MARTIN LUTHER COLLEGE

Office of Continuing Education

Student / Certificate Program Handbook

2026 - 2028

Every effort has been made to ensure that the information contained in the *Office of Continuing Education Student/Certificate Program Handbook* is complete and accurate. Martin Luther College reserves the right to modify the information in this handbook as needed.

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Martin Luther College

Campus and Location

The beautiful 88-acre campus is situated on a wooded range of hills overlooking the city of New Ulm, Minnesota. New Ulm, a Minnesota Star City with a population of 13,522 at the 2010 census, is located on U.S. Highway 14, 100 miles southwest of Minneapolis. Martin Luther College is located on Center Street between Highland and Summit Avenues. For more information, visit the Martin Luther College website at **mlc-wels.edu**.

Accreditation

Martin Luther College is accredited by the Higher Learning Commission (**hlcommission.org**, 312.263.0456) to grant baccalaureate and master's degrees.

Registration

Martin Luther College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. (Minnesota Office of Higher Education / 1450 Energy Park Drive, Suite 350 / St. Paul, MN 55108 / **ohe.state.mn.us** / 651-642-0533)

Mission Statement

The mission of Martin Luther College is to train men and women to meet the public ministry needs of the Wisconsin Evangelical Lutheran Synod (WELS) and to proclaim the Word of God faithfully and in accord with the Lutheran Confessions in the Book of Concord. To fulfill this mission, Martin Luther College carries out all instruction and programs of student life according to the gospel as revealed in the inspired and inerrant Word of God.

With the guidance of the Holy Spirit, the college desires

- To deepen in the student saving faith in the forgiving grace of Jesus Christ;
- To strengthen the student in a consecrated spirit of love for God and his Word;
- To foster in the student a servant's heart for Christ-like service in the church, community, and world;
- To educate the student for faithful, capable, and intelligent citizenship in today's world;
- To assist the student in acquiring the knowledge, attitudes, and skills needed for service in the church and for lifelong learning;
- To help the student to develop the spiritual, emotional, and physical resiliency that will assist them to persevere in service under the cross; and
- To provide for the student an affordable college experience on a beautiful and attractive campus.

To meet the current ministry needs of the WELS, Martin Luther College

- Prepares men for pastoral training at Wisconsin Lutheran Seminary;
- Prepares men and women for service as teachers and staff ministers in the synod's churches, schools, and other institutions;
- Prepares men and women for other public ministry in the church, both full- and part-time, responding to the needs of the WELS;
- Prepares international students for ministry in partnership with WELS mission fields; and
- Provides programs of professional and continuing education that meet the ministerial needs of the WELS.

Non-Discrimination Policy

Martin Luther College does not discriminate on the basis of race, color, national and ethnic origin, age, sex, or marital status in the administration of its educational policies; admission policies; scholarship and loan programs; athletic programs; and other college-administered programs, policies, and practices. Martin Luther College, as the Wisconsin Evangelical Lutheran Synod's college of ministry, serves all without exception who meet the biblical and synodical standards for service in the ministry of the WELS. At Martin Luther College, God's Word is the basis for all instruction, discussion, and action.

Martin Luther College adheres to the requirements of Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and the ADA policy of 1990.

Sexual Harassment Policy

The Sexual Harassment Policy is to inform the students, employees, faculty, and staff of Martin Luther College that sexual harassment, rape, and violence are contrary to the Christian principles subscribed to by MLC. Colossians 3:1ff calls on us to live as "children of light." Sexual harassment, rape, and violence will not be tolerated on a Christian campus. These acts are prohibited under Minnesota state law.

The prohibition against sexual harassment, rape, and violence extends to all relationships on campus, i.e., administration/staff, supervisor/employee, faculty/student, student/student. Administration and faculty members found guilty of these behaviors are subject to suspension or termination of call. Staff and employees are subject to suspension or termination of employment. Students are subject to suspension from school or termination of enrollment. Faculty, students, and staff are subject to the terms and disciplinary actions outlined in this policy whether an incident occurs on or off campus.

1. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, physical contact of a sexual nature (such as brushing against bodies or deliberately touching the body parts of another person) and verbal or physical conduct of a sexual nature (such as the telling of dirty jokes or the making of obscene gestures).
2. Rape is defined as any sexual act committed by force without the consent of the person involved. This also applies in cases when consent to sexual activity cannot be given (such as when a victim is unconscious) and when coercion (such as the use of status or authority) is used. No form of rape will be tolerated on the campus of MLC. Note: Faculty and students of MLC will also be held accountable to the Christian principles of marriage. These principles prohibit any form of sexual intercourse and related activities leading to sexual intercourse outside the marriage bond.
3. Violence is defined as the unjust use of physical force so as to injure or harm an individual. Acts of violence are contrary to our Christian principles and Minnesota state law, both within and outside of the sexual assault context. Such acts will not be tolerated on the campus of MLC. If you are the victim of sexual harassment, rape, or violence, you have the following rights under this policy.

Faculty

Report incidents to the president or a vice president of the college. These individuals sit on the Administrative Council, which will handle all cases of sexual harassment, rape, or violence that involve faculty members. You have the right to be accompanied by any other support person, including an attorney, while making the complaint. If the harassment involves a member of the Administrative Council, you may take your complaint directly to the chairman of the Governing Board. You also have the right to report any violations of Minnesota state law to the appropriate law enforcement officials.

Staff and Employees

Report incidents of the abuse that has occurred to your immediate supervisor. If your immediate supervisor is involved in the abuse, inform the human resources officer or the president of the college. You have the right to be accompanied by any other support person, including an attorney, while making the complaint and in all subsequent

proceedings. You also have the right to report any violations of Minnesota state law to the appropriate law enforcement officials.

Students

Report classroom incidents to the president or vice presidents of the college. Report incidents outside of the classroom to the vice president for student life. You have the right to be accompanied by any other support person, including an attorney, while making the complaint and in all subsequent proceedings. You also have the right to report any violations of Minnesota state law to the appropriate law enforcement officials.

Title IX Reference: **https://mlc-wels.edu/student-life/title-ix-policy/**

Title IX Coordinator
Michelle Markgraf, Title IX Coordinator
Martin Luther College
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New Ulm, MN 56073
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Course Registration Information

Students register for continuing education courses online through the MLC website at **mlc-wels.edu/continuing-education/policies-information/course-offerings/** under **Registration**. Full payment for webinars, workshops, seminars, in-services, clock-hours, and all courses is due in full the day the course begins.

Withdrawal Process

Undergraduate students who wish to withdraw from courses during a fall or spring semester must fill out a drop/add form and bring it to the Records Office. During a summer semester, undergraduate students must notify the Office of Graduate Studies and Continuing Education at **continuinged@mlc-wels.edu** and the instructor. For undergraduate students that are taking only online courses (not hybrid) the withdrawal notification date marks the last day of attendance for financial aid purposes. For undergraduate students that are taking hybrid or only face-to-face courses, the last date of in-class attendance marks the last day of attendance for financial aid purposes.

Continuing education students who wish to withdraw from courses must notify the Office of Graduate Studies and Continuing Education at **continuinged@mlc-wels.edu** and the instructor.

Graduate students who wish to withdraw from courses must notify the Office of Graduate Studies and Continuing Education, the instructor, and the director of graduate studies. Students must follow time period guidelines within which an approved withdrawal may be made. The guidelines are found on pages 12-13.

Student Credit Load

For graduate students, full-time status requires enrollment in at least six credit hours. Graduate students may enroll in a maximum of nine credit hours during the summer or twelve credit hours during the fall or spring semester. Approval from the Director of Continuing Education is required to exceed these limits.

For students enrolled in continuing education certificate, associate degree, or ministry certification programs, full-time status requires enrollment in at least twelve credit hours per semester.

Audit

Students may audit courses.

- Face-to-face courses
  - Require attendance and participation
  - Do not require examination or major assignments
  - Auditors pay half of the tuition.
  - In some cases, a clock-hour-only option may be available.
- Online courses
  - Require completion of all course assignments and activities
  - No grade or credit is issued.
  - Tuition is the same as students taking courses for credit.

Incomplete Course Work

An instructor issues the temporary grade I (Incomplete) when a student doing otherwise acceptable work is unable to complete the course assignments for reasons acceptable to the instructor. A first-semester Incomplete must be converted to a permanent grade by the end of mid-term of the second semester, a second semester Incomplete by July 31, and a summer session Incomplete by mid-term of the first semester, or the permanent grade is recorded as an F.

Minimum Enrollment

A minimum enrollment of three online students or five face-to-face students is generally required for a course to be offered. Ultimately, it is the decision of the director of graduate studies and continuing education whether a course is offered.

Grade Reports and Transcripts

Grade reports and unofficial transcripts are available to students online by logging into the MLC Portal. Official transcripts may be requested by completing the Transcript Request Form that is available online at **mlc-wels.edu/academics/academic-forms/**. A fee of $10.00 is charged for each transcript. Make checks payable to Martin Luther College and mail to the following address:

Martin Luther College
Records Office
1995 Luther Court
New Ulm, MN 56073

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

1. **The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.**
   Students should submit to the Records Office or the director of graduate studies written requests identifying the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.**
   Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**
   One exception which permits disclosure without consent is disclosure to a school official with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Governing Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Martin Luther College to comply with the requirement of FERPA.**
   Under no circumstances should a faculty member disclose any education record or personally identifiable information regarding a student to a third party without first checking with the Records Office.

Students with Disabilities

Martin Luther College complies with Section 504 of the Rehabilitation Act of 1973 to serve students who have disabilities as defined in the Americans with Disabilities Act of 1990. Students accepted for admission to the graduate program are considered capable of meeting academic standards if reasonable accommodation can be made for their disability. It is the responsibility of students to provide written notification of the nature of the disability and the need for accommodation. Students must also provide results of formal testing and/or evaluation of the disability as well as historical documentation of accommodation received in educational settings. The college may require additional testing or evaluation if the documentation is inadequate or older than three years, with this cost borne by the student. Students file the notification of disability and the request for accommodation with the director of graduate studies. The director will confer with appropriate persons to develop a reasonable accommodation plan. Responsibilities of the student are included in this plan. Accommodations are designed to meet the individual needs of students without compromising curricular goals, performance standards, or course content. If students do not agree with the accommodation plan, an appeal may be made to the vice president for academics, whose decisions are final in all cases.



Financial Information

Tuition and Fees

- **Per-credit tuition** is set by the administration of Martin Luther College. Visit our MLC website to view current **Tuition and Fees** for tuition, non-credit courses, webinars, and room & board (for summer on-campus courses). Students are billed via email for course tuition. Course tuition is due by the first day of the course.
- **Credit and debit card payments** are subject to a small non-refundable convenience fee assessed to the card holder.
- **E-check payments** will be assessed a non-refundable flat fee.
- A $50 fee is applied to the student's account when a **payment is returned** for any reason. This includes insufficient funds, incorrect account numbers, account closed, etc.

Purchasing Books

Students purchase books from bookstores or online vendors of their choice. Each course's book list can be located through **Portal > Information > Book List**.

Immersion Program Payment

Deposits: The non-refundable registration deposit of $550 must be paid within ten days of the registration deadline. People with unpaid deposits by the deadline will not be permitted to participate in the study tour or immersion trip.

Final Payment: A date for the final payment is established and agreed upon by the tour-immersion trip organizer and the Director of Graduate Studies. The final payment date must occur before any tour payments must be made by the college. Late payments will be subject to a late payment fee of $50. Participants not making full payment, including late fee, within 10 days of the final payment date will be excluded from the tour and lose their non-refundable deposit. Full payment (minus awarded scholarships, grants, financial aid) is required by the final payment date. No payment plans will be accepted.

Payment Policies

- Online payments via credit card or debit card will be assessed a small non-refundable percentage fee. E-check payments will be assessed a small non-refundable flat fee.
- Payment for all courses is due in full the first day of the course.
- Past due financial accounts must be paid in full before a student can complete course registration for another MLC continuing education offering or semester, unless an exception has been granted by the director of graduate studies and continuing education.
- The college will not issue diplomas or official transcripts to students with outstanding financial obligations that are **$500 or more.**
- MLC reserves the right to change its billing and payment policies at any time.

Billing Procedures

- An initial statement is issued when a student registers for a continuing education offering. Registration is done online through the **Portal**.

- When a returning student uses the "Sign in" button to register online, the online registration process will automatically generate an invoice.

- Students who register online as a new student, using the "Register Here" button, will receive an invoice via email attachment in 3 to 5 business days. No additional statements will be issued unless the student fails to meet the payment deadline.

- Students may also view and print their invoices by logging into the Portal: Portal > Information > My Graduate Studies and Continuing Education Statement.

- Students are expected to pay in full by the first day of the continuing education offering.

- Failure to meet payment deadlines places a student in delinquent status and will result in the following:
  - **Students whose course is longer than ten days**
    - The student has a 10-day grace period from the start of the course for payment to be received.
    - A past due notice will be issued via email during the grace period.
    - If no payment is received during this grace period, the student is typically barred from further participation until satisfactory payment or plan for payment is made.
  - **Students whose continuing education offering is less than or equal to ten days**
    - A past due notice will be issued if payment is not received by the first day of the continuing education offering.

- If full payment, or approved arrangement for full payment, is not received within ten business days of the first day of the continuing education offering, a subsequent (second) past due notice will be sent via email and postal mail, and a $10 administrative fee will be charged to cover college expenses.

- If neither a full payment nor a satisfactory payment plan is received within 30 days following either the end of the continuing education offering, the student's withdrawal, or the student's removal, the Office of Graduate Studies and Continuing Education will issue an additional past due (third) notice via email and postal mail informing the student that full payment must be received within the next 30 days or the account will be turned over to a collection agency. A $10 administrative fee will be charged for costs associated with a third mailed statement.

- Summary for courses **longer than ten days**
  - *Course start date:* Payment due in full.
  - *During the ten-day grace period:* Past due email notice sent.
  - *After the ten-day grace period:* Student barred from the course. Second past due notice is sent via email and postal mail. $10 administrative fee is charged to cover costs associated with postal mail. Student is responsible for administrative fees and any tuition that is not eligible for refund. Upon satisfactory payment or approved plan for payment, the student is reinstated in the course.
  - *30 days following course end date, student withdrawal, or student removal:* If course payment is not received in full, or satisfactory payments according to an approved plan received, a third past due notice is sent, and an additional $10 administrative fee is charged to the student.
  - *60 days following course end date, student withdrawal, or student removal:* Final past due notice sent and $10 fee charged.
  - *90 days following course end date, student withdrawal, or student removal:* Account turned over to a collection agency.

- Summary for courses **less than or equal to ten days**
  - *Course start date:* Payment due in full.
  - *Payment not received by start date:* Past due email notice sent.
  - *Ten days from start date:* Second past due notice is sent via email and postal mail. $10 administrative fee is charged to cover costs associated with postal mail.
  - *30 days following start date:* If course payment is not received in full, or satisfactory payments according to an approved plan received, a third past due notice is sent, and an additional $10 administrative fee is charged to the student.
  - *60 days following start date:* Final past due sent and $10 fee charged.
  - *90 days following start date:* Account turned over to collection agency.
- MLC accepts credit (Visa, MasterCard, Discover, and American Express), electronic checks, and debit cards for payment on student accounts. A small non-refundable percentage fee will be added for credit and debit card online payments. Likewise, a small flat-rate non-refundable fee will be charged for all E-check transactions.

Veterans Benefits

Martin Luther College may not assess late fees or other late charges for veterans who are eligible to receive federal or state educational assistance and who have applied for that assistance but not yet received it, nor may they prevent these students from registering for a subsequent term because of outstanding tuition charges that arise from delayed federal or state payments. MLC may request, without delay, the amount of tuition above expected federal and state educational assistance and may require payment of the full amount of tuition owed by the veteran within 30 days of receipt of the expected federal or state educational assistance.



Billing Error or Dispute

Billing errors or disputed charges are first addressed to the financial services billing department informally via email, phone, etc. If the matter is not resolved informally, the student writes a letter detailing the presumed error and the dollar amount. The letter is addressed to the director of financial services, who makes the final determination concerning the error or dispute.

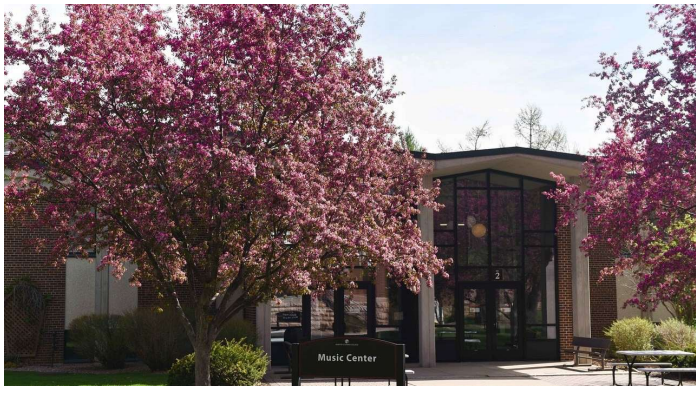
Withdrawal Refunds and Grades

Withdrawals affect refunds and grades. The following charts relate the length of the course, the time of withdrawal, and the impact on refunds and grades:

Length of the Course	**Time period within which a withdrawal may be made with a full refund, minus any registration and technology fee(s)**
Regular semester	*First two weeks*
8 weeks	*First week*
3 weeks	*First three days*
2 weeks	*First two days*
1 week	*First day*
Less than 1 week	*Before the course begins*

- **From the days listed above until 60% of course completion:** Pro rata refund of tuition according to partial refund guidelines. Course percentage refers to the ratio of course days completed to total course days. Refunds reflect the difference between the amount of tuition paid and the proportion of the completed course as of the date of withdrawal notification.
- **Credit/debit and E-check fees** are non-refundable.
- **From 60% of course completion to end of course:** No refund.
- **Switching registration from credit to clock hours**
  - Requests submitted prior to the start of the course will receive a differential refund.
  - Requests submitted once the course begins will not receive a refund.

Length of the Course	**Time period within which an approved withdrawal may be made *(Grade is recorded as a W).***	**Time period after which a student can no longer withdraw *(Grade is recorded as an F).***
Regular semester	*Beginning of course through two weeks after midterm*	*Beyond the second week after midterm*
8 weeks	*Beginning of course through the fifth week*	*The sixth week and beyond*
3 weeks	*Beginning of course through the second week*	*The third week*
2 weeks	*The first week*	*The second week*
1 week	*Beginning of course through the third day*	*The fourth day or beyond*



Course Information

Course Offerings

Information about **Course Offerings** is available on the MLC website.

Courses for Martin Luther College Undergraduate Students

- MLC undergraduate students may take any undergraduate course offered in summer session.
- Only under special circumstances can undergraduate students take graduate or continuing education courses. Check with advisor, dean, and director of graduate studies and continuing education for permission.
- Students are responsible for ensuring that courses taken through graduate studies and continuing education fulfill degree requirements.
- Credits earned through graduate studies and continuing education apply to a student's cumulative grade point average (GPA). This has implications for determining a student's academic good standing.

Courses for Teaching Ministry Certification Students

- THE8001 Creation to Exile *(previously THE1001)*
- THE8002 Prophecy & Gospel *(previously THE1002)*
- THE8003 The Apostolic Era *(previously THE2001)*
- THE9001 Biblical Teachings I *(previously THE3001)*
- THE9002 Biblical Teachings II *(previously THE3002)*
- EDU9540 Principles of Christian Education

Courses are available online following a **Projected Schedule** of online religion courses. The **Ministry Certification for Early Childhood Director** and **Ministry Certification for Teachers** course schedules are available on the MLC website.

Courses for Minnesota State Licensure Students

Because the post-baccalaureate program is tailored to the individual needs of students, contact MLC Licensure Officer Marylou Norrick (**norricm@mlc-wels.edu**) for applicable courses and requirements.

Courses for Students Desiring Graduate Credit

Graduate courses are offered in fall, spring, and summer semesters. A schedule for **Long-Term Course Calendar**, **Course Calendar by Semester**, and other **Policies and Information** can be found on the MLC website.

Courses for Students Desiring Clock Hours

Some continuing education satellite courses are offered for credit or clock hours. One-credit satellite courses are often available to audit for 12.5 clock hours at a reduced cost. Students who request to switch their registration from credit to clock hours before the course begins will receive a refund of the tuition differential; however, requests submitted after the course begins will not receive a refund.

On-Campus Courses

Residence hall housing and meal services are available on campus. Additional fees apply. Contact the **Office of Graduate Studies and Continuing Education** for more information.

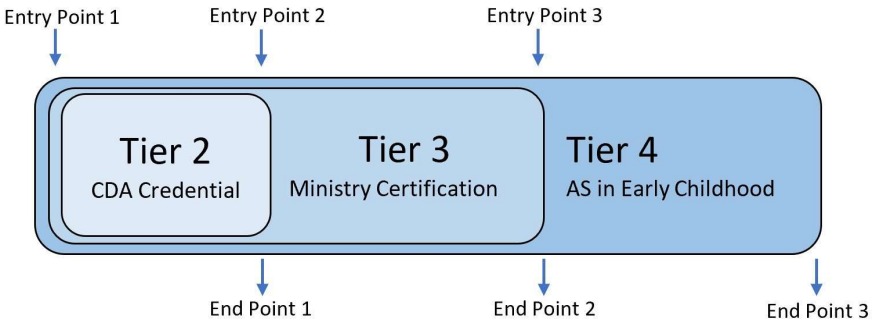
Off-Campus Courses

Off-campus courses are scheduled in off-campus locations according to expressed need in a particular area and staffing availability. The director of continuing education schedules these courses.

Early Childhood Education

The Martin Luther College Office of Continuing Education supports early childhood teachers in Lutheran schools with developmentally appropriate professional and theological training. We realize that many early childhood teachers enter the field as adults with limited or no previous early childhood training. The continuing education options below are designed to help busy adults in any geographical area carry out their roles as early childhood teachers in Lutheran schools.

Early childhood teachers come to the position with varying backgrounds and education levels. MLC's supports are tiered, with varied entry and exit points to accommodate people where they are at currently. Tier 1 is a basic support for use at individual schools as needed. Tiers 2-4 are stackable, meaning they build upon one another so that completion of lower tiers apply toward higher tiers. For example, the three credits earned in Tier 2 fulfill three of the credits required for Tier 3. The diagram below illustrates the flexibility and stackability of these tiered supports.



The following supports are available:

Tier One: Early Childhood Teaching and Ministry Overview

The MLC Continuing Education website contains resource materials for onboarding early childhood teachers and aides at the local level. Resources provide a basic introduction to developmentally appropriate practice and ministry.

Tier Two: CDA Credential Training

MLC Continuing Education provides 120 hours of online instruction in the 8 required subject areas for the CDA Credential. The CDA Credential is provided by the Council for Professional Recognition as a nationally recognized initial qualification for early childhood teachers. MLC's training is completed in one semester through three, one-credit online courses. These courses help candidates learn the material to pass the exam, build their professional porfolios, and prepare for their observation visit. More information about the credential can be found on the Council for Professional Recognition website at (**www.cdacouncil.org**).

Successful candidates complete the following:

CDA Pathway		
Preschool Level		Application for CDA Credential
EDU9105 Early Childhood Basics I	1 cr	• Exam
EDU9106 Early Childhood Basics II	1 cr	• Porfolio
EDU9107 Early Childhood Basics III	1 cr	• Classroom Visit by PD Specialist*
Infant/Toddler Level		*May be waived
EDU9115 Early Childhood Basics I	1 cr	
EDU9116 Early Childhood Basics II	1 cr	
EDU9117 Early Childhood Basics III	1 cr	
Total Credits Required	**3**	

Tier Three: Early Childhood Teacher Ministry Certification

MLC Continuing Education provides the theological and ministry training required for early childhood teachers in Wisconsin Evangelical Lutheran Synod schools. In addition to meeting job requirements, this certification enables early childhood teachers who also meet or exceed the state requirements to be locally called by their congregation or school. Those with this certification and an associate or bachelor degree in early childhood may be called between schools and congregations. The program involves 18 credits, of which 12 theology and ministry courses must be obtained through Martin Luther College.

Successful candidates complete the following:

Early Childhood Teacher Ministry Certification		
Theology (7 credits required)		
THE9105 Old Testament Bible Lessons THE9106 New Testament Bible Lessons THE9534 Grounded in Scripture	2 cr 2 cr 3 cr	*These courses may also fulfill theology requirement.* *Please contact director or assistant before registering.* THE8001 Creation to Exile 3 cr THE8002 Prophecy & Gospel 3 cr THE9001 Biblical Teachings I 3 cr THE9002 Biblical Teachings II 3 cr
Early Childhood Ministry Education (5 credits required)		
EDU8103 Developing Home & School Relations EDU8114 Roles & Resp of the Luth EC Teacher EDU9109 Bible Storytelling in Early Childhood MUS8101 Music & Worship in Early Childhood THE8112 The Role of ECE in Mission Outreach	1 cr 1 cr 1 cr 1 cr 1 cr	*There are no substitutes for this category.*
Early Childhood Professional Education (6 credits required)		
EDU8101 Intellectual, Social, and Emotional Dev EDU8102 Operation & Management of ECE EDU8105 Encouraging Literature Development EDU8106 Play & Learning Experiences EDU8108 Preprimary Curriculum Essentials I EDU8109 Preprimary Curriculum Essentials II EDU8112 Health & Safety in Early Childhood EDU8113 Assessment of Young Children PED8101 Physical & Motor Dev for Preprimary	1 cr 1 cr 1 cr 1 cr 1 cr 1 cr 1 cr 1 cr 1 cr	*Candidates may substitute any equivalent courses of one credit or more from an accredited institution OR the following MLC courses:* *These courses are taken sequentially in one semester:* Preschool Level EDU9105 Early Childhood Basics I 1 cr EDU9106 Early Childhood Basics II 1 cr EDU9107 Early Childhood Basics III 1 cr Infant/Toddler Level EDU9115 Early Childhood Basics I 1 cr EDU9116 Early Childhood Basics II 1 cr EDU9117 Early Childhood Basics III 1 cr
Total Credits Required	**18**	
Practice Experience		
Five-week experience in a WELS school - May take place in the teacher's own WELS classroom.		

Tier Four: Associate of Science in Early Childhood Education (Preschool Only)

This degree exists to serve individuals currently teaching in a Lutheran preschool setting without an early childhood degree. The curriculum includes foundations in developmentally appropriate practice for preschool instruction together with the theology and Lutheran education components that qualify candidates for a divine call in a Wisconsin Evangelical Lutheran Synod (WELS) early childhood ministry. This degree is not intended for teachers in public schools and does not lead to a teaching license.

The ideal candidate has some college background and is teaching in a Lutheran preschool. Several courses include clinical experiences that require the candidate to have access to a Lutheran preschool classroom. All required theology and professional courses are available online and at least 20 credits must be earned through MLC. General education course requirements may be completed through previous coursework at an accredited college, through online MLC courses, or through another approved institution. Candidates may be directed to approved institutions to complete general education requirements.

Successful candidates complete the following:

Associate of Applied Science Early Childhood Education		
General Education (36 credits required)		
English - Communication Arts & Literature	**9 cr**	
ENG1303 Rhetoric & Composition*	3	
ENG13XX Literature Seminar Elective	3	
ENG3310 Interpersonal Communication	3	
Fine Arts Elective	**3 cr**	
MUS2201 Introduction to Fine Arts	3	
MUS3201/3202 Music History	3	
HIS3001 Survey of Art	3	
History - Social Science Electives	**6 cr**	
HIS2001 US History I	3	
HIS2113 The Modern West	3	
HIS3010 US History since 1945*	3	
HIS3011 US History II	3	
SSC3210 World Regional Geography*	3	

Intercultural Elective	**3 cr**	
ENG3010 American Minority Writers*	3	
HIS3026 Immigration & Ethnicity in US History	3	
MUS3213 Music in World Cultures	3	
SSC4201 Intro to Minority Cultures	3	
Mathematics Elective	**3 cr**	
MTH1012 Organizational & Personal Finance	3	
MTH2010 Calculus I	3	
MTH2020 Elementary Statistics	3	
MTH2022 Discrete Mathematics	3	
Physical Education	**2 cr**	
Science Elective	**3 cr**	
SCI1003 Biology	3	
SCI1102 Physical Science	3	
SCI2025 General Chemistry	3	
Theology	**7 cr**	
THE9105 Bible Stories of the OT*	2	
THE9106 Bible Stories of the NT*	2	
THE8003 The Apostolic Era*	3	
Total General Education Credits Needed	**36**	
Doctrine (6 credits needed)		
Christian Doctrine	**6 cr**	
THE9534 Grounded in Scripture*	3	
THE9001 Biblical Teachings I*	3	
THE9002 Biblical Teachings II*	3	
THE4001 Lutheran Confessions*	3	
Total Doctrine Credits Needed	**6**	

Professional Education (25 credits needed)		
Child Development	**9 cr**	
EDU9120 A Field Guide to EC Development	3	
PSY3020 Psychology of Learning*	3	
SPE2101 Educating the Exceptional Learner*	3	
Early Childhood Ministry	**5 cr**	
EDU8103 Developing Home & School Relationships*	1	
EDU8114 Roles & Responsibilities of Lutheran Early Childhood Educator*	1	
EDU9109 Bible Storytelling in EC* (clinical)	1	
MUS8101 Music & Worship in EC*	1	
THE8112 The Role of ECE in Outreach*	1	
Early Childhood Teaching	**11 cr**	
EDU8101 Intellectual, Social, and Emotional Development*	1	
EDU8102 Operation & Management of ECE Programs*	1	
EDU8105 Encouraging Literacy Development* (clinical)	1	
EDU8106 Play & Learning Experiences* *or* EDU9106 Early Childhood Basics II*	1	
EDU8108 Preprimary Curriculum Essentials I*	1	
EDU8109 Preprimary Curriculum Essentials II* *or* EDU9107 Early Childhood Basics III*	1	
EDU8112 Health & Safety in Early Childhood Centers* *or* EDU9105 Early Childhood Basics I*	1	
EDU8113 Assessment of Young Children* (clinical)	2	
EDU9111 Early Childhood Philosophy*	1	
PED8101 Physical & Motor Development for Preprimary* (clinical)	1	
Total Required Professional Education Credits	**25**	
PORTFOLIO Assessment	**0.5**	
Total Credits to Earn AS	**67.5 cr**	
**Currently available online through MLC*		

Porfolio Requirement

Definition
The porfolio is a systematic collection of work that documents your progress and readiness for the teaching ministry. The contents of your porfolio also provide documentation that you

a.) know how your coursework/educational experiences help you meet the program goals, and
b.) know how your coursework/experiences may enhance your work in the teaching ministry.

Creating and Organizing Your Porfolio
As you complete the Associate of Science in Early Childhood degree, you will collect artifacts that you will include in your porfolio. It is important to have a collection system for keeping track of the artifacts that you plan to include in your porfolio. You will need to have "digital" artifacts that can be uploaded or attached to an electronic porfolio. Digital artifacts can include files, documents, photos, videos, and screenshots.

Each program goal will need two artifacts, one required and the other of your choice. Course assignments will be used in your porfolio as required artifacts. These are listed in the table below. The second artifact is one of your choice. You may use a course assignment or you could also include something that was completed outside of coursework. An example of this might be advertising that you designed for a parent event. Each artifact may only be used once.

The artifacts you choose should demonstrate how you have met the program goals. You will write a separate essay for each program goal that details exactly how each artifact demonstrates that you have accomplished the goal. Then explain how this artifact will be useful to you in your ministry.

Porfolio Submission and Review
You will submit your porfolio using an online porfolio software. Your porfolio will be reviewed by two instructors in the program. You will receive a "pass/no pass" for your porfolio submission. Revisions will be suggested for a "no pass" and you will have the chance to submit your porfolio a second time. Porfolio reviewers will receive $25 per review.

Admission

Candidates will apply for admission through the Admissions department and meet the minimum qualifications for nontraditional students as outlined in the undergraduate catalog (p. 11). All applicants will be screened by the Admissions Committee before being shared with the director of continuing education for final admission determination.

The admissions process will include the following:

- **Application Form**
  The application form will gather demographic data needed to create a student account, information about previous degrees or college experience, and an essay section that explains why the online associate degree for nontraditional students is the right pathway.
- **Recommendations**
  A recommendation from the pastor and the director/principal is required. Those who serve as the director without an associated school can substitute an education board chair recommendation for the director/ principal recommendation.
- **Official Transcripts**
  Transcripts from the highest level of education are required (high school/college).

Academic Policies for AS in Early Childhood Education

Advanced Placement
High school students who take the College Entrance Examination Board Advanced Placement Tests may receive college credit. For details and passing grades for particular subjects, see the chart on page 25 of the Undergraduate Catalog or contact the MLC Records Office. The MLC code for reporting scores is 6435.

College-Level Examination Program (CLEP)
This College Board program allows students to earn college credit by demonstrating mastery of college-level material in introductory subjects. To determine if CLEP credits will apply to MLC requirements, see the chart on page 26 of the Undergraduate Catalog or contact the Records Office. The passing score of 50 is required for all examinations accepted by Martin Luther College. The MLC code for reporting scores is 6435.

International Baccalaureate Courses
Martin Luther College will award transfer credit for the exams listed on page 27 of the Undergraduate Catalog in which students receive a score of 5 or above.

Credit by Examination
Students may request to test out of a course. The application form is found on the MLC website and is submitted to the director of continuing education, ideally before the student has registered for the course. If the student has registered for the course, the deadline for requesting credit by examination is seven calendar days after the first class day of the semester. The director, in consultation with the course instructor, has authority to grant or deny the student's request. Tests must be completed within one calendar week after the request is submitted. Each examination for credit may be taken only once. A $25 fee is charged for the test. An examination grade of C or higher must be earned to receive credit. A student cannot use credit by examination to earn credit for courses that the student has failed.

Experiential Learning Credit
Experiential learning is a previous learning experience in a classroom, on the job, in previous training, or through personal study that a student wishes to apply towards credit for a college course. The student must provide supporting documentation in the form of a porfolio. Three faculty members evaluate the porfolio for fulfillment of course objectives. Application forms may be obtained from the director of continuing education. A $50 non-refundable fee is charged for each application.

Number of Nontraditional Credits Applicable to Program
A combined maximum of 30 credits earned by Advanced Placement, from credit by examination, from experiential learning, from CLEP, and from International Baccalaureate courses may be applied to a degree program.

Transfer Credits
Students who have completed coursework from a regionally accredited credit-granting institution are welcome to transfer credits from that previous undergraduate experience. To qualify for transfer credit, courses must meet the following criteria:

1. They must be applicable to MLC degree requirements.
2. They must carry a grade of C or higher.
3. They must match the requirements for general education, theology, and professional education courses below.

General Education Courses
They must either relate to a comparable MLC course or fit the subject area category.

Theology Courses
They must match previously articulated transfer agreements with a college in WELS fellowship.

Professional Courses
They must relate to a comparable MLC course, a rule of thumb being 2/3 similar material/concepts.

Enrollment at Other Institutions

A student enrolled at Martin Luther College may take courses at other accredited institutions for transfer credit. Students should receive prior approval from their academic dean for courses they wish to take elsewhere, to ensure that the course(s) will transfer. Enrollment concurrent with MLC's fall or spring semester at another institution is generally not permitted. When a valid programmatic need arises, a student may appeal to the vice president for academics. The outside coursework approval form is available online from the Records Office. Only courses with a C grade or better are accepted in transfer.

Credit Hour Policy

A class hour is defined as 50 minutes. The definitions below refer to the number of class hours during a semester that is approximately fifteen weeks long or an equivalent amount of time for terms of shorter duration. These definitions conform to commonly accepted practices in higher education.

1. One on-campus class credit is defined as: 1 class hour of direct faculty instruction per week and 2 class hours of out-of-class student work each week.
2. One distance learning or hybrid class credit is defined as: an equivalent amount of instruction and student work leading to equivalent learning outcomes as required for an on-campus class as defined above.
3. One laboratory credit (science or music) or one physical education activity credit is defined as: 2 class hours of direct faculty instruction and 1 class hour of out-of-class student work each week.
4. One studio private music lesson credit is defined as: .5 class hour of direct faculty instruction and 5 class hours of individual practice.
5. One laboratory piano credit is defined as: 3 class hours of direct faculty instruction and 3 class hours of individual practice.
6. One ensemble music credit is defined as: 3-5 class hours of supervised rehearsal each week, attendance at performances, and attendance at special rehearsals.
7. One internship, clinical, or student teaching credit is defined as: at least 45 hours of supervised work in a field placement within or outside of the academic calendar.
8. One individualized study credit (e.g., thesis, capstone project, directed study, independent study) is defined as: 3 class hours of direct instruction and/or individual work each week.
9. A course offered in a term of less than 15 weeks shall contain the same class hours, preparation time, content, and requirements as the same course or an equivalent course offered over a 15-week semester.
10. Physical education activity courses are 0.5-credit quarter courses. Typically, two quarter activity courses are scheduled in one semester to achieve one physical education credit.
11. Undergraduate class hours (classroom and out-of-class) consist of all educational activities associated with achieving the student outcomes, including any combination of the following: seat time; assigned readings; participation in discussion; listening to or viewing required instructional presentations; finding, gathering, and reviewing resources; preparing and sharing papers, projects, presentations; collaboration with classmates around a given task; creating and implementing research projects; preparing for quizzes and examinations, internships, clinicals, student teaching; and other academic work as outlined in the course syllabus.
12. One graduate level credit hour is equivalent to an undergraduate credit in regard to the amount of work, but the type of work regularly involves more rigorous standards for discussion and application. In addition to educational activities outlined for undergraduate work, graduate work also includes retrieving, reading, discussing, analyzing, synthesizing, and evaluating empirical research and reports of research; applying research to practice; and conducting and reporting one's own research.

Attendance and Absences

Martin Luther College requires regular class attendance and online participation of all students. Repeated absences or lateness of online submissions may result in a lower grade or loss of credit as stated in the course syllabi. The college places the responsibility for attendance on the student.

Active Status
Students are required to remain active. Active status requires successful completion of at least one credit or registration for EDU9999 Continuing Study. There is no cost or credit for EDU9999, but it keeps the student active.

Full time: Full-time students in this online program take a minimum of 6 credits in a semester.
Part time: Part-time students in this online program take 1 to 5 credits in a semester.

Satisfactory Progress
Once admitted, students have eight years to complete the associate degree. Students must remain active, maintain a 2.0 GPA, and complete at least one credit during a given academic semester. Students who do not make satisfactory progress are dropped from the program and must reapply.

We recognize that candidates are adults who work in a demanding setting and have busy personal lives. The generous Active Status policy permits participants the flexibility to attend to life circumstances, but a pace of one credit per semester may be insufficient to complete the program in the eight-year window. Students are encouraged to work with the advisor to create a successful program plan.

Academic Integrity
As a Christian community that draws its life from the gospel, Martin Luther College encourages its students to pursue academic excellence with honesty and respect for intellectual property. Because of its focus on ministerial training, MLC has an additional reason to emphasize academic integrity. It is one of many areas in which students are expected to demonstrate the faithfulness required of gospel ministers (1 Corinthians 4:1, 2). Course syllabi remind students of the importance of academic integrity and indicate how instructors will deal with infractions. Failure to meet expectations in this area may result in dismissal from the college.

The procedure for academic dishonesty is as follows:

1. Preliminary Step—Instructor determines the seriousness and possible level of sanction.
2. Notice Procedure—Instructor communicates with the student, informs the student of the consequence, and informs the student of the appeal process. The instructor informs the director of continuing education and the vice president for academics.
3. Hearing—The student may appeal the sanction to the vice president for academics, who arranges a hearing. The decision of the vice president for academics is final.

Writing Policy
Because the college considers the ability to express oneself clearly, correctly, and responsibly in writing to be a necessity for college work and an essential characteristic of a Christian minister, it strives to teach and maintain good writing practices. Students are advised that grades on poorly written papers, regardless of the course, may be reduced because of the quality of the writing; in extreme cases, a failing grade may be given for this reason.

Use of AI
Courses will adhere to the AI Assessment Scale, which outlines the appropriate use of AI tools for assignments and coursework. Students are expected to understand and apply the guidelines for each level of AI integration, from 'No AI' to 'AI Exploration.' Specific expectations for AI use will be detailed for each assignment, emphasizing the development of critical thinking, independent learning, and the responsible application of AI as a learning and problem-solving tool. Any use of AI that does not comply with the guidelines set forth in the AI Assessment Scale will be considered a form of academic dishonesty, specifically plagiarism, and will be subject to the school's academic dishonesty policy.

Grading System

Grade	Grade Points per Semester Hour	Grade	Grade Points per Semester Hour
A	4.00	C	2.00
A -	3.67	C -	1.67
B +	3.33	D +	1.33
B	3.00	D	1.00
B -	2.67	D -	0.67
C +	2.33	F	0.00 (Failure)

Other Symbols (Non-GPA)

AUD	Audit	P	Pass
I	Incomplete	W	Withdrawal
NP	No Pass		

Honors

Diploma Predicates:

3.60 – 3.74	Cum Laude
3.75 – 3.89	Magna Cum Laude
3.90 – 4.00	Summa Cum Laude

Academic Good Standing

Semester and cumulative grade point average (GPA) requirements are as follows.

Minimum GPA Requirements

Sem. I – 1.70	Sem. II – 1.80
Sem. III – 1.90	Sem. IVff – 2.00

A cumulative GPA applies to academic good standing requirements after a student's first 6 credits are earned. Failure to meet these minimums results in academic probation. Students have 6 credits to return to academic good standing.

Full-time Students

Full-time student status is defined as 6 credits or more. To be in good academic standing, both the semester and the cumulative GPA must meet the minimum GPA requirements.

Part-time Students

Part-time student status is defined as fewer than 6 credits. To be in good standing, the cumulative GPA must meet the minimum GPA requirements.

Summer Session Students

Summer session students are generally limited to 6 credits. Students wishing to overload (take more than 6 credits) must appeal to the director of continuing education. Grade points earned in a summer session do not affect a student's previous semester GPA. However, they do affect a student's cumulative GPA. Consideration will be given to timing of additional credits, academic standing, financial aid packages, and possible impact on semester GPA.

Transfer Students

Academic standing of transfer students is determined by the GPA earned at a student's most recent institution. The number of semesters completed at other institutions is used to determine the minimum GPA requirements. After matriculation, the GPA of transfer students is computed using only Martin Luther College credits.

Academic Resources

MLC offers resources to students in need of academic assistance.

- **Academic Advisor**
  The director of continuing education and his assistant serve as student advisors. They provide information about programs, registration, academic standing, and graduation.
- **Professors**
  In addition to seeking help from fellow classmates, students should meet with their professor for help with academic issues. Syllabi and Moodle course shells list office hours.
- **Library**
  Library resources are available on the library website: **guides.mlc-wels.edu/**. Select Library Info for Online Students from the **By Topic** dropdown menu.
- **Academic Success Center**
  The Academic Success Center, located in the upper level of the library across from the library offices, offers free tutoring services for all students in need of academic help. Consult with the director of continuing education to set up times for virtual meetings. Instructors may request assistance for students through **Portal > Forms > Tutoring Request**.
- **Writing Center**
  MLC offers free guidance from experienced student coaches on writing projects. This service is available Sunday-Thursday evenings. Student interested in services should contact Coordinator Prof. Paul Grubbs (**grubbspj@mlc-wels.edu**) to set up virtual meetings and/or assistance.

Incompletes

An instructor issues the temporary grade I (Incomplete) when a student doing otherwise acceptable work is unable to complete the course assignments for reasons acceptable to the instructor. A first-semester Incomplete must be converted to a permanent grade by the end of mid-term of the second semester, a second semester Incomplete by July 31, and a summer session Incomplete by mid-term of the first semester, or the permanent grade is recorded as an F.

Repetition of Courses

Some courses are open for students to repeat if they choose. Certain majors require courses to be repeated for the purpose of continued growth in an area (e.g., music lessons). The course description indicates if it is a repeatable course. Each time the course is taken, a grade is received and is included in the grade point average calculation.

Courses not designated as repeatable may only be retaken for the following reasons:

1. To receive credit for a failed course that is required for graduation. This can be earned either by repeating the course at MLC or by successfully completing an approved substitute from MLC.
2. To better the student's grade point average. Only the grade earned in repetition will be figured in the student's grade point average, but the original grade will remain on the record.

Courses taken to remove a failure or repeated to better the grade point average are taken only through Martin Luther College.

Note: If a student wants to replace a grade for a course that is designated as repeatable, the student must contact the appropriate academic dean to complete the paperwork indicating that intent.

Review of Students

At the end of each semester, the director reviews students' academic progress toward their degrees. As warranted, policies of academic notice, academic probation, academic exclusion, or advice to review continued enrollment may be applied. The faculty also reviews students' aptness for ministry—attitude, comportment, diligence, aptness, social skills, etc. As warranted, policies of formal expression of concern, formal review of aptness, and exclusion may be applied.

Probation

1. A student on probation must become a student in good academic standing by the end of six credits. A student who fails to gain this status is required to withdraw from the program. Application for re-admittance is considered after a lapse of one semester. A student required to withdraw at the end of a semester is ineligible to attend the subsequent semester.
2. A student on probation discusses with the director of continuing education the desirability of reducing the student's course load as an aid in regaining good standing. If the course load is reduced, consultation between the student and advisor and the advice of the dean determines the course(s) to be dropped. In the interest of the student as well as in the interest of maintaining proper academic standards, a student on probation also discusses with his/her advisor the extent of cocurricular activities and outside employment.

Withdrawal from Courses

See policies under "Financial Information."

Dismissal from College

A student may be dismissed from college for academic reasons, disciplinary reasons, or lack of aptness for ministry.

Dismissals for Academic Issues

Grounds for dismissal: academic exclusion

Policy: Students have credits to move from academic probation to good standing. Students remaining on academic probation after six credits are dismissed from MLC. The policy of academic exclusion stands without the right of appeal. Students who are academically excluded may apply for readmission after at least one regular semester away from MLC and will, if admitted, return on probation. Students dismissed during the second semester are ineligible to attend the subsequent summer session. A student who is academically excluded a second time is no longer eligible for readmission.

Student Appeal of Dismissal Decisions

Undergraduate students dismissed by MLC may utilize this process to appeal dismissal decisions. The general objective of an appeal is to bring new information that might not have been available or previously considered, to protest a procedural error or inconsistency in the appeal process, or to question the appropriateness of a decision.

The appeal process/grievance procedure must be initiated within 10 calendar days after the dismissal decision is communicated to the student. The appeal must be made in writing on the Student Appeal/Grievance Form located on the MLC website (www.mlc-wels.edu).

Appeals will be considered by a panel consisting of the vice president for academics and at least one academic dean.

On the Student Appeal/Grievance Form, the student may request to present his or her appeal and supporting information in person. The request to appear in person will be granted or denied by the panel or vice presidents at their discretion. If an in-person presentation is granted, it will be held at a time designated by the panel or vice presidents, and the student may be accompanied by one other person. The student will be informed of the decision on the appeal in writing. The appeal decision is final.

Student Complaints and Grievances

Academic Complaints

If a student's concern is an academic policy concern, first consult the "person responsible" as that term is defined in the chart below. A student may appeal the decision of the person responsible within 10 days after that decision has been communicated to the student. Appeals are made to the provost. The student may use, but is not required to use, the Student Appeal/Grievance Form. All appeals must be in writing.

Other academic complaints and grievances are addressed to the provost. Students are welcome to speak to the provost at any time about a concern. Only written complaints and grievances are considered formal student complaints that receive a written response within 10 days of their receipt. Students filing a formal complaint or grievance may use the Student Appeal/Grievance Form, which is accessible on the college website.

Issue	Person Responsible
Transcript Decision	**Director of Continuing Ed.**
Drop/Add of Courses or **Overload** of Credits	Director
Withdrawal from Courses *(after the drop/add period)*	Director
Course Placement (math, languages, music, study skills)	Director
Change of Professor	Director
Change of Advisor	Director
Change Program Requirements	Director
Program Course Substitutions	Director
Grade Appeal	Faculty Instructor
Admission Decisions	Director of Admissions and Admissions Committee*
Requirements for Online Courses	Director
Licensure	Licensure Officer**
Approval to Student Teach / Internship	Education Dean and Education/Staff Ministry Advisors

* Appeals of Admissions Committee Decisions are made to the Vice President for Student Life

** Appeals regarding recommendation for licensure are made to the Professional Educator's Licensing Standards Board.

Non-Academic Complaints

Martin Luther College encourages that disagreements and complaints be openly and forthrightly discussed between those who are involved. Disagreements and misunderstandings may arise between students, students and professors, or students and college staff members. Sometimes a student may feel strongly that a college policy or an aspect of campus life is a source of justifiable complaint.

Students are encouraged to speak freely with their professors and the director of continuing education when they find a particular matter especially disconcerting, and may file a formal written complaint about such matters with the appropriate administrative head. All complaints, oral or written, receive a courteous hearing and are acted upon in a Christian manner.

The college maintains a log of formal, written student complaints. This log is kept in the Administration Office Suite. Students filing a formal complaint or grievance may use the Student Appeal/Grievance Form which is accessible on the Martin Luther College website. All student complainants are assured of anonymity when the topic of their formal complaint appears on the log. The following administrators comprise the list with whom students may file formal, written complaints:

- Director of Continuing Education
- Vice President for Academics
- President

Graduation and Commencement

In order to graduate, students must fulfill the degree requirements and make application for graduation. Diplomas are printed at the end of each semester. Formal recognition for degrees occurs in the May commencement program.

Requirements for All Degrees

1. Associate degrees require students to earn a minimum of 67.5 credits.
2. At least twenty semester hours of credit must be earned from Martin Luther College.
3. A minimum cumulative grade point average of 2.00 for the total number of courses taken at Martin Luther College is required.
4. The student is responsible for meeting all requirements for graduation.

Application for Graduation

Applications are due in the Continuing Education Office by February 1 of the year preceding the student's graduation. This information is needed to conduct the student's graduation degree audit and to ensure that the student has the appropriate number of credits to graduate. Students are also responsible for notifying the director of continuing education if their anticipated graduation date changes. Failure to apply for graduation may delay the student's graduation date.

Graduation Recognition

Martin Luther College conducts commencement exercises in May. Graduates will be recognized in the May commencement program, but will not participate in the graduation ceremony.

Student Appeal of Admission Decisions Process

Students denied admission by MLC may appeal. The general objective of an appeal is to present new information that might not have been available or previously considered, to protest a procedural error or inconsistency in the denial process, or to question the appropriateness of a decision.

The appeal process/grievance procedure must be initiated within 10 calendar days after the denial decision is communicated to the student. The appeal must be made in writing on the Student Appeal/Grievance Form located on the MLC website (**www.mlc-wels.edu**).

Appeals of denial from the director of admissions will be considered by the Admissions Committee. Appeals of denial from the Admissions Committee will be considered by the vice president for academics or the vice president for administration. Appeals are to be emailed to **admissions@mlc-wels.edu** or mailed to Admissions, Martin Luther College, 1995 Luther Court, New Ulm MN 56073. The prospective student will be informed of the receipt of the appeal and of the appeal decision in writing. The appeal decision is final.



Individual Certificate Programs

Introduction

Martin Luther College offers a variety of certificate programs with the goal of providing additional education opportunities for pastors, teachers, staff ministers, and WELS lay members. Specialized training is offered in the following areas:

- WELS Evangelism Certificate (EvC)
- WELS Chaplain Certificate (CC)
- WELS Mentoring and Coaching Certificate (MCC)

Online Method of Instruction

- All certificate courses are conducted online. More information about the **Individual Certificate Programs** is available at the MLC website.
- Registered students receive a password to access the course via the internet, where they will open their lessons.
- Enrolled students work on the course when they have time each day, instead of having to log in at a certain time.
- Assignments will include reading materials from a textbook or an online source, writing reports, formulating reactions, participating in online discussions with fellow students and the instructor via a discussion format tool in Moodle, and an assignment activity that each student completes and submits to the instructor via an assignment tool in Moodle. Some courses may have exams.

WELS Evangelism Certificate (EvC)

- **Purpose:**
  - The Evangelism Certificate (EvC) program is intended to be used by lay and/or called workers in congregations to gain the understanding and skills to lead, create, and participate in congregational evangelism efforts.
  - The goal of the Evangelism Certificate program is to develop congregational evangelism leaders who understand the scriptural foundation for a congregation's evangelism ministry, can evaluate and plan congregational evangelism efforts, are equipped to give an answer for the hope they have in Christ (1 Peter 3:15), and seize opportunities for personal evangelism in all aspects of their lives.
- **Program:**
  - Participants in the program will complete three online 1-credit courses to earn an Evangelism Certificate. These three 1-credit courses were developed with the goals of low cost and reasonable time commitment for the participants. View the EvC **Program Plan** including course offerings on page 21.
- **Entrance Requirements:**
  - Congregational membership in good standing in WELS or denomination in fellowship with WELS
  - Be a pastor, staff minister, or staff ministry certificate student of the WELS or denomination in fellowship with WELS, or have a pastor's recommendation
  - High school diploma or higher
  - Ability to take online courses (computer and internet access required)

WELS Chaplain Certificate (CC)

- **Purpose:**
  - The WELS Chaplain Certificate (CC) program exists to help address the challenges that face WELS chaplains in gaining access and meeting requirements to carry on ministry with public or private healthcare agencies, in hospitals or correctional facilities, on military installations, and with public safety agencies.
  - The WELS Chaplain Certificate program also exists to assist certified chaplains to receive ongoing education and training opportunities so that they may enhance and increase their skill sets as they learn new insights for sharing the love of Christ with others.
  - The scope of the WELS Chaplain Certificate is only to certify that a prescribed curriculum has been completed. It demonstrates to public institutions that the chaplain has completed a certain level of spiritual guidance training appropriate to serve those within that institution.
  - The WELS Chaplain Certificate enhances, or augments, one's existing qualifications for ministry. The program applies biblical truths to the issues encountered by chaplains. It does not provide theological training, so the candidate must already have a basic understanding of God's Word and Christian doctrines. By itself, the certificate does not qualify one for a call into public ministry or employment as a spiritual leader in a church or any other institution.
  - The WELS Chaplain Certificate program also requires continuing education units for graduates to retain certification.
- **Program:**
  - Participants in the program will complete four basic courses (10 credits) and one elective (3 credits). Electives are offered for those who want to specialize in a particular area of chaplaincy. View the CC **Program Plan** including course offerings on page 217.
  - THE9534 Chaplaincy Grounded in Scripture is a prerequisite for people without a theology minor from Martin Luther College. This course will not count towards total program credits needed to complete the certificate program.
  - A student must obtain a course grade of C or higher for the course to count toward completion of the certificate program. Any course with a grade of C- or lower will not help fulfill the requirements for completing the program. A student may elect to retake a course if a grade of C- or lower was earned.
- **Entrance Requirements:**
  - Official transcripts of highest degree earned
  - Membership in good standing in WELS or denomination in fellowship with WELS
  - Ability to spend at least 10 hours per week for each semester-long, 3-credit college course
  - Ability to take online courses (computer and internet access required)
  - Ability to take a one-week seminar at Wisconsin Lutheran Seminary in Mequon, Wisconsin

WELS Mentoring and Coaching Certificate (MCC)

- **Purpose:**
  - The WELS Mentoring and Coaching Certificate (MCC) program is designed for educators seeking to support other teachers through instructional mentoring/coaching. Participants who complete the program will demonstrate proficiency in the language, skills, and strategies necessary to accelerate a beginning teacher's practice along a continuum of teacher development.
  - Teachers can use the certificate to demonstrate that they are qualified to increase teachers' growth and instructional practice through mentoring/coaching.
- **Program:**
  - Participants who complete nine credits of MCC program coursework will be issued a Mentoring and Coaching Certificate. These nine graduate-level credits may transfer directly into the Master of Science in Education program. All courses will be available through online instruction, with occasional face-to-face or blended options offered too. View the MCC **Program Plan** including course offerings on page 18.
- **Entrance Requirements:**
  A teacher who . . .
  - Has a minimum of three years of effective classroom teaching;
  - Is recognized as an exemplary Lutheran teacher and Christian role model by administrators, colleagues, and community;
  - Demonstrates the ability to actively listen and collaborate with all members of a school community; and
  - Actively participates in ongoing professional development.

Application for Certificate Program Admission

Individuals desiring to earn a certificate must first be accepted into a certificate program. An application can be submitted through the MLC website. Choose the certificate program you desire and select Application. Letters of recommendation must be sent to the director of continuing education for those programs that require it. Letters can be sent via mail, email (meyerjd@mlc-wels.edu), or fax (507-354-8225). Once students have been notified by mail that they have been accepted into the program, they may register for courses online.

Acceptance into Certificate Program

Once the application is received by the Continuing Education Office, if all information is complete and the candidate meets all qualifications, the applicant will be approved and accepted into the certificate program.

Program Plans and Course Descriptions

Information regarding each program can be viewed on the MLC website. Choose your desired program and select Program Plan. To view course descriptions, click on the links below:

- **WELS Evangelism Certificate Course Descriptions**
- **WELS Chaplain Certificate Course Descriptions**
- **WELS Mentoring and Coaching Certificate Course Descriptions**

WELS Chaplain Certificate (CC)

Course No.	Course	Credits		Date Taken
THE9534	Grounded in Scripture**	3		
	Core Courses - *Required*			
THE9520	Communicating Forgiveness	3	*7 credits needed*	
THE9522	Chaplaincy Fieldwork*	3		
THE9532	Chaplaincy Seminar	1		
	Core Electives – *Choose at least one*			
THE9521	A Scriptural Approach to Addiction Counseling	3	**Electives** *6 credits needed* *Must take a minimum of 3 credits from Core Electives*	
THE9531	Trauma Basics – What Is Trauma?	3		
THE9601	The Spiritual Side of PTSD	3		
	Electives			
THE9523	Ministering to the Incarcerated and Their Families	3		
THE9524	Frontline Chaplaincy	3		
THE9525	Geriatric and Care Facility Ministry	3		
THE9533	Grief, Loss, and Trauma – Help for the Hurting	3		
	Total Program Credits Needed	**13**		

Courses can be taken in any order

*THE9522 is a prerequisite for THE9532.
**THE9534 is a prerequisite for people without a theology minor from MLC/BLC. This course does not count towards total program credits needed.

WELS Evangelism Certificate (EvC)

Course No.	Course	Credits		Date Taken
THE9101	The Mission of the Church	1	**Required Core Courses** *3 credits needed*	
THE9102	Practical Evangelism for Congregations	1		
THE9103	Friendship Evangelism	1		
	Total Program Credits Needed	3		

Courses can be taken in any order.

WELS Mentoring and Coaching Certificate (MCC)

Course No.	Course	Credits		Date Taken
EDU5901	Instructional Mentoring	1	**Required Core Courses** *9 credits needed*	
EDU5903	Observation and Conferencing	1		
EDU5904	Coaching in Complex Situations	1		
EDU5905	Using Data to Inform Instructions	2		
EDU5906	Designing Effective Instruction	1		
EDU5907	Conditions for Equitable Instruction	1		
EDU5908	Understanding, Supporting, and Facilitating a Professional Development Plan/Mentoring as Leadership	2		
	Total Program Credits Needed	9		

Courses can be taken in any order.

Certificate Course Calendar

Information regarding when courses will be offered can be viewed on the MLC website at **mlc-wels.edu/continuing-education/certificate-programs**.

Choose a program and select Course Calendar.

- **WELS Evangelism Certificate**
- **WELS Chaplain Certificate**
- **WELS Mentoring and Coaching Certificate**

Certificate Program Completion Application

Upon fulfilling all the required courses, students will submit an **Application for Program Completion** through the MLC website and return it to the Office of Graduate Studies and Continuing Education for review. The certificate will then be granted by Martin Luther College. Certificates are printed at the end of the fall and spring semesters and acknowledged in the graduation booklets.

Course Grade Requirements

A student must obtain a course grade of C or higher for the course to count toward requirements of the certificate program. This means that any course with a grade of C- or lower will not help fulfill the requirements needed for completing the program. A student may elect to retake a course if a grade of C- or lower was earned.

Process to Attain a Program Certificate

WELS Evangelism and WELS Mentoring & Coaching Certificates

- The candidate submits an application to the MLC Office of Graduate Studies and Continuing Education.
- The application is reviewed.
- If all information is complete and the candidate meets certificate qualifications, the applicant may be accepted into the program.
- After acceptance, the applicant is assigned to an advisor who will assist in setting up a program of study and practice. (Does not apply to Evangelism Certificate.)
- The applicant will fulfill the required courses for certification.
- Upon successful completion of the requirements, the applicant will submit an application for program completion through the MLC website.
- Certificate is granted by Martin Luther College.

WELS Chaplain Certificate

- The candidate submits an application to the MLC Office of Graduate Studies and Continuing Education.
- The application is reviewed by an application review team, and professional and personal references are contacted.
- If all information is complete and the candidate meets the personal and spiritual qualifications, the applicant will be accepted into the program.
- After acceptance, the applicant is assigned an advisor who will meet with the applicant (face-to-face, if possible) to set up a program of study and practice.
- The advisor and applicant will review the applicant's previous work and study experience and grant experiential learning credit where possible.
- If necessary, the advisor will assist the applicant in identifying a clinical pastoral education (CPE) course that will fulfill an elective of the program.
- The applicant will fulfill the required courses.
- Upon successful completion of the requirements, the applicant will submit an application for program completion through the MLC website.
- Certificate is granted by Martin Luther College for an initial period of three years.
- Continuing education units of credit (CEUs) will be required to maintain one's certificate.
- Certificate renewal and CEUs are managed by the WELS Chaplain Certification Committee of the Commission on Special Ministries.
- Ecclesiastical endorsement is completed through the candidate's church body.
- WELS candidates receive ecclesiastical endorsement through their district president.
- The **Application for the WELS Chaplain Certificate Ecclesiastical Endorsement** can be found online.

Other Programs

Study Tours

Participants may earn academic credit or audit the tours. **Study Abroad Information** is available on the MLC website. Contact the Office of Graduate Studies and Continuing Education for more tour information.

Immersion Programs

The Office of Graduate Studies and Continuing Education works with the course instructor to administer a five-week Spanish Immersion Program. For more information contact Prof. Paul Bases at **basespa@mlc-wels.edu**.

Master of Science Programs

- **Master of Science in Education**
  The Master of Science in Education (MS Ed) is an online degree program that contributes to the professional growth of teachers, and partners with them to be reflective, competent, and dedicated educational leaders. It is designed primarily for persons who have an undergraduate degree in education from an accredited college or university. Individuals with other degrees and who are teaching would also benefit from this degree program. More **Master of Science in Education** information is available on the MLC website. Students in this program choose to focus their studies in one of four areas of emphasis:
    - Educational Technology
    - Instruction
    - Leadership
    - Special Education
- **Master of Science in Educational Administration**
  The Master of Science in Educational Administration (MS Ed Admin) is an online degree program that prepares educators to become visionary, collaborative, relational, and spiritual leaders in early childhood director, technology director, and principal roles. It is designed primarily for persons who have an undergraduate degree in education from an accredited college or university and who are either currently serving in or preparing to serve in early childhood, elementary, or secondary administration roles. More information about the **Master of Science in Educational Administration** is available on the MLC website. Students in this program choose to focus their studies in one of three areas of emphasis:
    - Early Childhood Director
    - Principal
    - Technology Director
- **Master of Science in Special Education**
  The Master of Science in Special Education (MS Sp Ed) is an online degree program that contributes to the professional growth of teachers by equipping them with skills to identify, evaluate, plan, and implement meaningful intervention and instruction for children with diverse learning needs. Those completing the degree will gain knowledge of pedagogy and evidence-based practices, and develop skills in consuming and conducting applied research. More information about the **Master of Science in Special Education** is available on the MLC website.



Master of Arts Program

- **Master of Arts in Theological Studies**

  The Master of Arts in Theological Studies (MATS) is an online degree program that provides spiritual and professional growth through advanced studies in Scripture, doctrine, church history, and ministry. It is designed primarily for ministry-certified staff ministers and teachers, and it provides them with a broader and deeper foundation for their service in the public ministry. It is also open to qualified persons who meet the entrance requirements, and it allows them to grow spiritually as they serve in their various vocations in life and as members of their local congregations. The degree, of itself, does not qualify one for a called position in a church. More **Master of Arts in Theological Studies** information is available on the MLC website.

Organist and Choir Director Courses

This program offers off-campus training for organists and choir directors. WELS district worship coordinators typically determine the need for a workshop for organists or choir directors in their district and make arrangements through the Office of Graduate Studies and Continuing Education to hold these courses at a specific site and date. The Music Division chairman is contacted for suitable workshop leaders. All financial and coordinating arrangements are handled through the Office of Graduate Studies and Continuing Education.

Face-to-Face Courses

Martin Luther College offers satellite, credit, and non-credit courses designed for teachers. A list of **Face-to-Face Course Recommendations** is available on the MLC website. Each course involves 12.5 hours of face-to-face instruction. When taken for credit, the student can expect an additional 25 hours, which includes pre-course reading or preparation and perhaps assignments or a test to be completed after the course. Courses may be scheduled on weekends, evenings, or during the day. Courses are designed especially for persons in the field to add breadth to education experiences that impact their teaching. Credits or clock hours earned through in-service courses are often used to maintain teaching licenses. Credits earned are undergraduate credits.

The Office of Graduate Studies and Continuing Education strives to meet the needs of the synod's districts by bringing satellite courses to the people in the field. Requests for satellite courses are made to the district coordinator or directly to the director of continuing education. Arrangements for scheduling are made by the Office of Graduate Studies and Continuing Education. The district coordinator or a designate helps publicize the course and makes whatever local arrangements are necessary. Martin Luther College advertises, registers, collects tuition, and pays instructors. These courses are typically taught in summer, but there may also be requests for them during the year.

Early Childhood Ministry Certification

- **Purpose:**
  - WELS Early Childhood Teacher Ministry Certification is intended for early childhood teachers only. It does not certify early childhood directors, elementary teachers, or secondary teachers. The synod's preference is that men and women qualify themselves as early childhood teachers by graduating from Martin Luther College (MLC).
  - However, because not all ECE teachers are graduates of MLC, these certification guidelines developed by the WELS Conference of Presidents (COP) of the Wisconsin Evangelical Lutheran Synod seek to establish an adequate standard of teacher training that will ensure proficiency in carrying out the aims and objectives of WELS early childhood programs.
  - In addition, these guidelines make it possible to carry out an orderly program of in-service training for early childhood teachers who are rendering a needed and valuable service in our schools but who have not yet fulfilled baccalaureate or certification requirements.
  - Early childhood directors must complete WELS Early Childhood Director Ministry Certification.
- **Program:**
  - Participants in the program will complete 18 courses (1-credit and 3-credit) plus a five-week clinical. These courses are offered online or face-to-face at your location.
- **Who should enroll:**
  - Called early childhood teachers who are not ministry certified or licensed early childhood teachers who want to prepare to teach in a WELS school.



Online Course Policies and Procedures

Information Technology Services

The IT Services Office will be open Monday - Friday from 7:30 am - 4:30 pm and Sunday - Thursday from 7:30 pm - 10:30 pm. You can contact IT Services by phone at 507-233-9100. Information concerning IT Services is also available online; go to the MLC website at **mlc-wels.edu/its/**, to submit a support request, reset a password, or find answers to questions.

Computer Hardware / Software

It is the student's responsibility to ensure their computer system meets or exceeds the minimum hardware and software specifications to participate in an online course. A detailed listing of **Current Computer Requirements for Online Courses** is posted on the MLC website. Note that the minimum specifications may result in slow access speeds and lead to some frustration. Some courses may have additional hardware and/or software requirements, as specified by the course instructor.

Technology Requirements

- **A PC or Apple computer with internet access**
- **High-speed internet access**
  - DSL, cable, fiber optics, etc.
- **Word Processing Software**
  - You must be able to save and read files created by Microsoft Word, which will be used by most course instructors. Microsoft Word 2007 or newer (or other equivalent software) is preferred.
- **Web Browser**
  - A web browser - the latest version of one of the following:
    - Microsoft Internet Explorer
    - Edge
    - Mozilla Firefox
    - Google Chrome
    - Apple Safari
  - We cannot guarantee compatibility with all browser versions. If you have problems, please update your browser, try out another browser, or contact **MLC IT Services**.
- **Email Software**
  - You are required to have access to email, including the ability to send and receive attachments.
  - MLC provides all students with Gmail accounts, which include access to Google Apps that are used in some courses. We strongly suggest that students use their Gmail addresses for all coursework correspondence.
- **Other Software**
  - Depending on your course, you may be required to download and install other free plugins to access streaming media or other web materials.
  - PDF file support: Your course may required the reading of files in PDF format. Make sure you have Adobe Reader installed or another program that allows you to read PDF files. A free Acrobat PDF Reader can be downloaded from **adobe.com/downloads**. (Select the button *Get Adobe Reader*).
  - Some courses may also use video feed, in which case you will need Real Player or Windows Media Player. Other courses may require PowerPoint. See the course syllabus for specific requirements.

Technical Skills

Students are assumed to have general computing, word processing, and internet browsing skills. Learning these skills is not part of any course in the online program. Students deficient in any of these skill areas are encouraged to obtain these skills prior to enrollment in any online course.

Instructors can assist with course software and procedures, but they are not equipped to assist you with your computer and its installed programs and settings. It is the student's responsibility to seek out technical assistance as needed from a local resource person.

Time Required for an Online Course

Traditional 3-credit face-to-face courses require students to be in class for 37.5 class hours in a semester, with additional time spent outside of the classroom. Online students may expect to commit to 115 hours per semester, which translates to 7-8 hours per week. In courses taught during the eight-week summer term, the material must be covered in half the time of a regular semester course; therefore, students should expect a time commitment of 14-16 hours per week. Some students may require a greater or lesser time commitment depending on prior knowledge, reading speed, and study habits.

Online courses require a discipline and a time commitment that can be a challenge for some students. Most instructors give specific suggestions for time management. Instructors will monitor online time and will take the responsibility and initiative to contact students regarding progress or lack of progress. Extensions may be requested in instances involving illness or serious family issues.

Online Resources

- **How to Access Your Course on Moodle**
  - Prior to the start of an online course, instructors send registered students course details and information on how to access the course in Moodle. Current information on **Accessing a Course in Moodle** can be found on the MLC website under Policies and Information.

- **Working with Moodle**
  - Many documents have been created by Martin Luther College to assist students while working in the Moodle learning management system. Answers to **frequently asked questions (FAQ)** as well as current documents are available on the MLC website under Policies and Information.

Textbooks

Many online courses will use the same textbook used in a face-to-face version of the course. However, some online courses access all course materials directly via the internet at no additional cost. Several weeks prior to the start of an online course, the course instructor will send you the course syllabus, which will contain the materials you need to purchase for the course as well as information on where you can purchase them. **Textbook Information** is also listed on the MLC portal website.

Start / End of Online Courses

MLC online courses generally follow the same schedule as the on-campus courses for beginning and end dates. MLC publicizes dates for courses, both online and on-campus. Midterm breaks within online courses are set at the discretion of the course instructor. Some online courses, especially in the graduate program, will begin new lessons each Wednesday because many online students have full-time jobs and have more time to work on the course material over the weekend. Details such as these will be communicated to students by the course instructor at the beginning of each course.

Online Orientation Course

As a new student registered for an online course, an account will be created for you by MLC IT Services. Also, an email with information to access your student account will be sent to your self-designated alternate email address. About a week before the start of the course, you will be sent instructions on how to access a free Introduction to Online Learning mini-course that will lead you through online activities commonly found in MLC online courses using Moodle. Course access will only be granted to those students who have indicated on their registration form that they desire to take the free online course through MLC.



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