.
- Courses taken at the undergraduate level or as "audit" will not be considered for advanced standing or transfer credit.
- Students who are already enrolled in a Luther program may take courses at another institution for credit toward their degree or diploma provided that permission is obtained from Luther and the host institution prior to course registration. In such cases the appropriate forms are available from the Luther Office. Courses taken by Luther students in another institution or program are the financial responsibility of the student.
- For transfer credits and advanced standing, students are required to petition to Academic Administrative Committee (AAC) using the form Petition Form found on our Request and Appeals page – [click here](#):

Ordination

Please note that while the MDiv degree prepares students to begin ordained ministry, Luther does not ordain graduates of this program. Students are advised to contact the church bodies in which they hope to serve regarding requirements for ordination. In some cases, denominations will have requirements beyond the acquisition of an MDiv.

Professional psychotherapy certification

While the courses and clinical work within the MA: SCP and PhD degrees can lead to certification with a professional association, **it remains the student's responsibility to make sure they meet the certification criteria of the student's chosen professional association**, for example, The College of Registered Psychotherapists of Ontario (CRPO).

Students are encouraged to keep copies of syllabi, for all courses completed, for submitting to licensing bodies and professional associations in future.

Insurance while on placement

All registered Luther students in a work/education placement will be covered under Laurier's malpractice/liability insurance policy. All registered Luther students in a placement are eligible for insurance to cover personal injury. However, the proper paperwork (Work/Education Placement Agreement Form) must be completed entirely and submitted before the start of the placement. Contact the Student Advisor, in Luther's main office, to complete the paperwork. See [this link](#) for insurance information

Courses

Course selection and descriptions

You can find course offerings, by term, on the [Dynamic Schedule](#). Course descriptions are found on the Dynamic Schedule and the [Academic Calendar](#).

Course syllabi archive

To learn about previous iterations of the course, check the [course syllabi archive](#).

Intensive courses

Intensive courses (dates and times) are listed in the Luther [Course Offerings page](#). These dates will not be located on Loris. Loris can only post 12-week course dates/times.

It is the student's responsibility to plan course selection to fulfil program requirements. Note that core courses may run only every year or two, so plan your course registration accordingly. Some specialty courses may only run once.

A note to MA Theology students for course selection: You are encouraged to take a mix of core (required) courses and concentration electives each term. Due to the number of required courses that are term-specific (for example, TH664L runs only during winter terms), students must register for two fall terms and two winter terms, at minimum, to complete the degree, unless a student was granted transfer credits upon admission.

Course load maximums

The maximum course load per term for MA, MA/MDiv Double Degree, Diploma, PhD and GGS students is four. If the student is on a spring/summer clinical placement, the maximum number of intensive courses allowed is 3. The maximum course load per term for MDiv students is five. Note that TH664M Practicum (runs fall through winter) is a 1.0 credit course (2 half credit courses) and counts as one course each term. Finally, full-time status means a student can take 3 or 4 courses each term while part-time status limits students to taking 1 or 2 courses per term.

Course requirements

Course requirements are detailed in the official course syllabi given to students the first day of classes each term. Not all courses are offered every term or every year. Students are cautioned to plan their studies carefully to avoid missing out on required courses.

Instructions to register for courses and are also found [here](#).

In general, registration and fee payment follows this pattern each term:

1. Register for courses
2. Check fee due dates
3. Fees will be applied to student accounts before fee due dates (not at the time of registration)
4. Check fees owed on student account in LORIS
5. Make payment before payment deadline

Fees

Student fees

The Schedule of Fees is detailed [here](#).

Fees are charged on a per term basis and are due to Wilfrid Laurier University before the start of each term. Fee due dates — and instructions on how to pay — are found [here](#).

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Fees for part-time students (one or two courses per term) in the master's, diploma and GGS programs are assessed on a per-course basis.

Fees for full-time students (three, four or five courses per term) in the master's, diploma and GGS programs are assessed on a per-term basis.

PhD students are charged one full-time rate per term regardless of how many courses taken per term.

To move from full-time to part-time status, or vice versa, send an email to the Student Advisor - Aafiya Tinwala (atinwala@luther.wlu.ca) to request your rate code to be updated so fees will be properly assessed.

Seniors

Senior students who are 60 years of age or older by the first day of term will have their tuition fees assessed at 50%. Full incidental fees apply.

Cancellation, drop, withdrawal schedule of tuition fee charges

Definitions:

- Cancellation: Cancelling registration before the specific academic term begins.
- Drop: Withdrawing from a course(s) but remaining in other(s) for a specific academic term.
- Withdraw: Withdrawing from all courses after classes have begun for a specific academic term.

Note: students must complete the Request to Withdraw Form when cancelling registration or withdrawing from all courses in a term. Students who fail to register or remain registered without being granted an approved leave shall be deemed to have terminated their candidacy in the program and will be required to reapply. Fee charges for cancellation of registration, dropping a course(s), or withdrawing from all courses will be charged based on the date that the Office of the Registrar is notified, in writing, of the cancellation/drop(s)/withdrawal.

Time Period	Fee Charge for Dropping Course(s) but Remaining Registered in Other Courses	Fee Charge for Withdrawal from All Courses
Before term begins	No charge	Cancellation Fee

Fees

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Up to end of first week of the term	No charge	10% per course @ course rate
Up to end of second week of the term	10% per course @ course rate	10% per course @ course rate
After the last day for registration but on or before the last date to drop or withdraw without failure	55% per course @ course rate	55% per course @ course rate
After the last date to drop or withdraw without failure	100% of term fees	100% of term fees

For specific dates of these charges, see the following link from the [Laurier Business Office](#). Academic dates can be found [here](#).

Financial aid

Luther's graduate students may be eligible for financial assistance from Luther and from Laurier. For assistance from Luther, visit this [web page](#). For assistance from Laurier, visit this [web page](#).

Student Essentials Wilfrid Laurier University services

OneCard

Laurier's [OneCard](#) — which functions as your library card and athletics card — is a photo identification card to be used at both the Waterloo and Brantford campuses. Students can add money to the Convenience Account on their OneCard to use it at designated on-campus food locations plus a number of off-campus locations.

Accessible learning

Students with disabilities that may impact their learning should consult with the [Accessible Learning Centre](#) before the start of the term to discuss accommodations.

Students registered with Accessible Learning should communicate with their instructors about possible accommodations early in the term.

Accommodations cannot be made for students unless they are per an Accommodation Plan from Accessible Learning.

The Accessible Learning Centre is at P220, 2nd floor Peters building. Telephone numbers: 519.884.0710 x3086 or TDD: 519-884-1141. Fax number: 519.884.6570, email: accessible_learning@wlu.ca

Athletics and recreation

As a student at Luther, you are entitled to use the Athletics and Recreation facilities of Wilfrid Laurier University. The Athletic Complex is located in the northeast corner of the Waterloo campus. Your OneCard is required for access. The facilities include a full gymnasium; Olympic-length pool; fitness centre; rock-climbing wall; and the Golden Hawk Lounge.

Registration for athletic classes takes place the second or third week of the fall and winter terms with online pre-registration taking place previous to that. Visit [Laurier Athletics](#) for more information, and to register.

Bookstore

Located on the Concourse, on the Waterloo campus, the [Laurier Bookstore](#) is the place for one-stop shopping on campus including stationery supplies, computer software, Laurier mugs and clothing. Many of our courses use “digital editions” of the textbook. This means when students register for a course, they are automatically charged for the digital textbook which is accessed on the course MyLS. Please review how to access your course digital textbook on MyLS and how to opt out of this option if you are buying your own hard copy of the text. [Click here](#) for more information on digital textbook access and opting out. Please pay special attention to the opt out deadlines. You can also connect the bookstore representatives regarding opt out concerns.

- Mary Andraza at mandraza@wlu.ca
- Mike Zybala at mzybala@wlu.ca

ASPIRE

Offered by Faculty of Graduate and Postdoctoral Studies at Laurier, [ASPIRE](#) is a professional skills development training program for graduate students and postdoctoral fellows at Laurier. ASPIRE provides a framework to help you craft an individualized, extracurricular learning plan tailored to your professional journey and entry to the workplace.

Career Centre

The [Career Centre](#)’s purpose is to ensure that career development is a part of your Laurier experience. Trained staff — including a career consultant specializing in services for individuals in graduate or professional programs — assist students with employment preparation (resume writing, interview preparation, job search) and career planning.

The centre offers workshops throughout the academic year, and one-on-one appointments to help you set and reach your career goals. The Career Centre is located at the corner of King and Lodge streets.

Food options by location

- University Concourse – [Starbucks](#) – just across and past the bookstore
- Library ([Second Cup](#))
- [Veritas](#) – Grad Students Café – located just off the Quad
- Lazaridis Building ([Byte 75](#))

- Bricker Building - [Subway](#)
- Science Building - [Tim Hortons](#)
- Fred Nichols Campus Centre- [Terrace Food Court](#)
- [Wilf's](#) is a full-menu restaurant located in the Fred Nichols Campus Centre beside the bookstore.
- Peter's Building - [Frank's Coffee Haus](#)
- For locations of all options on the Waterloo campus please visit the campus [locations and menus](#) page

Health and wellness

Health services are available to all part-time and full-time students at Wilfrid Laurier University. A full range of ambulatory care is provided including consultation with registered nurses, physicians, massage therapy and chiropractic care as well as limited laboratory services.

The [Student Wellness Centre](#) is located in the centre of campus, down the hall from the Paul Martin Centre. Their telephone number is: 519.884.0710 x3146

After-hours service can be accessed at the emergency department of either Grand River General Hospital or St. Mary's General Hospital, or you can get 24-hour advice from a registered nurse by calling TeleHealth at 1-866.797.0000

Counselling services are available if you are having trouble coping with stress, feeling distracted by personal or emotional challenges, or simply need to talk. The services are free of charge for all Laurier students. Charges may apply for missed appointments. For details, visit [this page](#).

Students are also welcome to contact [The Delton Glebe Counselling Centre](#), a community service provided by Luther, at 519.884.3305. The centre is located nearby, at 177 Albert Street in Waterloo.

Laurier International

Laurier International offers comprehensive information, support and services to degree-seeking international graduate students. For more information, visit [this page](#). Laurier International is located in Arts A Wing, in office 2A01.

Writing Centre

Many graduate students go to the Writing Centre for individual assistance, with their academic papers, and meet with a writing professional (i.e., a staff member with a graduate degree and significant experience dealing with academic discourse). Appointments for consultations last about 45-50 minutes.

To request an appointment with the [Writing Centre](#), call them directly at 519.884.0710, x2222 or visit them on the second floor of the Peters Building.

Special Constable Services

Wilfrid Laurier University's Special Constable Service personnel are available 24 hours a day, 7 days a week, including holidays. Special Constables will respond to all calls for service and are dispatched on a priority basis through their office located in the Student Services Building across from the Dining Hall. Administration offices are located at 232 King Street N. If you require assistance or wish to report a crime, please call the dispatcher at 519-885-3333 or internally at extension 3333. All payphones on campus allow for a free call to the office, or you may use an emergency pole located throughout campus if you require immediate emergency assistance.

Email and information technology

Click the following link to learn how to access your student [email and computer account](#).

Computer account login

The login name is the student's unique login identifier. The unique login identifier has the format name#### where 'name' is the first four letters of the student's last name and '####' is the last four digits of your student number. For students with last names less than four letters, add X's to make four letters in length, for example, a student with the last name Lee will have a login that starts with leex. This is what you will need to log into any computer in the Laurier labs.

Your password the first time you enter is your birthdate in this format MMDDYYYY. You are recommended to change your password once you login. The ICT department will provide you with instructions on setting up and accessing your Laurier email account. You can also find these instructions online. If you require further support with information technology, visit the ICT website or call the ICT Help Desk at 519-884-0710 ext. 4357 (HELP).

My Learning Space

Access the online learning portal here through LORIS. You sign in with your WLU ID (same one used for email and your WLU account). For technical assistance regarding My Learning Space, please contact the MLS team at mys@wlu.ca. Note: The messaging system within My Learning Space is not the Laurier email system – it is only messaging for a particular course you are enrolled in. Email your professors only via their Luther email address (not their Mys course email address).

Wi-Fi

You may bring your laptop to access the internet while in Luther or on Laurier campus. A Laurier eduroam login is required to access both Laurier wireless networks. For all instructions on how to access the wireless internet on Laurier campus, please see this page.

Library services

Although the Library continues to lend books during the coronavirus health and safety protocols, the library remained closed at the time of the writing of this handbook. As procedures for accessing library materials may change quickly, please visit [this page](#) for the latest information regarding the library. [Greg Sennema](#) is Luther's Librarian he can be reached at gsennema@wlu.ca.

Parking and transportation

On-campus parking

There is no student or visitor parking available at Luther.

Please go to Laurier's [parking page](#) for on-campus options. **Note:** Parking violations and fines in Laurier parking lots range from \$30 to \$300 and may include towing and cancellation of parking privileges.

Street parking

Parking is available on the streets surrounding Luther, but there is a strictly enforced three-hour limit that is monitored by the City of Waterloo.

Bus and LRT

Luther and Laurier's Waterloo campus is well-served by Grand River Transit. The nearest ION light rail transit stop is Laurier-Waterloo Park located on Seagram Drive, about a five-minute walk from Luther. For the most up-to-date route maps, schedules and detour information, visit the [GRT website](#).

Note: As the result of a vote by Luther students to opt-out of the bus pass program, fees paid by Luther students do not include pre-paid bus passes for GRT.

Cycling and walking

Visit Laurier's [alternative transportation](#) web page for options (cycling, bike storage, bikeshare, carshare, car pool) Luther has cycle stands located at the Bricker street entrance to Luther.