The Student Handbook is an official document that is essential and binding for all students. It is based on the current structure and policies of the seminary. The Handbook is a companion to the Catalog, which provides information about Gordon-Conwell’s history, faculty, resources, degree programs, and admissions procedures. The Handbook gives more specific information about the policies and procedures that guide students’ interaction with the faculty and staff. Thus, in general the Catalog is meant for prospective students and the Handbook for current students.

We have tried to make the Handbook user friendly, and hope that students will take it seriously and use it as a reference guide to academic and student life at Gordon-Conwell. It contains information regarding policies and procedures that have a direct influence on students. Each student is held responsible for the information contained in the Student Handbook.

Policy and procedure changes that might be made through the year will be expeditiously conveyed. When changes are made, it is the policy of the seminary to give such notice as will ensure adjustment without undue inconvenience. However, the right to make whatever changes may be deemed necessary at any time is specifically reserved.

As reflected in the Student Handbook, the seminary takes seriously its role in helping students to be prepared as whole persons who are called to various forms of ministry in the world.

We extend a warm welcome to new and returning students who are here from all around the United States and the world. May God grant us all his grace and mercy as we encourage one another to seek first his kingdom and his righteousness, trusting that all that is needed to accomplish his purpose, he will provide!

Registration Office

The policies contained in the Handbook are not comprehensive. Please consult individual offices for complete details on any specific policy.

Gordon-Conwell Theological Seminary does not discriminate on the basis of sex, race, national origin or handicap. For a more detailed statement of policies, please consult the Catalog.
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Fall Semester 2014

Aug 16, 2014    New Student Orientation
Aug 23, 2014    Integrative Seminar
Sept 1          Labor Day Holiday
Sept 2 – Dec 20  Fall Semester (16 weeks total, skipping a week for Thanksgiving)
                   Module 1:  Sept 5-6, Oct 3-4, Oct 31-Nov 1
                   Module 2:  Sept 12-13, Oct 10-11, Nov 7-8
                   Module 4:  Sept 26-27, Oct 24-25, Nov 21-22
Make-up Weekend for Weekend Classes: Dec 5-6
Window during which weekly, week-intensive, and web-enhanced classes may meet: Tues, Sept 2 – Mon, Nov 24 (12 weeks)

NOTE: Labor Day is Sept 1.  Monday weekday classes will begin on Sept 8.
Thanksgiving is Nov 27.  No weekend classes will meet on Nov 28-29.

All assignments will be due no later than Saturday, Dec 20.

Spring Semester 2015

Jan 10, 2015    New Student Orientation
Jan 17, 2015    Integrative Seminar
Jan 19 – May 9  Spring Semester (16 weeks total, skipping a week for Easter)
                   Module 1:  Jan 23-24, Feb 20-21, Mar 20-21
                   Module 2:  Jan 30-31, Feb 27-28, Mar 27-28
                   Module 3:  Feb 6-7, Mar 6-7, Apr 10-11
                   Module 4:  Feb 13-14, Mar 13-14, Apr 17-18
Make-up Weekend for Weekend Classes: Apr 24-25
Window during which weekly, week-intensive, and web-enhanced classes may meet: Mon, Jan 19 – Fri, Apr 10 (12 weeks)
NOTE: Easter is April 5. No weekend classes will meet on Apr 3-4. Weekday and hybrid classes should avoid meeting on Maundy Thursday (Apr 2) or Good Friday (April 3).

All assignments will be due no later than Saturday, May 9.

Graduation: May 16

Summer Term 2015

June 1 – Aug 22, 2015 Summer Term (12 weeks total)

Module 1: Jun 5-6, Jun 26-27, Jul 24-25

Module 2: Jun 12-13, Jul 10-11, Jul 31-Aug 1

Module 3: Jun 19-20, Jul 17-18, Aug 7-8

Window during which week-intensive and web-enhanced classes may meet: June 1-Aug 1 (9 weeks)

NOTE: Independence Day is Saturday, July 4. No weekend classes will meet July 3-4.

All assignments will be due no later than Saturday, Aug 22.
PERSONNEL

◆ Charlotte Dean & Professor of Old Testament

**Dr. Tim Laniak**  
Office Hours: By Appointment*  
Ext: 5844 Email: tlaniak@gordonconwell.edu  
*contact Adele Jordan for questions & appointments

◆ Administrative Assistant to the Dean

**Mrs. Adele Jordan**  
Office Hours: Mon – Fri / 9 a.m. – 5 p.m.  
Ext: 5830 Email: ajordan@gordonconwell.edu

◆ Chief Operations & Advancement Officer / Director of Enrollment Management

**Dr. H. Neely Gaston**  
Office Hours: Mon – Fri / 9 a.m. – 5 p.m.  
Ext: 5837 Email: ngaston@gordonconwell.edu

◆ Assistant Director of Advancement

**Mrs. Hanna Loftus**  
Office Hours: Mon – Fri / 9 a.m. – 5 p.m.  
Ext: 5815 Email: hloftus@gordonconwell.edu

◆ Coordinator of International Advancement

**Rev. John Kim**  
Office Hours: By appointment  
Email: johnckim704@gmail.com

◆ Campus Manager

**Mr. Watson Gunderson**  
Office Hours: Mon – Fri / 9 a.m. – 5 p.m.  
Ext: 5833 Email: wgunderson@gordonconwell.edu

◆ Maintenance Staff

**Mr. Jim Carlson**  
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Ext: 612-205-3423 Email: jcarlson3@gordonconwell.edu

◆ Coordinator of Institutional Relations

**Dr. Alison Littauer**  
Office Hours: Tuesdays or Thursdays by appointment  
Ext: 5814 Email: alittauer@gordonconwell.edu

◆ Admissions Representative & Partnership Coordinator

**Dr. Octavia Baker**  
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Ext: 5801 Email: obaker@gordonconwell.edu
◆ **Assistant Director of Enrollment Management - Admissions**

**Mr. Donovan Campbell**  
Office Hours: Mon – Fri / 9 a.m. – 5 p.m.  
Ext: 5802     Email: dcampbell1@gordonconwell.edu

◆ **Admissions Representative**  
**Ms. Megan Robinson**  
Office Hours: Mon – Fri / 9 a.m. – 5 p.m.  
Ext: 5831     Email: mrobinson4@gordonconwell.edu

◆ **Associate Director of Hybrid Programs**  
**Mr. Doug Price, Jr.**  
Office Hours: Mon – Fri / 9 a.m. – 5 p.m.  
Ext: 5818     Email: dprice1@gordonconwell.edu

◆ **Assistant Registrar**  
**Mrs. Trish King**  
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◆ **Assistant Director of Enrollment Management - Retention**  
**Ms. Anna Gruntz**  
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◆ **Registration Services Coordinator**  
**Mrs. Christina Winson**  
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◆ **Media Services Manager**  
**Mr. Michael Winson**  
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◆ **Media Services Technician**  
**Mr. Dawson Burdick**  
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◆ **Lead IT Technician**  
**Mrs. Louise Suggs**  
Office Hours: Mon – Fri / 9 a.m. – 5 p.m.  
Ext: 5824     Email: lsuggs@gordonconwell.edu
♦ Senior Librarian and Assistant Professor for Theological Bibliography

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♦ Associate Librarian for Information Management

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♦ Coordinator of Writing Programs

**Mrs. Mary Reitano**
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Ext: 704-574-3113 Email: mreitano@gordonconwell.edu

♦ Library Assistant for Public Services

**Mrs. Renee Mayer**
Office Hours: Tues, Wed, Thurs / 9:30 a.m. – 4 p.m.
Ext: 5820 Email: rmayer@gordonconwell.edu

♦ Bookstore Manager

**Mr. Alvis Yates**
Office Hours: By appointment
Ext: 5825 Email: ayates@gordonconwell.edu

♦ Kenneth and Jean Hansen Professor of Discipleship and Leadership Development & Director of Graduate Programs in Counseling

**Dr. Rodney L. Cooper**
Office Hours: Mon – Fri / 9 a.m. – 5 p.m.
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♦ Assistant Professor of Counseling and Psychology

**Dr. Kelly Breen Boyce**
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♦ Associate Director of Graduate Programs in Counseling

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Assistant Professor of Old Testament

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Ranked Adjunct Associate Professor of Theology and Missions

Dr. Alan Myatt
Office Hours: By Appointment
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Assistant Professor of New Testament

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Director of Ministry Formation

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Director of the Lutheran Studies Program

Dr. Mary Havens
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Coordinator Ministry Formation and Student E – Portfolios

Ms. Deana Nail
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Ext: 5810 Email: dnail@gordonconwell.edu
♦ Coordinator, Pierce Center for Disciple Building

Mrs. Shari Adams
Office Hours: By Appointment
Ext: 5843 Email: sadams1@gordonconwell.edu

♦ Chaplain

Rev. Percy Burns
Office Hours: By Appointment
Email: pburns1@gordonconwell.edu
GORDON-CONWELL THEOLOGICAL SEMINARY

MISSION STATEMENT

To encourage students to become knowledgeable of God’s inerrant Word, competent in its interpretation, proclamation and application in the contemporary world.

To maintain academic excellence in the highest tradition of Christian scholarship in the teaching of the biblical, historical and theological disciplines.

To train and encourage students, in cooperation with the Church, to become skilled in ministry.

To work with the churches towards the maturing of students so that their experiential knowledge of God in Christ is evidenced in their character, outlook, conduct, relationships and involvement in society.

To provide leadership and educational resources for shaping an effective evangelical presence in Church and society.

To develop in students a vision for God’s redemptive work throughout the world and formulate strategies that will lead to effective missions, evangelism and discipleship.
COMMUNITY LIFE STATEMENT

We affirm that the scriptures of the Old and New Testaments are the ultimate guide for our values, attitudes and behaviors in all relationships.

We will seek to foster the development of spiritual maturity through maintaining a personal devotional life and through participating in community worship and prayer.

We will seek to keep the unity of the Spirit through the bond of peace, and in gentleness, patience and humility, accept one another in love.

We will seek to encourage one another to mature in Christ-likeness through attempting to speak the truth in love in the classrooms, in business affairs, in social relationships and in all other areas of our common life.

We will seek to encourage unity in families through responsible relationships.

We will seek to respect and encourage our uniqueness in Christ, which includes our diversity of denomination, race, culture, personality, experience, gifts and goals.

We will seek to become involved individually and corporately with the Church in ministering to spiritual and social needs within and beyond our own community.

We renounce attitudes such as greed, jealousy, false pride, lust, bitterness, hostility, an unforgiving spirit, and prejudice such as that based on race, sex and academic or socioeconomic status.

We renounce behaviors such as distortion of God’s Word, deception, falsehood, drunkenness, stealing, and sexual immorality such as premarital intercourse, adultery and homosexual behavior.

We believe where conflict or sin occurs in the Gordon-Conwell community, a biblical process such as stated in Matthew 18:15-20 should be followed to seek correction, forgiveness, restitution and reconciliation.

We will seek to practice an attitude of mutual submission according to the mind of Christ, recognizing that at times our personal rights and preferences must be put aside for the sake of others’ conscience and the good of the community.

We will seek to encourage the cultivation of such spiritual attitudes as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

Adopted by the Board of Trustees May 24, 1984.
COMMUNITY LIFE AT GORDON-CONWELL

Gordon-Conwell is a school where community life is taken seriously. It is acknowledged that development is an integral part of preparation for ministry and this development involves the many dimensions of human personality. Furthermore, this time of preparation is best understood as a period when relationships are emphasized and the sharing of life’s moments, insights and substance is encouraged. All of the aspects of community life are drawn from the basic conviction that God created us to live together; that Christ died and rose again so that we could live together; that our Lord will return again to receive all of the ‘household of faith’ to live together forever; and that Scripture has been given to the human as the ultimate authority and guide for all of our living. The Community Life Statement serves as the guide for our life together.

Spiritual Life

The common life in Jesus Christ shared by students, faculty, administrators and staff provides a base for special spiritual fellowship. The varying ecclesiological and personal backgrounds of the Gordon-Conwell community enrich this sharing, not only in the classroom, but also outside as students engage in theological reflection through events like the Integrative Seminar.

Our assumption is that students have come in response to God’s bidding. Furthermore, they have come to study. The school provides a vigorous academic program designed to challenge and enhance their understanding of God’s Word and the world. This challenge to the intellect is complemented by a corresponding challenge to the soul.

It is our conviction that the development of mind and soul are necessary dimensions of theological education. Hence, prayer, worship, meditation and reading of God’s Word are as essential to the community of faith as are books, pens, papers and computers. Since demands upon students’ time will be great, the importance of maintaining a rich devotional life while in seminary cannot be overlooked.

Gordon-Conwell Theological Seminary–Charlotte recognizes the importance of participation in a local church as essential information for ministry. The seminary seeks to complement student spiritual life in the local congregation through regular times of prayer and devotion in classes. In addition, chapel services are held twice annually at the Integrative Seminars. Community and spiritual life are significant ingredients in these multi-denominational worship experiences.

New students are assigned a faculty advisor who is available for advising on spiritual as well as academic matters. Students may also develop relationships with other faculty or staff personnel who can help in spiritual matters.

Women at Gordon-Conwell Theological Seminary

God has called and gifted both women and men for Christian service. Historically, both parent institutions of Gordon-Conwell had women faculty and welcomed women students to all their educational programs. A.J. Gordon, in his day, was a well-known advocate of the preaching ministry of women. Gordon-Conwell continues to welcome women to all of its degree programs, seeking to build a community in which all of Christ’s people, regardless of gender, find warm acceptance.

Gordon-Conwell, as an educational institution, does not ordain anyone. As a multi-denominational seminary, it recognizes that the churches which it serves decide which ministries
should be formalized by ordination. But it seeks and welcomes women who are preparing themselves for any form of service in the church, including the ordained ministry. Since the seminary accepts women who are training for this purpose, the responsibility of students, faculty, staff, and administration is so to relate to one another that Christ’s call can be pursued freely without the impediment of exclusive or insensitive words and actions. Women preparing for ministry, therefore, should receive personal encouragement from all members of the community.

To that end, the seminary is committed to the full inclusion of women, their contributions and concerns, in recruitment and admission of students, for teaching, for administering and planning curriculum, chapels, and convocations, and for filling faculty, administrative, and other appointments.

Adopted by the Board of Trustees, June 30, 1986.

**Student Organizations**

**Alumni Relations**

The Gordon-Conwell Alumni Association consists of all graduates of the seminary and those students who withdraw in good standing, having completed at least four courses. There are over 5,000 alumni serving in over 60 countries of the world. Faculty, students, and staff pray regularly for alumni and their ministries.

The Ockenga Institute offers continuing education and enrichment to alumni through the Mini-Sabbatical for Pastors, the Wilderness Programs, the Semlink+ Program, and the Pastors’ Forum seminar series. The Ockenga Connections is published four times each year to promote communication with alumni. The seminary also sponsors events for alumni at selected denominational meetings.

**Phi Alpha Chi Society**

The Society of Phi Alpha Chi was founded in 1928 at Gordon College of Theology and Missions in Boston. The purposes of Phi Alpha Chi (Lovers of the Truth of Christ) are to recognize scholarship and creative abilities among the students of the seminary and to encourage the integration of scholarship with Christian ministry. Students are nominated for membership in the seminary’s chapter by the faculty and are elected by the chapter’s executive committee. A grade point average of 3.75 or better through the fall semester of the senior year is prerequisite for membership. In order to qualify for membership, at least 15 courses within a degree program must be completed at Gordon-Conwell.

**Student Council**

The Student Council at Gordon-Conwell Theological Seminary-Charlotte provides an official voice for the expression of student concerns and serves as an official channel for the handling of student affairs before the faculty, staff, administration, Board of Advisors and Board of Trustees. In addition, the Student Council shall serve by participating in various efforts to enhance the social and spiritual life of the seminary community. Members of the Student Council are recommended by faculty and appointed by the Dean.

**Student Special Interest Groups**

Occasionally there is a desire on the part of students to form an ad hoc committee or group
regarding a special interest that may not be reflected by one of the Student Council standing committees. Individuals wishing to start such a group on campus must obtain permission from the Charlotte Dean by submitting a statement of purpose, outlining details and other pertinent issues.

**The Robert C. Cooley Center for the Study of Early Christianity**

The Robert C. Cooley Center, which was developed through a generous gift from a donor committed to the study of early Christianity, will ultimately serve as a base for research, study and scholarship. The Center presents an annual lecture series and is home to the Robert C. Cooley Collection of Biblical Archaeology and Early Christianity that is housed in the Harold Lindsell Library of Gordon-Conwell–Charlotte. Volumes and periodicals in the collection deal with archaeological endeavors in the Middle East during the biblical periods of world history, including works on Biblical Archaeology, Early Church History and Anthropology. Students and researchers will find in the collection numerous specialized resources not available elsewhere. This collection is available to master’s level students in advanced stages of their academic program, doctoral students and researchers in the areas of Biblical Archaeology, Early Church History and Anthropology. Since it is a closed collection, it is only available by appointment. The catalog for the holdings of The Cooley Collection is available through on-line access at [www.youseemore.com/gordonconwell](http://www.youseemore.com/gordonconwell).
SERVICES AND RESOURCES

Bookstore

Required textbooks for on campus and Semlink+ courses may be purchased through the Charlotte campus Bookstore. The Bookstore also features Gordon-Conwell—Charlotte clothing items and basic supplies (pens, binders, and notepads). Regular Bookstore hours are Monday-Friday 9:00 a.m. - 8:00 p.m. and Saturday 9:00 a.m. - 2:00 p.m.

If you need to use the Bookstore outside of those hours, please contact Alvis Yates, the Bookstore Manager, in advance to make arrangements. The Bookstore staff is always happy to help you with special orders and can in many cases have your special order processed within one to two weeks. You may pay for Bookstore items with cash, check, MasterCard, or Visa. We do not accept Discover or American Express.

All sales are final, with the following exceptions. First, if a course is dropped, books may be returned if unused, unmarked, and in saleable condition. The return should be made within thirty days and accompanied with the drop form. Second, damaged/defective books may be returned for replacement.

Bulletin Board

Students have been provided a bulletin board in the student lounge for posting information (i.e., items for sale, need for roommate, upcoming events, etc.). Items posted must be dated, signed by the student and submitted to the campus manager for approval before posting. The seminary reserves the right to remove anything it deems questionable in nature.

There are other bulletin boards located on campus to inform students of pertinent information and current opportunities. These boards are for faculty and administrative use only. The list below describes an example of those items that may apply to students:

- Registration Office
- Alumni/Alumnae Updates
- Counseling Program
- Campus Organizations
- Denominational News
- Employment (Student-On/Off Campus)
- Ministry Opportunities
- General and Department information

Classrooms

Classrooms are for the sole purpose of instruction. Students are not permitted in classrooms when classes are not in session; the library and student lounge provide ample space for study and lounging. Those who wish to use a classroom for special meetings must petition in writing (see Facility Use and Reservations). Food and open-drink containers are not permitted in the classrooms at any time. However, beverages in twist-top plastic bottles and those in containers with leak-proof, sealable lids are permitted. As always, we ask that you help keep the classrooms tidy by disposing of trash in the receptacles.
Computer Lab

The seminary maintains a computer lab, located in the library, for student use. The computer lab provides students with word processing capability, internet access, Hebrew and Greek tutors, access to the research databases of OCLC-First Search, and several CD-ROM based research tools. Students can schedule usage with the Library Director and are encouraged to consult with the Library Director or the Student Assistant for Library Technology for assistance with CD-ROM or Internet use. Students are limited to one-hour of usage if there are others waiting to use the workstations. Do not change computer settings, install software, or disconnect cables to the computers or printers. Do not connect personal laptop computers to the computers or printers.

By using the seminary’s computing and internet resources, students agree as a condition of use to accept personal responsibility for considerate, ethical, and responsible behavior in their use of the available resources.

Statement of Computer Lab User Responsibilities

Students are responsible to use the resources in compliance with applicable laws and seminary standards, policies and procedures. It is each student’s responsibility to determine what restrictions apply and to review the seminary’s on-line Policy on Responsible Use of Computers.

Students are responsible for using the resources with sensitivity to the rights of others. It is the student’s responsibility to avoid intrusions into the privacy of others and/or to avoid creating an atmosphere of discomfort or harassment for others.

Students are responsible for making any back-ups of electronically-stored data that they have created or maintained. The seminary assumes no responsibility for lost or corrupted data.

Students are responsible for reporting any weakness they might discover in the security of the computing resources to the Computer Center. Students are not to explore a weakness on their own as this may be interpreted as intentionally tampering with the seminary’s computing resources and may thus be treated as a violation of criminal law.

Students are responsible for clearly and accurately identifying themselves in any on-line communication. If students are acting as the authorized agent of a seminary group, the communication must be identified as coming from the group.

Students are responsible for taking steps to avoid being a victim or an unwitting distributor of computer viruses or other destructive computer programs. The seminary assumes no responsibility for avoidance of or for the impact of computer viruses or other such destructive programs.

The seminary reserves the right to monitor and record user activities without notice upon learning of possible unacceptable use and/or violation of the user’s responsibilities. The seminary may provide the results of such monitoring to appropriate civil authorities. The seminary reserves all rights to suspend accounts, use and/or access to the resources pending evaluation of a use and/or remedial action.

Students should be aware that electronic files are not necessarily secure and that e-mail is extremely vulnerable to unauthorized access and modification. Therefore, the seminary does not
assume responsibility for the confidentiality of a user’s files.

**Emergency Student Notification**

In the case of a death, serious illness, or accident in a student’s family, a staff member from the Registrar’s Office attempts to locate the student in class. Students are notified by email and text/voice messages of on-campus emergencies via Send Word Now. This service communicates directly to your GCTS web mail and current phone numbers we have on file. That is why it is important to keep your contact information up-to-date and to check your GCTS email account regularly.

**E-mail**

Charlotte students are issued an e-mail address at the time of matriculation. This account will be the primary form of communication between the seminary and its student body. Students will be required to check their accounts on a regular basis or set-up their account so that it forwards to their personal accounts. Questions concerning e-mail accounts should be directed to the help desk (helpdesk@gcts.edu).

**Employment**

**Student Employment**

Student employment positions are varied and are typically part-time in nature. Student Worker job openings are posted on the bulletin board and circulated through campus-wide email.

**Staff Positions**

Students and student spouses may apply for any open, full or part-time staff position. Full-time staff positions come with an excellent benefit package, including tuition discounts.

**Facility Use and Reservations**

Students who desire to use seminary space for meetings or other educational related purposes must receive prior approval from the seminary. The use of designated seminary rooms by individuals or campus groups must be approved by the Campus Manager in conjunction with the Registration Office. Those wishing to reserve space for seminary-related events, as well as for personal reasons, should contact the Campus Manager at least two weeks in advance of the requested date.

Outside groups are allowed access to campus facilities when space is available. Fees will be charged to cover maintenance costs and custodial services for use of campus facilities by outside organizations. Depending on student facility needs, fees may apply.

Permission to exhibit and/or sell materials anywhere on campus must be obtained from the Campus Manager. This regulation governs any business projects undertaken on campus by students, faculty or staff, as well as outside organizations. The exhibiting and selling of books other than through the Gordon-Conwell Bookstore is expressly prohibited.

In light of the diversity of church traditions represented by the student body, organized
dancing on campus is not permitted. The policy is made without condemning or approving the practice of dancing.

In keeping with the IRS regulations for non-profit organizations, Gordon-Conwell Theological Seminary will not make available its facilities for any politically affiliated activities/events that may be beneficial or detrimental to any candidate.

Faxes

Seminary forms and petitions may be faxed; the original signed document must be mailed to the appropriate office/individual for official record keeping. Before sending course assignments to the seminary by fax, please check with the professor. Most do not accept faxes. Students may not use the fax machine for sending or receiving documents.

Financial Services

The Student Accounts Office for Gordon-Conwell is located at the Hamilton campus. Students can access up-to-date account information and make payment through their CAMS Student Portal. Students can also mail in their payments to either the Charlotte or Hamilton campus. Charlotte Reception Desk personnel are equipped to accept credit card payments at the first floor reception desk or by phone (704-527-9909). Questions regarding a student’s account should be directed to the Student Accounts Assistant at the Hamilton campus (978-646-4049).

Housing Off-Campus

Although Gordon-Conwell does not provide student housing for those who commute from a distance, we have, however, made arrangements with local hotels to make rooms/suites available to our students at a discounted rate. For an updated listing, please contact Reception Desk personnel. Students may also post their lodging needs on the student bulletin board for other GCTS students to see and respond to.

Inclement Weather Policy

In order to ensure the safety of our students and employees, we may occasionally deem it necessary to cancel classes and close offices due to weather conditions. Since many of our students and employees live in other communities, travel on area roads may be hazardous even though the immediate area near campus may be clear. Once a decision is made to cancel classes and close offices or have a delayed opening, the Charlotte Administrative Offices will arrange for the notice to be communicated in various media:

- aired on Charlotte television Channels 3 (WBTV) and 9 (WSOC),
- message on the GCTS telephone answering service by 8:00 a.m., (704-527-9909),
• message posted at the front reception entrance (if cancellation is made midday).

If the decision is made to cancel classes during a weekday/night, students will be notified of a make-up date by the course professor. The seminary establishes an “inclement weather make-up date” each semester for weekend module courses (see Academic Calendar). Students should not plan activities during the make-up date in the event a course needs to be rescheduled.

**Information Technology**

The Information Technology Technician ensures the efficient and effective operation of seminary-owned or seminary-sponsored computers. The IT Technician is available to students on a limited basis, primarily for help with issues concerning wireless networking and support for Computer Lab use. For further information regarding information technology services, please contact the IT technician.

**Library Policies & Procedures**

The Harold Lindsell Library contains approximately 65,000 volumes focusing on biblical studies, theology, church history, counseling and psychology, and Christian ministry. Gordon-Conwell—Charlotte students may also access the collection at Goddard Library on the main Gordon-Conwell campus in South Hamilton, MA. The library also features an extensive collection of electronic journals and periodicals that students can access with their GCTS student IDs. Students should review the library module in the online New Student Orientation presentation for instructions on how to access electronic resources.

**Regular hours:**

Monday-Friday: 9:00 a.m. to 10:00 p.m.

Saturday: 9:00 a.m. to 6:00 p.m.

Hours for January, summer session, holidays, and other exceptions will be posted at the library office and on the Charlotte library page at the Gordon-Conwell Theological Seminary website [www.gordonconwell.edu/library](http://www.gordonconwell.edu/library). The library is normally closed on holiday weekends.

Reference books, materials from special collections, print journals and periodicals, videotapes, and printed dissertations must be used in the library and may not be checked out for any reason. Books on reserve for specific classes are not available for borrowing. Books in the stacks are available for borrowing.

Library cards and borrowing privileges: Gordon-Conwell—Charlotte student identification cards function as library cards. Students currently enrolled in Gordon-Conwell—Charlotte may borrow books and are responsible for returning them according to the library policies. All current students are required to read and review the library borrowing policy. If another student needs a book that you have checked out, we reserve the right to ask you to return the book before the semester due date.
The library does not charge fines for overdue books, but books more than four weeks overdue are declared lost and students are charged a $100 fee per book for replacement and processing costs. Students may not borrow books unless they review and sign the overdue/lost book policy.

Students from other institutions in the Carolinas Theological Library Consortium (CTLC) may check out up to five books for up to three weeks with one renewal. CTLC students may not borrow books placed on reserve for Gordon-Conwell—Charlotte courses. CTLC students must see the Library Director or an assistant to check out books.

Currently enrolled Gordon-Conwell—Charlotte students have borrowing privileges at member institutions of the Carolinas Theological Library Consortium. Students are responsible for abiding by the policies of member libraries they choose to use. Please consult the library director for information about CTLC member libraries.

Requesting books from Goddard Library: Students enrolled in a Gordon-Conwell—Charlotte degree program may request up to six library books from Goddard library, the main Gordon-Conwell library located in South Hamilton, Massachusetts, through the following e-mail address: glibrary@gcts.edu. Students must provide the following information: Name, address, phone, Charlotte student ID number. In addition, students must provide the author, title, and call number for each book requested. Goddard library will fill requests based on availability of books and policies regarding borrowing. Students are responsible for returning books by mail by the due date listed on the inside front cover. Gordon-Conwell—Charlotte students using Goddard library services are subject to Goddard library policies, including fines.

The Senior Librarian is normally available Monday through Friday. The library staff is available to help you with a variety of research needs. If you need to see any of the library staff, please call ahead to make sure that we will be available when you arrive.

For information on library policies and procedures see the library information sheet published annually by the library. It is available at the circulation desk.

Lost and Found

The Reception Desk operates the “Lost and Found” service for the seminary. Items turned in to “Lost and Found” will be held for 30 days. After 30 days, unclaimed items are considered to be abandoned property and are disposed of in an appropriate manner by the seminary.

Office Equipment

Limited use of office equipment such as hole punchers, staplers and the like are made available to students. Please see the receptionist on the main floor for assistance.

Office Hours, Administrative

The administrative offices are open from 9:00 a.m.-5:00 p.m. Monday through Friday. Occasionally,
the hours of operation for an office, a department, or the seminary as a whole will vary. In such cases, the hours will be posted on the door of the office. Normally, seminary offices (including the library) are closed on major holidays and the Mondays following graduation and integrative seminars.

**Parking**

For security purposes, students taking courses in the evenings are encouraged to park as close as possible to the building and buddy-up leaving the building. In addition, students are encouraged to secure their vehicles while on campus; the seminary is not responsible for any loss of property or damage to vehicles while on the premises. Overnight parking is permitted provided permission has been granted by the Campus Manager; long-term parking is prohibited.

**Photo Copiers**

Self-service copiers are available to students in the library. Due to the high cost of service and maintenance on the copier machines, the seminary requests that only faculty and staff members perform such operations as changing carriages, clearing jams, and the like.

**Placement Services**

The Placement Office exists to serve graduating students and alumni in their search for ministry positions. The office oversees and maintains the placement website MinistryList.com. This website disseminates information on available positions in churches and organizations around the world. In addition, MinistryList.com highlights students and alumni who are searching for ministry positions. The Placement Office also seeks to be a resource during the job hunting process in areas such as resume writing, interviewing and denominational information. Seminary placement services are intended to supplement those offered by denominations.

**Student Lounge**

The student lounge is located on the first floor of the academic center next to the kitchen. Students may purchase coffee, soft drinks, and snacks from vending machines located in the lounge. Those who wish may bring and store perishable food in the student refrigerator located in the adjoining kitchen. If you use the refrigerator, be sure to put your name on all items and take it with you when you leave; unclaimed/abandoned food and containers are disposed of weekly. Given the high use of this area, individuals are asked to be considerate of others; cleaning up after oneself, disposing of garbage, washing dishes after usage, etc. Students will have limited access to the kitchen (microwave and refrigerator only).

**Telephone**

Students are requested to use their own personal phones. However, those who don’t have a cell phone and need to place a local call may do so at the receptionist desk on the main level. A calling card is required for long distance calls. Phone calls from faculty/staff offices are not permitted.
POLICIES AND PROCEDURES

The Family Educational Rights and Privacy Act

Gordon-Conwell Theological Seminary complies with The Family Educational Rights and Privacy Act (FERPA), which affords students certain rights with respect to their educational records. For a full listing of student rights under this law and the process for accessing one's records, please see the FERPA Annual Notice available online.

Title IX Compliance

Gordon-Conwell is in compliance with the legal citation of Title IX of the Education Amendments of 1972, and its implementing regulation 34 C.F.R. Part 106 (Title IX). Title IX prohibits discrimination on the basis of gender. Please see a fuller discussion of this topic under Statements of Compliance on our website.

Campus Security Act of 1990 (Clery Act)

Gordon-Conwell Theological Seminary complies with Title II of the Student Right-to-Know Campus Security Act of 1990, known as the Crime Awareness and Campus Security Act of 1990. Please see a fuller discussion of this topic under Statements of Compliance on our website.

Policy on Drug and Alcohol Abuse

Gordon-Conwell Theological Seminary, Charlotte campus is in compliance with the Drug-Free School and Campuses Act Amendment of 1989 (Drug-Free Schools and Campuses [DFSC] Regulations, also known as "Part 86," is taken from the Federal Register [Vol. 55, No. 159, Thursday, August 16, 1990, pp. 33580-33601]) relating to the illegal use of alcohol and drugs. Please see a fuller discussion of this topic under Statements of Compliance on our website.

Policy on Harassment

Gordon-Conwell strongly affirms that all members of the seminary community (students and their families, administration, faculty, and staff) have a right to be free from discrimination in the form of harassment because of their status in the community, gender, race, denominational preference, age, national origin, economic status, or physically challenging condition. This also applies to sexual harassment in the workplace. For a fuller discussion on this topic, please consult our "Compliance Statement" on our website.

Grievance Procedure on Harassment

The grievance procedure is available to any Gordon-Conwell Theological Seminary community resident, student, staff or faculty member who thinks she/he has been subjected to or affected by discrimination in the form of harassment within the seminary community as defined in the policy statement.

Informal Procedure. The informal procedure consists of an unwritten request for advice or counsel to
evaluate perceptions or clarify issues. Students might seek out their advisor, the Registrar, or the Academic Dean. If resolution is not achieved by the informal procedure and the person wishes to pursue the matter, formal recourse shall follow.

Formal Procedure. The formal appeal followed shall be appropriate to the role of the person(s) involved.

Students: The student shall present in writing a description of the problem to the Administrative Assistant to the Dean and make an appointment to see the Dean or designated person. Written complaints shall be submitted as near in time to the actual incident(s) as possible. This individual will initiate an investigation including discussion with all parties involved. An ad hoc committee may be appointed to investigate the case and make recommendation for action. A decision shall be made and communicated to all parties involved within 10 working days of the date the complaint was submitted; exceptions to this procedure will be due only to legitimate unavailability of pertinent persons and will be communicated to the person making the complaint. Complaints shall be handled quickly, fairly, and thoroughly.

Appeals: In the event of a response, decision, or action being unacceptable to any party, formal complaints can be appealed to successively higher positions up to the President’s Office. Exceptions can apply in the event the seminary determines that other action be taken by necessity of law.

Confidentiality: In all cases of harassment complaints, confidentiality will be observed as far as possible by processing complaints discreetly. In that discussions and investigations may involve several people, however, absolute confidentiality cannot be guaranteed. Discretion and respect shall be observed.

Procedures for Disciplinary Action

Statement of Standard for Disciplinary Action

The seminary reaffirms the biblical principles set forth in its Community Life Statement as it seeks to support its students in their theological endeavors. The seminary’s commitment to its mission statement requires that all students be guaranteed an environment which promotes intellectual and spiritual growth. To this end, the seminary reserves the right to discipline a student who is found in violation of any aspect of the Community Life Statement or any other institutional standard of conduct which would make it difficult for him/her and others in the community to fulfill their academic goals. The standard of disciplinary action applies to any student behavior on all seminary premises and at all seminary activities/events, whether on or off-campus and unconnected to a seminary activity, as well as to remote study locations, such as international locations.

Procedures for Conducting a Hearing

1. The Judicial Committee will conduct an investigation of the allegations brought against a student. The investigation will include the following steps:
   a. Confirm the name of the student in question.
   b. Gather all material facts.
   c. Determine alleged infraction as stated in the Community Life Statement or other published institutional standard of conduct.
   d. If necessary, take any appropriate actions including government and/or law enforcement
agencies.
e. Seek legal counsel as deemed appropriate.
f. Keep thorough and complete documentation of investigative process.

2. The Chair of the Judicial Committee will notify the student in writing of the following:
   a. A statement of alleged charges against him/her
   b. The specific seminary policy or standard of conduct which allegedly has been violated
   c. The purported evidence supporting the allegation
   d. The establishment of an informal hearing

3. The Judicial Committee may conduct an interview with the student using the following guidelines:
   a. The student will be informed of the date, time, and location of the hearing in writing, either by phone or email, at least five business days in advance. This information will also be provided to the person(s) who brought forth the alleged charges in case he/she would desire to be present in the hearing, be required or invited to be present in the hearing.
   b. The entire case file and the names of any prospective witnesses will be available for inspection by the student during normal business hours in the Registrar’s Office where non-academic student files are maintained.
   c. The student may choose to be assisted by a family member or other individual. Those assisting the student will be given reasonable time to ask relevant questions of any individual appearing at the hearing, as well as to present relevant information. The student may also be accompanied by legal counsel, although the role of counsel will be limited to providing legal advice to the respective student. It will be done in a quiet manner that is not disruptive to the proceedings. A reasonable effort will be made to accommodate the schedule of any representative or advisor allowed to assist the student.
   d. The hearing may be conducted in the absence of the student who fails to appear following proper notice of the hearing date, time and location.
   e. The hearing shall be transcribed by the Committee.
      The tape(s) and/or transcription shall be kept with the pertinent case file for as long as the case file is maintained by the seminary.

4. Following the hearing, the Committee will meet for deliberations and render a written decision to the student within five business days after completing the hearing. Confidential copies of the letter will be sent to the Campus Dean and Registrar.
   a. The Judicial Committee has the authority to issue any of the following decisions:
      1) Further investigation culminating in another hearing.
      2) Admonition. A formal admonition that an institutional standard has been violated and which does not become part of a student’s permanent record, but that may be taken into account in judging the seriousness of any future violation.
      3) Disciplinary Probation. A more serious admonition assigned for a definite amount of time. It implies that any future violation during that time, of whatever kind, may be grounds for suspension, or in especially serious cases, for dismissal from the seminary.
      4) Suspension for a Definite Period. Removal from membership in the seminary community including all student privileges for a specified period of time. A suspension is noted on a student’s official record only for the duration of the
5) Indefinite Suspension. Removal from membership in the seminary community by suspension, with the suspension to continue until certain conditions stipulated by the Committee have been fulfilled. A suspension is noted on a student’s official record only for the duration of the suspension. After conditions stipulated by the Committee have been met, the Committee will reconvene to render a final decision.

6) Dismissal. Permanent removal from membership in the seminary community including all student and alumni privileges without possibility of readmission. A dismissal is noted on student’s official record.

b. If the student is suspended or dismissed, the written decision shall be mailed or personally delivered to the student within five business days after the completion of the hearing. It shall contain a statement of reasons for any determination leading to the suspension/dismissal. The student should also be advised as to when a petition for reinstatement would be considered, in cases of suspension, along with any conditions for reinstatement.

c. The student shall be asked to sign a form, for the record, indicating his/her understanding of the disciplinary action against him/her.

d. Within five business days of receipt of the statement of understanding, the Chair of the Judicial Committee will notify the appropriate offices of the sanction.

5. The Committee shall inform the person (accuser), if any, that the investigation has been completed and that the appropriate action has been taken.

Procedures for Appeal

1. If the student so desires, he/she may appeal the Judicial Committee’s decision in writing within five business days to the Charlotte Dean.

2. The Dean will present his/her decision within five business days to the student, unless he/she appoints a review committee of his/her choosing, in which case he/she will have 10 business days.

3. The Dean’s decision will be final.

Procedures for Student Departing the Seminary

1. If suspension or dismissal occurs during the course of the semester, tuition may be refunded to the student according to federal policy.

2. Appropriate notation shall be entered on the student’s transcript and placed in his/her permanent file. The Registration Office will follow normal procedure to notify the appropriate offices of the student’s leave from the seminary.

3. In the case of an international student (F-1 visa), he/she will need to leave the country immediately per SEVIS regulations, which does not allow for a visa “grace period.” As of the official dismissal date, the student would be considered out of status.

Deviations from Established Procedures

Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to the student may result.
Policies & Procedures on Information Technology

Overview
Though there are a number of reasons to provide a user network access, by far the most common is granting access to trustees, employees, students, guests, alumni, faculty, adjunct faculty, student workers, contractors and volunteers for performance of their job functions and students for use while on one of the four campuses or working remotely. This access carries certain responsibilities and obligations as to what constitutes acceptable use of GCTS systems. This policy explains how GCTS information technology resources are to be used and specifies what actions are prohibited. While this Acceptable Use Policy (AUP) is as complete as possible, no policy can cover every situation, and thus the user is asked additionally to use common sense when using company resources. Questions on what constitutes acceptable use should be directed to the user’s supervisor or the IT Help Desk. Each user is required to read and certify that he or she understands this policy relating to acceptable use of GCTS computer resources.

Purpose
The purpose of this policy is to detail the acceptable use of GCTS information technology resources for the protection of all parties involved. The Acceptable Use Policy is a top-level policy that describes appropriate and general use for Gordon-Conwell Theological Seminary information technology resources. It is meant to describe the appropriate general behavior the Seminary expects when using technology and encompasses all Seminary technology resources. The purpose of GCTS IT resources is to support the school’s goal of theological education. The following policy applies to all users of GCTS IT resources regardless of their affiliation with the school.

Scope
All Gordon-Conwell Theological Seminary employees, faculty, guests, students, temporary workers, volunteers, and contractors are required to review and accept this policy before access to the network is allowed or other Seminary technology resources is granted. This policy applies to all equipment the Seminary owns or leases (this includes non-seminary owned machines that connect through our network). This policy applies to any and all use of GCTS IT resources including, but not limited to, computer systems, personal mobile devices, email, network, internet access, online resources and the GCTS Internet connection.

Applicability of Other Policies
The policies contained here are not meant to overrule other pertinent GCTS policies or any federal, state or local laws. Other policies may apply to the topics covered in this document and as such the applicable policies should be reviewed as needed. The user should reference related policies including but not limited to the GCTS Social Media Policy & Guidelines and the GCTS Identity Theft Prevention Program Red Flags Rules Policy.

Compliance
This policy is intended to be compliant with applicable federal, state and local laws and regulations including but not limited to the Family Educational Rights and Privacy Act (FERPA). Additionally, this policy is designed to support compliance.

Personally Identifiable Information
Per the GCTS Identity Theft Prevention Program Red Flag Rules Policy, Personally Identifiable Information (PII) is defined as “Information which alone, or in combination with other information, can be used to identify a specific individual. Identifying information
includes names (first name and last name or first initial and last name), social security number, date of birth, driver’s license number, identification card number, employer or taxpayer identification number, financial account number, or credit or debit card number (with or without required security code, access code, personal identification number or password that would permit access to a person’s financial account), unique electronic identification numbers, address or routing code, or certain electronic account identifiers associated with telephonic communications.”

**E-mail Use**

Personal usage of GCTS email systems is permitted as long as A) such usage does not negatively impact the GCTS computer network, and B) such usage does not negatively impact the user’s job performance.

* GCTS email distribution lists are for business and academic use and not for personal use.
* The following is never permitted: spamming, harassment, communicating threats, solicitations, chain letters, or pyramid schemes. This list is not exhaustive, but is included to provide a frame of reference for types of activities that are prohibited and in some cases may also be in violation of the GCTS Community Life Statement (contractors are exempt from compliance with the GCTS Community Life Statement).
* The user is prohibited from forging email header information or attempting to impersonate another person.
* Email is an insecure method of communication, and thus information that is considered PII may not be sent via email, regardless of the recipient, without proper encryption.
* It is GCTS policy not to open email attachments from unknown senders, or when such attachments are unexpected.
* Email systems were not designed to transfer large files and as such emails should not contain attachments of excessive file size.

**Confidentiality**

Access to PII, health, financial, & academic data is limited to those with legitimate business or academic need or having legal right to access. Such private data should not be stored on laptops or other portable devices unless absolutely necessary. Exceptions must be approved by the IT department. The data and the device should be encrypted and password protected.

PII must not be A) shared or disclosed in any manner to non-employees of GCTS unless a non-disclosure agreement is in place, B) posted on the Internet or any publicly accessible systems, or C) transferred in any insecure manner. Please note that this is only a brief overview of how to handle confidential information, and that other policies may refer to the proper use of this information in more detail.

**Recreational Use**

Games and music are allowed on the network so long as they do not interfere with the network’s business and academic purposes. Network-intensive entertainment during office hours is discouraged and will be throttled. Users should be aware that certain games, videoconferencing (Skype, Google Hangout), and streaming media (such as Netflix, Hulu) can use excessive bandwidth and potentially degrade network performance for all users.
Network Access
The user should take reasonable efforts to avoid accessing network data, files, and information that are not directly related to his or her job function. File access is monitored on a regular basis. If a user finds that he or she does not have the appropriate access for his or her job role, then notify the GCTS IT office by emailing helpdesk@gordonconwell.edu.

Unacceptable Use
The following actions shall constitute unacceptable use of the GCTS network. This list is not exhaustive, but is included to provide a frame of reference for types of activities that are deemed unacceptable. The user may not use the GCTS network and/or systems to:
* Pornography and torrents are not permitted on the GCTS network.
* Engage in activity that is illegal under local, state, federal, international, or other applicable laws.
* Engage in any activities that may cause embarrassment, loss of reputation, or other harm to GCTS.
* Disseminate defamatory, discriminatory, vilifying, sexist, racist, abusive, rude, annoying, insulting, threatening, obscene or otherwise inappropriate messages or media.
* Engage in activities that cause an invasion of privacy.
* Engage in activities that cause disruption to the workplace environment or create a hostile workplace.
* Make fraudulent offers for products or services.
* Perform any of the following: port scanning, security scanning, network sniffing, keystroke logging, hacking, or other IT information gathering techniques when not part of the employee’s job function.
* Install or distribute unlicensed or “pirated” software.
* Reveal personal or network passwords to others, including family, friends, or other members of the household when working from home or remote locations. Passwords are private and should be protected with the same diligence as social security numbers. All users must use their own logins when accessing seminary resources. Users are responsible for all activities done from their account.
* Setup of personal WIFI in buildings where GCTS provides WIFI access. This includes the Boston, Charlotte and Jacksonville campus buildings as well as the following buildings on the Hamilton Campus: Kerr, Goddard, Academic Center and Retreat House. Personal WIFI systems interfere with GCTS network performance for the entire community.

Malware & Antivirus Protection
GCTS IT owned machines will be provided with malware protection. Others are expected to provide their own malware protection and keep it up to date and functional. This includes students, volunteers, contractors, and any other user who is using his or her personal machine on the GCTS network. Users are responsible for any damage caused by malware on their computer.

Blogging, Microblogging & Social Media
Any blogging activities that are not otherwise covered by other statements in this policy are subject to the appropriate governing departments such as GCTS Human Resources, appropriate Dean’s Office, Student Life and Marketing and Communications. Any blogging, microblogging and social media done on GCTS IT systems is subject to the terms of this policy, whether performed from the GCTS network or from personal systems accessing GCTS IT systems. The user assumes all risks associated with blogging, microblogging and social media.
**Instant Messaging**

The user should recognize that Instant Messaging may be an insecure medium and should take any necessary steps to follow guidelines on disclosure of confidential data.

**Web Browsing**

The Internet is a network of interconnected computers over which the GCTS has very little control. The user should recognize this when using the Internet, and understand that it is a public domain and he or she can come into contact with information, even inadvertently, that he or she may find offensive, sexually explicit, or inappropriate. The user must use the Internet at his or her own risk. GCTS is specifically not responsible for any information that the user views, reads, or downloads from the Internet. GCTS recognizes that the Internet can be a tool that is useful for both personal and professional purposes. Personal usage of GCTS systems to access the Internet is permitted as long as such usage follows pertinent guidelines elsewhere in this document and does not have a detrimental effect on GCTS or on the user’s job performance.

**Copyright Infringement**

GCTS systems and networks must not be used to download, upload, or otherwise handle illegal and/or unauthorized copyrighted content. Any of the following activities constitute violations of acceptable use policy, if done without authorization by law or permission of the copyright owner: A) copying and sharing images, music, movies, or other copyrighted material using P2P file sharing or unlicensed CDs and DVDs; B) posting or plagiarizing copyrighted material; and C) downloading copyrighted files which the user has not already legally procured. This list is not meant to be exhaustive; copyright law applies to a wide variety of works and applies to much more than is listed above.

**Expectation of Privacy**

Users should expect no privacy when using the GCTS network. Such use may include but is not limited to: transmission and storage of files, data, and messages. GCTS reserves the right to monitor any and all use of the computer network and all systems. To ensure compliance with company policies this may include the interception and review of all data that traverses the network, inspection of data stored on files and folders on any GCTS systems, hard disks, and removable media.

**Bandwidth Usage**

Excessive use of GCTS bandwidth or other computer resources is not permitted. Large file downloads or other bandwidth-intensive tasks that may degrade network capacity or performance must be performed during times of low GCTS-wide usage.

**Personal Usage**

Personal usage of GCTS computer systems is permitted as long as such usage follows pertinent guidelines elsewhere in this document and does not have a detrimental effect on GCTS or on the user’s job performance. Circumvention of Security Using GCTS-owned computer systems to circumvent any security systems, authentication systems, user-based systems, or escalating privileges is expressly prohibited. Knowingly taking any actions to bypass or circumvent security is expressly prohibited.

**Software Installation**

Employees are prohibited from installing software on GCTS systems and computers without IT approval. While we cannot restrict users from installing software on their personal devices, extreme caution should be taken when installing any non-GCTS-supplied program. Numerous
security threats can masquerade as innocuous software-malware, spyware, and Trojans can all be installed inadvertently through games or other programs. Alternatively, software can cause conflicts or have a negative impact on system performance. Therefore, employees should use caution when installing new software on their mobile devices and be vigilant of malicious intent.

**Audits**
GCTS must conduct periodic reviews to ensure policy compliance. A sampling of users may be taken and audited against this policy on a yearly basis.

**Enforcement**
The GCTS Administrative Offices, Student Life, Human Resources and/or Information Technology Team will enforce this policy. Violations may result in disciplinary action, which may include suspension, restriction of access, or more severe penalties up to and including termination of employment. Where illegal activities or theft of company property (physical or intellectual) are suspected, GCTS may report such activities to the applicable authorities. IT reserves the right to disconnect any device from the network that it considers disruptive.

**Version Control and Distribution**
Updates to this policy will be noted in this section with a summary statement and date. When this policy is revised, the new version will replace the prior version in the Staff Handbook, Student Handbook, Faculty Handbook, the GCTS website and other systems that display the policy.
ACADEMIC LIFE

Information and Policies

The seminary expects students to give themselves seriously to conscientious study, research and evaluation. This same academic diligence must also extend beyond the classroom environment to the policies and procedures that support learning at Gordon-Conwell. In the section that follows, policies and procedures are outlined and special situations have been anticipated. Most of these matters are administered in the Registration Office and questions regarding them can generally be answered there.

Registration Office
Gordon-Conwell Theological Seminary
14542 Choate Circle
Charlotte, NC 28273 (704) 527-9909 Fax: 704-940-5858

Academic Communications

Student e-mails will be used as the primary address for seminary communications with students. Students are expected to check their e-mail on a regular basis and are responsible for all communications sent via e-mail. Such communications include scholarship/financial notifications, changes in course offerings and class assignments, etc. Therefore, it is imperative that students check their seminary-issued e-mail accounts on a regular basis.

Though e-mail will be our primary means of communicating with students, we may on occasion need to send information via the postal service. Therefore it is vital that the seminary have your current mailing address and phone number. If, during your seminary career, you move and/or change your phone number, you are obligated to notify the Registration Office as soon as possible.

Accreditation

Gordon-Conwell operates under a charter of the Board of Higher Education of the Commonwealth of Massachusetts. The seminary is a member of The Association of Theological Schools in the United States and Canada. Gordon-Conwell Theological Seminary is accredited by the New England Association of Schools and Colleges, Inc. The seminary is certified by the United States Government for the training of veterans and the education of chaplains for military service and for the enrolling of foreign students.

Student Concerns Regarding Accrediting Standards
Students who have concerns regarding the school’s compliance with accrediting standards should submit a written record of their concerns to the Vice President for Academic Affairs. Without written details, no action will be taken. The Vice President for Academic Affairs will then take appropriate action to respond to the issue. A written response addressing the concern and any actions that have or may be taken will be issued to the student. Gordon-Conwell will maintain a record of such formal student concerns for review by the Board of Trustees.
Advisors

A faculty advisor is assigned to all degree and certificate students at the beginning of their program. Individuals admitted as a Special Student are not normally assigned an advisor, but may petition the Registrar to have an advisor assigned. Special Students who intend to eventually pursue a degree or certificate are encouraged to request an advisor.

The advisor is available for counsel in academic, vocational and spiritual matters. However each student is responsible for his/her own program of study as it pertains to course registration and satisfying degree requirements. Depending on the nature of advisement, the student may need to consult with the Office of the Registrar.

Application of Policies, Procedures and Degree Program

Requirements

The policies stated herein are not necessarily comprehensive. Please consult the Registration Office for further details on any policy. The policies and procedures stated in this handbook apply to all students regardless of the beginning date of their degree program at Gordon-Conwell. However, a student is bound by the degree program requirements listed in the catalog/handbook in effect when the student begins coursework.

When a student changes degree programs after matriculation, the Catalog that is in effect at the time the student is admitted into the new program will govern his/her degree program requirements. When a new Catalog reveals a change in degree program requirements, students may petition the Registration Office during that academic year to be governed by the new degree requirements. Students may not petition to be governed by degree program requirements of a previous Catalog.

Attendance Policies

The highly concentrated periods of instruction require faithful class attendance. A student who knows prior to the beginning of a given semester that s/he will need to miss a full weekend of class, should not register for that course; a passing grade will not ordinarily be issued to students who miss a full weekend of class.

Students who during the course of the semester are unable to attend either part or the whole weekend (i.e. illness, death of loved one, etc.) of a given module must receive permission from the professor of record prior to the start of the scheduled class. Each professor may announce specific attendance policies for his/her course in the syllabus. The professor reserves the right to require additional assignments to make up for loss class time.

Auditing Courses

The seminary offers two different types of audit: Courtesy/Unofficial Audit (Non-Transcripted) and Official Audit (Transcripted). All auditors are restricted to non-participating member status in classes. In other words, auditors may not participate in
class discussion (except as authorized by the instructor according to the terms included
in the course syllabus), nor submit written work, nor sit for exams for the purpose of
receiving an evaluation. Courses with limited enrollment and those that require significant
interaction (Methodology courses) are not open to auditors except by written permission from
the professor and the Registration Office.

**Courtesy Audit**

The seminary extends to each current student, staff, faculty and their respective spouse, one courtesy
audit per semester at no charge. In addition, alumni and local, full-time pastors are eligible to
register as courtesy auditors. All interested parties must submit paperwork through the
Registration Office prior to attending class. Courtesy auditing privileges are only available to
students during the semester in which the student enrolls for credit. Courtesy audits will not
be recorded on a transcript.

**Unofficial Audit**

Unofficial Audits are available to non-degree students and to friends of the seminary. This audit
will not be recorded on a transcript. Unofficial auditors must register for the course through the
Registration Office. There is a $110 fee for unofficial audits which must be paid at the time of
registration.

**Official Audit**

Regularly admitted students may officially audit courses by paying the appropriate fee ($200) and
receiving approval from the Registration Office. Individuals not currently enrolled at Gordon-
Conwell but who wish to enroll as official auditors must complete an application and be formally
admitted by the seminary. Applications can be obtained through the Admissions Office (see back
of application for instructions).

**Biblical Languages**

The seminary is deeply concerned with educating students who can preach and teach confidently
from the Scriptures. We consider knowledge of the original biblical languages to be invaluable for
this task. The student who is limited in exegetical study to the English text is deprived of the full
benefit of a wealth of critical aids. It is our judgment that competence in biblical study will be
markedly enhanced by an acquaintance with Hebrew and Greek.

M.Div. students are expected to perform exegetical work from the original languages, and the
biblical languages are studied to that end. Students are encouraged to study as much of either
Greek or Hebrew as they can prior to enrolling at Gordon-Conwell. A knowledge of these
languages is not necessary for admission to the seminary, but such knowledge will increase both the
range of course selection and depth of study available to a first-year student.

Students who have successfully completed the required year of Hebrew and Greek may still need to
demonstrate that they have maintained proficiency for courses in which the languages are pre-
requisite. Thus, Interpreting the OT, Interpreting the NT, and all exegesis courses begin with a review quiz which the
student must pass in order to continue in the course for credit. In cases where a student has allowed a semester
or more to pass before engaging courses with the respective language pre-requisite, the student will be required to take and pass a language competency exam. (Students who miss a summer take only the review quiz with the rest of the students.) Students who are unable to pass the exam will not be permitted to register for or continue in classes that have language as their pre-requisite. Please contact the Registration Office for details about this requirement and how to sign-up for the competency exams.

For those who have already begun their study of either of these languages, the language competency exam can be taken in order to verify students’ knowledge. Students who wish to be waived from Greek and Hebrew or receive transfer credit for these languages, are required to take these exams. (See Language Competency Exams.)

Cancellation of Classes & the Make-Up Weekend

In the event that classes are cancelled (e.g., due to inclement weather or a national emergency), information will be made available through the following means:
- aired on Charlotte television Channels 3 (WBTV) and 9 (WSOC),
- message on the Gordon-Conwell telephone answering service by 8:00am, (704-527-9909),
- message posted at the front reception entrance (if cancellation is made mid-day).

Students, especially those traveling from a distance, are always encouraged to call ahead of time if there is question as to whether or not a class will be cancelled. In most cases, the Registration Office will send out an email (via the GCTS email account) to all registered students announcing the cancellation of a particular class.

If a weekend class is cancelled due to weather, professor emergency or the like, the class will be made up during the scheduled Make-Up Weekend (see the academic calendar for the designated dates). The seminary assigns a make-up weekend for each semester and reserves the right to reschedule a cancelled class during this time. Students should note the assigned make-up weekend and plan accordingly. In other words, you should keep this weekend free in the event a weekend class is rescheduled; approved absences will not be considered if conflict arises with your personal schedule.

The Carolina Theological Consortium

The consortium consists of four member schools in the Carolinas: Gordon-Conwell-Charlotte, Reformed Theological Seminary-Charlotte, the Seminary & School of Missions of Columbia International University, and Erskine Theological Seminary. The consortium allows for cross-registration and library privileges amongst the member schools. Gordon-Conwell students who cross-register and take courses at any of the three member institutions are billed at the current Gordon-Conwell tuition rate.

Courses taken through this agreement will be transcripted as a Gordon-Conwell course; cross-registered courses do not affect the allowable number of transfer courses. Interested students need to seek pre-approval by completing the Cross-Registration form available in the Registration Office. Semlink+, counseling (CO designation) and D.Min. courses are excluded in this agreement. Students in the M.Div. program are limited to a maximum of eight courses that
can be completed through the consortium; all other programs are limited to six. Students who take advantage of this resource are bound by the academic policies and deadlines of the hosting school.

**Cheating and Plagiarism**

Cheating and plagiarism are considered serious breaches of personal and academic integrity. As such, the seminary has a zero tolerance for such behaviors.

Cheating involves, but is not necessarily limited to, the use of unauthorized sources of information during an examination or the submission of the same (or substantially same) work for credit in two or more courses without the knowledge and consent of the instructors. (See Duplication of Course Requirements) Plagiarism involves the use of another person’s distinctive ideas or words, whether published or unpublished, and representing them as one’s own instead of giving proper credit to the source. A full discussion on plagiarism is dealt with in the Research/ Writing Seminar offered each semester.

Those who violate the seminary’s policy on cheating and plagiarism are subject to one or more of the following penalties: a failing grade on the assignment in question; a failing grade for the course; suspension from the seminary; dismissal from the seminary; or revocation of degree. Individual professors may assign a failing grade to an assignment or course. Other penalties, if any, may be assigned only according to the process described below.

All these and other cases of alleged breaches of academic integrity are to be referred to the Judicial Committee. The relevant faculty member will make a recommendation to the Committee. After studying the facts of the case, the Judicial Committee will make a final decision on a penalty or course of action. The student retains the right of appeal to the Academic Dean, who has authority to uphold or change the committee’s decision. Further appeal may be made to the President if the student disagrees with the decision of the Academic Dean. Matters may also be referred to the Guidance Committee at the discretion of the Judicial Committee.

**Checksheets**

The Admissions Office provides each student with a degree checksheet indicating the requirements for his/her intended program of study. It is the student's responsibility to see that all degree requirements (courses, seminars, etc.) are met. Students should update their checksheet as they progress to make sure they are on track to graduate and to prevent taking courses for a requirement which they may have already satisfied. An official updated copy is kept in the Registration Office where it may be consulted upon request.

**Computer Use During Exams**

Computers are not allowed while taking course examinations (unless otherwise specified by the professor in the course syllabus). This policy applies to take-home/proctored exams as well as those administered in the classroom. This decision was adopted for reasons of fairness to all students and to ensure the security of the examination process.
Course Changes—Add/Drop and Withdrawal

Currently enrolled students, who decide to add/drop a course (before the course begins) or withdraw from a course (after the course begins), must make the necessary adjustments via the Student Portal in CAMS.

Adding Courses
Courses may be added only up to the official close of registration (about a week before the beginning date for the semester or term). The only exceptions are mentored ministry and leadership rotations and counseling practica, which may be added after the semester begins once the details of the rotation have been worked out. In the rare instance in which a student is added to a course by the Registration Office (past deadline for online registration), a $50 improper registration fee will be applied. Students are encouraged to plan accordingly.

Dropping Courses
When a student cancels his/her registration for a particular course before the end of the first business day following the first class meeting, this constitutes a "course drop." The course is not recorded on the student's transcript, nor are tuition/fees applied. If the drop occurs after the initial billing, adjustments will be made to the student's account and a new statement issued.

Withdrawal from a Course
When a student cancels his/her registration for a particular course after the drop deadline (the end of the first business day following the first class meeting), this constitutes a "withdrawal." The course remains on the student's transcript, a grade designation of "W" is assigned and a refund (if any) is determined by the date in which withdrawal occurred.

Cessation of class attendance or notifying your professor of your intention to withdraw does not constitute formal withdrawal from a course, nor does it guarantee a refund. All course changes made at any time for any reason must be initiated by the student through the CAMS Student Portal. There are deadlines for receiving refunds for dropped/withdrawn courses. Tuition refunds will be determined by the date on which the course was dropped/withdrawn in CAMS. Refunds are not determined by the time invested or level of engagement by the student, but rather the published refund deadlines.

In cases where a student has stopped attending a course and never formally withdrawn (or registered but never dropped), full tuition will be charged and a failing grade (F) will be recorded on the permanent record. If a student attends a course in which s/he never formally enrolled, completes all assignments and receives a passing grade, the student will not be permitted to back-register and receive credit for the course.

Course Credits
The majority of courses at Gordon-Conwell carry three semester hours of credit. The only exceptions to this are the Mentored Ministry (MM) rotations, Christian Leadership (CL620-22) rotations and IS502 seminar that count for one credit hour.
Course Repeats

The only circumstance which justifies the repeat of a course is failure the first time. Aside from failing grades, courses may not be retaken in order to improve students’ GPAs. A student may repeat a failed course or replace it with another course that meets the degree requirement. For instance, if a student attempts, but fails NT611 (Exegesis of Matthew) which satisfies the M.Div. gospel exegesis requirement, the student could retake the same course or another such as NT613 (Exegesis of Mark) which satisfies the same requirement.

The original grade of “F” is superseded in the student’s grade point average (GPA) by the grade earned in the repeated course although the student’s transcript will show both grades. If a course has been attempted twice with resulting failing grades both times, special permission will be required from the Registration Office before the student registers for the same course a third time. When students have received permission to register a third time for the same course, and that course is completed with a passing grade, the final passing grade will replace only one of the previous failed attempts in the GPA and credit hour calculations, and all grades will remain on the transcript.

Denominational Standards

The seminary does not require denominational standards courses as part of its degree requirements. However, a student may take a standards course, on campus or through transfer, and have it count towards his/her program provided a general elective is available. Denominational standards courses can only be taken to satisfy general elective credit. Students should be aware of denominational requirements and plan their programs accordingly. Some denominations require their students to study for a portion of their degree at a denominational school (See Residency Requirements.)

Directed Study Courses (Out-of-Sequence Courses)

Directed Study (also known as out-of-sequence) courses are offerings that appear in the Catalog, have established titles and course numbers, but are taken independently, outside of the classroom during a term in which the course is not scheduled. Whenever possible, students should take required courses within the classroom setting. Methodological courses (i.e., exegesis courses and counseling practice courses), as opposed to pure theory courses, are rarely if ever approved to be taken out of sequence.

Permission to register for a course out-of-sequence may be granted only when a student can show adequate reason why the course cannot be taken during its regularly scheduled time. The seminary will take into consideration the frequency the course is offered and whether the student had ample opportunity to take the course as scheduled. A Directed Study will not be allowed during a semester in which the course is being offered in residence.

Directed Study courses are subject to all the policies, deadlines and procedures governing standard course offerings. They require approval of the directing professor and the Registrar before permission to register is granted. Petitions should be submitted in advance of the regular registration deadline before the start of the semester/term. It is the student’s responsibility to initiate
the first meeting with the professor, which must take place early in the semester/term. These courses are registered as Module 4 courses in fall/spring and follow the academic calendar with regard to withdrawal and refund dates (that is, the final date to drop a Directed Study is the end of the first business day after the first meeting of module 4 courses).

Disability Accommodation Policy

The seminary is in compliance with the provisions of the Americans with Disabilities Act. The following policy statement describes the procedures the seminary will follow in accommodating persons with disabilities.

1. A student having a disability requiring accommodation must provide the seminary with documentation from a specialist certified to diagnose the particular disability.
2. The documentation must indicate the type of disability and recommended accommodation.
3. The diagnosis must not be more than three years old.
4. It is the student’s responsibility, after being informed of admission, to inform the institution through the Registration Office of his or her disability and of the need for accommodation. Such disclosure of need should be done as soon as possible so that the seminary can make necessary plans, with at least five days notification, as a minimum, requested.
5. Documentation must be submitted to the Registration Office prior to the first class for which the student is requesting accommodation. The Registration Office will keep a copy of the documentation in the student’s permanent file and send the original paperwork to the Academic Dean.
6. On the first day of any given class, the student must also notify his or her professor that a disability exists which will require accommodation.
7. The Academic Dean, upon notification from the Registration Office of the need for accommodation, and in consultation with the relevant faculty member and student, will determine reasonable accommodation in each particular case and for each class.
8. The Academic Dean will communicate to the relevant faculty member, the registrar, and the student the elements of accommodation for each particular class.
9. The faculty member may request the registrar to provide a copy of documentation describing the disability.

Dismissal

The seminary reserves the right to dismiss students whose academic progress is unsatisfactory, public or private behavior violates the standards described in the Community Life Statement, or development of professional skills is unsatisfactory. (See also Probation, Student Discipline and Cheating and Plagiarism). Questions regarding academic probation, violations of the Community Life Statement or professional development may be addressed to the Registrar.

Duplication of Course Requirements

Papers or other written work prepared to meet requirements in one course may not be submitted to meet requirements in another course, except by permission of the instructor. Similarly, reading done to satisfy requirements in one course may not be counted to satisfy reading requirements in another course, except by permission of the instructor. (See Cheating
Examinations (Finals)

Final examinations must be taken at the time announced in the course syllabus. Take-home final examinations may be distributed at any point by a course professor and are due no later than the final day of the semester or term. Rescheduling may be granted only for substantial reasons and only with the concurrence of the course professor. Rescheduling exams after the last day of the semester/term must be done via formal extension petition to the Registration Office. (See Extensions for Late Coursework)

Extensions for Late Course Work

Arrangements for submission of late work at a date on or before the stated final day of the semester or term (see Academic Calendar) are made between the student and professor. Formal petition to the registrar is not required in these cases. This includes arrangements for the rescheduling of final exams. Such late work may be reduced in grade or refused by the professor.

However, course work to be submitted after the stated final day of the semester/term must be approved by the Registrar upon formal petition. Extension forms, available from the Registration Office and on the website, must be submitted to the Registrar at least two weeks prior to the stated final day of the semester/term. Requests received after this date will either be denied or incur additional penalty. The student will be charged a $20 extension fee for each extension petition.

The intention of the extension policy is not to allow students an opportunity to achieve higher grades nor to make allowances for mismanaged time. It is to grant additional time to those students who face some unforeseen circumstance, such as illness or other extenuating event, within the course of the semester.

Extensions without penalty will be granted only in cases of unavoidable or unexpected situations, such as emergency or illness, either involving the student or the student’s immediate family. Job or church related responsibilities are not considered “unavoidable” in most cases.

In situations where extension requests are granted for circumstances not considered “unavoidable”, penalties will be assessed on late work at the discretion of the Registrar. Petitions will not be approved in cases where the student cannot show adequate justification for an extension or the amount of time actually lost. In the event a student cannot meet the deadline specified in the first extension, s/he may apply for a second extension provided the student has just cause. In such a case, a petition for re-extension must be filed with the registrar no later than the due date of the original petition. Re-extension petitions received after this date will either be denied or incur additional penalty. Moreover, re-extensions will only be approved for time lost during the initial extension period.

When a student files for and receives an extension, s/he enters into an agreement with the Registrar. For that reason, all outstanding work for which an extension has been granted must be submitted to the Registrar by the due date. Students should not submit final coursework to the
professor or the Semlink+ office; work not submitted to the Registrar will be penalized by one full letter grade.

The last date to withdraw from a course and receive a “W” designation is two weeks before the stated final day of the semester/term. When a student contracts for an extension, withdrawing from the course is no longer an option. A student may not have more than three extensions at any given time. Under no circumstances will an extension be granted beyond one year of original due date. The work of students who did not request an extension will be penalized at one-third letter grade per week.

**Grade Penalty for Late Work**

Students are required to complete all assignments by the stated due dates in the course syllabus. If a student fails to turn in his/her work by the due date, the professor has the right to either refuse the work or accept it with applicable penalties. The penalty for late work is one full letter grade per week unless otherwise stated in the course syllabus; the professor has the right to establish his/her own grade penalty criteria. Penalties do not apply to course work with approved extensions unless imposed by the Registrar. However, those with extensions who submit work after the approved due date will receive the same “one full letter grade per week” penalty.

**Grade Point Average (GPA)**

Each degree program has a minimum GPA requirement. A student must meet the minimum stated cumulative GPA for his or her declared degree program in order to maintain good academic standing with the seminary and to graduate. The cumulative grade point average requirement to graduate with the Master of Divinity, Master of Arts in Christian Leadership, Master of Arts in Christian Ministries or the Master of Arts in Religion degree is 2.0.

The cumulative grade point average required to graduate with the remaining Master of Arts degrees (MACC, MAOT, MANT and MABS) is 3.0. Students enrolled in a dual program (i.e., MDIV/MACC) with different GPA requirements are bound by the respective requirement for each degree. In this case, the student would need to maintain a 2.0 minimum for all courses recorded for the M.Div. and a 3.0 minimum for all courses recorded for the MACC. A student not meeting this minimum will be placed on academic probation. (See Probation)

**Grade Reports and Appeals**

Grades are posted online within 24 hours of receipt from the professor. Students are expected to check their CAMS portal for posted grade. Individuals granted an “approved extension” will be notified of his/her final grade within three months following the submission date. Those individuals who need an official grade report issued to a third party should put their request in writing to the Registration Office.

If a student wishes to contest a grade, s/he has six months from the date the grade was issued to do so. The student must first seek to resolve the matter directly with the professor who issued the grade. If the student is unsatisfied with the professor’s final decision, s/he has the right to appeal to the Judicial Committee; written appeals should be directed to the Registrar. The decision of the Judicial Committee may be appealed to the Charlotte Dean, whose decision is final. Requests for an appeal after the six month period are normally not considered.
Grading Scale

Grade A is given for meeting with conspicuous excellence the demands which can fairly be made in relation to the requirements of the course. These demands would normally include unusual accuracy in fact, completeness in detail, perfection in form of work, independence of method, grasp of the subject as a whole and constructive imagination.

Grade B is given for exceeding the minimum of satisfactory attainment and for meeting certain aspects of the course with excellence.

Grade C is given for attaining satisfactory familiarity with the course and for demonstrating at least some ability to use this knowledge in a satisfactory manner.

Grade D is a passing mark but indicates unsatisfactory control over the material.

Grade F declares that the course has been failed. See Course Repeats for details.

The following numerical values are assigned to the letter grade evaluations for purposes of determining grade point average: A+=4.0; A=4.0; A=3.7; B+=3.3; B=3.0; B=2.7; C+=2.3; C=2.0; C=1.7; D+=1.3; D=1.0; D=0.7; F=0.0. Grade point averages are never rounded off. No exceptions are granted to this method of computing a student’s grade point average.

Graduation

Gordon-Conwell has one commencement ceremony each year in May. This ceremony is for students who complete their work the previous December (January Grad.), the spring semester (May Grad.), or in the summer following commencement (Oct. Grad.). Participation in the baccalaureate and commencement ceremonies is required of all graduating students except those living more than 250 miles from the seminary. Graduating seniors must request permission, in writing, from the Registration Office to graduate in absentia.

Application for Graduation

It is the student’s responsibility to apply for graduation by submitting the “Graduation Regalia and Diploma Order Form”. January, May and October candidates are presented to the faculty for approval in December and April respectively. Graduation order forms are due at the beginning of, or prior to, the semester in which work will be completed (prior to the spring semester for Oct. grads). Students should consult the current Graduation Application Form for specific application deadlines.

A graduation fee will be charged to all graduates at the beginning of the semester of the year in which they are graduating. (See Special Fees) The graduation fee is non-refundable once it has been billed. Students who do not satisfy graduation requirements by the date of graduation will not be permitted to walk in the ceremony. Such students must reapply for graduation the following year and will be charged a change of graduation fee. (See Special Fees)
Eligibility for January Graduation

Students who have completed all of their coursework in December, and whose grades have been received by the Registration Office by date stipulated by the Registrar, are eligible for January graduation. January graduates will be confirmed at the January meeting of Gordon-Conwell trustees. January graduates will have a January graduation date listed on their final transcripts and diplomas. Diplomas will be issued in the May commencement ceremony.

Eligibility for May Graduation

To be eligible for May graduation, students must have met all academic and financial requirements by the Monday prior to commencement exercises. The early submission of coursework is sometimes required for May graduates so that grades are received by the Registration Office no later than the date stipulated by the Registrar. Pending May graduates who do not complete all requirements by this deadline but who have six or less hours outstanding (which can be completed in the summer immediately following), will have the option to switch to October graduation (with a change of graduation fee) and still be permitted to participate in the May graduation exercises.

Eligibility for October Graduation

To be eligible for October graduation, students must 1) have maintained at least the minimum cumulative GPA required for graduation within their programs by the conclusion of the Fall semester preceding graduation, 2) have no more than two courses outstanding (including extensions, transfers, CTC courses, etc.) by the conclusion of the Spring semester preceding graduation, and 3) be registered for their final courses in the summer by the Monday prior to the May commencement ceremony. If during the student's final spring term his/her GPA drops below the required minimum to graduate, the student is no longer eligible to walk in May and graduate in October. S/he would default to a January grad during the following year.

By "outstanding", we mean any course or credit hour for which a final grade has not been issued. For instance, if a student is enrolled for six hours in the spring and plans to complete his/her six remaining hours in the summer, to be eligible for Oct. graduation the six hours from the spring would need to be completed and a grade issued by the Monday prior to Commencement. However, if the student only has one course (3 hrs.) remaining to complete in the summer, only one course from the spring would need to be completed by the Monday prior to Commencement; the remaining spring course would be completed and a grade issued by the deadline stated in the course syllabus.

All remaining academic and financial requirements must be completed and submitted by the date stipulated by the Registrar. October graduates who fail to complete their requirements during the summer must therefore delay their official graduation and will pay an additional full graduation fee at the conclusion of their program. Graduation honors (e.g., Cum Laude) will not be awarded until all coursework is complete and final grades have been received. October graduates will have an October graduation date listed on their final transcripts and diplomas. Diplomas will be mailed in October.
Honors

The following standards for honors are maintained:
3.700 - 3.849 = Cum Laude
3.850 - 3.924 = Magna cum Laude
3.925 - 4.000 = Summa cum Laude

In addition, students seeking honors who are admitted to or are beginning degree programs in Summer 2007 or later must adhere to certain limitations with how they use their pass/fail grading options. If a student uses more than two pass/fail grading options, he/she will be disqualified from consideration for the above graduation honors. Please note that this limit does not include those courses (Mentored Ministry rotations, Counseling Retreats and Integrative Seminars) which are mandatorily graded on a pass/fail basis. Students admitted to their current degree programs prior to Summer 2007 may still use their normal allotment of pass/fail grading options without impacting their eligibility for graduation honors.

Incompletes

Gordon-Conwell does not issue “Incompletes.” Faculty are instructed to issue final grades for all students, including those with outstanding work for which a formal extension has not been approved. In such cases, the professor will issue a grade based on work submitted to date and based on the weight of each assignment. Failure to turn in work on time can result in a lower or failing grade. Students who are unable to meet the stated deadlines for final coursework submission may be eligible for an extension (See Extensions for Late Course Work).

Integrative Seminar

Twice a year, at the beginning of the fall and spring academic calendar, Gordon-Conwell Theological Seminary—Charlotte hosts the Integrative Seminar. These day long seminars are required academic events for all students. The Integrative seminar is held to cultivate the practice of community-based theological and vocational reflection and inquiry on core aspects of our seminary mission as an institution promoting a “habitus” of life-long learning and competency in Christian thought and ministry. As a curricular event tied to the heart of the Seminary’s six fold mission, the Integrative Seminar seeks to model to our students, faculty, and others an academic engagement that is integrative, inquiring, reflective, and collaborative.

Students must complete six Integrative Seminars, one corresponding to each of the following six aspects of the Seminary’s mission statement.

IS501 Scriptural Fluency
IS502 Academic Competency
IS503 Vocational Proficiency
IS504 Christian Formation
IS505 Cultural Engagement
IS506 Global Commitment
All students attending an Integrative Seminar must register online for the seminar. This registration must be completed no later than one week before the event using the appropriate registration number (see above). Students who fail to register and still attend will be required to register at the event and pay a $25 late fee. Students who pre-register but do not attend without adequate excuse (illness, death, etc.) must fill out a drop form and pay a $25 fee.

Students will have one week to complete and submit the assignments required for credit. Afterwards, no late work will be accepted and the student forfeits the opportunity to obtain credit for this event. Grading will be on a pass/fail scale, based upon student preparation and performance during the Seminar.

In the past, students were allowed to make-up seminars by checking out the appropriate material from the library, paying the make-up fee and completing all required assignments. Effective fall 2011, all students, returning and new, will be limited to no more than two integrative seminar make-ups. Students will be required to attend at least four seminars, but should plan to attend all six. The make-up material is designed for those who are forced to miss the event due to an unexpected emergency. Students should plan accordingly.

IS502

In order to better prepare students for the demands of theological study, the seminary has developed a research/writing seminar (IS502) that all students are required to complete during their first year of study, and preferably on or before their first semester or term. This seminar counts as one of the six Integrative Seminars that students must attend and complete during their time of study. This seminar is designed to introduce seminary students to graduate-level research and writing skills with specific attention to academic writing, theological research, proper use and citation of sources, avoiding plagiarism, and usage of style manuals. The seminar also explores the nature of theological reflection and introduces students to the idea of “thinking theologically” about the various topics and issues they encounter both in academic study and in the practice of ministry.

Language Competency Exams

Students with prior knowledge of Greek and/or Hebrew may be allowed to waive the language requirement(s) or be granted transfer credit toward their degree programs by successfully passing the language competency exam(s). Language competency exams are offered upon request and should be coordinated through the Registration Office. Each test consists of translation and parsing and can be prepared for by reviewing an introductory grammar (i.e. Basics of Biblical Hebrew by Gary Pratico or Basics of Biblical Greek by William Mounce). Students who have taken Greek and/or Hebrew for credit at an accredited graduate institution and have received grades of “C” or better can receive transfer credit toward their programs upon passing the language competency exam(s).

Since a firm knowledge of the biblical language(s) is foundational for performing competent exegesis required in many upper-level courses, students must verify proficiency by passing the exam(s) before transfer credit will be granted. Students who are either self-taught or have taken the language(s) at an undergraduate institution can waive the required language(s)
by passing the appropriate competency exam(s). Credit hours are not earned for waivers. However, students may substitute elective courses of their choice (within the Division of Biblical Studies) to meet the total number of hours required for graduation.

Students wishing to audit language courses with the intention of refreshing their skills before attempting the exams may do so with the permission of the instructor and Registrar, assuming enrollment space is available. The same applies for any student wishing to audit a language course with the intention of waiving the language requirement via the competency exam in order to take additional elective courses. (See Auditing Courses) In all cases, students must successfully pass the competency exam before they enroll in or are given credit for courses with the language prerequisite.

**Leave of Absence**

(See Withdrawn Student/Leave of Absence)

**Loan Deferments and Verifications**

Students seeking the deferment of a Perkins Loan must submit the appropriate form to the Registration Office. Individuals needing Stafford Loan deferment are not required to submit verification. The seminary reports enrollment data to The National Clearing House which tracks Stafford Loan holders. Questions regarding deferment eligibility of loans or Gordon-Conwell’s policies governing student status should be directed to the Registration Office. To be eligible for loan deferment, you must be registered at least half-time (4 hours minimum) in any given semester. When determining your status, please keep in mind that Semlink+ courses will only count during the semester in which they are registered.

**Overload**

Sixteen semester hours is the maximum a student may take in any major semester without formal approval by the Academic Dean. Generally, students who have maintained a cumulative grade point average of 3.0 or better will be granted permission to enroll for an additional three semester hours.

**Pass/Fail Policy**

Students may elect pass/fail grading in courses according to the guidelines published below. A total of four such courses are allowed in the M.Div. program, and two in all other Gordon-Conwell degree programs. For those in the dual MDIV/MACC, a total of five (four towards the M.Div. and one towards the MACC) is available; those pursuing dual MA programs are allowed a total of three (two towards the first degree and one towards the second).

The allowed number of pass/fails does not include mentored ministry rotations, integrative seminars or counseling retreats all of which are evaluated on a mandatory P/F basis. Students are advised to plan ahead, as this limit, including such courses, cannot be exceeded. Furthermore, a student who elects to use more than two pass/fail options within a degree program (applies only
to the M.Div.) will not be eligible for graduation honors (e.g. Cum Laude, etc.).

The maximum number of pass/fails allowed will be reduced for students who have received more than fifteen hours of transfer, shared and/or advanced standing credits. Students receiving sixteen to thirty-three hours of credit will lose one pass/fail, while those receiving thirty-four hours or more will lose two. Furthermore, students who transfer in courses that were graded on a pass/fail basis will lose one pass/fail for each of these courses.

Students must request pass/fail grading in writing at the Registration Office before the second weekend of a weekend course or before the third meeting of a weekly course. The election of pass/fail grading is irrevocable after the stated deadlines. Faculty members will submit the grade earned (A+ through F), and the Registration Office will convert grades of “D-” or better to “pass.”; an “F” will be recorded as such. A passing (P) grade will not be computed in determining the cumulative grade point average; a failing grade (F) will compute into the final GPA. When more than one course is required in a given teaching area, no more than half of the course requirements (excluding GL 501 and 502 and OL 501 and 502) may be taken on a pass/fail basis.

**Petitions**

Petitions for directed courses, extensions, academic adjustments or other such matters are adjudicated by the Registration Office. Petitions are available online on the "Academic Forms" page under Charlotte Registration, and should be completed and returned as promptly as possible. Certain petitions may be governed by a stated deadline, so it is important to consult the academic calendar (available in this handbook and the catalog) before submitting your petition. Petitions for certain non-scheduled courses (Directed Study, Reading/Research, Thesis, etc.) cannot be considered unless it bears the signature of the course instructor.

**Probation**

Each degree program has a minimum GPA requirement (see Grade Point Average). The student whose cumulative grade point average falls below the required GPA for his/her program is automatically placed on academic probation when the determining grade is recorded. Students are responsible for knowing their program's GPA requirement, as well as monitoring their cumulative score. The Registration Office will periodically monitor student records and send out reminders to those who were placed on probation when their score dropped below the minimum. The student is placed on probation when their score drops below the stated minimum, not when the Registration Office reminds them.

A student admitted to the seminary on academic probation will be considered as being enrolled in their first semester of academic probation. First semester academic probation normally requires a reduction in the number of courses from the maximum allowed to two courses (or six credit hours) until the student is removed from academic probation. A student placed on second semester academic probation, in addition to being limited in the number of courses, will not be permitted to access financial aid including Federal Loans. (See Satisfactory Academic Progress)

A student is automatically removed from academic probation when his/her cumulative grade point average reaches the minimum level required for graduation from the respective degree program. If a student removed from academic probation is again placed on academic probation in
a subsequent semester, the student will automatically be placed on second semester probation.

If a student is on academic probation for two consecutive semesters, she or he is normally required to withdraw from the seminary for a period of one year. After such time, the student may petition the Registrar, in writing, to be reinstated. Students withdrawn for more than two years must reapply through the Admissions Office. If a reinstated student is dismissed a second time for academic probation, the student will not be permitted to return to the seminary.

**Proctored Exams**

Certain courses assign quizzes, mid-terms and/or final exams in a take-home format that require proctoring. Students are responsible for securing their own proctor in accordance with the stated guidelines. Students should seek out ministerial or educational professionals to serve as their proctor; family members, roommates and Starbucks baristas are not eligible. Exams should be taken in a controlled area under the supervision of an approved proctor; one’s home, a friend’s home/business, or Starbucks is not an appropriate venue for proctored exams.

If you are unable to secure a proctor/site, you may sign up to have your examination proctored in the library, but this should be your last resort. Appointments for proctoring are arranged and scheduled by the registration office. Since no more than three proctored examinations or quizzes can take place in the library at any one time, it is important that students schedule their exams as soon as possible. The library is unable to proctor walk-in exams; students must have signed up at least twenty-four (24) hours beforehand provided space is available.

All proctored examinations in the library will take place on the first floor of the library. Students will be expected to leave their books and other materials behind the circulation desk before beginning the exam and may only have at their desk or table materials permitted by the examination instructions.

Please note that the first floor of the library is not a designated quiet area. The first floor is an area where library staff interacts with each other and with students about their library and reference needs and conversation is necessary for those tasks. We will endeavor to keep conversation to a minimum, but we cannot guarantee silence while students are taking exams. Students who find noise a distraction should make other arrangements offsite.

All proctored exams must be completed by 9:00 p.m. Monday through Friday and 4:00 p.m. on Saturday to allow the staff adequate time to process exams and handle their normal closing duties. After exams are completed, students should check with the library proctor to make sure that all paperwork is filled out properly. Once that is accomplished, the proctor will take the completed exam, seal it, sign across the back, and arrange for delivery of the exam to the Registration Office.

**Project Courses**

The Division of Ministry makes available, as part of its offerings, project-based courses which are directed by a member of the faculty. For example, EV 720: Project in Evangelism, or CL 720: Project in Leadership. The student plans and executes, under the professor’s guidance, a project which he or she designs and which is approved by the directing professor.
The courses are open to qualified students by petition to the Division of Ministry. Prior agreement must be secured from the professor who is to direct the project. A clear description of the project is required including a rationale for the project, a description of the work to be undertaken, and the outcome anticipated. At the directing professor’s discretion, a prerequisite course or courses may be required.

Project courses are subject to all the policies, deadlines and procedures governing standard course offerings. They require approval of the directing professor and the Registrar before permission to register is granted. Petitions should be submitted early. Requests are normally not approved once the semester begins.

**Reading and Research Courses**

The divisions may make available as part of their offerings courses of independent reading or research to be directed by a member of the faculty, e.g., OT 760: Reading in Old Testament or OT 860: Research in Old Testament. A course in this regard is treated in accord with usual academic, institutional and divisional criteria. A precise course description, outline of study, and bibliography are to be drawn up by the directing instructor and student in the form of a mini-syllabus.

Ordinarily, first year students are ineligible to register for reading and research courses. Special students, visiting students and auditors are also ineligible. The Registrar grants approval on the basis of reasonable petition and the formal permission of the faculty member involved. The work will be evaluated by examination, a final paper or a series of reports submitted within normal semester deadlines.

Students should initiate paperwork early and must submit everything required by the stated registration deadline. Petitions submitted late or without proper documentation may be rejected even when divisional and professorial permission has been obtained. Extensions are granted for reading and research courses according to the standard extension policy for all courses. (See Extensions for Late Coursework)

Petitions must include a complete course outline, paper (or other requirement) outline, and a detailed bibliography. Reading courses require between 2,500-3,000 pages of reading and research courses require a paper no less than 20 pages in length. Students must meet a minimum of four hours with their directing professor as part of their course framework. Requests to have an instructor other than a Gordon-Conwell faculty member must be made in writing to the academic dean and can accompany or precede the course petition.

**Registration**

All registration functions (course registration, add/drops and withdrawals) for scheduled courses are available to students online through their CAMS student portal. However, non-scheduled courses (i.e., Mentored Ministry/Counseling Practica, Research/Reading courses, Directed Studies, etc.) are not available for online registration. For these courses, students will need to submit the proper forms that are available online. In most instances, these courses require faculty approval in the form of a signature. Once a student has submitted the proper paperwork with the appropriate signatures,
the Registration Office will complete the registration process. In the event a student needs to drop or withdraw from a non-scheduled course, s/he may do so online via the CAMS Student Portal. In other words, you cannot add non-scheduled courses through online registration, but you do have the ability to drop/withdraw online.

Residency Requirements

A student is considered “in residence” when s/he first enrolls in an on-campus Gordon-Conwell course. For any degree program, a student must complete at least half of his/her coursework in residence at Gordon-Conwell (Semlink+ and Online courses do not qualify as “in residence” courses). However, courses taken through The Carolina Theological Consortium are transcripted by Gordon-Conwell and therefore counted as part of your residency requirement.

Semlink+

The Semlink+ program offers Charlotte students the opportunity and flexibility to register for courses outside of the typical classroom setting.

Semlink+ courses are taught online via Sakai and include audio and video presentations from professor(s), as well as online interactions with the professor and fellow students via online discussion forums, blog posts and responses, etc. Semlink+ classes will involve weekly assignments, and are offered over a fourteen-week period with preset start/end dates each term. Moreover, Semlink+ courses are available for online registration via the CAMS Student Portal.

Up to ten (10) Semlink+ courses may be taken in the M.Div., and up to six (6) in the M.A. programs. To receive credit toward the degree, however, the courses taken must fall within the degree requirements.

Special Students

Qualified students not wishing to enter a specific degree program may be permitted to enroll for classes. Application for permission to enroll as a special student should be made to the Admissions Office. Credit is earned and standard tuition costs prevail. (See Auditing Courses)

Special students are not eligible to enroll in non-scheduled courses, such as Mentored Ministry, directed studies, reading/research courses and projects without written permission from the Registration Office; Semlink+ courses are open to Special Students. The number of applicable credit hours earned as a special student shall not exceed one-third of any given degree program. In other words, no more than 30 credit hours as a special student can be applied to the M.Div. program, and no more than 18 credit hours towards any of the M.A. programs. Special students may later apply for degree candidate status through the Admissions Office.

Student Discipline

The seminary takes seriously its responsibility to the church and to society to review and evaluate both the academic progress of its students as well as their personal and professional development. The institution, therefore, reserves the right to require a student to withdraw from school for a period of time to address particular concerns, with readmission possible upon
satisfactory resolution, or to dismiss a student if the circumstances warrant dismissal with no readmission possible.

Grounds for disciplinary action include a breach of academic integrity (such as cheating on examinations or plagiarism in written work), a violation of the standards of the Community Life Statement, or inadequate development of professional skills. Disciplinary action shall include either an admonition (an oral or written statement that an institutional standard has been violated), a warning (an oral or written notice that continued action of a specific nature will result in required withdrawal or dismissal), required withdrawal, or dismissal.

In cases involving alleged breach of academic integrity, notice shall be made to the Judicial Committee, which shall determine the facts of the case and make a final decision on a penalty or course of action. The Registrar shall notify the student of the decision of the committee. The student retains the right of appeal to the Academic Dean, who has authority to uphold or change the committee’s decision. Further appeal may be made to the President if the student disagrees with the decision of the Academic Dean. (See Cheating and Plagiarism)

**Student Grievance against a Faculty Member**

For information regarding the contest of a course grade, students should refer to Grade Appeals above. For situations involving a student’s personal grievance against a faculty member, the student should first seek to resolve the matter in private discussion with the relevant faculty member. If resolution fails, the matter should be referred in writing to the Charlotte Dean. The student should be specific with regard to his/her description of events; no action will be taken on petitions submitted without detailed information.

If need be, the Dean may request a meeting with the student to gather more information or to clarify issues raised. The respective faculty member will also be given an opportunity to respond to all charges raised before a final decision is reached. In extreme cases, the Dean reserves the right to enlist the work of an ad hoc committee to investigate the particulars and recommend action.

The Dean shall act on the grievance, with written conclusion given to both the faculty member and the student. If either of the principal parties is dissatisfied with the Dean's ruling, s/he may appeal the decision, in writing, to the Vice President for Academic Affairs who chairs the Faculty Personnel Policies Committee. The judgment of the Vice President shall be final.

**Student Identification Number/Card**

Each student is assigned a Gordon-Conwell student identification number when s/he applies. An ID card imprinted with the student’s name and identification number is issued to students upon matriculation. This ID number should be included on all correspondence, forms and work handed into the seminary. Your ID card entitles you to the use of library facilities within the Charlotte Theological Library Consortium.

The campus is locked down evenings after 5 p.m. and weekends. In addition to verifying your identity, the card also allows you access into the building by unlocking the magnetic doors. If
your card is lost or stolen, you must notify the seminary as soon as possible (preferably within 24 hours). Those needing replacement cards will be charged a fee.

**Students' Rights of Privacy and Access to Records**

Comprehensive student records are maintained for all current students. Upon graduation, formal withdrawal, or a cessation of enrollment, students' physical records may be purged of non-essential items and the remaining files will be held in archive for five years. At that time, most physical records are normally destroyed. Essential electronic records (e.g., transcripts) are held indefinitely.

Gordon-Conwell accords to all students the rights outlined under the Family Educational Rights and Privacy Act of 1974 as amended.

General information, which the seminary may give out at its discretion, includes the student’s name, spouse’s name, address, telephone number, program, dates of attendance, citizenship and church affiliation. If the student wishes any of this information withheld, he or she may write to the Registration Office and the request will be honored within the academic year the letter is received.

Other information from the student’s educational record is considered confidential and available only for appropriate review in the event of an emergency to protect the health or safety of the student or others. In these cases, information may be reviewed by personnel within the Office of the President, Registration, Admissions, Financial Aid, and Student Life Offices. (See also Family Education Rights and Privacy Act.)

**Student Status**

**Current Student**

To be a current student at the seminary, an individual must have been accepted through the regular admissions process and be enrolled in at least one course during a current semester or session.

**Full-Time Status**

A student must take at least seven semester hours (2 three-hour courses and 1 rotation of mentored ministry) per semester to qualify as a full-time student. Students in programs that don’t require mentored ministry must be registered for at least nine hours to be considered full-time.

**Part-Time Students**

In order to be considered “half-time”, a student must take at least four semester hours (1 three-hour courses and 1 rotation of mentored ministry) per semester to qualify as a full-time student. Students in programs that don’t require mentored ministry must be registered for at least six hours.
Non-Current Student

A student who does not register for classes in a given semester and does not officially withdraw will be considered a non-current student. This includes a student who is on a “leave-of-absence” or completing coursework (Semlink+ or extensions) from a previous semester or session and does not register for the current term. A non-current student has two years from his/her last enrollment to register for courses. An enrolled term is one in which a student is registered for at least one credit hour; as Integrative Seminars and Counseling Retreats carry no credit hour value, they are not counted for purposes of enrollment. Students who fail to meet this requirement will be formally dismissed by the seminary, and will need to reapply in order to resume studies. Readmitted students will be bound by the degree requirements as stated in the catalog in which they reenter.

Style Guidelines for Papers and Theses

Gordon-Conwell Thesis Guidelines are attached to the thesis course petition available outside the Registration Office. These guidelines are required of every student who writes a thesis, except as noted below. The approved style manuals for Gordon-Conwell papers and theses are the latest edition of A Manual for Writers of Term Papers, Theses and Dissertations, by Kate L. Turabian, the latest edition of the MLA Handbook for Writers of Research Papers, and Form and Style: Theses, Reports, Term Papers, by William Giles Campbell, Stephen Vaughan Ballou, and Carole Slade. One should be chosen by the student and followed consistently.

Turabian or MLA may be supplemented by the latest edition of The Chicago Manual of Style. The SBL Handbook of Style for Ancient, Near Eastern, Biblical, and Early Christian Studies shall be the required guide for all theses in the areas of Bible and theology, and is the recommended guide for papers in Bible and theology classes.

For papers and theses in the field of counseling and psychology, an approved alternative to Turabian and MLA is the latest edition of the Publication Manual of the American Psychological Association (APA).

When a different style manual is more appropriate to the discipline of a thesis, the thesis committee may authorize an exception. The format of a thesis is expected to follow the Gordon-Conwell Thesis Guidelines which may have slight variations from the format recommended in an approved style manual. These guidelines are attached to the thesis course petition available at the Registration Office or from the M.A. Program Director.

Thesis (Academic M.A.s)

M.A. (NT/OT/CT/BS) students have the option to write a thesis upon invitation by the respective academic division. Students who are interested in writing a thesis should see their respective program director for deadlines and instructions on preparing a thesis proposal for consideration. The following sections outline particular requirements for those who have been invited to write.

M.A. students who are invited by faculty to do so may choose to write a one or two semester thesis. A one-semester thesis is limited to 40 to 50 pages, receiving one course credit. The two-semester thesis is limited to 80 to 100 pages, receiving two courses of credit. Page limits may only
be exceeded by special exemption. Those who are invited to write a thesis must officially register for the course by submitting an MA Thesis Petition with the appropriate supporting documentation and signatures.

Failure to sustain a passing grade on the thesis, including the required oral defense, will result in a rewriting of the thesis, or a portion thereof, for re-submission as specified by the first and second readers, and may also include a re-scheduled oral thesis defense.

Once the thesis is completed, students are required to deposit two unbound finished copies (see Style Guidelines) with the Registration Office, which will pass them on to the Program Director for final approval before binding. In addition, they must sign Gordon-Conwell’s Copyright Release Form for Deposited Student Works, copyright release forms for selected vendors, and pay the appropriate $70 binding fee (this fee will be charged to your account once you register for the course). Guidelines for thesis preparation are attached to the Thesis Course Petition which is available online under the Current Student link.

Students intending to graduate in May must submit their completed thesis to the advisor and reader by November 1 or April 1 of the semester of expected graduation.

**Time Limits**

A limit of ten years from date of initial entry into a degree program is placed on the time for securing the M.Div. degree. A limit of seven years from date of initial entry is in effect for all other Master’s programs. Please see "Satisfactory Academic Progress" for time limits on completion of degree programs to maintain eligibility for federal financial aid.

A student who is unable to finish his/her program in the required time may petition to extend the time limit. Such request must be made in writing and submitted to the Registrar for approval. However, the student must provide an adequate reason for the extension and a reasonable completion date. In most cases, the Registrar will contract with the student to complete the program based on when the outstanding courses are available.

**Transcripts**

**Transcript Records**

An official transcript is a certified statement of your academic record at Gordon-Conwell Theological Seminary. Official transcripts are printed on security sensitive paper containing the seal of Gordon-Conwell and the signature of the Registrar or are sent electronically through Scrip-Safe; a secure online delivery network. Coursework completed for different degrees at Gordon-Conwell will appear on separate sections of the transcript. When a transcript is released, it contains a complete record of all academic work attempted at Gordon-Conwell.

In keeping with the accepted standards and practices of institutions of higher education in the United States, it is the policy of Gordon-Conwell Theological Seminary not to alter the recording of any course on a transcript once the course has been completed. Further, the seminary will not alter a grade recorded on a transcript unless requested to do so by the relevant faculty member or Academic Dean upon approval of an appeal of the grade by the student.
Transcript Requests

GCTS now offers the Transcripts on Demand electronic transcript request and delivery system in place of written transcript requests. Using this system, you can now choose either to send paper transcripts or have transcripts sent electronically through E-Scip-Safe. You can also pay transcript fees online with a credit card, and you will have the choice of additional mailing options (Priority mail, Overnight Express Mail, etc.). For more information on the request process and delivery rates, see "Transcript Information" on the Charlotte Registration webpage.

Unofficial Transcripts

Unofficial transcripts can be obtained through the Charlotte Registration Office. Submit your request in writing (either by mail or fax: 704-940-5858) to the Registration Office and include your social security number and signature. For your convenience, a Transcript Request Form is available online (select the link for the Registration Office). Unofficial transcripts can be mailed or faxed as designated by the student.

Transcripts (Official or Unofficial) will not be released to/for currently enrolled or former students who have outstanding account balances with the seminary.

Transfer between Campuses

Students desiring to transfer between Gordon-Conwell campuses should contact the Admissions Office of the campus to which they intend to transfer. Forms for campus transfer are available online. Students are encouraged to notify their home campus of the intended transfer. In order to be considered a student of the new campus in a given term, the transfer must be entirely complete and the student must be formally accepted no later than the add/drop deadline for that term. (See Academic Calendar)

Transfer between Degree Programs

Students wishing to transfer between degree programs must do so through the Registration Office. The "Application for Change of Status" is available online (Current Students - Charlotte Registration Office). Only those students currently enrolled in a degree program may apply for "change of status". Special and Certificate students must reapply formally through the Admissions Office. In addition, any degree seeking student wishing to switch to the Master of Arts in Christian Counseling will also need to formally apply through the Admissions Office. However, a current MACC student can use the "Application for Change of Status" to switch to another degree program. Students who are granted a change of degree status will then fall under the requirements as stipulated by the catalog in effect at the time of program change.

Transfer Credit

A student can receive credit toward graduation by transfer of academic work taken at other ATS
(Association of Theological Schools) accredited graduate schools within the last ten years. No more than 50% of a student’s Gordon-Conwell program can be fulfilled by transfer credit and/or Semlink+ courses. If a degree was completed at another school accredited by the Association of Theological Schools, up to half of the credits of the completed degree or Gordon-Conwell degree (whichever is smaller) may be applied to a Gordon-Conwell degree as transfer credit. Unaccredited graduate work is normally not considered for transfer consideration, and in the rare cases that we might consider such courses, they would only satisfy our elective requirements.

Transfer evaluations are completed by the Registrar upon receipt of written request by the student. To be considered for either transfer credit or advanced standing, a grade of “C” or better is required. Courses approved for transfer will not be recorded on the student’s official record until the seminary has received the official transcript(s) from the institution(s) where the courses were completed. Transferred grades will not be used in the computation of the GPA. Normally, transfer credit is not granted for work completed more than ten years prior to matriculation at Gordon-Conwell. Students are required to provide all supporting documentation (syllabi/course description) with their petition.

Veterans Affairs Education Benefit

Gordon-Conwell cooperates with the federal government in supporting veterans (active duty and selected reserve) and their dependents eligible for education benefits under the Montgomery GI Bill. Applications and information regarding enrollment for benefits may be found at www.gibill.va.gov. For further information regarding enrollment certification, see the Registration Office.

Waiver

Waivers allow a student, with prior substantial study, to substitute a different and more advanced course within the curriculum for one specifically required in the student’s program. In most cases, waivers will only be considered for survey or introductory courses at the 500 level. The student should be prepared to demonstrate prior training as well as show adequate reason why the “substitute” course would be more appropriate for the student’s intended vocational goals.

The substituted course must normally be within the same department/discipline as the original requirement. (For example, waiver of the required course WM 510 would allow the student to take another course within the area of “World Missions”, but not one in the area of “Pastoral Counseling”)

Waivers will not be granted for reasons such as convenience to a student’s schedule, lack of proper planning on the part of the student, change of degree program late in the student’s academic career, or because of previous experience gained outside of a classroom setting. Waiver petitions are available through the Registration Office and downloadable off the web. Waiver requests require approval of the appropriate division and/or professor as well as the Registrar.
Web-enhanced/Online Courses

Gordon-Conwell offers SAKAI-based courses that are delivered solely online or as a web-enhanced course combining online instruction and a three day residency component. Even though these courses are designed for the Master of Arts in Christian Ministries (MACM) program, the seminary is pleased to make these same offerings available to Charlotte residential students with the following stipulations and requirements. Space is limited in online and web-enhanced courses as first priority is given to our MACM students. Given heavy use of internet development and instruction, these courses do carry a $90 technology fee.

Withdrawn Student/Leave of Absence

A student who does not intend to enroll at the seminary for more than one term must officially request a “Leave of Absence.” A student on leave of absence is still responsible for completing all outstanding work for a previous course by the stated due date. In other words, a leave of absence does not stop the clock or alter due dates for previous courses, including approved extensions. The seminary will dismiss a student on leave of absence who fails to take a course in a two-year period since his/her last course. Those who wish to resume studies must reapply through the Admissions Office. Readmitted students will be bound by the degree requirements as outlined in the catalog year to which they are readmitted.

A student withdrawing from the seminary must secure the proper withdrawal form from the Registration Office and complete the instructions therein. If an officially withdrawn student desires to return within two years of his/her last course, reinstatement may be requested by sending a letter to the Registration Office. Upon reinstatement, the student will be permitted to register for courses, retaining the seniority they had upon official withdrawal. A student remaining withdrawn for a period extending beyond two years from his/her last class must seek re-admission through the Admissions Office. Readmitted students will be bound by the degree requirements as outlined in the catalog year to which they are readmitted. Students in the MACC program who withdraw from the seminary are not eligible for reinstatement; former MACC students must reapply through the Admissions Office.
FINANCIAL INFORMATION

Educational Costs

See the Catalog for current tuition rates and scholarships available to Gordon-Conwell Charlotte students.

Payment of Bills

All bills are to be paid by the announced due date for each semester. This date is normally indicated on the tuition statement issued to students. A monthly deferred payment fee of $25 will be applied to a student’s account if s/he elects to defer payments or fails to pay off his/her account by the stated due date. A non-payment fee of $50 will be applied at the end of the semester to a student’s tuition account whose balance is not zero.

Those students who are receiving funding from outside sources (i.e., Federal Loans, employee educational programs, VA Benefits, Church/ Denominational support, etc.) should make every effort to ensure that funds will be readily available by the stated deadlines for paying off one’s account. To avoid deferment/ late payment fees, students should settle their accounts out-of-pocket and reimburse themselves when the funds arrive. Accounting fees will not be waived for delinquent funds from outside sources; the student is responsible for his/her tuition debts and not the third party providing funding.

Students who fail to maintain current status in any account will be placed on “hold.” Hold action prevents registration, the release of transcripts or diplomas, and may result in de-registration from courses or exclusion from graduation ceremonies. In the event that the seminary incurs any expense in collecting student financial obligations, the student will be responsible for reimbursing the seminary for such expenses and costs of collection.

The Student Accounts Office makes every attempt to contact (via phone, e-mail and correspondence) students of delinquent accounts in an attempt to work out a payment plan and avoid collections. Unresponsive students are eventually handed over to a collections agency which in turn adds on an additional 33% of the outstanding balance to cover their own processing costs, which the student is obligated to pay.

Students who are sent to collections are no longer eligible to take advantage of our deferred payment option nor are they able to charge textbooks and other purchases to their student account. Such students must pre-pay their entire tuition/fees at the point of registration; the registration office will not process the registration form without the full payment included. Therefore, students are strongly encouraged to avoid collections at all costs.

Satisfactory Academic Progress

The Code of Federal Regulations, title 34, section 668.34 requires that an institution establish, publish, and apply reasonable standards for measuring whether a student is maintaining satisfactory progress in his/her course of study in order for the student to receive financial aid under a Title IV program of the Higher Education Act.
All federal financial aid recipients must progress at a reasonable rate (make satisfactory progress) toward achieving a degree. This requirement applies to all terms regardless of whether or not the student received federal financial aid.

**Evaluating Financial Aid Satisfactory Academic Progress**

The financial aid satisfactory academic progress evaluation will take place once a year and will begin 5 weeks after the end of the spring semester. This evaluation process will use three benchmarks: Qualitative Measure, Pace, and Maximum Timeframe.

**Qualitative Measure.** Gordon-Conwell Theological Seminary publishes the cumulative Grade Point Average (GPA) that is required for graduation for each degree program. Each student must maintain the respective GPA for his/her degree program each semester. Failure to maintain this required GPA will mean loss of eligibility for federal financial aid.

**Pace of completion.** Students must progress through their educational program at a pace that ensures they will complete the program within the maximum timeframe. The pace is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. Students must successfully complete a minimum of 67% of their cumulative attempted credits (including any failed, transfer or withdrawn credits).

**Maximum timeframe.** Students are expected to complete their program within the normal time for completion. However, there may be special circumstances such as program change or an illness that would prevent students from completing their program of study within the normal time frame.

To accommodate these special circumstances, students may continue receiving aid until they either (a) complete graduation requirements for their program of study, or (b) attempt 150% of the number of credits (including any failed, transfer or withdrawn credits) required for their program of study, or (c) reach the point where they cannot earn the number of credits necessary to complete their program of study within 150% of required credits for the degree, whichever comes first.

Students become ineligible for financial aid at the time that it is determined that they are unable to complete their degree within the maximum timeframe. Transfer students should request that only those credits that apply to their program of study be accepted by Gordon-Conwell to ensure that they do not exceed the maximum timeframe prior to completing their program of study, and therefore become ineligible for financial aid.

**Treatment of Special Academic Course Situations**

**Audited courses and zero credit requirements.** Courses that are audited (official or unofficial) and zero-credit requirements such as Counseling Retreats and Integrative Seminars, are excluded from satisfactory academic progress calculations as they are not used to determine federal financial aid eligibility.
**Partnership (IV, YL) and Consortium (CTC) courses.** Courses taken through partnership programs (InterVarsity and Young Life) and consortium programs (Carolina Theological Consortium) are registered as Gordon-Conwell courses and are therefore included in satisfactory academic progress calculations.

**Change of degrees.** If a student changes degrees, the credits that are earned under all degrees will be included in the calculation of attempted, earned, and maximum timeframe credits.

**Dual degrees.** Students who are pursuing two degree programs simultaneously will be reviewed for satisfactory academic progress by degree. It is possible to be meeting satisfactory academic progress in one degree and failing in the second degree.

**Earned credits.** For the purposes of this policy, credits in which the student earns a grade of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- or P are considered “earned” credits, and are counted as both “attempted” and “earned” in the pace of completion calculation.

**Extensions.** Courses that have been granted official extensions through the Registration Office will not be included in the cumulative credits attempted and nor in the maximum timeframe. These credits will not be counted as attempted or earned credits until a final grade is assigned.

**Pass/Fail courses.** Courses that have been registered as Pass/Fail will be assigned either a “P” or “F” upon completion of the course. A grade of “P” will not be included in the GPA calculation, however, a grade of “F” will be. These courses will be counted as “attempted” credits and courses assigned a “P” will be considered “earned” credits while an “F” will be considered not “earned” credits.

**Repeated courses.** Repeated course are always included in the cumulative credits attempted and maximum timeframe calculation. The original course will be included in the GPA until the course is successfully completed. Once successfully completed, only the passing grade will be included in the GPA calculation. Both the original and repeated course will be considered in the cumulative “attempted” calculations, but only the repeated course will be considered in the cumulative “earned” calculations.

**Second degree.** For a second degree that starts after the completion of the first, all of the same policies apply as the first degree. If a second degree is being added prior to the completion of the first, then please refer to dual degrees.

**Transfer credits.** Transfer credits are included as both “attempted” and “completed” credits when measuring pace, and are included in the maximum timeframe calculation. All transfer credits accepted by Gordon-Conwell will be used in determining when the “maximum timeframe” requirement has been reached.

**Withdrawn courses.** Courses that the student withdraws from after the 100 percent refund period will be assigned a “W” and will be included in the cumulative credits attempted and the maximum timeframe.
Failure to Meet Minimum Satisfactory Academic Progress Standards

Students who are not meeting the minimum satisfactory academic progress standards will become ineligible for federal financial aid and will have their financial aid eligibility terminated. Students whose financial aid eligibility has been terminated may appeal the termination.

Appeal of Financial Aid Termination

Students who fail to meet financial aid satisfactory academic progress standards and lose financial aid eligibility can appeal this decision. The appeal must be made in writing and submitted to the Financial Aid Office for review with the appropriate supporting documentation. The Financial Aid Office may consult with other departments during the review process.

Appeals must address (1) the reason why the student failed to make satisfactory academic progress, (2) a description of any special circumstances to be considered that relate to this failure and if there have been any changes in these circumstances that would assist in making satisfactory academic progress and (3) the plan of action to make and maintain satisfactory academic progress. Students who have successfully appealed the termination will be placed on financial aid probation. This status will allow the student to receive financial aid for one additional term.

If, during the appeal process, it is determined that it is impossible for the student to meet the minimum satisfactory academic progress standards after one term, the institution and the student may agree upon an academic plan to monitor the student’s academic progress for more than one term. The academic plan will outline the necessary steps for successful completion of the student’s degree requirement. The institution will use the academic plan as the benchmark for satisfactory academic progress for the length of time specified in the academic plan. Students who fail to fulfill the requirements of the academic plan become ineligible for financial aid.

Student Notification

Students who are not meeting the minimum financial aid satisfactory academic progress standards will be notified by the Financial Aid Office of termination status. Students who submit an appeal will be notified by the Financial Aid Office of their financial aid probation, financial aid academic plan probation, or financial aid termination status. Students whose financial aid status had been probation or terminated status, but are now meeting minimum financial aid satisfactory academic progress standards, will be notified of the change in their status.

Students who graduated during the term that is being reviewed for satisfactory academic progress and are not registered for the subsequent term will not be notified of changes in satisfactory academic progress status.
Regaining Eligibility

Students whose financial aid was terminated due to the lack of satisfactory academic progress may choose to enroll without benefit of financial aid. If the standards are met, financial aid eligibility is restored for subsequent terms of enrollment. Students should consult with the Financial Aid Office if they have any questions about this policy, the appeal process or reinstatement of financial aid eligibility.

Interpretation & Enforcement

The Director of Student Financial Services will have primary responsibility for the interpretation and enforcement of this policy.

Special Fees

Certain courses and certain changes in registration status require the payment of extra fees. A complete list of the extra fees is on the website. Registration forms also indicate any applicable fees for the changes to which those forms pertain.

Tuition Refund Policies

Not attending classes does not guarantee a refund. Formal application for drop/withdrawal must be made to and approved by the Registrar. A student who withdraws totally from the seminary after registration without advice and consent of the Registration Office or who is dismissed will receive no refund of tuition. Tuition refunds will be given for dropping individual courses according to the Academic Calendar. The Registration Office must approve dropping the course(s) before any refund will be given.

Gordon-Conwell utilizes two refund calculations: Federal and Institutional. Federal—the 1998 Reauthorization of the Higher Education Act has changed the way Gordon-Conwell calculates student refunds when a student withdraws or otherwise fails to complete the period of enrollment for which he or she was charged. The new law requires that, when you withdraw during a payment period or period of enrollment, the amount of Title IV assistance that you have earned up to that point is determined by a specific formula. If the student withdraws or stops attending classes before completing 60% of the semester or session, a portion of the total federal aid received, excluding Federal Work-Study earnings, may need to be repaid.

The amount of assistance that you have earned is determined on a pro-rata basis. That is, if you completed 30% of the payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all of your assistance.

The withdrawal date or last day of attendance for implementing this refund policy is the date the student formally submits an application for withdrawal to the Registration Office. If the student fails to notify the Registration Office of the intent to withdraw, the midpoint of the payment period or period of enrollment will be used in the refund calculation.
The amount of federal aid that the student must repay is determined via the “Federal Formula for Return of Title IV Funds.” The refund policy applicable to Gordon-Conwell refers to the return of student loan funds from subsidized and unsubsidized Federal Stafford loans and Federal Perkins loan funds. The law specifies the order that the funds will be returned beginning with the unsubsidized loan funds first.

The student may be required to make a repayment when cash has been disbursed from financial aid funds in excess of the amount of aid that was earned based on the date of the total withdrawal. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than Federal Work-Study) for which the student qualified by the percentage of time during the term that the student was enrolled.

- If less aid was disbursed than was earned, you may receive a late disbursement for the difference.
- If more aid was disbursed than was earned, the amount of Title IV aid that you must return (i.e. not earned) is determined by subtracting the earned amount from the amount actually disbursed.

The responsibility for returning the unearned Title IV aid is shared between the seminary and the student. It is allocated according to the portion of disbursed aid that could have been used to cover seminary charges, and the portion that could have been disbursed directly to the student once those charges were covered. Gordon-Conwell will distribute the unearned aid back to the Title IV programs, as specified by law. The student will be responsible for returning any funds that were disbursed directly to the student and which the student was determined to be ineligible for based on the “Federal Formula for Return of Title IV Funds.”

Institutional—Under the Institutional refund calculation, only tuition charges are considered; academic and student services fees are non-refundable. Please refer to the seminary’s calendar at the front of this handbook for refund deadlines.