



**T**he 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. We have tried to make it 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!

Timothy E. Myrick



Director, Enrollment Management/Registrar

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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# CALENDAR 2011-2012

## 2011 Fall Semester (August 27-December 3)

F-S	Aug. 19-20	Orientation for new students
S	Aug. 27	Integrative Seminar
M	Sept. 5	Labor Day, HOLIDAY
F	Sept. 30	Last day to add non-scheduled courses for the fall semester (Mentored Min. Rotation, Counseling Practicum, Semlink, etc.)
F	Sept. 16	Last day to submit application for December completion (May 2011 ceremony)
F	Sept. 16	Last day to change from December completion to May grad.
M	Oct. 3	Date Federal Loan Checks will be dispersed for the FA10 sem.
M	Oct. 10	Columbus Day, HOLIDAY
F	Oct. 21	Last day to pay off your Student Account and avoid the \$25 deferred payment fee; unpaid balances will be placed on hold.
Th	Nov. 11	Veteran's Day, HOLIDAY
F	Nov. 18	Last day to pay off your Student Account and avoid the \$50 non-payment fee.
R-F	Nov. 24-25	Thanksgiving HOLIDAY
F-S	Dec. 9-10	Inclement weather make-up weekend
M	Dec. 12	Grades due for December completion students

### Module 1 (September 9 – November 5):

F	Sept. 9	First day of class
F	Sept. 9	Last day to drop and receive 100% tuition refund
F	Oct. 7	Last day to withdraw and receive 80% tuition refund
F	Oct. 7	Last day for filing pass/fail petitions
F	Nov. 4	Last day to withdraw and receive 30% tuition refund
S	Nov. 5	Module 1 courses end; last day to withdraw (no refund)
M	Dec. 5	Work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

### Module 2 (September 16 – November 12):

F	Sept. 16	First day of class
F	Sept. 16	Last day to drop and receive 100% tuition refund
F	Oct. 14	Last day to withdraw and receive 80% tuition refund
F	Oct. 14	Last day for filing pass/fail petitions
F	Nov. 11	Last day to withdraw and receive 30% tuition refund
S	Nov. 12	Module 2 courses end; last day to withdraw (no refund)
M	Dec. 12	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

### Module 3 (September 23 – November 19):

F	Sept. 23	First day of class
F	Sept. 23	Last day to drop and receive 100% tuition refund
F	Oct. 21	Last day to withdraw and receive 80% tuition refund
F	Oct. 21	Last day for filing pass/fail petitions
F	Nov. 18	Last day to withdraw and receive 30% tuition refund
S	Nov. 19	Module 3 courses end; last day to withdraw (no refund)
M	Dec. 19	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

#### Module 4 (September 30 – December 3):

F	Sept. 30	First day of class
F	Sept. 30	Last day to drop and receive 100% tuition refund
F	Oct. 28	Last day to withdraw and receive 80% tuition refund
F	Oct. 28	Last day for filing pass/fail petitions
F	Dec. 2	Last day to withdraw and receive 30% tuition refund
S	Dec. 3	Module 4 courses end; last day to withdraw (no refund)
M	Jan. 2	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates)

#### Fall Semester Weekday Courses

##### Monday Courses (September 12 – November 28):

M	Sept. 12	First day of class
M	Sept. 12	Last day to drop and receive 100% tuition refund
M	Oct. 3	Last day to withdraw and receive 80% tuition refund
M	Oct. 3	Last day for filing pass/fail petitions
M	Oct. 31	Last day to withdraw and receive 30% tuition refund
M	Nov. 28	Monday courses end; last day to withdraw (no refund)
M	Dec. 26	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

##### Tuesday Courses (September 6 – November 29):

T	Sept. 6	First day of class
T	Sept. 6	Last day to drop and receive 100% tuition refund
T	Sept. 27	Last day to withdraw and receive 80% tuition refund
T	Sept. 27	Last day for filing pass/fail petitions
T	Oct. 25	Last day to withdraw and receive 30% tuition refund
T	Nov. 29	Tuesday courses end; last day to withdraw (no refund)
T	Dec. 27	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

##### Wednesday Courses (September 7 – November 30):

W	Sept. 7	First day of class
W	Sept. 7	Last day to drop and receive 100% tuition refund
W	Sept. 28	Last day to withdraw and receive 80% tuition refund
W	Sept. 28	Last day for filing pass/fail petitions
W	Oct. 26	Last day to withdraw and receive 30% tuition refund
W	Nov. 30	Wednesday courses end; last day to withdraw (no refund)
W	Dec. 28	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

##### Thursday Courses (September 8 - December 1):

R	Sept. 8	First day of class
R	Sept. 8	Last day to drop and receive 100% tuition refund
R	Sept. 29	Last day to withdraw and receive 80% tuition refund
R	Sept. 29	Last day for filing pass/fail petitions
R	Oct. 26	Last day to withdraw and receive 30% tuition refund
R	Dec. 1	Thursday courses end; last day to withdraw (no refund)
R	Dec. 29	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

## 2012 Spring Semester (January 9 – April 28)

Dec. 24 - Jan. 2		Semester Break
F-Sun	Jan. 13-15	Retreat for Counselors (Open to Counseling Students Only)
M	Jan. 16	Martin Luther King, Jr. Day; HOLIDAY
F	Jan. 20	Last day to apply for May 2011 graduation
F-S	Jan. 20-21	Orientation for New Students
S	Jan. 28	Integrative Seminar
F	Feb. 3	Last day to revoke May 2011 graduation appl. and avoid the \$150 graduation fee
M	Feb. 20	President's Day, HOLIDAY
F	Feb. 24	Last day to add non-scheduled courses for the spring semester (Mentored Min. Rotation, Counseling Practicum, Semlink, etc.)
M	Feb. 27	Date Federal Loan Checks will be dispersed for the SP11 sem.
F	Mar. 9	Last day to pay off your Student Account and avoid the \$25 deferred payment fee; unpaid balances will be placed on hold.
F	Apr. 6	Good Friday, HOLIDAY
F	April 27	Last day for payment of all Student Account charges so as to avoid the \$50 non-payment fee and to participate in May Commencement.
F	May 4	Semlink course due date for May 2012 graduates
F-S	May 4-5	Inclement weather make-up weekend
M	May 7	Final work due for May graduates unless an earlier date has been assigned by the professor (see course syllabus for details)
M	May 14	Final grades due for all May graduates. Students taking courses through the Carolina Theo. Consortium or transferring in credits from another ATS accredited school, need to have transcripts with final grades posted by this date.
F	May 18	Baccalaureate, 7:00 p.m.
Sat.	May 19	Commencement, 10:00 a.m.

### January Modules 2011 (January 6-27)

#### Consecutive Weekend Courses (Jan. 6-7, 13-14, 20-21)

F	Jan. 6	Last day to drop and receive 100% tuition refund
S	Jan. 6	First day of class
F	Jan. 13	Last day for filing pass/fail petitions
F	Jan. 13	Last day to withdraw and receive 80% tuition refund
F	Jan. 20	Last day to withdraw and receive 30% tuition refund
S	Jan. 21	Last day of class; last day to withdraw (no refund)
M	Mar. 23	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

#### Jan. 9-13 Intensive

Sn.	Jan. 8	Last day to drop and receive 100% tuition refund
M	Jan. 6	First day of class
M	Jan. 9	Last day to withdraw and receive 80% tuition refund
T	Jan. 10	Last day for filing pass/fail petitions
W	Jan. 11	Last day to withdraw and receive 30% tuition refund
F	Jan. 13	Last day of class; last day to withdraw (no refund)
M	Mar. 12	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

#### Jan. 16-20 Intensive

Sn.	Jan. 15	Last day to drop and receive 100% tuition refund
M	Jan. 16	First day of class

M	Jan. 16	Last day to withdraw and receive 80% tuition refund
T	Jan. 17	Last day for filing pass/fail petitions
W	Jan. 18	Last day to withdraw and receive 30% tuition refund
F	Jan. 20	Last day of class; last day to withdraw (no refund)
M	Mar. 19	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).
Jan. 23-27 Intensive		
Sn.	Jan. 22	Last day to drop and receive 100% tuition refund
M	Jan. 23	First day of class
M	Jan. 23	Last day to withdraw and receive 80% tuition refund
T	Jan. 24	Last day for filing pass/fail petitions
W	Jan. 25	Last day to withdraw and receive 30% tuition refund
F	Jan. 27	Last day of class; last day to withdraw (no refund)
M	Mar. 26	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

### Spring Semester Weekend Modules

#### Module 1 (February 3 – March 31):

F	Feb. 3	First day of class
F	Feb. 3	Last day to drop and receive 100% tuition refund
F	Mar. 2	Last day to withdraw and receive 80% tuition refund
F	Mar. 2	Last day for filing pass/fail petitions
F	Mar. 30	Last day to withdraw and receive 30% tuition refund
S	Mar. 31	Module 1 courses end; last day to withdraw (no refund)
M	Apr. 30	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

#### Module 2 (February 10 – April 14):

F	Feb. 10	First day of class
F	Feb. 10	Last day to drop and receive 100% tuition refund
F	Mar. 9	Last day to withdraw and receive 80% tuition refund
F	Mar. 9	Last day for filing pass/fail petitions
F	Apr. 13	Last day to withdraw and receive 30% tuition refund
S	Apr. 14	Module 2 courses end; last day to withdraw (no refund)
M	May 14	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

#### Module 3 (February 17 – April 21):

F	Feb. 17	First day of class
F	Feb. 17	Last day to drop and receive 100% tuition refund
F	Mar. 16	Last day to withdraw and receive 80% tuition refund
F	Mar. 16	Last day for filing pass/fail petitions
F	Apr. 20	Last day to withdraw and receive 30% tuition refund
S	Apr. 21	Module 3 courses end; last day to withdraw (no refund)
M	May 21	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

#### Module 4 (February 24 – April 28):

F	Feb. 24	First day of class
F	Feb. 24	Last day to drop and receive 100% tuition refund
F	Mar. 23	Last day to withdraw and receive 80% tuition refund
F	Mar. 23	Last day for filing pass/fail petitions
F	Apr. 27	Last day to withdraw and receive 30% tuition refund
S	Apr. 28	Module 4 courses end; last day to withdraw (no refund)

M	May 29	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).
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### Spring Semester Weekday Courses

#### Monday Courses (January 30 – April 16):

M	Jan. 30	First day of class
M	Jan. 30	Last day to drop and receive 100% tuition refund
M	Feb. 20	Last day to withdraw and receive 80% tuition refund
M	Feb. 20	Last day for filing pass/fail petitions
M	Mar. 19	Last day to withdraw and receive 30% tuition refund
M	Apr. 16	Monday courses end; last day to withdraw (no refund)
M	May 14	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

#### Tuesday Courses (January 31– April 17):

T	Jan. 31	First day of class
T	Jan. 31	Last day to drop and receive 100% tuition refund
T	Feb. 21	Last day to withdraw and receive 80% tuition refund
T	Feb. 21	Last day for filing pass/fail petitions
T	Mar. 20	Last day to withdraw and receive 30% tuition refund
T	Apr. 17	Tuesday courses end; last day to withdraw (no refund)
T	May 15	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

#### Wednesday Courses (February 1 – April 18):

W	Feb. 1	First day of class
W	Feb. 1	Last day to drop and receive 100% tuition refund
W	Feb. 22	Last day to withdraw and receive 80% tuition refund
W	Feb. 22	Last day for filing pass/fail petitions
W	Mar. 21	Last day to withdraw and receive 30% tuition refund
W	Apr. 18	Wednesday courses end; last day to withdraw (no refund)
W	May 16	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

#### Thursday Courses (February 2 – April 18):

R	Feb. 2	First day of class
R	Feb. 2	Last day to drop and receive 100% tuition refund
R	Feb. 23	Last day to withdraw and receive 80% tuition refund
R	Feb. 23	Last day for filing pass/fail petitions
R	Mar. 22	Last day to withdraw and receive 30% tuition refund
R	Apr. 19	Thursday courses end; last day to withdraw (no refund)
R	May 17	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

### 2012 Summer Sessions (May 7-August 4)

M	May 28	Memorial Day, HOLIDAY
F	June 8	Last day to add non-scheduled courses for the summer session (Mentored Min. Rotation, Counseling Practicum, Semlink, etc.)
M	July 4	Independence Day, HOLIDAY
F	Aug. 17	All work is due and financial obligations cleared for October graduates. Course work submitted after this date will negate Oct. grad status; the student will default to a Jan. 2013 graduate and the appropriate fees will apply.

## Summer Session I Intensives (May 7 - 25)

### May Intensive 1 (May 7-11):

Sn.	May 6	Last day to drop and receive 100% tuition refund
M	May 7	First day of class
M	May 7	Last day to withdraw and receive 80% tuition refund
T	May 8	Last day for filing pass/fail petitions
W	May 9	Last day to withdraw and receive 30% tuition refund
F	May 11	Last day of class; last day to withdraw (no refund)
M	July 9	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

### May Intensive 2 (May 14-18):

Sn.	May 13	Last day to drop and receive 100% tuition refund
M	May 14	First day of class
M	May 14	Last day to withdraw and receive 80% tuition refund
T	May 15	Last day for filing pass/fail petitions
W	May 16	Last day to withdraw and receive 30% tuition refund
F	May 18	Last day of class; last day to withdraw (no refund)
M	July 16	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

### May Intensive 3 (May 21-25):

Sn.	May 20	Last day to drop and receive 100% tuition refund
M	May 21	First day of class
M	May 21	Last day to withdraw and receive 80% tuition refund
T	May 22	Last day for filing pass/fail petitions
W	May 23	Last day to withdraw and receive 30% tuition refund
F	May 25	Last day of class; last day to withdraw (no refund)
M	July 23	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

## Summer Session II: Summer Modules (July 16-27)

### July Intensive 1 (July 16-20):

Sn.	July 15	Last day to drop and receive 100% tuition refund
M	July 16	First day of class
M	July 16	Last day to withdraw and receive 80% tuition refund
T	July 17	Last day for filing pass/fail petitions
W	July 18	Last day to withdraw and receive 30% tuition refund
F	July 20	Last day of class; last day to withdraw (no refund)
M	Sept. 17	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

### July Intensive 2 (July 23-27):

Sn.	July 22	Last day to drop and receive 100% tuition refund
M	July 23	First day of class
M	July 23	Last day to withdraw and receive 80% tuition refund
T	July 24	Last day for filing pass/fail petitions
W	July 25	Last day to withdraw and receive 30% tuition refund
F	July 27	Last day of class; last day to withdraw (no refund)
M	Sept.24	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

Summer Session III: Summer Modules (May 18-August 4)

Module 1 (May 18 – July 14)

F	May 18	First day of class
F	May 18	Last day to drop and receive 100% tuition refund
F	June 15	Last day to withdraw and receive 80% tuition refund
F	June 15	Last day for filing pass/fail petitions
F	July 13	Last day to withdraw and receive 30% tuition refund
S	July 14	Module 1 courses end; last day to withdraw (no refund)
M	Aug. 13	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

Module 2 (June 1 – July 28):

F	June 1	First day of class
F	June 1	Last day to drop and receive 100% tuition refund
F	June 29	Last day to withdraw and receive 80% tuition refund
F	June 29	Last day for filing pass/fail petitions
F	July 27	Last day to withdraw and receive 30% tuition refund
S	July 28	Module 2 courses end; last day to withdraw (no refund)
T	Aug. 27	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

Module 3 (June 8 – August 4):

F	June 8	First day of class
F	June 8	Last day to drop and receive 100% tuition refund
F	July 6	Last day to withdraw and receive 80% tuition refund
F	July 6	Last day for filing pass/fail petitions
F	Aug. 3	Last day to withdraw and receive 30% tuition refund
S	Aug. 4	Module 3 courses end; last day to withdraw (no refund)
M	Sept. 4	Written work due unless an earlier date has been established by the professor (see course syllabus for exact due dates).

KEY: R = Thursday

## Online Course Calendar

### Spring Semester

T	Nov. 15	Registration Deadline for "on-campus" students.
R	Dec. 22	Online Orientation Deadline: First time students taking a Hybrid course must complete an online orientation of the Sakai system before they can begin the online component of the course. Access to the online environment will not available until the orientation requirement has been satisfied.

#### Term I Courses (Jan. 4 - Feb. 29)

W	Jan. 4	Term I course begins; last day to drop and receive 100% tuition refund
W	Jan. 18	Last day to withdraw and receive 80% tuition refund
M	Jan. 30	Last day for filing pass/fail petition
W	Feb. 8	Last day to withdraw and receive 30% tuition refund
M	Feb. 27	First day of residency
W	Feb. 29	Last day of residency
W	Feb. 29	Term I course ends; last day to withdraw (no refund)

#### Term II Courses (Mar. 1 - Apr. 25)

R	Mar. 1	Term II residency begins; last day to drop and receive 100% tuition refund
S	Mar. 3	Last day of residency
R	Mar. 15	Last day to withdraw and receive 80% tuition refund
M	Mar. 19	Last day for filing pass/fail petition
W	Apr. 5	Last day to withdraw and receive 30% tuition refund
W	Apr. 25	Term II course ends; last day to withdraw (no refund)

### Summer Session

T	Apr. 1	Registration Deadline for "on-campus" students.
R	Apr. 27	Online Orientation Deadline: See details above

#### Term I Courses (May 2 - June 27)

W	May 2	Term I course begins; last day to drop and receive 100% tuition refund
W	May 16	Last day to withdraw and receive 80% tuition refund
T	May 29	Last day for filing pass/fail petition
W	June 6	Last day to withdraw and receive 30% tuition refund
M	June 25	First day of residency
W	June 27	Last day of residency
W	June 27	Term I course ends; last day to withdraw (no refund)

#### Term II Courses (June 28 - August 22)

R	June 28	Term II residency begins; last day to drop and receive 100% tuition refund
S	June 30	Last day of residency
R	July 12	Last day to withdraw and receive 80% tuition refund
M	July 16	Last day for filing pass/fail petition
R	Aug. 2	Last day to withdraw and receive 30% tuition refund
W	Aug. 22	Term II course ends; last day to withdraw (no refund)

## PERSONNEL INFORMATION

- ◆ Charlotte Dean & Professor of Old Testament  
**Dr. Tim Laniak** Office Hours: Mon. - Fri. / 9am - 5pm\*  
Ext: 5830 Email: tlaniak@gcts.edu  
\*contact Patricia Nielsen for questions & appointments
  
- ◆ Administrative Assistant to the Dean
- ◆ Financial Services  
**Mrs. Patricia Nielsen**  
Office Hours: Mon. - Fri. / 9am - 5pm  
Ext: 5830 Email: pnielsen@gcts.edu
  
- ◆ Chief Advancement Officer  
**Mr. Neely Gaston**  
Office Hours: By Appointment  
Ext: 5837 Email: ngaston@gordonconwell.edu
  
- ◆ Office Manager  
**Mr. Scott Smith**  
Office Hours: Mon. - Fri. / 9am - 5pm  
Ext: 5833 Email: ssmith2@gcts.edu
  
- ◆ Director of Institutional Advancement  
**Dr. Alan J. Cellamare**  
Office Hours: Mon. - Fri. ~ 9am-5pm  
Ext: 5815 Email: acellamare@gcts.edu
  
- ◆ Southeastern Coordinator Pierce Center For Disciple-Building  
**Mr. Reid Satterfield**  
Office Hours: Mon. - Fri. / 9am - 5pm  
Ext: 5843 Email: rsatterfield@gcts.edu
  
- ◆ Pastoral Counselor  
**Rev. Percy Burns**  
Office Hours: By Appointment  
Email: pburns1@gcts.edu
- ◆ Coordinator of Institutional Relations  
**Dr. Alison Littauer**  
Office Hours: Mon. - Varies  
Ext: 5837 Email: alittauer@gcts.edu
  
- .....
- ◆ Admissions Representative & Partnership Coordinator  
**Ms. Octavia Baker**  
Office Hours: Mon. - Fri. / 9am - 5pm  
Ext: 5801 Email: obaker@gcts.edu
  
- ◆ Admissions Representative  
**Mr. Donovan Campbell**  
Office Hours: Mon. - Fri. / 9am - 5pm  
Ext: 5802 Email: dcampbell@gcts.edu
- .....

◆ Director of Enrollment Management & Registrar

**Mr. Tim Myrick**

Office Hours: Mon. - Fri. / 9am - 5pm  
Ext: 5810      Email: tmyrick@gcts.edu

◆ Assistant Director of Enrollment Management/Student Services

**Mrs. Joni Horne**

Office Hours: Mon. - Fri. / 9am - 5pm  
Ext: 5847      Email: jhorne@gcts.edu

◆ Coordinator of Registration

◆ Residency Coordinator of Doctor of Ministry

**Mrs. Trish King**

Office Hours: Mon. - Fri / 9am - 5pm  
Ext: 5811      Email: tking@gcts.edu

◆ Media Coordinator

**Mr. Michael Winson**

Office Hours: Mon. - Fri. ~ 9:00am-5:00pm  
Ext: 5850      Email: mwinson@gordonconwell.edu

◆ IT Lead Technician

**Ms. Louise Suggs**

Office Hours: Mon. - Fri. ~ 9:00am-5:00pm  
Ext: TBD      Email: lsuggs@gordonconwell.edu

◆ Director of Library Services

**Dr. Robert Mayer**

Office Hours: Tue. 9am-5pm, Wed. 9am-5pm, Thu.9:30am-6:30pm,  
Fri.10:00-7pm, Sat. 9:00-430pm  
Ext: 5821      Email: bmayer@gcts.edu

◆ Assistant Director of Library Services

**Mr. Matt Wasielewski**

Office Hours: Mon. - Fri. ~ 9am-5pm  
Ext: 5822      Email: mwasielewski@gcts.edu

◆ Library Assistant

**Mrs. Renee Mayer**

Office Hours: Fri. ~ TBA  
Ext: 5820      Email: rmayer@gcts.edu

◆ Bookstore Manager

**Mr. Alvis Yates**

Office Hours: TBA  
Ext: 5825      Email: ayates@gcts.edu

◆ Assistant Director Graduate Programs in Counseling

**Mr Nick Valadez**

Office Hours: By Appointment  
Email: nvaladez@gordonconwell.edu

- ◆ Director of Graduate Programs in Counseling  
**Dr. Maria Boccia**  
Office Hours: Tues. - Fri. / 9am - 5pm  
Ext: 5835      Email: mboccia@gcts.edu
- ◆ Assist. Professor in Counseling  
**Dr. Kelly Breen Boyce**  
Office Hours: Tue. - Thur. / 9am-5pm  
Ext: 5845      Email: kboyce@gcts.edu
- ◆ Kenneth and Jean Hansen Professor of Discipleship and Leadership Development  
**Dr. Rodney L. Cooper**  
Office Hours: Tue.-Thurs. / 9am-5pm  
Ext: 5832      Email: rcooper@gcts.edu
- ◆ Robert E. Cooley Chair in Early Christianity  
**Dr. Donald Fairbairn**  
Office Hours: By Appointment  
Ext: 5842      Email: dfairbairn@gcts.edu
- ◆ Associate Professor of New Testament  
**Dr. Rollin Grams**  
Office Hours: By Appointment  
Email: rgrams@gordonconwell.edu
- ◆ Assistant Professor of Old Testament  
**Dr. Catherine McDowell**  
Office Hours: By Appointment  
Email: cmcdowell@gordonconwell.edu
- ◆ Dir. of Mentored Ministry Program  
**Dr. Steve Klipowicz**  
Office Hours: Mon. – Fri / 9am – 4pm  
Ext: 5841      Email: sklipowicz@gcts.edu
- ◆ Visiting Professor of Biblical Languages  
**Dr. Joel Harlow**  
Office Hours: By Appointment  
Ext: 5838      Email: jharlow@gcts.edu

## Hybrid Program

- ◆ Associate Dean of Hybrid Learning  
**Dr. Cynthia Wheatley**  
Office Hours: By Appointment  
Email: cwheatley@gordonconwell.edu
- ◆ Instructional Designer ◆ Student Care Specialist  
**Mr. Andrew Edwards**      **Ms. De'Leathia Hightower**  
Office Hours: By Appointment      Office Hours: By Appointment  
Email: dedwards@gcts.edu      Email: dhightower@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.

## Student Life Services

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# 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 in formation 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 pertaining 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 endeavours 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

The following information is given to help students understand the operation, policies, and procedures of the 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 12:00 - 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.

Please note the following return policy. 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 (ie, items for sale, need for roommate, upcoming events, etc.). Items posted must be dated and signed by the student. Students do not need prior approval from administration to post information, but 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.

- ☒ Alumni/Alumnae Updates
- ☒ Counseling Program
- ☒ Campus Organizations
- ☒ Denominational News
- ☒ Employment (Student-On/Off Campus)
- ☒ Ministry Opportunities
- ☒ Registration Information and Academic Affairs
- ☒ 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 drink are not permitted in the classrooms at any time. Water in twist-top plastic bottles is 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 for student use located in the library. The computer lab provides to students - 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. The seminary's statements of community standards are found in the seminary catalog and the Student Academic Handbook. 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 maintain. 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 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.

## E-mail

We have encountered many difficulties in trying to keep up with students' changing personal e-mail addresses, and are concerned that many e-mail correspondences (such as "E-notes") are not reaching all of our Charlotte students. As a result, all Charlotte students are now issued an e-mail address at the time of matriculation. This account will be a primary form of communication between the seminary and its student body. Students will be required to check their accounts on a regular basis. Questions concerning e-mail accounts should be directed to the help desk ([helpdesk@gcts.edu](mailto:helpdesk@gcts.edu)).

## Employment

### Student Employment

Student employment positions are varied and are typically part-time in nature. Several hundred students work in different capacities on campus each year.

### 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, to include 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 is approved by the Office Manager. Those wishing to reserve space for seminary-related events, as well as for personal reasons, should contact the Office 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 Administrative Assistant to the Dean. 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 political 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. Some may not accept faxes so plan accordingly. 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. However, Charlotte personnel are equipped to provide certain assistance (account inquiries, tuition payments, etc.). Students can pay on their accounts by mailing in their payments to either the Charlotte or Hamilton campus. Questions regarding a student's account can be directed to Patricia Nielsen, Student Accounts Services, or by contacting 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 the Registration Office. 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, there may be occasions when it is 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),

- ☒ aired on radio stations 1110AM or 99.1FM,
- ☒ message on the GCTS telephone answering service by 8:00am, (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 Gordon-Conwell—Charlotte library contains approximately 35,000 volumes focusing on biblical studies, theology, church history, counseling and psychology, and ministry. The library features over sixty journals and periodicals available primarily on microform, and a computer lab with several CD-ROM electronic resources, internet access, and word-processing capability. Gordon-Conwell—Charlotte students may also access the collection at Goddard Library on the main Gordon-Conwell campus in South Hamilton, Massachusetts.

Hours: fall and spring when classes are in session:

Monday-Friday: 8:30 a.m. to 10:00 p.m.

Saturday: 9:00 a.m. to 5:00 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 internet site ([www.gordonconwell.edu](http://www.gordonconwell.edu)). The library is normally closed on holiday weekends.

Reference books, journals and periodicals, videocassettes, 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 normally not available for borrowing, but may be checked out for up to one week with consent of the professor and permission of the Library Director. No more than two reserve books may be taken at any one time. Reserve books must be checked out with a member of the library staff. Books in the stacks are available for borrowing. Doctor of Ministry students may check out reserve books overnight during their residency and for up to two weeks once residency has ended.

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 by the due date established for the specific semester. Students are asked to provide their name and phone number on the book card whenever borrowing a book. 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. Doctor of Ministry students may borrow books for up to six months with right of recall by library staff. Ordinarily, there is no limit on the number of items that may be checked out. However, there are exceptions.

1. Students from other institutions in the Charlotte Theological Library Consortium may check out up to four books for up to three weeks. 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

2. Community users may arrange for borrowing privileges with the library director. Community users may borrow up to four books for up to three weeks and may not borrow books placed on reserve for Gordon-Conwell—Charlotte students.

Fines and penalties  
For Gordon-Conwell—Charlotte students, a five-dollar (\$5.00) fine per book is assessed for all books not returned by the due date. Borrowing privileges are suspended until all books are returned. Non-Gordon-Conwell students are charged fifty cents per day per book for unreturned items. The cost for unreturned or mutilated items is the replacement value of the item in the same edition and binding as determined by the Library Director, plus a \$10.00 processing fee, in addition to any fines owed. Checks should be made payable to Gordon-Conwell Theological Seminary.

Reserve books are subject to a fifty-cent per day fine if overdue. Beginning September 4, 2002, all reserve books will receive a stamped due date on the inside back page. Students may return books by mail, but postmark must indicate that the book is returned by the due date indicated.

Charlotte Theological Library Consortium (CTLC)  
Currently enrolled Gordon-Conwell—Charlotte students have borrowing privileges at member institutions of the Charlotte 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](mailto: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 Director of Library Services is normally available Tuesday through Saturday during the library hours posted above. The Library Assistant is normally available every Monday and Thursday during posted library hours. The Library Clerk is available on most Tuesday and Thursday evenings from 5:00 p.m. until 8:00 p.m. 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.

## Lost and Found

The Receptionist 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, but 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 cartridges, 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](http://MinistryList.com). This web site disseminates information on available positions in churches and organizations around the world. In addition, [MinistryList.com](http://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

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

1. The right to inspect and review the student's education records within 45 days of the day the seminary receives a request for access.

Students should submit to the Registrar, Academic Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The seminary official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the seminary official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the seminary to amend a record that they believe is inaccurate or misleading. They should write the seminary official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the seminary decides not to amend the record as requested by the student, the

seminary will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the seminary in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the seminary has contracted (such as an attorney, auditor, collection agent, pastor or mentor, and the National Student Loan Clearing House); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the seminary discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.

4. The seminary reserves the right to release, without consent, personally identifiable information that is designated as Directory Information. If the student does not wish to have all or part of this information included in the community directory he or she must notify the Registration Office, in writing.

The seminary has designated the following personally identifiable information as Directory Information:

- Student's Name
- Spouse's Name
- Mailing Address
- Children's Name(s)
- Campus Address
- Country of Citizenship
- E-mail Address
- Degree Program and Graduation Date
- Home Phone Number
- Denominational Affiliation

5. The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Gordon-Conwell Theological Seminary to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605
6. Written request for review and/or amendment of record(s) should be made to the

director of the office which contains the record being sought. Student Records are located in the following offices at the Charlotte Campus:

Type of Education Record	Custodian of Records	Office and Address
Academic Records & Judicial Committee Records	Registrar	Registrar's Office Gordon-Conwell 14542 Choate Circle Charlotte, NC 28273
Supervised Ministry Records	Director of Mentored Ministry	Director of Mentored Min. Gordon-Conwell 14542 Choate Circle Charlotte, NC 28273
Counseling Program Records	Director of Counseling Prog.	Counseling Office Gordon-Conwell 14542 Choate Circle Charlotte, NC 28273
Financial Accounts	Accounts Receivable Supervisor	Student Accounts Office Gordon-Conwell 130 Essex Street S. Hamilton, MA 01982
Financial Aid Transcripts & Scholarship Records	Director of Financial Aid	Financial Aid Office Gordon-Conwell 130 Essex Street S. Hamilton, MA 01982
Student Employment Records	Director of Human Resources	Human Resources Office Gordon-Conwell 130 Essex Street S. Hamilton, MA 01982

## 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).

The Dean of Students is the designated person responsible for monitoring the overall implementation of Title IX for the three campuses and coordinating compliance with Title IX in all areas covered by the implementing regulations. The Dean of Students' office is located in Room 318, Kerr Building, 978-646-4060, [litas@gcts.edu](mailto:litas@gcts.edu).

## Policy on Drug and Alcohol Abuse

Gordon-Conwell Theological Seminary is in compliance with the Drug-Free School and Communities Act Amendment of 1989 relating to the illegal use of alcohol and drugs.

Following is a policy statement regarding this act.

Gordon-Conwell Theological Seminary seeks to provide a safe setting and to protect the public health for all members of the seminary community by securing a drug-free environment in compliance with the Drug-Free Schools and Communities Act of 1989 (federal law). The law declares that students and employees have the right to study and work in a setting free from the effects of drug or alcohol abuse. In keeping with the principles outlined in our Community Life Statement and our Christian tradition as a theological seminary which prepares men and women for Christian ministry, the following policies dealing with the illegal and abusive use of alcohol or drugs are adopted in compliance with the law.

Seminary policy prohibits the following:

1. The use, possession, manufacture, distribution or sale of illegal drugs, controlled substances, or drug paraphernalia on seminary premises, in seminary-supplied vehicles, or at any official function or seminary activity.
2. The use, possession, manufacture, distribution or sale of alcoholic beverages on seminary premises, in seminary-supplied vehicles, or at any official function or seminary activity.
3. Being under the influence of an unauthorized controlled substance, illegal drug or alcohol on seminary premises, in seminary-supplied vehicles, or at any official function or seminary activity.
4. The use of alcoholic beverages or drugs that adversely affects a student's academic performance, preparation for ministry, or practice of ministry, or that adversely affects an employee's work performance, or that is a threat to individual safety on the part of students or employees, or that adversely affects the seminary's reputation in the public arena on the part of students or employees.

The following procedures will be observed in cases of suspected abuse or violation of the above policies:

#### I. Students

Referral for investigation of possible abuse will be made to the Dean. Referral may come from a number of sources, such as the Registrar, fellow-students, faculty or staff members, spouses, area clergy, campus police, etc. Procedure for Disciplinary Action will be observed.

#### II. Faculty

The process involving faculty shall follow the Faculty Handbook.

#### III. Staff

The process for staff and administration is contained in a separate statement and is available in the Human Resources Office as part of the Staff Handbook.

#### Summary Of Legal Sanctions Covering Alcohol And Drug Abuse

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Convictions can lead to imprisonment, fines and assigned community service. Courts do not

reduce prison sentences in order for convicted persons to attend school or continue their jobs. A felony conviction for such an offense can prevent you from entering many fields of employment or professions.

Possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served.

Persons convicted of drug possession under state or federal law are ineligible for federal student grants and loans for up to one year after the first conviction, five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first, 10 years after the second, permanently after the third conviction.

Under federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college (seminary) or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs, if death or serious injury from use of the substance.

#### Effects of Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

# Policy on Harassment

## Policy and Information on Harassment

The seminary community reaffirms the principles set forth in its Community Life Statement, wherein it is written that:

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.

In accordance with the above, 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.

Gordon-Conwell Theological Seminary will neither condone nor tolerate harassment of one member of the community by another, including sexual harassment, racial or ethnic innuendoes and derogatory remarks, or any other such activity which tends to defame, ridicule, intimidate, or embarrass a community member. Harassment in this document, shall cover single instances as well as repeated instances of such behavior.

It is important for individuals who think they have been harassed to promptly report the incident. Any such complaint shall be pursued through the established appeal procedure. All allegations of harassment will be immediately investigated. The seminary will tolerate neither mishandling of complaints by supervisors or other notified and authorized personnel nor negative behavior responses to an individual after making a complaint. Violation of this policy will result in disciplinary action up to and including possible dismissal.

## Specific Policy on Sexual Harassment

For employment purposes, sexual harassment shall mean unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

In community relationships not involving employment specifically, sexual harassment shall mean unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Examples of sexual harassment include, but are not limited to, demeaning or intruding remarks of a sexual nature, implying either explicitly or implicitly that submission to a sexual relationship is a term or condition of academic reward or improved status in the community, and interfering with a person's academic performance by creating an intimidating, hostile, or offensive study environment.

## 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. Non-student residents might talk with their residence life coordinator. 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.

## **Policy on Hazing**

Gordon-Conwell Theological Seminary is in compliance with the Commonwealth of Massachusetts legislation prohibiting the practice of hazing.

Following is a copy of Chapter 269, Sections 17, 18 and 19 of the General Laws of the Commonwealth of Massachusetts regarding hazing. The Board of Regents of Higher Education has stipulated that this information must be distributed to all full time students and students group leaders. Violators of these regulations will be disciplined in accordance with harassment procedures as set forth in the Student Academic Handbook.

269.17. Hazing Prohibited; Definition; Penalties.

[Text as amended by 1987, 665 effective April 4, 1988. For text effective until April 4, 1988, see 1986 Edition.]

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

269.18. Failure to Report Hazing; Penalty. [Text as amended by 1987, 665 effective April 4, 1988. For text effective until April 4, 1988, see 1986 Edition.]

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

269.19. Notification by Schools of Hazing Law; Report by Schools; Disciplinary Policy. [Text as amended by 1987, 665 effective April 4, 1988. For text effective until April 4, 1988, see 1986 Edition.]

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen,

Each institution of secondary education and each public or private institution or post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

In addition, Gordon-Conwell Theological Seminary is in compliance with State of North Carolina legislation prohibiting the practice of hazing.

North Carolina - §§ 14-35, 14-36 and 14-38 Class 2 misdemeanor - prohibits anyone from abusing or harassing a student, or subjecting the student to personal indignity. Aiding and abetting is also punishable. Coupled with criminal punishment, a perpetrator must be expelled from the college or school

North Carolina statutes define hazing as "to annoy any person by playing abusive or ridiculous tricks upon him/her, to frighten, scold, beat or harass him/her, to subject him/her to personal indignity."

Under state law, hazing is a misdemeanor punishable by a fine not to exceed \$500, imprisonment for not more than six months, or both. In addition, the law mandates that the school expel any student found guilty of hazing. It is a misconception that hazing only occurs in fraternities and sororities. Other groups and individuals have been found guilty of hazing. Sanctions are the same for groups with Greek affiliation as those for all other groups or individuals.

## 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 will conduct a hearing 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 personal delivery or certified mail, 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 tape recorded or 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 suspension.
  - 5) Indefinite Suspension. Removal from membership in the seminary community including all student privileges for at least the period of time specified 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 have 60 days from the time of dismissal to leave the country or change his/her visa.

#### Deviations from Established Procedures

Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to the student may result.

### Statement on Fulfillment of Responsibilities

The seminary recognizes the right of employees (administration, faculty, and staff) and students to engage in off-campus activities as a matter of conscience. There must also be a recognition on the part of those who engage in such activities that personal freedom must be balanced with responsibility to the seminary, and that the seminary requires the fulfillment of normal work responsibilities and academic tasks. If engaging in off-campus activities results in absence from work or poor work performance by employees, or in poor academic performance or the missing of deadlines for academic work by students, the standard policies of the seminary will be followed with respect to employment procedures and academic regulations.

### Campus Security Act of 1990 (The 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. The Act requires the institution to collect, publish and distribute to all current students and employees and to any applicant for enrollment or employment upon request certain information regarding campus policies and procedures with respect to campus security and incidents of criminal offenses on campus. Inquiries concerning compliance with the Campus Security Act of 1990 may be directed to the Director of Enrollment Management, Gordon-Conwell Theological Seminary, Charlotte, NC 28273.

# Policies & Procedures on Information Technology

## Authorized Access and Responsibilities

Access to the Gordon-Conwell's Information Technology services is provided solely enrolled students. Students are responsible for using the resources in compliance with applicable laws and Seminary standards, policies and procedures. The Seminary's statements of community standards are found in the seminary Catalog and the Student and Academic Handbooks. Students are responsible for using the resources with sensitivity to the rights of others. It is the students' responsibility to avoid intrusions into the privacy of others and to avoid creating an atmosphere of discomfort or harassment for others.

The accounts and permissions that Gordon-Conwell grants are for the exclusive use of the student for whom they are established. Account information is not to be divulged to or used by other than the student to whom it was issued. A student shall access or attempt to access only computers, computer accounts, networks or files for which the student has proper and explicit authorization.

Students are to inform the IT Help Desk at [HelpMe@gcts.edu](mailto:HelpMe@gcts.edu) or 978.646.4357 immediately should they become aware that access or attempts at access to other than an account for which an individual is authorized have occurred.

## Email

Email accounts exist for the exclusive personal use of the assigned student and are intended for communication associated with Seminary programs. 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.

Student e-mail accounts are automatically included on campus email lists, which are utilized by the seminary staff to disseminate information and notices to the student body at large. Access to send mass emails to a list of students is limited to Seminary staff authorized by the Dean of Students and the Information Technology Department.

Due to the official nature of the information being distributed through these lists, a student's address may not be removed from a campus list unless authorized by the Dean of Students. Email accounts are automatically removed from email lists when an individual ceases to be a registered student of Gordon-Conwell. The use of class email lists will be as directed by the associated faculty.

## Email Mailbox Size

Email accounts are subject to a quota system in order to curtail excessive use of disk space. In the event a student's quota is exceeded, the E-mail boxes will be removed from the server. Quotas are currently set at 5 MB for inboxes and 10 MB total for all

other mailboxes (outbox, deleted items, saved mail etc.) on the server. In the event mailboxes are removed, students may apply for the restoration of their mailboxes with the understanding that they will comply with the quotas.

#### Computer Resource Center

Students are not to install personal software or store files on computers owned by Gordon-Conwell. Students are to pay for printing in accordance with the posted instructions.

#### Software and Data Copyright

Licenses, contractual agreements, copyright and other laws protect most software, videos, audio files and data that reside on Seminary computers. It is the students' responsibility to know the nature of these restrictions for the applications they use and to use the applications within these restrictions. Copyright law addresses illegal reproduction of software, videos, music and data. Unauthorized copying is theft. Penalties of \$50,000.00 or more can be imposed for civil conviction and fines as well as imprisonment for conviction on criminal charges.

#### Network

The seminary places a high priority on copyright compliance and respectful bandwidth usage. Information Technology staff regularly monitor network activity for inappropriate activities including file sharing. Usage of P2P programs (including all Gnutella-related programs) and Bit Torrent programs is strictly prohibited. Evidence of such activity is promptly reported to the Dean of Students and the appropriate governing authorities.

#### Privacy and Confidentiality

Federal legislation, FERPA (Family Educational Rights and Privacy Act), addresses the disclosure of student information. A student may obtain information on students and other parties as a result of normal communication associated with their studies and associated administration. This information is not to be used, copied or released outside the scope of an individual student's need to communicate for meeting academic requirements.

Information that is private and confidential includes, but is not limited to, the following:

- Student and employee information such as, but not limited to, mailing address, telephone number, and email address;
- Student academic records
- Operations manuals, seminary practices, marketing plans, techniques and materials, development plans, financial information, information

about Gordon-Conwell vendors and suppliers, files of the seminary, any information concerning the business affairs or operating practices of the seminary, and records; and

- Student and class lists.

Under no circumstances is information about a student to be given to another student, to an employee, or to any other person. Release of this type of information is authorized and administered by the Registrar and other authorized staff.

### Security and Monitoring

Students are responsible for making back-ups of electronic data that they create or maintain. 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 resource 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 be treated as a violation of criminal law.

Students are responsible for installing suitable anti-virus software on any computer that they attach to the Gordon-Conwell network by a hard-wired or wireless connection. The seminary assumes no responsibility for avoidance of or for the impact of computer viruses or other such destructive programs, and a student may be liable for any damage to the network or other computers that arises from failure to install suitable anti-intrusion software.

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 Information Technology resources pending evaluation of misuse 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.

## Student Academic Services

# 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 e-notes, 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 be up to date with 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.

## 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 intended to be 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/handbook 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/handbook 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/handbook.

### 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 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 will 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 Audit and Official Audit. 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, due to course nature or available class space, 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).

## Bible Competency Exams

Since proper use of the Bible is central to all types of Christian ministry, Gordon-Conwell requires every student to become proficient in the knowledge and use of the Bible. The seminary offers survey courses (OT 500: Old Testament Survey and NT 501: New Testament Survey) for the purpose of providing systematic and integrative overview of the content of the Bible.

All students enrolled in a degree or certificate program are required to 1) demonstrate their Bible competency through the appropriate examination(s), or 2) enroll for and satisfactorily complete the Old and New Testament Survey courses. The Bible competency requirement must be demonstrated, either through exam or course completion by the first year of study. This requirement is a pre-requisite for many courses so students are encouraged to plan accordingly.

Those who opt to demonstrate their Bible competency must sit for and pass the scheduled exam(s) during the semester in which they matriculate on campus; students are ineligible to take advantage of the Bible exams after their first semester of study. These exams are offered each fall (Sept.) and spring (Feb.) and students are allowed only one opportunity to take the exams. An individual who passes the exam(s) does not need to enroll for the respective survey course(s). Students with low but passing scores are encouraged to complete the survey courses.

Those students who choose or must take the Bible Survey courses can apply them to their degree program provided their program offers General Electives. The OT and NT Survey courses **cannot** count as a Bible Elective in those programs that require them (MACL, MACC and MAR), but they do satisfy general elective requirements. Since there are no general electives in the MACC program, counseling students who need to take these courses must do so in addition to the 63 hours required.

## 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 will still need to demonstrate that they have maintained proficiency for courses in which the languages are pre-requisite. Therefore, a Greek competency exam will be given during the first weekend of each NT exegesis course and a Hebrew competency exam during the first weekend of each OT exegesis course. Students who are unable to pass the exam will be required to withdraw from the course.

For those who have already begun their study of either of these languages, competency tests 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),
- aired on radio stations 1110AM or 99.1FM,
- 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 transcribed 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.

## Check Sheets

The Admissions Office provides each student with a degree check sheet 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 checks sheet 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 drop a course, take a leave of absence or withdraw from the seminary, must submit a drop form to the Registration Office. Cessation of class attendance does not constitute formal withdraw from a course nor does it guarantee a refund.

All course changes made at any time for any reason must be initiated through the Registration Office on the form provided and carry a small processing fee. There are deadlines for receiving refunds for dropped/withdrawn courses. Tuition refunds will be determined by the date on which the appropriate form is submitted and not by the amount of class attendance. Students should consult the academic calendar for refund deadlines.

No course may be added after the course has started, unless the student attended the class. In such cases the student may add the course by completing the add/drop form, but a fee for improper registration will be applied to the student's account. Courses withdrawn from after the course has started will be recorded with a grade of "W" (withdrawn) which carries no negative academic connotation. Courses withdrawn from without the official approval of the Registration Office (student stops attending without submitting the add/drop form) will result in a grade of "F" on the permanent record. Failure to make course changes within the allotted deadlines will result in a fee for improper registration (if the changes are allowed).

## Course Credits

The majority of courses at Gordon-Conwell are equivalent to three semester hours of credit. The only exception to this are the Mentored Ministry (MM) and Christian Leadership (CL620-22) rotations that count for one credit hour per rotation.

## 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 approved by the Registration Office.

The original grade of "F" is superseded in the student's grade point average 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, 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 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 with regard to their general electives. Some denominations require their students to study for a portion of their degree at a denominational school (See Residency Requirements).

## Directed Study Courses (Also known as Out-of-Sequence Courses)

Directed Study (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 never 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 be 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 Registration Office before permission to register is granted. Petitions should be submitted early. Requests most likely will not be approved once the semester begins. It is the student's responsibility to initiate the first meeting with their professor which must take place within ten days of the first day of classes for that semester. These courses are registered as module 4 courses in fall/spring and thereby follow the academic calendar with regard to withdraw refund and final work due dates.

## 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 be not 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, whose public or private behavior violates the standards described in the Community Life Statement, or whose 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 and Plagiarism)

## 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 for written work as designated in the academic calendar. Rescheduling may be granted only for substantial reasons and only with the concurrence of the course professor. Rescheduling exams after the last day for written work 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 "last day to submit written work" (see Academic Calendar) are made between the student and professor. Formal petition to the registrar is not required at this time. 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 last day for written work must be approved by the registrar upon formal petition. Extension forms, available outside of the Registration Office and on the website, must be submitted to the Registrar prior to the "last day to submit written work." Requests received after this date will either be denied or incur additional penalty. The student will be charged a \$5 extension fee for each extension petitioned.

The intention of the extension policy is not for the purpose of allowing 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 technically the last day of classes as noted in the academic calendar (the last day for Semlink courses is the official due date as specified in the confirmation letter). 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 date 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. 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 a 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, 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, MABS, 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 on line within twenty-four hours of receipt from the professor. Students are expected to check the web 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 Academic Calendar for specific application deadlines.

A graduation fee will be charged to all graduates at the beginning of the spring 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 the stated deadline in the academic calendar, 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 Monday stated above (See Academic Calendar). 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 have maintained at least the minimum cumulative GPA required for graduation within their programs by the conclusion of the Fall semester preceding graduation, have no more than two courses outstanding (including extensions, transfers, CTC courses, etc.) by the conclusion of the Spring semester preceding graduation, and be registered for their final courses in the summer by the Monday prior to the May commencement ceremony. All remaining academic and financial requirements must be completed and submitted by the third Friday in August (See Academic Calendar). 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 for 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." 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.

## 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 is 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.

Student must request pass/fail grading in writing at the Registration Office by the dates announced in the academic calendar. 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 Registrar. Petition forms may be obtained outside the Registration Office or in download-format on the web, 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 interact 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. For students in which noise may cause a distraction, we strongly advise them to 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 Registration Office 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 Registration Office 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. (See Academic Calendar)

Students should initiate paperwork no later than April 1 for a fall course and November 1 for a spring course. 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

Please Note: the seminary is still working with its system developer to make upgrades to the system that will allow us to use the on-line registration functions within our unique delivery systems. We plan to eventually have all registration functions (registration, course drops/withdraws, adding courses, etc.) available to students through their CAMS student web portal. At present, however, we are unable to explain the process for such adjustments with any certainty. Once the system is in place, we will notify students how they can access the system and the necessary procedures for course registration.

Until the system is fully operational, you will need to use the proper registration, add/drop and related forms available on our website (Charlotte Academic forms). Students who register after the stated deadline will incur a \$25 late registration fee on their student account. The deadline is in place to determine classroom space and assignment and aid the library in text book purchases. Students who attend a course for which they have not registered and which they intend to complete, must submit an add/drop form to the registration office before the next class meeting. In most cases, such action will incur a \$50 improper registration fee. Students are not allowed to register retroactively for work completed in a previous semester, nor are they allowed to audit a course in one semester and attempt to complete the same course as a directed study in a subsequent semester.

## 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 courses do not qualify as "in residence" courses). However, courses taken through The Carolina Theological Consortium are transcribed 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 campus' traditional semester. Each course is structured around cassette-taped or CD-ROM lectures with course syllabus and study guide supplemented by textbooks (student's own expense) and reference materials. Examinations are completed by the student through a proctor who serves as the administrator of the exam. Arrangements for proctors are made through the Semlink Office. Each of the courses available has been designed or approved by the faculty of Gordon-Conwell Theological Seminary. Course evaluation and grading is done by a member of the seminary faculty. When successfully completed, a Semlink course carries graduate-level credit.

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.

The process for taking Semlink courses begins by completing a Semlink registration form and submitting it to the Charlotte Registration Office. Once approved, the Semlink office will send the materials to the student. In addition, the Semlink Office will include a verification letter noting the official beginning/end dates, faculty proctor, and other pertinent dates (last day to withdraw with or without refund, last day to declare pass/fail, etc.). Students should consult the section below for course advisement.

In general, students have six months to complete a course; five months for all language courses. It is recommended that they apply to begin this work one month in advance of beginning the course. Students should be prepared to devote considerable time to the course at the beginning of the six months period.

Information concerning required texts is included in the course syllabus. Please note that if a Semlink course must be dropped, the Ockenga Institute will not refund the cost of tapes and notebooks if the package has been opened.

Semlink courses may also be taken as non-credit courses for personal growth or the development of ministry skills. In such instances the courses materials are purchased directly from the Ockenga Institute at the South Hamilton campus; the student need not register through the Charlotte campus. Please note that courses taken for non-credit may not be retaken as credit bearing courses later.

The following is a list of courses offered through Semlink and the requirements they satisfy. In addition to the stated requirement(s), all courses listed below will satisfy a general elective.

#### SEMLINK COURSE OFFERINGS

<b>Semlink Course</b>	<b>Requirement(s) Satisfied</b>
OL501 - Hebrew I Dr. Gary Pratico	OL501 Hebrew I
OL502 - Hebrew II Dr. Gary Pratico	OL502 Hebrew II
OT 500 - Old Testament Survey Dr. Douglas Stuart	General Elective; may be taken in lieu of OT Bible Content exam.
OT 501- Theology of the Pentateuch Dr. Gordon Hugenberg	OT501/OT502 requirement/English Bible
OT 503 - The Christian & OT Theology Dr. Walter Kaiser, Jr.	OT English Bible
OT 551 - Genesis in Depth Dr. Carol Kaminski	NT/OT517 Interpreting the Bible

OT 595 - Old Testament Ethics Dr. Walter Kaiser, Jr.	OT English Bible
GL501 - Basic Greek I Dr. Scott Hafemann	GL501 Basic Greek I
GL502 - Basic Greek II Dr. Scott Hafemann	GL502 Basic Greek II
NT 501 - New Testament Survey Dr. Sean M. McDonough	General Elective; may be taken in lieu of NT Bible Content exam.
NT 503 - Life of Jesus Dr. Sean M. McDonough	NT English Bible
NT 504- Paul and His Letters Dr. Roy Ciampa	NT English Bible
NT 575 - New Testament Theology Dr. Gregory K. Beale	NT/OT795 Biblical Theology Seminar/ English Bible
CH 501 - Church History to the Reformation Dr. Garth Rosell	CH 501 Church to the Ref.
CH 502 - Church History Since the Reformation Dr. Garth Rosell	CH 502 Church Since the Ref.
CH/TH 614 - The Theology of Jonathan Edwards Dr. John H. Gerstner	Christian Thought elective
TH 501 - Theology Survey I Dr. John J. Davis or David Wells	TH 501 Theology Survey I
TH 502 - Theology Survey II Dr. John J. Davis or Paul Lim	TH 502 Theology Survey II
TH 603 - Contemporary Theo. and Theologians Dr. Richard Lints	Theology Elective
ET 501 - Christian Ethics Dr. John J. Davis	Ethics requirement
AP 601 - Introduction to Christian Apologetics Dr. Richard Lints	Theology Elective
AP/WM 647 - Intro. to Islam Dr. Timothy C. Tennent	World Missions/Christ. Thought Elective
WM 601 - The World Mission of the Church Dr. Timothy C. Tennent	World Missions
WM 603 - History of World Missions Dr. Timothy C. Tennent	World Missions
EM 502 - Educational Ministry of the Church Dr. Gary A Parrett	Ministry Elective
MC 501 - Spiritual Formation for Ministry Dr. Samuel R. Schutz	CH/MC591 - Dynamics of Spirit. Life
PC 511 - Pastoral Counseling Dr. Raymond F. Pendleton	PC 611 required for the M.Div.

PC 542 - Marriage Counseling  
Dr. Raymond F. Pendleton

Ministry Elective

PR 601 - Preaching: Principles & Practices  
Dr. Scott M. Gibson

PR 601 required for the M.Div.

PR 602 - Preaching for Modern Listeners  
Dr. Jeffrey D. Arthurs

PR 602 required for the M.Div.

## 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 principle parties is dissatisfied with the Dean's ruling, s/he may appeal the decision, in writing, to the Provost who chairs the Faculty Personnel Policies Committee. The judgment of the Provost 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 pm 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

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.

### 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 semester. 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 registered for at least one credit hour; since Integrative Seminars 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.

## 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 found outside the Registration Office or available from the M.A. Program Director.

## Summative Evaluation for M.A. Students

For students in the academic M.A. programs (OT, NT, CT, and BS), a summative evaluation is required and may take one of the following forms.

1. A thesis on a topic approved by the division where the degree is located. According to policy, thesis writing is only by invitation from the Division in which the degree is based. The selection of M.A. students to write a thesis will be determined each fall semester by the faculty within their respective divisions: Division of Biblical Studies for the MABS, MAOT & MANT and the Division of Christian Thought for the MACT. (See "Thesis" for further details)

2. An oral exam or research paper, depending on the area of concentration.

(MABS, MAOT & MANT) Those students in the Biblical Studies programs not invited to write a thesis, may satisfy the summative evaluation requirement by writing a research paper (NT 860, OT 860 or NT/OT 860) within their area of concentration. This course normally will be taken during the last semester of a student's program. It is the student's responsibility to secure a faculty member in the respective field to supervise the research.

(MACT) Students in the Christian Thought program not invited to write a thesis will need to pursue the oral exam option. The exam is based on the content of the courses the student has taken in the major field of study, and is intended to be integrative in nature. Since the oral exam carries no credit hours, the student will need to take an additional course within the area of Christian Thought to satisfy the graduation hour requirement (60 hrs.) for the MACT program. It is the student's responsibility to request the oral exam in writing to the Chair of the Division of Christian Thought.

Students will not be able to graduate or participate in graduation ceremonies until all summative evaluation requirements have been completed.

## Summer Sessions

The seminary offers a variety of summer courses in one-week intensive formats during May and July, weekend module formats that run throughout the summer, making it possible for a student to treat the summer like a full semester. Some courses are scheduled to meet in intensive sessions during the first week or two of a scheduled session, with the remaining weeks available to the student for completing reading and written work.

While every effort is made to schedule courses that will meet requirements for students, some elective courses are also offered. Students should note, however, that it is not possible to complete degree requirements with summer study only. Nevertheless, it is a good way for students to progress in completing their degrees with year-round study opportunities.

## Thesis (Academic MA'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 Requests

All requests for official academic transcripts must be made in writing to the Hamilton Registration Office and require written authorization by the student (including social security number and signature). For your convenience, a Transcript Request Form is available on-line (select the link for the Registration Office). Official transcripts bearing the seal of the school will be forwarded directly to the appropriate institution(s) or issued to the student in a sealed envelope. Standard requests, requiring 5-10 business days processing time, are free. A \$5 pre-paid processing fee will be assessed for each transcript given rush (one-two business day) handling. Students can fax their requests to the Hamilton Registration Office at 978-646-4566, or mail their request to Registration Office, Gordon-Conwell Theological Seminary, 130 Essex Street, S. Hamilton, MA 01982.

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 on-line (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.

### Transcript Records

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. Students who are concerned about their academic progress in a given course should consider dropping the course. If a student withdraws from a course after the drop/add deadline occurs, the course will appear on the transcript as a withdraw (W). Courses dropped after the add/drop deadline are subject to the usual refund policy stated in the catalog. (See Academic Calendar)

## 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. No more than 50% of a student's Gordon-Conwell program can be fulfilled by transfer credit and/or Sem-link 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 occasionally accepted at partial value, although the general rule is no more than nine elective hours will be given for such work.

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](http://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 Registration Office.

## 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.

## Degree Programs

# DEGREE PROGRAMS

Additional information on degree programs may be found under the course descriptions section of the current catalog.

## MASTER OF DIVINITY

### Graduation Requirements

Students participating in the Master of Divinity degree must complete 28 courses, six units of Mentored Ministry, six Integrative Seminars and maintain a grade point average of 2.0 or higher in order to graduate.

### Degree Requirements

**Core Requirements:** Candidates are required to complete eleven courses in the area of Biblical Studies, seven courses in Christian Thought and eight courses in Ministry.

**General Electives:** Each student must complete two elective courses.

**Mentored Ministry:** Students must complete six units of Mentored Ministry (See Mentored Ministry under Ministry course descriptions in the Catalog).

**Denominational Standards:** Most denominations require a course in denominational standards. This is not a Seminary requirement, but the student should carefully observe the relevant requirement of his or her denomination.

**Bible Competency:** All M.Div. students must demonstrate Bible competency either by successfully completing the Old and/or New Testament Survey courses or by passing the Bible Competency Exams. Those who do not pass the Competency Exams or elect not to sit for the exams will be required to complete OT 500, Old Testament Survey and/or NT 501, New Testament Survey by the end of their first year of study. Survey courses will only satisfy General Elective requirements. (See Bible Competency Exams)

**M.Div. Course Requirements:** Please consult the following checksheet for a breakdown of course requirements.

## MASTER OF DIVINITY CHECK SHEET

### BIBLICAL STUDIES

OL 501 – Hebrew I  
OL 502 – Hebrew II  
OT 501 – Theology of the Pentateuch–or OT 502 – Introduction to the OT  
GL 501 – Basic Greek I  
GL 502 – Basic Greek II  
NT 502 – Interpreting the New Testament  
Hebrew Exegesis in a Historical Narrative: OT 626 - OT 645  
Hebrew Exegesis in Prophets/Poetry: OT 750 or OT 770  
Greek Exegesis in the Synoptics & Acts: NT 610 – NT 619  
Greek Exegesis in the Epistles: NT 620 – NT 640  
OT/NT 795 – Biblical Theology Seminar

### CHRISTIAN THOUGHT

CH 501 – The Church to the Reformation  
CH 502 – The Church Since the Reformation  
TH 501 – Theology Survey I  
TH 502 – Theology Survey II  
Theology Elect. (select one): TH 603, TH 645, TH 674, or AP 601  
Christian Thought Elective (select one): CH 611, CH 628, CH 650, CH/TH 655  
or an Approved Substitute  
Ethics Elective (select one): ET 501, ET 510, ET/NT 543,  
or an Approved Substitute

### MINISTERIAL STUDIES

MC 503 – Foundations for Ministry  
PR 601 – Preaching: Principles and Practices  
PR 602 – Preaching for Modern Listeners  
MM 620-639: 6 Rotations in Mentored Ministry (6 credit hours)  
World Missions/Evangelism (select one): WM 510 or EV 510  
PC 511 - Intro. to Pastoral Counseling  
One Elective Course in Ministerial Studies (EV, CL, CO, MC, YM)  
MC/CH 591 – Dynamics of Spiritual Life  
MC 850 – Readiness for Ministry Exit Seminar

### GENERAL ELECTIVES

2 Electives:

## MASTER OF DIVINITY (Anglican/Episcopal Studies Track)

The Anglican/Episcopal Studies track has been designed in consultation with members of the Anglican/Episcopal community to assist students preparing for ordination in the various Anglican/Episcopal traditions.

### Graduation Requirements

Students participating in the Master of Divinity Anglican/Episcopal Studies Track must complete 28 courses (90 hours), six rotations of Mentored Ministry, six Integrative Seminars and maintain a grade point average of 2.0 or higher in order to graduate.

### Degree Requirements

**Core Requirements:** Candidates are required to complete eleven courses in the area of Biblical Studies, five courses in Christian Thought, five courses in Ministry, six rotations of Mentored Ministry (one rotation equals one credit hour), six courses in Anglican/Episcopal Studies, and one general elective.

**Bible Competency:** All M.Div. students must demonstrate Bible competency either by successfully completing the Old and/or New Testament Survey courses or by passing the Bible Competency Exams. Those who do not pass the Competency Exams or elect not to sit for the exams will be required to complete OT 500, Old Testament Survey and/or NT 501, New Testament Survey by the end of their first year of study. Survey courses will only satisfy General Elective requirements. (See Bible Competency Exams)

**M.Div. (Ang/Epis. Studies Track) Course Requirements:** Please consult the following checksheet for a breakdown of course requirements.

MASTER OF DIVINITY (Anglican/Episcopal Studies Track)  
CHECK SHEET

BIBLICAL STUDIES

OL 501 - Hebrew I  
OL 502 - Hebrew II  
OT 501 – Theology of the Pentateuch–or OT 502 – Introduction to the OT  
GL 501 – Basic Greek I  
GL 502 – Basic Greek II  
NT 502 – Interpreting the New Testament  
Hebrew Exegesis in a Historical Narrative: OT 626 - OT 645  
Hebrew Exegesis in Prophets/Poetry: OT 750 or OT 770  
Greek Exegesis in the Synoptics & Acts: NT 610 – NT 619  
Greek Exegesis in the Epistles: NT 620 – NT 640  
OT/NT 795 – Biblical Theology Seminar

CHRISTIAN THOUGHT

CH 501 - The Church to the Reformation  
CH 502 – The Church Since the Reformation  
TH 501 – Theology Survey I  
TH 502 – Theology Survey II  
Theology Elect. (select one): TH 603, TH 645, TH 674, or AP 601

MINISTERIAL STUDIES

MC 503 - Foundations for Ministry  
PR 601 – Preaching: Principles and Practices  
PR 602 – Preaching for Modern Listeners  
MM 620-639: 6 Rotations in Mentored Ministry (6 credit hours)  
World Missions/Evangelism (select one): WM 510 or EV 510  
MC 850 – Readiness for Ministry Exit Seminar

ANGLICAN/EPISCOPAL STUDIES

CH 653 – History of Liturgy  
CH 647 – Anglican Church History  
ET 503 – Anglican Ethics and Moral Theology  
MC 506 – Ascetical Theology  
MC 704 – Pastoral Liturgy/Priestly Formation  
MC 705 – Anglican Ethos & Identity

GENERAL ELECTIVES

1 Elective:

## DUAL MASTER OF DIVINITY/MASTER OF ARTS IN CHRISTIAN COUNSELING

The Dual MDIV/MACC program has been designed to prepare students for pastoral ministry, as well as counseling ministry in a variety of pastoral and clinical settings.

### Graduation Requirements

Students participating in the Dual MDIV/MACC program must complete a total of 123 hours, six Integrative Seminars, two counseling retreats and maintain a grade point average of 2.0 or higher in the MDIV and 3.0 or higher in the MACC in order to graduate. Students in this program will earn two separate degrees.

### Degree Requirements

This program shares 30 credit hours between the two degrees; see below for breakdown.

## DUAL MDIV/MACC CHECK SHEET

BIBLICAL STUDIES
OL 501 - Hebrew I OL 502 - Hebrew II OT 501 – Theology of the Pentateuch– <u>or</u> OT 502 – Introduction to the OT GL 501 – Basic Greek I GL 502 – Basic Greek II NT 502 – Interpreting the New Testament Hebrew Exegesis in a Historical Narrative: OT 626 - OT 645 Hebrew Exegesis in Prophets/Poetry: OT 750 <u>or</u> OT 770 Greek Exegesis in the Synoptics & Acts: NT 610 – NT 619 Greek Exegesis in the Epistles: NT 620 – NT 640 OT/NT 795 – Biblical Theology Seminar
CHRISTIAN THOUGHT
CH 501 - The Church to the Reformation CH 502 – The Church Since the Reformation TH 501 – Theology Survey I TH 502 – Theology Survey II Theology Elect. (select one): TH 603, TH 645, TH 674, <u>or</u> AP 601 Christian Thought Elective (select one): CH 611, CH 628, CH 650, CH/TH 655 <u>or</u> an Approved Substitute
MINISTERIAL STUDIES
MC 503 - Foundations for Ministry PR 601 – Preaching: Principles and Practices PR 602 – Preaching for Modern Listeners World Missions/Evangelism (select one): WM 510 <u>or</u> EV 510 CH/MC 591 - Dynamics of Spiritual Life MC 850 – Readiness for Ministry Exit Seminar MM 620-639: 3 Rotations in Mentored Ministry (3 credit hours)

## COUNSELING CORE

CO 500 – Introduction to Counseling  
CO 540 - Helping Relationships  
CO 610 – Advanced Developmental Psychology  
CO 611 – Theories of Personality  
CO 614 – Family Systems Theory  
CO 699 – Research Methods & Design  
CO 710 – Psychopathology  
CO/WM 712 – Cross-Cultural Counseling  
CO 735 – Individual Appraisal  
CO 790 – Professional Standards & Christ. Ethics for Counselors  
CO 850 – Advanced Christian Counseling Models & Practice

## PRACTICA/INTERNSHIPS

CO 867 – Clinical Counseling Practicum I  
CO 867 – Clinical Counseling Practicum II  
CO 868 – Clinical Counseling Internship

### **SELECT ONE OF THE FOLLOWING DEGREE TRACKS:**

#### LICENSED PROFESSIONAL COUNSELOR TRACK

CO/PC 718 - Group Dynamics  
CO 770 – Career and Lifestyle Development  
Choose one of the following:  
CO/MC 642 – Ministering to Women in Pain  
CO 709 – Counseling in Addictive Behaviors  
CO 715 – Advanced Psychopathology  
CO 716 – Marital Therapy  
CO 719 – Human Sexuality  
CO 720 – Children in Therapy  
CO/PC 750 – Crisis Counseling

#### MARRIAGE AND FAMILY THERAPIST TRACK

CO 714 – Family Therapy  
CO 716 – Marital Therapy  
Choose one of the following:  
CO/MC 642 – Ministering to Women in Pain  
CO 709 – Counseling in Addictive Behaviors  
CO/PC 718 – Group Dynamics  
CO 719 – Human Sexuality  
CO 720 – Children in Therapy  
CO/PC 750 – Crisis Counseling

## MASTER OF ARTS IN OLD TESTAMENT

### Graduation Requirements

Students participating in these degree programs must complete 20 courses, six Integrative Seminars and maintain a grade point average of 3.0 or higher in order to graduate.

### Biblical Hebrew

This program is designed for the student with prior competence in Biblical Hebrew either at the undergraduate or graduate level. Those students with prior training in Hebrew will need to successfully pass the Hebrew proficiency exam before taking the Hebrew exegesis courses. A student with no formal training in the Hebrew language may be admitted to the program, but s/he will need to complete Hebrew (OL 501 and OL 502) as a prerequisite towards the completion of his/her program.

### Degree Requirements for the MAOT

Core Requirements: Candidates are required to complete nine courses in the area of Biblical Studies, five courses in Christian Thought and two courses in Ministry.

Language Requirement: Complete, or have completed, at least two terms of Biblical Greek.

General Elective: Each student must complete one general elective course.

Summative Evaluation: A summative evaluation is required of MA students, and may take the form of an oral examination or a thesis. Those not invited by faculty to write a thesis must sit for an oral examination. The oral exam does not carry credit value. Therefore, the student who sits for the summative evaluation, will need to complete an upper-level research course to satisfy the cumulative hours needed for graduation. (See Summative Evaluation for MA Students and Thesis (MA Level) in the academic regulations section of this handbook.)

Bible Competency: All MA students must demonstrate Bible competency either by successfully completing the Old and/or New Testament Survey courses or by passing the Bible Competency Exams. Those who do not pass the Competency Exams or elect not to sit for the exams will be required to complete OT 500, Old Testament Survey and/or NT 501, New Testament Survey by the end of their first year of study. Survey courses will only satisfy General Elective requirements. (See Bible Competency Exams)

## MASTER OF ARTS IN OLD TESTAMENT CHECK SHEET

### BIBLICAL STUDIES

OT 501 – Theology of the Pentateuch—or OT 502 – Introduction to the OT  
GL 501 – Basic Greek I  
GL 502 – Basic Greek II  
NT 502 – Interpreting the New Testament  
Hebrew Exegesis in a Historical Narrative: OT 626 - OT 645  
Hebrew Exegesis in Prophets/Poetry: OT 750 or OT 770  
Greek Exegesis in the Synoptics & Acts: NT 610 – NT 619  
Greek Exegesis in the Epistles: NT 620 – NT 640  
OT 760 – Reading in Old Testament  
OT 860 – Research in Old Testament  
OT/NT 795 – Biblical Theology Seminar

### CHRISTIAN THOUGHT

CH 501 – The Church to the Reformation  
CH 502 – The Church Since the Reformation  
TH 501 – Theology Survey I  
TH 502 – Theology Survey II  
Ethics Elective (select one): ET 501, ET 510, ET/NT 543,  
or an Approved Substitute

### MINISTERIAL STUDIES

World Missions/Evangelism (select one): WM 510 or EV 510  
MC/CH 591 – Dynamic of Spiritual Life

### ELECTIVES

General Elective:

### RESEARCH

Summative Evaluation or Thesis

## MASTER OF ARTS IN NEW TESTAMENT

### Graduation Requirements

Students participating in these degree programs must complete 20 courses, six Integrative Seminars and maintain a grade point average of 3.0 or higher in order to graduate.

### Biblical Greek

This program is designed for the student with prior competence in Biblical Greek either at the undergraduate or graduate level. Those students with prior training in Greek will need to successfully pass the Greek proficiency exam before taking the Greek exegesis courses. A student with no formal training in the Greek language may be admitted to the program, but s/he will need to complete Greek (GL 501 and GL 502) as a prerequisite towards the completion of his/her program.

### Degree Requirements for the MANT

**Core Requirements:** Candidates are required to complete nine courses in the area of Biblical Studies, five courses in Christian Thought and two courses in Ministry.

**Language Requirement:** Complete, or have completed, at least two terms of Biblical Hebrew.

**General Elective:** Each student must complete one general elective course.

**Summative Evaluation:** A summative evaluation is required of MA students, and may take the form of an oral examination or a thesis. Those not invited by faculty to write a thesis must sit for an oral examination. The oral exam does not carry credit value. Therefore, the student who sits for the summative evaluation will need to complete an upper-level research course to satisfy the cumulative hours needed for graduation. (See Summative Evaluation for MA Students and Thesis (MA Level) in the academic regulations section of this handbook.)

**Bible Competency:** All MA students must demonstrate Bible competency either by successfully completing the Old and/or New Testament Survey courses or by passing the Bible Competency Exams. Those who do not pass the Competency Exams or elect not to sit for the exams will be required to complete OT 500, Old Testament Survey and/or NT 501, New Testament Survey by the end of their first year of study. Survey courses will only satisfy General Elective requirements. (See Bible Competency Exams)

# MASTER OF ARTS IN NEW TESTAMENT CHECK SHEET

## BIBLICAL STUDIES

OT 501 – Theology of the Pentateuch–or OT 502 – Introduction to the OT  
OL 501 – Hebrew I  
OL 502 – Hebrew II  
NT 502 – Interpreting the New Testament  
Hebrew Exegesis in a Historical Narrative: OT 626 - OT 645  
Hebrew Exegesis in Prophets/Poetry: OT 750 or OT 770  
Greek Exegesis in the Synoptics & Acts: NT 610 – NT 619  
Greek Exegesis in the Epistles: NT 620 – NT 640  
NT 760 – Reading in New Testament  
NT 860 – Research in New Testament  
OT/NT 795 – Biblical Theology Seminar

## CHRISTIAN THOUGHT

CH 501 – The Church to the Reformation  
CH 502 – The Church Since the Reformation  
TH 501 – Theology Survey I  
TH 502 – Theology Survey II  
Ethics Elective (select one): ET 501, ET 510, ET/NT 543,  
or an Approved Substitute

## MINISTERIAL STUDIES

World Missions/Evangelism (select one): WM 510 or EV 510  
MC/CH 591 – Dynamic of Spiritual Life

## ELECTIVE

General Elective:

## RESEARCH

Summative Evaluation or Thesis

## MASTER OF ARTS IN BIBLICAL STUDIES

### Graduation Requirements

Students participating in these degree programs must complete 20 courses, six Integrative Seminars and maintain a grade point average of 3.0 or higher in order to graduate.

### Biblical Languages

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.

### Degree Requirements for the MABS

**Core Requirements:** Candidates are required to complete seven courses in the area of Biblical Studies, five courses in Christian Thought and two courses in Ministry.

**Language Requirement:** Complete, or have completed, at least two terms of Biblical Hebrew and two terms of Biblical Greek.

**General Elective:** Each student must complete one general elective course.

**Summative Evaluation:** A summative evaluation is required of MA students, and may take the form of an oral examination or a thesis. Those not invited by faculty to write a thesis must sit for an oral examination. The oral exam does not carry credit value. Therefore, the student who sits for the summative evaluation, will need to complete an upper-level research course to satisfy the cumulative hours needed for graduation. (See Summative Evaluation for MA Students and Thesis (MA Level) in the academic regulations section of this handbook.)

**Bible Competency:** All MA students must demonstrate Bible competency either by successfully completing the Old and/or New Testament Survey courses or by passing the Bible Competency Exams. Those who do not pass the Competency Exams or elect not to sit for the exams will be required to complete OT 500, Old Testament Survey and/or NT 501, New Testament Survey by the end of their first year of study. Survey courses will only satisfy General Elective requirements. (See Bible Competency Exams)

# MASTER OF ARTS IN BIBLICAL STUDIES CHECK SHEET

## BIBLICAL STUDIES

OL 501 – Hebrew I  
OL 502-- Hebrew II  
OT 501 – Theology of the Pentateuch--or OT 502 – Introduction to the OT  
GL 501-- Basic Greek I  
GL 502 – Basic Greek II  
NT 502 – Interpreting the New Testament  
Hebrew Exegesis in a Historical Narrative: OT 626 - OT 645  
Hebrew Exegesis in Prophets/Poetry: OT 750 or OT 770  
Greek Exegesis in the Synoptics & Acts: NT 610 – NT 619  
Greek Exegesis in the Epistles: NT 620 – NT 640  
OT/NT 795 – Biblical Theology Seminar

## CHRISTIAN THOUGHT

CH 501 – The Church to the Reformation  
CH 502 – The Church Since the Reformation  
TH 501-- Theology Survey I  
TH 502 – Theology Survey II  
Ethics Elective (select one): ET 501, ET 510, ET/NT 543,  
or an Approved Substitute

## MINISTERIAL STUDIES

World Missions/Evangelism (select one): WM 510 or EV 510  
MC/CH 591 – Dynamics of Spiritual Life

## ELECTIVE

General Elective:

## RESEARCH

Summative Evaluation or Thesis

## MASTER OF ARTS IN CHRISTIAN THOUGHT

### Graduation Requirements

Students participating in these degree programs must complete 20 courses, six Integrative Seminars and maintain a grade point average of 3.0 or higher in order to graduate.

### Biblical Languages

Students who are either self-taught or have taken at least two terms of Basic Greek at an undergraduate institution can waive the required language by passing the appropriate competency exam. 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.

### Degree Requirements for the MACT

**Core Requirements:** Candidates are required to complete four courses in the area of Biblical Studies, eight courses in Christian Thought and two courses in Ministry.

**Language Requirement:** Complete, or have completed, at least two terms of Biblical Greek.

**General Electives:** Each student must complete three general elective courses.

**Summative Evaluation:** A summative evaluation is required of MA students and may take the form of an oral examination or a thesis. Those not invited by faculty to write a thesis must sit for an oral examination. The oral exam does not carry credit value. Therefore, the student who sits for the summative evaluation, will need to complete an upper-level research course to satisfy the cumulative hours needed for graduation. (See Summative Evaluation for MA Students and Thesis (MA Level) in the academic regulations section of this handbook.)

**Bible Competency:** All MA students must demonstrate Bible competency either by successfully completing the Old and/or New Testament Survey courses or by passing the Bible Competency Exams. Those who do not pass the Competency Exams or elect not to sit for the exams will be required to complete OT 500, Old Testament Survey and/or NT 501, New Testament Survey by the end of their first year of study. Survey courses will only satisfy General Elective requirements. (See Bible Competency Exams)

# MASTER OF ARTS IN CHRISTIAN THOUGHT CHECK SHEET

## BIBLICAL STUDIE

OT 501 – Theology of the Pentateuch—or OT 502 – Introduction to the OT  
GL 501— Basic Greek I  
GL 502 – Basic Greek II  
NT 502 – Interpreting the New Testament  
Greek Exegesis in the Synoptics & Acts: NT 610 – NT 619  
Greek Exegesis in the Epistles: NT 620 – NT 640

## CHRISTIAN THOUGHT

CH 501 – The Church to the Reformation  
CH 502 – The Church Since the Reformation  
TH 501— Theology Survey I  
TH 502 – Theology Survey II  
Three Christian Thought electives from the following:  
TH 603, CH 611, CH 628, TH 645, CH 650, CH/TH 655, TH 674,  
CH or TH 760, CH or TH 860 or an approved elective.  
Ethics Elective (select one): ET 501, ET 510, ET/OT 542, ET/NT 543, ET 650,  
or ET/TH 653

## MINISTERIAL STUDIES

World Missions/Evangelism (select one): WM 510 or EV 510  
MC/CH 591 – Dynamics of Spiritual Life

## ELECTIVE

Three General Electives:

## RESEARCH

Summative Evaluation or Thesis

## Graduation Requirements

Students pursuing the MACL must complete 20 courses, six Integrative Seminars and maintain a grade point average of 2.0 or higher in order to graduate.

## Program Intent

The Masters of Arts in Christian Leadership is about developing Redemptive Leaders. A well defined understanding of becoming a redemptive leader based on a solid self-understanding and knowledge of theological, developmental and sociological principles pertaining to Redemptive Leadership will be pursued in this program.

## Degree Requirements for the MACL

Core Requirements: Candidates are required to complete four courses in the area of Biblical Studies, six courses in Christian Thought, seven courses in Christian Leadership, and three rotations of mentored ministry in leadership (each rotation worth one hour credit).

General Electives: The MACL consists of two general electives for those who can successfully pass the Bible Competency exams. A student who fails to pass or sit for the exams will be required to take the respective Bible Survey course(s) as fulfillment of his/her elective(s). See Bible Competency below

Bible Competency: All MA students must demonstrate Bible competency either by successfully completing the Old and/or New Testament Survey courses or by passing the Bible Competency Exams. Those who do not pass the Competency Exams or elect not to sit for the exams will be required to complete OT 500, Old Testament Survey and/or NT 501, New Testament Survey by the end of their first year of study. Survey courses will only satisfy General Elective requirements. (See Bible Competency Exams)

# MASTER OF ARTS IN CHRISTIAN LEADERSHIP CHECK SHEET

## BIBLICAL STUDIES

Bible Elective (Excluding OT500 & NT501)  
Bible Elective (Excluding OT500 & NT501)  
CL/NT/OT 574 - Biblical Theology of Leadership  
OT/NT 517 – Interpreting the Bible

## CHRISTIAN THOUGHT

CH 501 – The Church to the Reformation  
CH 502 – The Church Since the Reformation  
TH 501--- Theology Survey I  
TH 502 – Theology Survey II  
Ethics Elective  
World Missions: WM 510 or an Approved Substitute

## LEADERSHIP STUDIES

CL 503 - Foundation for Leadership  
CL 630 - The Person of the Leader  
CL 640 - Managing Conflict  
CL 660 - Managing the Non-Profit Org.  
CL 670 - Team and Team Building  
CL 720 - Christian Leadership Project  
CL 620-622 - 3 Internship Rotations

## ELECTIVES

General Elective:  
General Elective:

## MASTER OF ARTS IN CHRISTIAN COUNSELING

### Graduation Requirements

Students participating in these degree programs must complete 21 courses (63 hours), two counseling retreats, six Integrative Seminars and maintain a grade point average of 3.0 or higher in order to graduate. In addition, students will be required to attend 26 individual didactic counseling sessions and successfully complete post-matriculation evaluations.

### Degree Requirements for the MACC

**General Core Requirements:** Candidates are required to complete two courses in the area of Biblical Studies and two courses in Christian Thought.

**Counseling Core Requirements:** Regardless of which track a student pursues, all counseling students are required to complete ten core counseling courses.

**Track Requirements:** Students must complete four additional counseling courses specific to their area of concentration.

**Clinical Counseling Practica/Internship:** All MACC students must complete two three-hour practica (CO867 & CO868) and one three-hour internship (CO869) for a total of 900 contact hours.

**Counseling Retreat:** The purpose of the retreat is to establish relationships among peers seeking similar Christian ministry; to discuss the field of counseling with respect to calling, professional concerns, and the Christian life. The retreat consists of a weekend (Friday evening through Sunday morning) in January each year. The retreats are designed with two unique formats, thus attending both is required of the student.

**Bible Competency:** All MA students must demonstrate Bible competency either by successfully completing the Old and/or New Testament Survey courses or by passing the Bible Competency Exams. Those who do not pass the Competency Exams or elect not to sit for the exams will be required to complete OT 500, Old Testament Survey and/or NT 501, New Testament Survey by the end of their first year of study. Survey courses will only satisfy General Elective requirements. (See Bible Competency Exams)

For further details concerning licensure requirements, practica/internships and professional seminars, please consult the MACC handbook available through the Counseling Department.

# MASTER OF ARTS IN CHRISTIAN COUNSELING CHECK SHEET

## CHRISTIAN STUDIES

OT OR NT English Bible Course (Excluding OT500 & NT501)

OT/NT 517 – Interpreting the Bible

TH 501 – Theology Survey I

TH 502 – Theology Survey II

## COUNSELING CORE

CO 500 – Introduction to Counseling

CO 540 – Helping Relationships

CO 610 – Advanced Developmental Psychology

CO 611 – Theories of Personality

CO 614 – Family Systems Theory

CO 699 – Research Methods & Design

CO 710 – Psychopathology

CO/WM 712 – Cross-Cultural Counseling

CO 735 – Individual Appraisal

CO 790 – Professional Standards & Christ. Ethics for Counselors

CO 850 – Advanced Christian Counseling Models & Practice

CO 867 – Clinical Counseling Practicum I

CO 867 – Clinical Counseling Practicum II

CO 868 – Clinical Counseling Internship

## LICENSED PROFESSIONAL COUNSELOR TRACK

CO/PC 718 – Group Dynamics

CO 770 – Career and Lifestyle Development

Choose one of the following:

CO 709 – Counseling in Addictive Behaviors

CO 715 – Advanced Psychopathology

CO 716 – Marital Therapy

CO 719 – Human Sexuality

CO 720 – Children in Therapy

CO/MC 642 – Ministering to Women in Pain

CO/PC 750 – Crisis Counseling

## MARRIAGE & FAMILY THERAPIST TRACK

CO 714 – Family Therapy

CO 716 – Marital Therapy

Choose one of the following:

CO 709 – Counseling in Addictive Behaviors

CO 719 – Human Sexuality

CO 720 – Children in Therapy

CO/MC 642 – Ministering to Women in Pain

CO/PC 718 – Group Dynamics

CO/PC 750 – Crisis Counseling

## MASTER OF ARTS IN RELIGION

### Graduation Requirements

Students in this program must complete 20 courses, six Integrative Seminars and maintain a grade point average of 2.0 or higher in order to graduate.

### Program Director

The director of the MAR program serves as the primary contact for MAR students and is available to provide counsel and assist students in developing their programs and integrative paper/project proposals.

### Degree Requirements

**Area of Concentration:** Complete six courses in one area to constitute a concentration. These courses will be determined in consultation with the director of the MAR program. The concentration chosen may alter the general core requirements listed below. For example, if a student concentrates in Christian Thought, the core required by three courses (TH501, TH502 & Ethics elective). This, in effect, would increase the student's available general electives from two to five.

**General Core Requirements:** Complete up to ten courses in the areas of Biblical Studies, Christian Thought, and Ministry. Depending on one's declared concentration the number of required courses may vary.

**General Electives:** Complete at least two elective courses.

**Bible Competency:** All MAR students must demonstrate Bible competency either by successfully completing the Old and/or New Testament Survey courses or by passing the Bible Competency Exams. Those who do not pass the Competency Exams or elect not to sit for the exams will be required to complete OT 500, Old Testament Survey and/or NT 501, New Testament Survey by the end of their first year of study. Survey courses will only satisfy General Elective requirements. (See Bible Competency Exams)

**Learning Covenant:** Before the completion of six courses the student must draft a learning covenant for discussion and approval by the MAR Director. The form for such contracts and related documents must contain the following:

- Statement of purpose specifying a vocational goal or other organizing principle for the program;
- Specification of the 20 courses required, organized as to area of concentration, general courses, language (if required), and free electives, with rationale describing how these courses contribute to the student's stated vocational goals; any changes made to the learning covenant after initial approval must be petitioned in writing and granted by the MAR Director.
- Tentative integrative paper or project proposal.

**MAR Integrative Paper or Project:** Complete an integrative paper or project equivalent

to one course credit. Before completion of the tenth course, the student is to submit a paper or project proposal for approval to the MAR director. Successful completion of ten courses plus approval of the proposal admits the student to candidacy for the degree. (The student is responsible for providing two unbound, finished copies of the integrative paper or project and to sign Gordon-Conwell's Copyright Release Form for Deposited Student Works, as well as copyright release forms for vendors, and pay the appropriate binding fees. (See MAR Integrative Paper or Project, Style Guidelines, and Thesis.)

## MASTER OF ARTS IN RELIGION CHECK SHEET

GENERAL CORE REQUIREMENTS
NT English Bible Course (Excluding OT500 & NT501) OT or NT English Bible Course (Excluding OT500 & NT501) OT 501 – Theo. of the Pentateuch or OT 502 – Intro to the OT OT/NT 517 – Interpreting the Bible TH 501 – Theology Survey I TH 502 – Theology Survey II CH 501 – Church History I CH 502 – Church History II Ethics Course MC/CH 591 – Dynamic of Spiritual Life World Missions/Evangelism (select one): WM 510 or EV 510
CONCENTRATION
Six Courses within concentration
ELECTIVES
Two General Electives:
INTEGRATION
Integrative Paper/Project:

## GRADUATE CERTIFICATES

The Charlotte campus offers two graduate certificate programs designed for lay people who want to be better informed and better prepared to serve in Christian ministry. Students will be granted full graduate credit for courses taken through the graduate certificate program. Those who begin through this program and wish to continue in any of the masters degrees should select courses, when possible, with an intended degree in mind, so as to minimize loss of transfer.

**Bible Competency:** All Graduate Certificate students must demonstrate Bible competency either by successfully completing the Old and/or New Testament Survey courses or by passing the Bible Competency Exams. Those who do not pass the Competency Exams or elect not to sit for the exams will be required to complete OT 500, Old Testament Survey and/or NT 501, New Testament Survey by the end of their first year of study. Survey courses will only satisfy General Elective requirements. (See Bible Competency Exams)

### [Christian Studies Certificate Program](#)

The Certificate in Christian Studies is designed to provide a basic foundation for those who currently serve or plan to serve in some form of ministry, primarily in a lay context. This program is not intended to replace formal training provided through the various degree programs Gordon-Conwell offers; those considering vocational ministry are encouraged to pursue an appropriate degree program.

The Christian Studies program consists of eight courses from the various divisions of study: two in Biblical Studies; two in Christian Thought; two in Ministry of the Church; and two general electives.

### [Urban Ministry Certificate Program](#)

The Urban Ministry Certificate Program is a response to the challenges of the local urban church. Early in the history of the Charlotte campus, a concern and a vision emerged for the needs of the "inner city." At that time, several urban pastors described theological education for emerging leaders as a fundamental, long-term answer to the needs of their communities. With this strong sense of support from recognized leaders of the city, Gordon-Conwell-Charlotte instituted this special program for students who have a calling to community-based ministry.

This program combines introductory level courses in Bible (Old and New Testament surveys) and Christian Thought (Church History and Theology sequences) with practical classes in ministry with an urban focus (i.e., Evangelism, Cross-Cultural Counseling, Youth Ministry, Christian Education). This program has been designed collaboratively with leaders from across the metro-Charlotte area and it has received widespread support for its combination of practical and academic training.

The program is based on a cohort model: students take one course at a time in a

specified sequence as a group, meeting weekly with an academic mentor (advanced M.Div. student). A certificate is granted after these eight courses, all of which count for full graduate credit.

## Christian Studies Certificate Check Sheet

BIBLICAL STUDIES
OT or NT English Bible Course (Excluding OT500 & NT501) OT/NT 517 – Interpreting the Bible
CHRISTIAN THOUGHT
CH 501 – Church History I or CH 502— Church History II TH 501 – Theology Survey I TH 502 – Theology Survey II
MINISTERIAL STUDIES
CL/MC 503 – Foundations for Ministry/Leadership Ministry Elective
ELECTIVE
General Elective

## Urban Ministry Certificate Check Sheet

BIBLICAL STUDIES
OT/NT 517 – Interpreting the Bible
CHRISTIAN THOUGHT
CH 501 – Church History I or CH 502— Church History II TH 501 – Theology Survey I TH 502 – Theology Survey II
MINISTERIAL STUDIES
CL/MC 503 – Foundations for Ministry/Leadership Ministry Elective in an Urban Context Ministry Elective in an Urban Context Ministry Elective in an Urban Context

# FINANCIAL INFORMATION

## Educational Costs

The Seminary's net tuition rate is based upon a tuition rate of \$1,653 per course. However, Gordon-Conwell Charlotte students receive a guaranteed scholarship of \$438 for the first course in a given semester and a \$738 scholarship per course for each additional course taken in the same semester. In effect, the student pays \$1215 for the first full course and \$915 per additional course.

NET TUITION CALCULATION WORKSHEET SHOWN PER SESSION		
Number of Courses	Cost of Courses	Average Cost Per Course
1 course	\$1215	\$1215
2 courses	\$2130	\$1065
3 courses	\$3045	\$1015
4 courses	\$3960	\$990

These rates apply to three-credit hour courses only. Mentored ministry rotations (1 credit hour) are prorated accordingly. Charlotte campus students who take courses at other Gordon-Conwell campuses or via the Carolina Theological Consortium will be charged tuition and fees at Charlotte campus rates. In addition, a \$75 student services fee will be charged each term the student is enrolled

## 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 who in turn adds on an additional 33% of the outstanding balance to cover their own processing costs, of 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

A student's eligibility for federal and institutional financial aid is determined on a semester basis and annually. In order to be eligible for federal and institutional financial aid, a student must meet both the grade point average requirement and the credit completion requirement as defined below.

### Grade Point Average (GPA)

A student must meet the minimum stated cumulative GPA for his or her declared degree program. A student not meeting this minimum will be placed on academic probation. (See Probation)

Students who have been denied federal financial aid due to a lack of satisfactory academic progress may re-establish progress by meeting both the GPA requirement and annual course credit requirement (defined below) in coursework taken at Gordon-Conwell at their own expense.

### Credit Completion Requirement

The maximum allotted time to complete a degree to maintain eligibility for federal financial aid is as follows (the time completion requirement is calculated from the first semester of financial aid eligibility):

M.Div.....6 years  
M.A. ....4 years  
MTS .....4 years  
MAR .....4 years

Periods of leave of absence or withdrawal are not counted when calculating Satisfactory Academic Progress. For a student enrolled in the Semlink program or a partnership program, the Registrar will calculate Satisfactory Academic Progress.

### Financial Appeal Process

Students who are deemed ineligible for federal or institutional financial aid are entitled to an appeal if extenuating circumstances have affected their academic progress. Appeals must be in writing and addressed to the Financial Appeals Committee. Appeals must be received within two weeks of the date the student received the notification of ineligibility. The Financial Appeals Committee will consider the appeal and render a decision within two weeks of receipt of the appeal. The Registrar will inform the student of the decision, in writing, immediately thereafter.

### Special Fees

Add/Drop fee.....	\$5.00/course
Audits (official) .....	\$200
Audits (unofficial) .....	\$110
Deferred payment fee .....	\$25.00
Delay of graduation date fee.....	\$25.00
Extension fee.....	\$5.00
Graduation fee.....	\$150.00
Improper registration fee.....	\$50.00
Individual Appraisal (CO735) Courses fee.....	\$25.00
Late registration fee.....	\$25.00
Non-payment fee.....	\$50.00
Online Hybrid Course.....	\$90.00/course
Student Services fee (per sem.).....	\$77.00
Thesis binding fee.....	\$80.00
Transcripts (10-day processing).....	N/C
Transcripts (2-day express service).....	\$5.00 ea.

### 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.