

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
130 Essex Street
South Hamilton, MA 01982
(978) 646-4021 Fax: (978) 646-4566
email: regstr@gcts.edu
<http://www.gordonconwell.edu/hamilton/current/Registration-Office.cfm>

ACADEMIC COMMUNICATIONS

The seminary's primary means of academic communication with students is via students' **Gordon-Conwell email accounts** and the **Student Portal** website. Students will be responsible for checking their Gordon-Conwell email accounts regularly or establishing forwards to accounts they do check regularly. Furthermore, students must log into their Student Portals in order to see important academic information (e.g., schedules, grades, etc.).

On-campus mailboxes will be used as the primary mailing address for written seminary communications with students. Students are expected to check their mailboxes on a regular basis and are responsible for all communications placed in their boxes. Furthermore, students are obligated to provide the Registration Office with their most current mailing address(es).

The *FridayAM* is a weekly electronic publication that provides important administrative notices and information. It is sent to all students' Gordon-Conwell email accounts and may be accessed via the seminary website.

Students are also encouraged to pay particular attention to office bulletin boards for important updates.

ADVISORS

(See Faculty Academic Mentors)

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 handbook in effect when the student begins coursework.

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

ATTENDANCE POLICIES

Each professor sets class attendance policies, announced at the beginning of the course or included in the course syllabus.

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. Limited courses are not available to auditors except by written permission from the professor and the Registration Office (see *Limited Courses*). Some courses may not be audited. Please see the Registration Office for more details.

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. A limited number of Hamilton and Wenham residents may courtesy audit selected courses. 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. Since courtesy auditors will not have access to the Student Portal for the audited course, documents and resources posted there will be unavailable to them.

Official Audit

Current students may officially audit courses by paying the current audit fee and receiving approval from the Registration Office. Individuals not enrolled in a degree program and wishing to enroll as official auditors must complete a formal application with the Admissions Office. Official audits will be recorded on transcripts. Students must attend at least 75% of the class meetings in order to receive a grade of 'AU' on their transcripts, indicating that they satisfactorily audited the course. Auditors will be responsible for verifying their attendance by submitting a written statement to the professor affirming that they did attend at least 75% of the class meetings. It is solely the auditor's responsibility to submit this verification, and it must be submitted no later than the last day for written work for that semester. Official auditors who do not submit

attendance verifications on or before the deadline for written work, or who do not attend at least 75% of the classes, or who withdraw from the course after the deadline listed in the Academic Calendar will receive a grade of 'W' (Withdrawn) for the course in question.

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 a systematic and integrative overview of the content of the Bible.

All candidates for the M.A. and M.Div. degrees 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 at the beginning of their studies. Those who opt to demonstrate their Bible competency must sit for and pass the scheduled exam(s) during new student orientation. New student orientation occurs every September (for students beginning in the summer or fall) and January (for students beginning in January or spring). Students are ineligible to take advantage of the Bible exams after new student orientation. 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. OT 500, Old Testament Survey and NT 501, New Testament Survey will only count as elective credit. Since these survey courses are corequisites for many courses, they must be taken early in a student's studies in order to ensure that the student will not be hindered in his or her progress toward degree completion.

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.

For those who have already begun their study of either of these languages, competency exams are given twice a year, in order to verify students' knowledge. Students who wish to be waived from Greek and Hebrew, or to receive transfer credit for these languages, are required to take these exams (see *Language Competency Exams*).

Fall matriculants may take Greek or Hebrew at Gordon-Conwell during the summer months just prior to entrance. Full seminary credit is given for these summer courses. The languages are also offered during the regular academic year. The summer courses, which represent a year of language study during the regular academic year, are completed in two consecutive months.

Special arrangements to complete Greek or Hebrew on a different schedule may be made for students who have a diagnosed learning disability relating to language acquisition. Written certification of the disability must be provided by the student from a person trained in diagnosing learning disabilities (see *Disability Accommodation Policy*). See the directors of the Greek and Hebrew programs for further information.

BOSTON THEOLOGICAL INSTITUTE

Gordon-Conwell students may register for selected courses at other Boston Theological Institute member schools. BTI cross-registration is arranged through the Gordon-Conwell Registration Office, and such courses must be completed within the time limits as stated for each course. (Please note that earlier deadlines must be established for graduating seniors.) The student must carefully observe all registration rules at both schools. By default, BTI courses fulfill elective credits only. To fulfill degree core requirements and concentration requirements, permission for waiver must be granted (see *Waivers*). At least half of a student's course load in any given semester must be taken at Gordon-Conwell, and BTI cross-registration privileges do not extend to summer sessions at any school. Students may only register for those courses listed in the *BTI Catalog* found online at www.bostontheological.org. Students in the Master of Theology program are limited to taking no more than two courses through the BTI; all other students are limited to taking no more than eight courses through the BTI. Contact the Registration Office for more details on registration instructions and deadlines. All actions related to a BTI course (i.e., adds, drops, withdrawals, extensions, pass/fail petitions, etc.) must be made through both the BTI school and the GCTS Registration Office.

CAMPUS TRANSFERS

Students desiring to transfer between Gordon-Conwell campuses should contact the Admissions Office of the campus to which they intend to 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 the *Academic Calendar* on the registration website).

CANCELLATION OF CLASSES

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:

- Various *ad hoc* locations around campus
- Local Radio: WBZ 1030 AM, WRKO 680 AM
- Television: WBZ Channel 4, WCVB Channel 5
- Campus Switchboard and Voicemail (978-468-7111); for morning classes, the announcement will be recorded by 6:00am
- In some cases of severe weather or an emergency on campus, students may be

notified via the Campus Emergency Alert Notification System (Send Word Now)
When the seminary chooses not to cancel classes due to weather conditions, each student must use his/her own judgment regarding considerations for travel safety. If a student decides that it would be unsafe for him/her to travel to the seminary, the student is still responsible for any deadlines, coursework, lectures, etc. which he/she may miss.

CHEATING AND PLAGIARISM

(See *Violations of Academic Integrity*)

CHECKSHEETS

(See *Degree Audits*)

COMPUTER USE DURING EXAMS

Computers are not allowed in the classroom while students are taking course examinations. 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

All course changes made at any time for any reason must be initiated through the Registration Office either through web registration or on the proper form. Course registrations/changes submitted on paper forms which could have been completed by the student through web registration will carry a small processing fee. There are deadlines for receiving refunds for dropped/withdrawn courses (see the *Academic Calendar* on the registration website).

No course may be added after the announced deadlines. Courses dropped beyond the announced deadline will be recorded with a grade of 'W' (withdrawn), which carries no negative academic connotation. Courses 'dropped' without the official approval of the Registration Office within the announced deadlines 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).

Courses which hold their first class meeting after the posted add/drop deadline can be dropped through the first day of class with a full refund, with the exception of some Full-Summer courses.

COURSE CREDITS

The majority of courses at Gordon-Conwell are equivalent to three semester hours of credit. In certain programs, there may be exceptions to this general policy (see also *Credit Hours*).

COURSE ELEVATION

Some programs require that standard master's courses be elevated to a higher level. Students desiring to elevate a master's-level course must meet with the directing professor in order to negotiate additional reading and writing requirements that the professor deems appropriate. These assignments must also be approved by the appropriate Program Director. Elevated courses are subject to all the policies, deadlines

and procedures governing other “standard” courses.

M.A. students may opt to elevate 500-level courses in order to meet their concentration requirements. Th.M. students are required to take a number of Th.M.-level courses.

Th.M. students may do this either by taking 900-level (i.e., Th.M.-level) courses or by choosing to participate in a standard master’s-level course and elevating that course’s requirements to the Th.M. level (i.e., doing additional reading and/or writing). Please note that while this elevation makes the course the equivalent of a 900-level course, the course number will not actually be changed. Nevertheless, the elevation will be noted on the transcript. Th.D. students from Boston University who are enrolled in the joint BU/GCTS Th.D. in Missiology may choose to participate in certain standard master’s-level GCTS courses and elevate those courses’ requirements to the Th.D. level (i.e., do additional reading and/or writing). Please note that while this is the equivalent of a 1000-level course, the course number will not actually be changed. Nevertheless, the elevation will be noted on the transcript.

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, in special circumstances, replace it with another similar course approved by the Registration Office. Normally, substitution is only allowed for exegesis courses.

The original grade of ‘F’ is superseded in the student's cumulative 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 both failed attempts in the cumulative GPA and credit hour calculations, although all grades will remain on the transcript.

CREDIT HOURS

Gordon-Conwell operates on a semester-hour system. In the fall and spring semesters, one semester hour typically represents one hour of classroom or directed faculty instruction and a minimum of three hours of out-of-class student work each week for approximately twelve weeks. In addition to these twelve weeks of instruction, each fall and spring semester has two reading weeks (see *Reading Weeks*), which are special times dedicated to intense out-of-class student work (i.e., reading, research, writing, etc.). Intensive courses, directed studies and Semlinks will meet on different schedules but will comprise an equivalent amount of work.

CROSS-CAMPUS REGISTRATION

Students of the Hamilton campus may choose to take courses at any of the other Gordon-Conwell campuses. Registration can be done via web registration or on a paper registration form in the special spot provided. Students registered at other campuses must

continue to process all registration-related actions through their home campus' Registration Office (e.g., adds, drops, withdrawals, pass/fail petitions, extension requests, etc.). Students will always be billed based on the tuition at their home campus.

DEGREE AUDITS

The Registration Office provides each student with a degree audit (a.k.a. checksheet) indicating courses completed and courses required. The official copy is kept in the Registration Office, where it may be consulted upon request. Students who have completed 10 or more courses will typically receive an updated copy of their degree audit each year. It is the responsibility of the student to see that all graduation requirements are met. Graduating seniors will be issued a special graduation audit upon submission of a graduation application.

DENOMINATIONAL STANDARDS

The seminary does not require students to take denominational standards courses. However, a number of these courses are offered on a regular basis. Students should be aware of denominational requirements and plan their programs accordingly. These courses (with the exception of United Methodist Standards and Advent Christian Standards) are mandatorily graded on a pass/fail basis.

Some denominations require their students to study for a portion of their degree at a denominational school (see *Residency Requirements*)

DIRECTED STUDY COURSES

(see *Out-Of-Sequence Courses*, *Project Courses*, and *Reading and Research Courses*)

DISABILITY ACCOMMODATION POLICY

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

1. A student having a disability requiring accommodation must provide the seminary with documentation from a specialist certified to diagnose the particular disability.
2. The documentation must indicate the type of disability and recommended accommodation.
3. The diagnosis must 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 Dean of Faculty.
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 Dean of Faculty, upon notification from the Registration Office of the need for

accommodation, and in consultation with the relevant faculty member(s) and student, will determine reasonable accommodation in each particular case and for each class.

8. The Dean of Faculty will communicate to the relevant faculty member(s), the registrar and the student the elements of accommodation for each particular class.
9. The faculty member(s) may request that the Registration Office provide a copy of the 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 *Violations of Academic Integrity*). Questions regarding academic probation may be addressed to the Registration Office. Questions regarding violations of the *Community Life Statement* or professional development may be addressed to the Dean of Students.

DUAL DEGREE

Students who have been admitted to two different Gordon-Conwell degree programs may work toward the completion of both degrees simultaneously. Dual degree students may be eligible for shared credit between their two degrees. Shared credit between Gordon-Conwell degrees is treated like transfer credit. To understand how this works, please see *Transfer Credit*. See also *Second Degree*.

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 *Violations of Academic Integrity* for the full process for allegations and appeals.

EXAMINATIONS (FINALS)

Final examinations must be taken at the time announced by the Registration Office. Take-home final examinations may be distributed at any point by a course professor and are due no later than the last day for written work as designated in the *Academic Calendar*.

Rescheduling exams before the last day for written work will 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 COURSEWORK

Students who wish to submit coursework (including Mentored Ministry evaluations) after the last day for written work must receive prior approval from the Registration Office upon formal petition. Students must petition the Registration Office of their home campus, regardless of where the course is actually offered. Additional time, without penalty, will be granted only to those students who are able to document a serious illness

or emergency. Additional time, with penalty, is available on a limited basis in the form of ‘avoidable extensions.’ Students should consult the extension petition, located in the Registration Office and on the website, for a detailed outline of the extension policy and filing instructions. Petitions must be filed before the last day for written work as specified in the Academic Calendar.

FACULTY ACADEMIC MENTORS

A faculty academic mentor is assigned to each student. The mentor is available for counsel in educational, vocational and spiritual matters. Mentor assignments are given during new student orientation. Faculty mentors are not responsible for academic advising (e.g., course selection, policy interpretation, application of degree requirements, etc.). This advising is done by various program directors and the Registration Office.

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 written request for access.
Students should submit to the Registrar, Dean of Faculty, 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, research or support staff position; a person or company with whom the seminary has contracted (such as an attorney, auditor, collection agent, pastor or mentor, and the National Student Clearinghouse); 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 may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The seminary may disclose personally identifiable information from education records to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
5. 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 released without consent, he or she must notify the Registration Office, in writing, and the request will be honored within the academic year the letter is received. Students must re-petition at the start of each academic year.

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

- Student's Name
- Mailing Address
- Campus Address
- Email Address
- Home Phone Number
- Student's Photograph
- Spouse's Name
- Children's Name(s)
- Degree Program and Dates of Attendance
- Graduation Date
- Honors & Awards Received

6. 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 Avenue, SW.
 Washington, DC, 20202-4605

7. 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. Education records are located in the following offices at the Hamilton campus:

Type of Education Record	Custodian of Records	Office & Location
Academic Record & Judicial Committee Records	Registrar	Registration Office Kerr Building
Mentored Ministry Records	Director of Mentored Ministry	Mentored Ministry Office

		Academic Center
Semlink Records	Semlink Coordinator	Semlink Office Academic Center
Counseling Program Records	Coordinator of Counseling Program	Counseling Department Office Academic Center
Financial Accounts	Director of Student Financial Services	Student Accounts Kerr Building
Financial Aid Transcripts & Scholarship Records	Director of Student Financial Services	Financial Aid Office Kerr Building
Student Employment Records	Director of Human Resources	Human Resources Office Kerr Building
Judicial Appeals & Byington Applications	Dean of Faculty	The Dean of Faculty's Office Academic Center
Guidance Committee Records & Community Life Reports	Dean of Students	Student Life Services Office Kerr Building
Incident Reports	Campus Safety	Campus Safety Office Kerr Building
Housing Leases, Dormitory Contracts & Rent Records	Housing Manager	Housing Office Kerr Building

Correspondence is maintained by the office with which the student is communicating.

FULFILLMENT OF RESPONSIBILITIES

The seminary recognizes the right of students and employees (administration, faculty and staff) 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 academic tasks and work responsibilities. If engaging in off-campus

activities results in poor academic performance or the missing of deadlines for academic work by students, or in absence from work or poor work performance by employees, the standard policies of the seminary will be followed with respect to academic regulations and employment procedures.

GRADE APPEALS

If a student wishes to contest a grade, she or he has six months from the day the grade is issued to do so. The student must first seek to resolve the matter by contacting the professor who issued the grade. If he or she is not satisfied with the professor's response, the student has the right to appeal to the Judicial Committee for further consideration. The Judicial Committee is a sub-committee of the Education Policy and Planning Committee with representatives from the faculty of all three academic divisions. The Judicial Committee is chaired by the Registrar of the seminary. Requests for appeals after six months are normally not considered.

Appeals Process

1. After attempting to resolve the issue directly with the professor who issued the grade, the student will submit a written petition to the Registrar concerning the grade in question.
2. Within three business days, the Registrar will give written notification to the professor that the grade has been appealed to the Judicial Committee.
3. The professor will have no more than 10 business days to respond in writing with his/her comments. This response must be directed to the Registrar.
4. The Registrar will gather all appropriate information and present it to the Judicial Committee for action.
 - a. The Judicial Committee will have 10 business days to review the case and render a decision.
 - b. The student has the right to appear before the Judicial Committee to defend his/her case and may do so by making a written request to the chair of the Judicial Committee prior to the meeting.
 - c. The Committee may decide to uphold the original grade or change the grade.
5. Within three business days of receiving the Judicial Committee's decision, the Registrar will send written notification of the decision to the professor, the student and all appropriate offices.
6. If the student so desires, he/she may appeal the Judicial Committee's decision by submitting a written petition to the Dean of Faculty within 10 business days.
7. Within 10 business days, the Dean of Faculty will send written notification to the student and all appropriate parties of his/her decision to uphold or change the Judicial Committee's original decision. The Dean of Faculty's decision is final.
8. If a student is scheduled to graduate while an appeal is in process, and the grade in question could impact a student's eligibility for graduation, the

above process will be accelerated if reasonably possible. If the appeal is not fully resolved at the time of graduation, the student will be permitted to participate in the graduation exercises, but he/she will not receive a diploma until the issue has been resolved.

The above durations are typically extended during the January and summer sessions depending on the availability of the faculty members involved. If a pending decision will affect future enrollment (i.e., prerequisites, etc.), the student should contact the Registrar for guidance. Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to the student may result.

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 seminary does not assign grades of 'incomplete.' Once grades are due for a course, each student must be graded or an official extension approved by the Registration Office. Any student for whom a grade is not received will be assigned an F.

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 completed their work by the previous December (January graduates) or in April (May graduates), as well as those who have no more than two courses outstanding which will be completed during the summer (October graduates). 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. January, May and October candidates are presented to the faculty for approval in December and April, respectively. Graduation applications are due at the beginning of, or prior to, the semester in which work will be completed. (October graduates must apply at the beginning of the spring semester.) 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*). Students who do not satisfy all necessary graduation requirements by the special deadline for graduates will not graduate. They must reapply for graduation and will be charged a change of graduation fee (see *Special Fees*).

Eligibility for January Graduation

Students who have completed all of their coursework by December, and whose grades have been received by the Registration Office by the posted deadline, are eligible for January graduation (see the *Academic Calendar* on the registration website). 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 required for May graduates so that grades are received by the Registration Office no later than the Monday stated above (see the *Academic Calendar* on the registration website). Pending May graduates who do not complete all requirements by this deadline but who have two or fewer courses outstanding (which can be completed in the summer immediately following) will be changed to October graduation (with a change of graduation fee) but will still be permitted to participate in the 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, Semlinks, transfers, BTI courses, etc.) by the conclusion of the spring semester preceding graduation, and be registered for their final courses in the summer (or have Semlinks in process or have coursework extensions approved) by the Monday prior to the May commencement ceremony. All remaining academic and financial requirements must be completed by the last day of the full-summer session (see the *Academic Calendar* on the registration website). 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 were admitted to or began degree programs in summer 2007 or later must adhere to certain limitations regarding 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 denominational standards courses 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.

IMMUNIZATIONS

Gordon-Conwell students are required to be in compliance with the Massachusetts College Immunization Law of 1985. In order to attend classes, all students (regardless of age) enrolled for course credit must present written documentation from a medical professional proving that they have been properly immunized according to the state's standards. (A list of the current requirements can be found online or obtained from the Registration Office.) Proof of meeting these requirements should be submitted prior to registration. Failure to provide proof of the proper immunizations will prohibit a student from registering for courses.

INCOMPLETES

(See *Extensions for Late Coursework and Grading Scale*)

INTEGRATIVE PAPER OR PROJECT FOR THE MAR

The MAR integrative paper is similar to a one-semester thesis with regard to page limitation, style guidelines and submission for binding (see *Style Guidelines for Papers and Theses* and *Thesis*). The written portion of the MAR project is subject to similar page limitations, with considerations being made for varying media. MAR Paper/Project Petitions may be found online or in the Registration Office and must be submitted during standard registration periods.

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 twice annually, during new student orientation in September and January. Exams are also scheduled on an “as needed” basis. Each test consists of translation and parsing, and can be prepared for by reviewing an introductory grammar (e.g., *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 formal transfer evaluation and 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 (see *Transfer Credit*).

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 Registration Office, 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 Biblical Studies 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 *Withdrawal/Leave of Absence*)

LIMITED COURSES

In an effort to service all students at Gordon-Conwell, most courses do not have limited enrollment. However, there are certain courses whose pedagogical methods require a smaller classroom environment. In light of this reality, current students are offered priority registration periods based on the number of courses which they have completed. Students who desire to be enrolled in a limited course should register early (during their priority registration periods) in order to obtain a seat (see the *Academic Calendar* on the registration website). Students who register after a course has been closed will be placed on a waiting list based on the time of their registration.

If students drop a limited course before the last day to drop courses (see the *Academic Calendar* on the registration website), or a given professor decides to open up his or her section to accommodate more seats, students will be added to the course according to their position on the waiting list. Students on a waiting list who require a course in order

to graduate that semester may petition the Registration Office for special exception. The Registration Office will then consult with the relevant professor in order to accommodate the student, and notify him or her when a decision has been made. An improper registration fee may be assessed if it is determined that the student was wait listed due to the student's own negligence or delay. Waitlisted students are encouraged to attend classes until the add/drop deadline in the hope of admission. In all cases, students are encouraged to plan ahead and register as soon as their priority registration period begins.

Limited courses are not available to auditors except by written permission from the professor.

LOAN DEFERMENTS AND VERIFICATIONS

Individuals needing Perkins or Stafford Loan deferment are not normally required to submit a verification form. The seminary reports enrollment data to a clearinghouse which tracks loan holders. Questions regarding deferment eligibility of loans or Gordon-Conwell's policies governing student status should be directed to the Registration Office.

MENTORED MINISTRY

Mentored Ministry is the "clinical" side of preparation for ministry and is an academic requirement for M.Div. and MAEM students. Its primary objective is to provide a context for integration of theory with practical field experience. By means of the mentoring relationship with an approved pastor (or qualified staff member) and the various experiences provided within the church, students will be able to test their vocational commitments, broaden their empirical and experiential knowledge, develop ministry skills, nurture personal identity, enhance self-directed learning and engage in spiritual formation.

Each student enrolled in the M.Div. program is expected to complete six units of Mentored Ministry (one orientation unit, followed by 5 field units). Each student in the MAEM is expected to complete four units of Mentored Ministry (one orientation unit, followed by 3 field units). There are quite a wide variety of ministry opportunities through which this requirement may be fulfilled. Each student's four- or six-unit participation in the program will be graded and recorded on the official transcript of the seminary. The Mentored Ministry section of the GCTS web site goes into great detail in outlining this experience (www.gordonconwell.edu/Mentored-Ministry/).

Students who elect to begin their seminary program through Semlink are permitted, prior to residency on campus, to take up to two units of Mentored Ministry in their present location. Each matriculated Semlink student will select a mentor—this will usually be a pastor with whom they have developed a relationship—and will be monitored by the Semlink and Mentored Ministry offices. Upon matriculation on campus, they may take their next unit either as an orientation unit or as another field unit. Time allocations and guidelines for the Mentored Ministry experience are as follows:

1. Students are expected to invest approximately 10 hours per week in ministry (including preparation time) over a 12-week period each term in which they are

- enrolled in the Mentored Ministry program. One hour of this time is to be spent in mentoring sessions with their mentor.
2. The first field unit of Mentored Ministry, for either residential or Semlink students, must be taken in conjunction with, or after MC 501 (Spiritual Formation for Ministry). EM 502 and EM 604 are acceptable substitutes for MC 501 for students in the MAEM program.
 3. Any and all exceptions and variations requested on the six-unit requirement must be discussed with and approved by the Mentored Ministry Department.
 4. All Mentored Ministry units must be officially registered with the Registration Office and are subject to the same policies and deadlines governing all courses. See *Academic Calendar* for dates.

MERIT-BASED SCHOLARSHIP PROGRAMS

(See *Special and Merit-Based Scholarship Programs*)

OUT-OF-SEQUENCE COURSES

Out-of-sequence courses are offerings that appear in the catalog of courses, have established titles and course numbers, but are taken independently, outside the classroom. Whenever possible, students should take standard courses within the classroom setting. Permission to register for a course out-of-sequence will be granted only when a student can show adequate reason why the course cannot be taken during its regularly scheduled time. Special students, visiting students and auditors are ineligible for out-of-sequence courses.

Out-of-sequence 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 10 days of the first day of classes for that semester.

OVERLOAD

Sixteen and a half semester hours is the maximum a student may take in any major semester without formal approval by the Registrar. 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. In January and summer sessions, students are typically limited to one course per session; however, in unusual cases, students may register for a maximum of two courses in a session without formal petition to the Registrar.

OVERSEAS MISSIONS PRACTICUM

The Overseas Missions Practicum (OMP) seeks to challenge the student in the areas of servanthood, team and cross-cultural ministry, spiritual formation and global vision applied to the local church. These goals are addressed in WM 720, Overseas Missions Practicum Orientation, where lectures, discussion, group participation and media presentations serve to stimulate interaction among all participants. These goals are then pursued in particular areas of ministry during the WM 721 Overseas Missions Practicum course. The field experience gives the theoretical its needed practical application. Here the student learns from the team, local Christians, the wider society and by serving others, which often results in lifelong lessons that are applicable to future ministries at home or abroad.

With special permission, the OMP courses may be applied toward the M.Div. requirements in missions (*see Waivers*). Students may receive credit for two units of Mentored Ministry in addition to a WM 721 course when they register for these units concurrently. This opportunity is only available during the summer session projects.

For more information, contact the Director of Missions Programs.

PASS/FAIL POLICY

Students may elect pass/fail grading in courses according to the guidelines published below. A total of four such courses are allowed in the M.Div. program, and two in all other Gordon-Conwell degree programs (with the exception of the Th.M. program which allows for no pass/fails). This number includes courses such as MC 550, Ministry in a Rural Context, certain BTI courses and other offerings that are graded on a pass/fail (or satisfactory/unsatisfactory) basis. This number does not include denominational standards courses. Students are advised to plan ahead, as this limit, including such courses, cannot be exceeded. Furthermore, students who elect to use more than two pass/fail options within a degree program (excluding denominational standards courses) 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 16 to 33 hours of credit will lose one pass/fail, while those receiving 34 hours or more will lose two. Furthermore, students who transfer in courses that were graded on a pass/fail or satisfactory/unsatisfactory basis will lose one pass/fail for each of these courses.

Students 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 “P” (pass). Pass/fail courses will not be computed in determining the cumulative grade point average except when failed. When more than one course is required in a given teaching area, no more than half of the course requirements may be taken on a pass/fail basis (excluding GL 501 and 502 and OL 501 and 502).

PETITIONS

Petitions for directed courses, extensions, academic adjustments or other such matters are adjudicated by the Assistant Registrar, Registrar, Dean of Enrollment Management and/or Judicial Committee. Petition forms may be obtained online or outside the Registration Office and should be completed and returned as promptly as possible. Any student who believes that his or her case has been misunderstood may re-petition without penalty.

PROBATION

The Registration Office reviews academic records at the close of each major semester and at the end of the summer sessions (upon request). The student whose cumulative grade point average falls below the cumulative grade point average required to graduate from the student's degree program is automatically placed on academic probation. The cumulative grade point average requirement to graduate with the Master of Divinity, M.A. in Educational Ministries, M.A. in World Missions and Evangelism, M.A. in Counseling (World Missions concentration), or the Master of Arts in Religion degree is 2.0. The cumulative grade point average required to graduate with the other Master of Arts degrees, M.A. in Counseling (Mental Health or Marriage and Family concentrations), or Master of Theology degree is 3.0. A student admitted to the seminary on academic probation will be considered as being enrolled in his/her first semester of academic probation. First semester academic probation normally requires a reduction in the number of courses from the maximum allowed to three courses (nine 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 (see *Satisfactory Academic Progress*).

A student is automatically removed from academic probation when his or her cumulative grade point average reaches the 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 considered to be on his/her second (or third, fourth, etc.) semester probation. You may receive federal and institutional funds for only one semester while on academic 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.

PROJECT COURSES

The Division of Practical Theology 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 and EM 720: Project in Educational Ministries. 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 Practical Theology. 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, the Division Chair 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., TH 760: Reading in Theology or TH 860: Research in Theology. Such a course 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, the formal permission of the divisional chair and agreement by 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 the *Academic Calendar* on the registration website).

Students should initiate paperwork no later than April 1 for a fall course and December 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 2,500-3,000 pages of reading, and research courses require a paper no fewer than 20 pages long. 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 full-time Gordon-Conwell faculty member must be made in writing to the Dean of Faculty and can accompany or precede the course petition.

READING WEEKS

Each fall and spring semester contains two Reading Weeks. While classes do not meet during Reading Weeks, they are *not* breaks from student instruction. Rather, Reading Weeks are special times dedicated to intense, out-of-class student work (i.e., reading,

research, writing, etc.). It is expected that students will engage in significantly more out-of-class work during Reading Weeks than during normal weeks when classes are in session.

REGISTRATION

Priority registration is available for current students based on the number of courses they have completed. For spring semester and January session, priority registration is held in November. Fall and summer priority registration is in March. Students who do not register during the early registration periods lose seniority for limited courses (*see Limited Courses*).

After registration, schedule changes can be made using web registration or an add/drop form (found online or outside the Registration Office). Schedule changes submitted on paper forms which could have been completed by the student through web registration will carry a small processing fee (*see Course Changes: Add, Drop and Withdrawal*). Students who submit paperwork after the last day to register will be charged an improper registration fee if the paperwork is accepted (*see the Academic Calendar on the registration website*). Students are not allowed to register retroactively for work completed in a previous semester.

Course selections are binding, and tuition charges will be applied for the number of courses/credits selected. Withdrawal from the seminary after the November and March registration periods must be done through the Registration Office so students are not charged for courses that have not yet begun (*see also Cross-Campus Registration; see also Payment of Bills under Financial Information*).

RESIDENCY REQUIREMENTS

A student is considered “in residence” when she or he first enrolls in an on-campus Gordon-Conwell course. For any degree program, a student must complete at least half of his or her coursework in residence at Gordon-Conwell. In addition, the final four courses (twelve credit hours) must normally be completed at Gordon-Conwell rather than by transfer credit. Students who wish to complete their last courses away from Gordon-Conwell must obtain permission from the Registration Office to do so.

Some denominations require their students to spend a year in residence in one of their seminaries. It is normally expected that this would be done in the middle year and that courses taken would be transferred to the student’s program at Gordon-Conwell (upon approval by the Registration Office). However, if the student can demonstrate that the denomination or judicatory makes strong insistence that it is the final year which should be spent in a denominational school, Gordon-Conwell may allow the student to graduate with its degree if all other requirements are met.

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 be meeting 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 (note that these limits are cumulative, not contiguous; i.e., if a student takes a one-year break, it will not count against his/her time limit):

M.Div 5 years

M.A. 3.5 years

MACO 4.5 years

Th.M. 1.5 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/consortium program, the Registrar will calculate Satisfactory Academic Progress.

Federal financial aid funds will cover only those courses for which a student pays tuition and will cover only the number of courses required by a student's degree program (30 courses for Master of Divinity students, 20 courses for Master of Arts students, and 8 courses for Master of Theology students). Although a student is permitted the opportunity to repeat a failed course once, such repeated courses do not count toward meeting the requirements of Satisfactory Academic Progress and will result in a student exceeding the course limits for federal financial aid (listed above). Once this limit is surpassed, federal financial aid funds will not be available for the remainder of a student's educational expenses for that degree.

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.

SECOND DEGREE

Students who have already completed one Gordon-Conwell degree and are admitted to a second degree program may be eligible for shared credit between the two degrees. Shared credit between Gordon-Conwell degrees is treated like transfer credit. To understand how this works, please see *Transfer Credit*. See also *Dual Degree*.

SEMLINK

Semlink is Gordon-Conwell's distance learning program. Both residential and non-residential students are encouraged to take advantage of the Semlink program. Semlink courses represent an equivalent amount of work to standard classroom courses. Students are given up to six months to complete a Semlink course. Although Semlink courses may be started at any time, they are only registered under three semesters: fall, spring and full-summer. If a Semlink course has a start date on or before the last day to add courses for one of these three semesters (see *Academic Calendar* for actual dates), then the course will be registered under that semester. If the start date is after the last day to add courses for one of these three semesters, the course will be registered under the next semester. For example, a start date of May 1 would be registered as a full-summer course while a start date of June 1 would be a fall course. When considering a student's enrollment status (full-time, half-time, etc.), a Semlink course will only contribute to a student's enrollment status for the dates of the semester under which the course is registered. Please note that this will be different from the actual start date and final due date of the course.

A Semlink course must be dropped within 15 days of its start date in order to receive a full tuition refund and to avoid receiving a "W" (withdrawn) on the transcript. If a Semlink course is dropped between 16 and 30 days from its start date, the student will receive a 50% tuition refund. Fees for course materials will only be refunded if the materials are returned to the Semlink Office unopened. Please note that any Semlink dropped more than 15 days after the start date will receive a "W" (withdrawn) on the transcript. Students may not withdraw from Semlink courses after all of the coursework (excluding the interactivity requirements) has been completed. Otherwise, the last day to withdraw from a Semlink is the final due date of the course.

No more than one-third of any degree program may be completed through Semlink courses. Students in the Master of Divinity program may not take more than 10 Semlink courses. Master of Arts students may not take more than six Semlink courses. Master of Theology students are not permitted to take any Semlink courses. Transfer credit can sometimes reduce the number of Semlinks that a student is permitted to take; see *Transfer Credit* for details.

SPECIAL AND MERIT-BASED SCHOLARSHIP PROGRAMS **(GRAHAM, TRUSTEE, PARTNERSHIP, PRESIDENTIAL, WELLS,**

WILSON, KELLER, CHAPLAINCY AND COUNSELING)

The seminary offers a variety of special and merit-based scholarships to select students. The special scholarship programs include the Billy Graham Scholarship, the Trustee Grant and the Partnership Program. The merit-based scholarship programs include the Presidential Scholarship, the David F. Wells Scholarship, the J Christy Wilson, Jr. Scholarship, the Timothy J. Keller Scholarship, the Military Chaplaincy Scholarship and the Scholarship for Professional Counselors.

Although each of these programs has its own special features, they all handle enrollment and billing in a similar manner. In order to remain on one of these scholarships, a student must be registered for at least 7.5 credit hours each fall and spring semester. Scholarship recipients are billed twice each year: once in the fall and once in the spring. Each billing period, scholarship recipients will be billed based on the current cost of 5 courses/15 credit hours (regardless of the total number of courses/credits actually registered) and then the proper amount of financial aid will be applied based on the students' particular special or merit-based scholarship programs. The fall billing covers all courses registered under the Summer III, fall and January sessions; the spring billing covers all courses registered under the spring, Summer I and Summer II sessions. New residential students who begin their studies in Summer II will have courses registered under that session covered by their fall billing. Similarly, new residential students who begin their studies in the January session will have courses registered under that session covered by their spring billing. These exceptions will only be made for new scholarship recipients who are *new* students and is *not* available to new scholarship recipients who are returning students. No other exceptions will be made to the durations of these billing periods, so students must plan their schedules accordingly.

All special and merit-based scholarships terminate upon the completion of a student's degree program requirements (as determined by the Registrar), even if the student has future semesters remaining under the current billing period.

The policies discussed above are only a small part of those that govern the special and merit-based scholarship programs. A comprehensive list of the policies for which special and merit-based scholarship recipients will be held responsible is sent to recipients each year and can be obtained at any time from the Financial Aid Office.

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. Special students are not eligible to enroll in specialized courses, such as Mentored Ministry, directed studies and project courses without written permission from the Registration Office. 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 Dean of Faculty, 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 Dean of Faculty (see *Violations of Academic Integrity*).

The Guidance Committee and the Dean of Students process matters other than those of academic integrity and take action deemed appropriate. The student retains the right to appeal the decision to the President (see *Procedures for Disciplinary Action* under *Student Life Services*).

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 Dean of Faculty. Without written details, no action will be taken. The Dean will then inform the Provost of the nature of the grievance and refer the matter either to the Faculty Personnel Policies Committee or the Educational Policies and Planning Committee or both, depending on the nature of the grievance. In principle, academic matters are referred to the EPPC and personnel matters to the FPPC. Either committee may enlist the work of a subcommittee—e.g., Judicial Committee or an *ad hoc* committee—to investigate the particulars and recommend action. The full committee where referral is made shall act on the grievance, with written conclusion given both to the faculty member and the student (with a copy to the Dean of Faculty). Should the grievance fail to

be resolved through the efforts of the committee, any one of the principals may require a hearing before the full faculty. The judgment of the faculty, having listened to the matter in a regular or specially called business session, shall be final. Parties to the conflict may be present for the hearing at the discretion of the faculty but shall not be present during the deliberation for decision. The findings and decisions of the full faculty shall be reported to the President and the principals for any necessary action.

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, is listed under the Directory Information portion of the *Family Educational Rights and Privacy Act* section of this handbook. 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. Students must re-petition at the start of each academic year.

Other information from the student's educational record is considered confidential and available only for appropriate review or 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 SERVICES FEE

Students will be charged a student services fee for each semester in which they enroll (see *Financial Information* for the exact amounts of the fees.). These fees are charged only once for each semester a student is enrolled, regardless of how many courses are taken. These fees will not be refunded for students who withdraw from all courses after the 100% tuition/fee refund deadline (see the *Academic Calendar* on the registration website).

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.

A student who is completing an extension (or extensions) from a semester or session that has come to a close is not considered a current student unless she or he also meets the above criteria.

Full-Time Status

A student must take at least seven and a half semester hours in a fall or spring semester to qualify as a full-time student in that term. Three credit hours constitutes full-time status

in the January and summer sessions, with the exception of the full-summer term, which requires four and a half credit hours or more. Neither summer nor January session courses are included in calculating full-time status for the fall and spring semesters.

Part-Time Students

The seminary welcomes part-time students. Degree candidates at the campus should plan to meet requirements by means of regularly scheduled courses, most of which meet several hours per week during the daytime hours. In order to be considered half-time in the fall or spring semesters, a student must be registered for at least four and a half semester hours. During the full-summer term, three credit hours constitutes half-time status.

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 completing coursework from a previous semester or session and does not register for the current semester. A non-current student will be permitted to register during the stated priority registration periods. Non-current status will not continue beyond two years.

STYLE GUIDELINES FOR PAPERS AND THESES

Gordon-Conwell Thesis Guidelines are attached to the thesis course petition available online and in 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*.

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 online and outside the Registration Office.

SUBSTITUTIONS

(See *Waivers*)

SUMMATIVE EVALUATION FOR M.A. STUDENTS

For students in certain M.A. programs (OT, NT, BL, CH, ET, TH, and ME), a summative evaluation is required and may take one of the following forms:

1. An oral examination before two members of the respective division. This examination is based on the content of the courses the student has taken in the major field of study, either at Gordon-Conwell or at other schools if the student has transferred to Gordon-Conwell, and is intended to be integrative in nature. Failure to sustain a passing grade on the exam requires a re-examination no earlier than three months from the time of the original examination, during which time remedial study, as recommended by the examiners, may take place. Students in the MACH, MAET, MATH, and MAME programs will also be required to submit an integrative paper as part of their Summative Evaluation. This paper will deal with questions concerning integration of curriculum, intellectual development, worldview, spirituality, vocational calling and a plan for lifelong learning. Students should contact the Chair of the Division of Christian Thought with questions concerning the integrative paper. A grade of passing will be recorded on the student's transcript at the time the examination is successfully sustained.
2. A thesis on a topic approved by the division where the degree is located (see *Thesis Courses*).
3. The following option is open only to students for whom English is a second language: a major integrative paper on a topic important to the field of study, demonstrating research competence and substantial knowledge of a field. (If the degree is in OT, NT or BL, the paper must demonstrate original language exegetical skills). The paper is required as an addition to any course requirements, and is submitted to the Chair of the Division, who will assign it to an appropriate reader within the division. Failure to sustain a passing grade on the paper will result in the need to rewrite the paper, or portions of it, and resubmit it no earlier than three months from the time of the prior submission. Resubmission of a paper may be handled by mail in cases where an international student has returned to his or her homeland after completing classroom studies. A grade of passing will be recorded on the student's transcript once the paper has been completed and given a passing grade.

With the exception of pending October graduates, students will not be able to graduate or participate in graduation ceremonies until all Summative Evaluation requirements have been completed.

SUMMER LANGUAGE PROGRAM

The Summer Language Program offers students the opportunity to learn biblical Greek and Hebrew in preparation for doing exegesis in the New and Old Testaments. Beginning and intermediate Greek and beginning Hebrew are offered every summer.

Many students find the intensive, month-long language classes a good way to immerse themselves in the language in order to learn the language without distraction from other classes or responsibilities. For such students, the Summer Language Program is ideal. Other students learn languages better by spreading out the study over a whole semester. These students are encouraged to take languages during the main semesters. Students may seek the counsel of the language faculty when determining whether or not to study a language over the summer.

The language program uses experienced teachers whose scholarly and ministerial work shows how biblical languages are used in academic and church ministries. It also utilizes the best and most innovative forms of electronic tutelage to ease the stress and enhance the pleasure of learning a language in a short period of time.

Visiting students from other schools are welcome to enroll in Gordon-Conwell's Summer Language Program after formal admission via the Admissions Office.

SUMMER SESSIONS

The seminary offers a variety of summer courses in three four-week sessions in which students normally take one course per session. Also, some courses are scheduled to run throughout the summer, making it possible for a student to take more than three courses during the summer, if desired. Some courses are scheduled to meet in intensive sessions for only one or two weeks, with the remaining weeks available to the student for completing reading and written work. All summer intensive courses comprise an equivalent amount of work to those offered in the fall and spring terms.

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.

Current students, or students admitted for study in the following academic year, are automatically eligible for summer courses. Others must formally apply through the Admissions Office. Summer courses carry full academic credit except where noted. A complete schedule of summer school courses is available online.

SWITCHING DEGREE PROGRAMS

(See Transfer Between Degree Programs)

THESIS COURSES

Academic M.A. (NT/OT/CH/ET/TH) and Th.M. 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.

Thesis (M.A.)

M.A. students may choose to write a one or two semester thesis. Students writing two-semester theses must register for the two parts of their theses concurrently or back-to-back. A one-semester thesis is limited to 40 to 50 pages, receiving one course (three hours) worth of credit. The two-semester thesis is limited to 80 to 100 pages, receiving two courses (six hours) worth of credit. Page limits may only be exceeded by special exemption.

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 rescheduled oral thesis defense.

Once the thesis is completed, students are required to submit two unbound finished copies (see *Style Guidelines*) to the Registration Office. The Registration Office will forward them to the program director for final approval before binding. In addition, students must sign and submit Gordon-Conwell's *Copyright Release Form for Deposited Student Works* and copyright release forms for selected vendors (e.g., TREN), as well as pay the appropriate binding fee (see *Special Fees*). Guidelines for thesis preparation are attached to the M.A. Thesis Course Petition found online and in the Registration Office. A student intending to graduate in January or May must submit a completed thesis to the advisor and reader by November 1 or April 1 of the semester of expected completion. Two completed, fully-corrected copies (see above) must be submitted to the Registration Office by the date specified in the *Academic Calendar*.

Thesis (Th.M.)

The Th.M. thesis fulfills two courses (6 credits) out of the five required in the student's concentration. The two parts of a Th.M. thesis must be registered concurrently or back-to-back. The thesis is limited to 80 to 100 pages, except by special exemption.

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 rescheduled oral thesis defense.

Once the thesis is completed, students are to submit two unbound finished copies (see *Style Guidelines*) to the Registration Office. The Registration Office will forward them to the program director for final approval before binding. In addition, students must sign and submit Gordon-Conwell's *Copyright Release Form for Deposited Student Works* and copyright release forms for selected vendors (e.g., TREN), as well as pay the appropriate binding fee (see *Special Fees*). Guidelines for thesis preparation are attached to the Th.M.

Thesis Course Petition found online and in the Registration Office.

A student intending to graduate in January or May must submit a completed thesis to the advisor and reader by November 1 or April 1 of the semester of expected completion. Two completed, fully-corrected copies (see above) must be submitted to the Registration Office by the date specified in the *Academic Calendar*.

TIME LIMITS FOR DEGREES

A limit of 10 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, excepting the Th.M., which has a limit of four years. Please see *Satisfactory Academic Progress* for time limits on completion of degree programs to maintain eligibility for federal financial aid.

TRANSCRIPTS

Transcript Requests

All requests for academic transcripts must be made in writing to the Registration Office and require written authorization by the student. 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. Unofficial transcripts will be faxed upon written request. Standard requests, requiring 5-10 business days processing time, are free of charge up to a limit of five per week. Any standard requests exceeding this limit (5) will be charged at \$5 per transcript. A \$5 pre-paid processing fee will be assessed for each transcript which is faxed or given rush handling (one-two business days). Transcripts will never be e-mailed to recipients.

Transcripts 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, Judicial Committee or Dean of Faculty 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 withdrawing from that course. If a student withdraws from a course after the add /drop deadline occurs, the course will appear on the transcript as a withdrawal (W). Courses withdrawn from after the add/drop deadline are subject to the usual refund policy stated in the *Student Handbook* (see the *Academic Calendar* on the registration website).

TRANSFER BETWEEN CAMPUSES

(See Campus Transfer)

TRANSFER BETWEEN DEGREE PROGRAMS

Students wishing to transfer between degree programs must do so through the Admissions Office, from which complete instructions and required forms may be obtained. Such an application requires the following: an application questionnaire; a written recommendation from a Gordon-Conwell faculty member; a recommendation from a church official (required for M.Div. program only); a personal statement of 350-500 words indicating the reasons why a change in status is desired; and an official copy of the student's Gordon-Conwell transcript (which must be requested through the Registration Office). Some programs may have additional requirements; please contact the Admissions Office for details.

Students who are granted a change of degree status will then fall under the requirements as stipulated by the *Student Handbook* in effect at the time of program change.

TRANSFER CREDIT

A student may receive credit toward graduation by transfer of academic work taken at other accredited graduate schools. No transfer credit is permitted in the Master of Theology program. For all other degrees, no more than 50% of a student's Gordon-Conwell program can be fulfilled by a combination of transfer credit, shared credit, advanced standing and/or Semlink courses. If a degree was completed at another school accredited by the Association of Theological Schools, up to half of the credits of the completed degree or the 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 that no more than nine elective hours will be given for such work. Exegesis courses are never transferred.

Transfer evaluations are completed by the Registration Office upon receipt of a written request by the student and typically take four to six weeks to process. To be considered for transfer credit, a grade of "C" or better is required. Transfer courses graded on a pass/fail or satisfactory/unsatisfactory basis may be accepted as long as the student still has some pass/fails remaining in his/her Gordon-Conwell degree program. Such transfer courses will reduce the number of pass/fails the student has available at Gordon-Conwell (see *Pass/Fail Policy*).

Transferred grades will not be used in the computation of the GPA. Transfer credit is not granted for work completed more than 10 years prior to matriculation at Gordon-Conwell.

VETERANS AFFAIRS EDUCATION BENEFIT

Gordon-Conwell cooperates with the federal government in supporting veterans and their dependents eligible for education benefits under the Montgomery GI Bill and the Post-

9/11 GI Bill. Gordon-Conwell is a Yellow Ribbon-approved school. Applications and information regarding eligibility for benefits may be found at www.gibill.va.gov. For further information regarding enrollment certification, see the Registration Office.

VIOLATIONS OF ACADEMIC INTEGRITY

The seminary considers all breaches of personal and academic integrity to be serious offenses. As such, the seminary has zero tolerance for such behaviors.

Cheating involves, but is not limited to, the use of unauthorized sources of information during an examination. Duplication of course requirements involves the submission of the same (or substantially same) work for credit in two or more courses without the knowledge and consent of the instructor (*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.

All allegations of cheating and plagiarism are referred to the Judicial Committee. The Judicial Committee is a sub-committee of the Education Policy and Planning Committee with representatives from the faculty of all three academic divisions. The Judicial Committee is chaired by the Registrar of the seminary.

Allegations and Appeals Process:

1. A faculty member will identify and substantiate a suspected violation of academic integrity. The faculty member has the prerogative to meet with the student for clarification concerning the suspected violation of academic integrity.
2. As soon as is reasonably possible, the faculty member will present the allegation to the Registrar.
3. Within three business days, the Registrar will give written notification of the allegation and due process to the accused student.
4. The student will have the option to respond in writing to the allegations within no more than 10 business days of the Registrar's notification. This response must be directed to the Registrar.
5. The Registrar will gather all appropriate information and present it to the Judicial Committee for action. The Judicial Committee will have 10 business days to meet, review the case and render a decision. The student has the right to appear before the Judicial Committee to defend his/her case and may do so by making a request to the chair of the Judicial Committee prior to the meeting.
 - A. Those who violate the seminary's policy on cheating and plagiarism will be 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. Other penalties, if any, may be assigned at the committee's discretion.

- B. Matters may also be referred to the Guidance Committee and/or the Dean of Students at the discretion of the Judicial Committee.
6. Within three business days of receiving the Judicial Committee's decision, the Registrar will send written notification of the decision to the student and all appropriate offices.
 7. If the student so desires, he/she may appeal the Judicial Committee's decision by submitting a written petition to the Dean of Faculty within 10 business days.
 8. Within 10 business days, the Dean of Faculty will send written notification to the student and all appropriate parties of his/her decision to uphold or change the Judicial Committee's original decision.
 9. If the student so desires, he/she may appeal the Dean of Faculty's decision by submitting a written petition to the President within 10 business days.
 10. Within 10 business days, the President will send written notification to the student and all appropriate parties of his/her decision to uphold or change the Dean of Faculty's original decision. The President's decision will be final.
 11. If a student is scheduled to graduate while an allegation is in process or under appeal, the above process will be accelerated if reasonably possible. If the allegation is not fully resolved at the time of graduation, the student will be permitted to participate in the graduation exercises, but he/she will not receive a diploma until the issue has been resolved.

The above durations are typically extended during the January and summer sessions, depending on the availability of the faculty member(s) involved. If a pending decision will affect future enrollment (i.e., prerequisites, etc.), the student should contact the Registrar for guidance. Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to the student may result.

VISITING STUDENTS

Students who plan to attend the seminary for the sole purpose of transferring credits to another school may be admitted as visiting students. Visiting students are classified as non-degree-seeking students and are ineligible to register for reading and research courses, out-of-sequence courses and other types of directed studies. It is entirely the responsibility of the student to check with his/her home school to ensure the school will accept the course(s) taken at Gordon-Conwell as transfer credit. Since many schools have special policies governing the transfer of distance education credits, students planning to transfer Semlink courses should be careful to make sure prior to enrolling that their home schools understand these are distance education courses.

VOTER REGISTRATION

State law requires educational institutions to make available to students mail-in affidavits for voter registration. Forms for out-of-state students wishing to vote in Massachusetts

are available in the Registration Office.

For out-of-state students wishing to vote in a state other than Massachusetts, the federal mail-in affidavit of voter registration or a mail-in registration form supplied by that state may be used. The student can contact the appropriate state election official to receive the state form or call/write the Massachusetts Elections Division.

WAITING LISTS

(See Limited Courses)

WAIVERS

Waivers allow a student to substitute a different course within the curriculum for one specifically required in the student's program. The substituted course must normally be within the same department as the original requirement. (For example, waiver of the required course EM 502 would allow the student to take another course within the area of "Educational Ministries" but not one in the area of "Pastoral Counseling.")

Typically, waivers are granted to students who have done similar work at other institutions, either at the graduate or undergraduate level. When meeting with the appropriate professor, the student should be prepared to discuss content that was covered in the previous coursework, either by producing syllabi, course descriptions or transcripts showing completed work.

Occasionally, a student will be granted permission to waive a requirement with another course similar in design but varying in focus without having completed previous coursework at another school. In such cases, approval will be granted only when the student can show adequate reason why the "substitute" course would be more appropriate for the student's intended vocational goals.

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 a classroom setting.

Waiver petitions are available from the Registration Office. Waiver requests require approval of the appropriate division and/or professor as well as the Registrar.

WAIVERS FOR M.DIV. WOMEN AND RACIAL MINORITY STUDENTS

Gordon-Conwell recognizes that women and ethnic minority students in the Master of Divinity program may desire courses that focus on learning and/or ministry in gender-and/or culturally-specific contexts. In light of this, and the variety of specialized courses available through the Boston Theological Institute (BTI), the seminary has established a policy to allow for the waiving of some M.Div. courses in certain instances. Women and ethnic minority M.Div. students may take, via the offerings of the Boston Theological Institute, one of their divisional requirements in each of the following areas: OT, NT, TH,

CH, SE/ET; and from the offerings of the Division of Practical Theology a total of two courses, but not more than one in a given area.

In order to waive a required course, the student must follow the standard procedure for waiver of a course (see *Waiver*). Such waivers are granted only for BTI courses which appropriately correspond to the parallel Gordon-Conwell course and fulfill the special needs of the student seeking the waiver.

WITHDRAWAL/LEAVE OF ABSENCE

A student who does not enroll at the seminary for one semester or more must officially withdraw. Such a student will be considered as taking a leave of absence unless the student indicates that he or she is permanently withdrawing. A student withdrawing from the seminary must secure the proper withdrawal form online or from the Registration Office and complete the instructions therein. If an officially withdrawn student desires to return within two years from the date of last enrollment, reinstatement may be requested by sending a letter to the Registration Office. In some instances, the Registrar may request an interview. 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 the date of withdrawal must seek re-admission through the Admissions Office.