

Senior Approval Process Deadline Checklist
February 2012 Assignment
Luther Seminary

1. Write approval essay

2. Due by September 1, 2011

Send approval essay to

- Synod Office
- Adviser
- Faculty team member

Confirm with the Student Resource Center (src@luthersem.edu) and with your synod your intended timeline for approval and assignment.

Confirm receipt of **official transcripts** by synod office.

3. Contextual Leadership

Submit **CPE Reports** to contextual learning office and synod office upon completion

Submit **internship reports** to contextual learning office and synod office by September 1, 2011

Meet for **internship reflection session**

4. Fall 2011

Senior Dinner in preparation for Approval and Assignment. Watch email for dates and invitation

Bishops visit campus to meet with seniors October 26, 2011

5. By October 28, 2011

Contact faculty adviser and meet with faculty team for interview. Faculty makes approval recommendation at November faculty meeting.

6. Assignment Forms Due to ELCA by December 1, 2011

Email A, B, R to: assignment@elca.org
Submit RLP via submit button on form

7. Student Resource Center forwards faculty recommendation (**Form D**) to Synod office and ELCA around November 30.

8. Meet with **Synod Candidacy Committee** for approval

9. Bishops assign to region February 21-22, 2012. Synod assignments are made in the weeks following the assignment meeting.