

COLORADO THEOLOGICAL SEMINARY

STUDENT HANDBOOK



Colorado Theological Seminary (CTS) Student Handbook V.2

Welcome

A message from our Chancellor, Dr. Delbert Chapman



"The staff and administrators of Colorado Theological Seminary welcome you as you begin your studies. We understand it takes a special person to complete a distance learning program. *You* are that special person who possesses the self-discipline and desire to complete the work. Experience the satisfaction of a job well done. We are available to assist you at any time."

Mission

Our mission at Colorado Theological Seminary School, a Christian college, is to make a significant contribution to the population by providing biblically sound knowledge of Christ through the instruction of qualified and quality teachers and mentors. Our goal is to provide affordable and accessible post-secondary Christian education to almost anyone who possess the earnest desire to advance him or herself both spiritually and academically.

The primary purpose and honest pursuit of CTS is to provide high quality undergraduate, graduate, and masters level educational programs aimed at properly preparing and equipping ministry practitioners of all kinds. We want to assist in the requirement to *"... study to show thyself approved, a workman that needeth not to be ashamed..."* (2 Timothy 2:15).

History

Colorado Theological Seminary (CTS) is the culmination of the dreams of two families, Dr. Del and Lena Chapman and Dr. Gary and Helen Tryzbiak. Dr. Del and Lena Chapman have been pastoring Church of the Cross, in Wheat Ridge, Colorado for about twenty-six years. During that time, it had been their desire to open a Bible College at the church which they did in the latter part of 1996. The college was granted approval to operate and issue degrees in the State of Colorado.

At approximately the same time, Dr. Gary and Helen Tryzbiak were completing their work at a seminary in Florida. Their testimony of how they got to the seminary is an

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amazing story in itself. God directed them for a special purpose. When they graduated, they had the same desire to start a Bible College but wanted to do it online. Both of them were very proficient in the use of the personal computer. They moved to Longmont, Colorado with the thought of beginning there. Dr. Gary and Helen incorporated Colorado Theological Seminary in the State of Colorado, as a not-for-profit corporation in 1999

Church of the Cross had operated the college long enough to graduate the first class of five students and had started the second group. Through the encouragement of Dr. Verda Thompson, a mutual friend, mentor and Christian course developer, Dr. Gary and Helen and Dr. Del and Lena met to discuss possibly joining schools together. They decided to merge organizations to see what God would do. The two families taught in a classroom setting at the church for a while when it became apparent that God wanted them to expand.

Since that time, Colorado Theological Seminary has become affiliated with the National Christian Counselors Association and offering their courses. CTS also offers audio courses from the Institute of Theological Studies. We are an Affiliate member of The Association for Biblical Higher Education, a Sustaining Member of the Florida Council of Private Colleges as well as a Sustaining Member of the Council of Private Colleges of America and a member of the Association of Christian Distance Education (ACCESS).

General Policies

Student Requirements:

All students are required to have:

- Access to a computer
- Access to the internet.
- A primary email address for correspondence with CTS and their mentor.

All students are required to maintain current and accurate information regarding their name, mailing address and email address. In order to assure you are receiving messages and they are not being directed to your spam filter please make sure your spam blocker allows all messages sent to you with the extension "@seminary.ws". Updates will need to be made by the student via the [online Student Update form](#) found on the CTS website and in the [MyCTS](#) Student and Faculty Area. If you have joined

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[The Seminary Club](#), our Alumni/Student Center, you will need to update this area as well.

Students should use the Online Student Update Form to update their credit card. This is particularly important to students on a payment plan.

Upon Acceptance

Degree and Certificate applicants are responsible for submitting:

- Official transcript(s) from previous institutions must be mailed directly from the school to the Colorado Theological Seminary at our address indicated on our website. The student may start their program prior to the school receiving the transcripts however.
- Transcripts will only be accepted in English and should be no more than 90 days old.

Upon the Registrar's receipt of the above documentation, students will be officially enrolled in Colorado Theological Seminary's program of their choice. Students will be considered Conditional Students until all of their official transcripts have been received by the Registrar.

The application and associated fee will be valid three months from the date submitted. Should a student delay enrolling in a course beyond the three month timeframe they should again begin the application process.

Course Duration

Courses are expected to complete within 6 consecutive months at the latest. If not completed during that time, the student is considered Inactive. Once the student is Inactive, they must re-apply to re-enroll in their course at the current tuition rate.

Students may progress at their own pace, however, progressing too quickly may bring attention to themselves and alert Mentors and Administration to quality and plagiarism issues. On norm, most CTS courses can be completed in 4-6 weeks.

Extensions

Students have the opportunity to request an extension before the end of the 6 months. This request should be coordinated through their mentor. Each request is evaluated on an individual basis.

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Withdrawal

All withdrawal requests must be made in writing or by email. In addition, students who decide to withdraw from a course should notify their mentor.

Student Status

Active: Students currently enrolled, actively taking a course and all required transcripts have been received.

Withdrawn: Students that enrolled, ordered a course and withdrew from the program.

InActive: Students that enrolled in a course and did not finish within the 6 month consecutive timeframe.

Conditional Student: Students that have applied and been accepted to CTS, however their official transcripts have not been received. Once the transcripts are received, the student is considered Active.

Refund Policy

All programs at Colorado Theological Seminary are non-refundable to include the application fee.

General Information

CTS Website

The CTS Website is located at: www.seminary.ws

The website is a critical resource for all students and every effort should be made by students to become very familiar with its contents.

CTS Course Catalog

You may easily view or download our [catalog](#) online at the school website.

Degree Programs

Colorado Theological Seminary seeks to fulfill our charge by offering multiple degree programs. We also offer Certificate Programs which may be converted to credits toward an undergraduate degree. All of our ministry and biblical studies courses are also available individually as

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Personal Enrichment courses for those individuals wanting to learn more about a particular topic.

More detail regarding our Degree Programs can be found online at the following location: www.seminary.ws/degree-programs/

In addition, Frequently Asked Questions (FAQ) regarding our degree programs is available and located at the following url: www.seminary.ws/degree-programs-faq/

Enrolling / Ordering a Course

Students in Active status can enroll/order a course via the CTS website:

- From the *Home Page*:
- Select *Current Students* from the title bar at the top of the page
- Select *Important Links*
- Select *Order Next Course*
- Select the *Program* of study
- Select the *Degree*; the *Course* and then Add the selection to the shopping cart.
- It may be prudent to order outside reading material in advance of your next course. This way it will be available when needed. Additionally, shipping costs could be saved by ordering multiple course material at one time.

Payment

Type of Payment is selected when checking out of the Shopping Cart.

Access to Courses

When adding the course to the shopping cart, the type of delivery method is selected.

The student should keep their own records as to course ordered, date, cost, etc. for reference.

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Administrative

CTS Contact Information

- Active Students should contact their Mentors with questions via email. *This is the primary and preferred method of contact.*
- The CTS [Contact Form](#) is found on the website, students may use this method to send a question to CTS Administration.
- Phone contact can be made via the phone number provided on the CTS Website.

Student email Address

Students are required to have an unshared primary email address for correspondence with CTS and their mentor.

Mentors

Every student is assigned a Mentor to guide them through their program, grade exams, and assist as needed.

After a student is accepted and has registered for a course, they will receive an initial email from their mentor.

Grading System -

Grade Code	Low Percent	High Percent
A+		100
A	93	99
A-	90	92
B+	89	91
B	83	88
B-	80	82
C+	79	79
C	73	78
C-	70	72
D+	69	69
D	65	68
D-	63	64
F		62

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Communication Guidelines

Questions

Students should contact their mentor with all questions once they have started their courses.

Communication Guidelines

Student must include the following information in the Subject Line when sending email to their Mentor or Administration:

- "Title of Email" - "Last Name of Student"

When leaving a telephone message:

- Always leave your name, phone number, email address and brief message.

Submitting Course Assignments

- Students should place name, course and date on each page of their papers and reports sent to CTS.
- Papers sent electronically to CTS will be in Microsoft Word or PDF format.
- Course assignments are sent to the Mentor not the Administrative office in Florida.
- Students are required to keep copies of any work sent to CTS as backup and reference.

Academic Integrity

Honesty is the foundation for academic integrity. Any form of academic dishonesty is considered a serious violation of ethics. Plagiarism or cheating in any form will be grounds for removal and formal withdrawal from CTS.

Students plagiarize when they submit another person's work, lift paragraphs, sentences, or even a choice phrase from another writer, or make use of another person's ideas (even if the student puts these ideas in his/her own words) without acknowledging the source. A related kind of dishonesty is to resubmit a paper which was done for a different course, even if it is the student's own work.

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Grievance Guideline

A student with a grievance about the way a course is conducted or a grade that has been assigned by a Mentor should first contact the Mentor within 10 days of the reported grade. If a satisfactory solution cannot be worked out then the student should file a written appeal to the CTS Administration Office within 10 days of the mentors final decision.

Minutia and Recommendations

- Support CTS with your prayers and [giving](#).
- Share your CTS experience with friends and acquaintances.
- When prompted by The Holy Spirit, send in an email to info@seminary.ws with a testimonial as to your experience with CTS and your mentor for inclusion in our newsletter and website.
- Be true to your school and join [The Seminary Club](#) and order your logoed apparel from the [CTS Store](#).
- Do not hesitate to communicate with your mentor for any confusion that may exist with any CTS process or requirements.

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