

Community Life Statement

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

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

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

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

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

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

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

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

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

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

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

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

Adopted by the Board of Trustees May 24, 1984.

Automobile Information and Parking

(For complete information on vehicle registration and parking, see the Department of Public Safety, Campus Safety, Guide to Automobile & Public Safety Regulations)

All vehicles must register with the Department of Public Safety, Campus Safety. Any vehicle you bring onto campus has to be registered with the Department of Public Safety, Campus Safety, within the first two days it is on campus. You will be issued a Gordon-Conwell sticker and instructions for placing it on your vehicle (See the Department of Public Safety, Campus Safety, handbook for further information.). Owners of vehicles with out-of-state license plates are also required by state law to fill out a second form attesting to the fact that they have adequate insurance to drive in Massachusetts. The Department of Public Safety, Campus Safety, has these forms, and will issue the second sticker.

General Parking Information

All apartment buildings on campus use assigned parking spaces. If you are visiting the apartments, use the marked visitor parking spaces only. Visitor parking at the apartments is reserved exclusively for the use of visitors from 9:00am – 9:00pm, seven days a week. Dormitories do not use assigned parking spaces. All overnight parking for dormitory residents is in their dormitory parking lot (Kerr Building overnight parking is in the upper and lower parking lots behind the Kerr Building.). The parking lot in front of the Kerr Building has assigned parking for visitors, students and faculty/staff. Please observe these distinctions. They apply Monday through Friday, 8:00am – 5:00pm whenever the school is in session.

Handicap Parking

Handicap parking spaces are available around campus and are reserved for the exclusive use of vehicles actively transporting handicapped people. An official handicap sign or placard is required and must be visible. Temporary handicap parking passes for short-term use on the Seminary property only are available from the Department of Public Safety, Campus Safety, for members of the Seminary community.

Special Event Parking Information

A few times each semester, the Seminary will host special events. These are usually held at either the Academic Center or the Kerr Building. A large number of guests will be on campus and park at either or both of these two locations. During these events, on-campus residents will not be permitted to use either or both of these parking lots and will be requested to walk to class. Off-campus commuter students will be allowed to park in a restricted lot during special events as long as they display a special events parking pass on the dashboard of their car. These special event parking passes are available at the Student Life Services office in Kerr 318. Commuter vehicles which do not display this pass will not be permitted to park in any lot hosting a special event.

Community Event Calendar

A twelve-month Gordon-Conwell Community Event Calendar with information for all campuses is available on Gordon-Conwell's website.

Happenings on and off Campus (FridayAM)

The *FridayAM* is an official weekly electronic publication of the seminary, and students are responsible for reading and responding to any departmental announcements contained in it. It also includes many announcements from students, faculty and administration. The *FridayAM* is distributed through campus e-mail each Friday morning during the fall, winter and spring semesters (September through May). It is also available on the seminary's website under "Current Students." A summer version is published once a month June through August. The *FridayAM* is not published during the Christmas and New Year holiday break. Notices for the *FridayAM* should be submitted to Copy Services by 12:00pm Wednesday of each publication week by e-mailing fridayam@gcts.edu, using the official announcement form available at Copy Services, or calling (978) 646-4267. Notices must not exceed 35 words in length. The cost for students to submit a notice is 50 cents per week. Payment can be made at the Mailroom window, or through the intercampus mail. Items submitted after the deadline will be printed the following week. In the event of a holiday, the deadlines may change. Changed deadlines will be announced in the *FridayAM*. For additional information, please email fridayam@gcts.edu.

International Students (F-1)

The Student Life Office supports our international student community through a variety of services. In addition to helping F-1 students with all immigration related matters, Student Life Services hosts an orientation for new F-1 students, provides support and guidance for adjusting to life in the United States and co-hosts the annual Dinner of the Nations. According to United States immigration law, F-1 students are required to lawfully maintain their visa status throughout their entire stay in the US. Student Life Services assists F-1 students with this requirement by providing guidance for abiding by all provisions and restrictions pertaining to F-1 (and F-2) visa status, including (but not limited to) full-time enrollment each semester (7.5 credit hours or more) and authorized on-campus employment. Student Life Services also assists students with applications for practical training and applications for Social Security cards and driver's licenses.

Publicity Posters

All official student event notices must be posted on appropriate bulletin boards and designated areas in campus buildings. All posting of flyers on campus must be authorized by the Dean of Students. Approval for posting notices on the following specific bulletin boards must be obtained from the respective offices, as indicated below:

- Campus events and off-campus events – Student Life Services
- Employment (on and off campus) – Human Resources Office
- Ockenga – Ockenga Office (Academic Center)
- Registration – Registration Office (Kerr Building)

Individuals posting event notices around campus must indicate on the notice the group/committee sponsoring the event. In keeping with the seminary's ethos of stewardship, recycling containers will be provided for use at every event. Notices may not be placed on walls, door windows, fire doors and entrance doors to the Academic Center, Goddard Library and Kerr Building.

Once the event has concluded, responsibility for removing the notice is assumed by the one who posted it or by a representative of the group sponsoring the event.

Public and Personal Safety on Campus

Campus Fire Safety and Right-to-Know

Gordon-Conwell Theological Seminary is concerned about the safety of every individual on campus and, therefore, has very strict fire safety regulations.

Gordon-Conwell Theological Seminary provides this Annual Fire Safety Report on Student Housing to inform the campus community of important fire and life safety information pertaining to their residences on campus.

Fire and life safety programs must receive community-wide support to be effective. Cooperation from students and residents at fire drills, announced and unannounced, is expected.

Students and residents who do not observe these regulations jeopardize the safety of others on this campus and, therefore, will be subject to disciplinary action.

Gordon-Conwell Theological Seminary is in compliance with the Campus Fire Safety Right-to-Know Regulations from the Higher Education Act (HR 4137), which recently passed Congress and was signed into law.

Copies of the 2010 Annual Fire Safety Policy and Report on Student Housing, Hamilton Campus

Paper copies of the 2010 Annual Fire Safety Policy and Report on Student Housing, Hamilton Campus, may be obtained by contacting the Department of Public Safety, Campus Safety, at the Campus Safety Office in the North Wing of the Kerr Building.

The 2010 Annual Fire Safety Policy and Report on Student Housing, Hamilton Campus, is also available at the following web page link:

<http://www.gordonconwell.edu/hamilton/current/documents/fire-safety-policy-2010.pdf>

Campus Security Act of 1990 (The Clery Act)

Gordon-Conwell Theological Seminary complies with Title II of the Student Right-to-Know Campus Security Act of 1990, known as the Crime Awareness and Campus Security Act of 1990. The Act requires the institution to collect, publish and distribute to all current students and employees and to any applicant for enrollment or employment upon request certain information regarding campus policies and procedures with respect to campus security and incidents of criminal offenses on campus. Students may access campus crime statistics on the Seminary's website under the Student Life link under "Current Students." Inquiries concerning compliance with the Campus Security Act of 1990 may be directed to the Director, Department of Public Safety, Campus Safety, Gordon-Conwell Theological Seminary, 130 Essex Street, South Hamilton, MA 01982.

To access the 2011 Campus Safety and Security Report (Clery Act), please go to this web page link: <http://www.gordonconwell.edu/hamilton/current/documents/2011-campus-safety-report.pdf> or obtain paper copies of the *2011 Campus Safety and Security Report*, Hamilton

Campus, by contacting the Department of Public Safety, Campus Safety, at the Campus Safety Office in the North Wing of the Kerr Building.

Fireworks

Fireworks, firecrackers and any similar explosive or incendiary devices are prohibited under Massachusetts state law, and their possession or use is therefore prohibited on school property.

Residential Security

- Keep the door to your residence dorm room or apartment locked at all times!
- Always find out who is knocking before you open the door.
- Do not prop open or tamper with exterior doors. These doors are locked for your protection.
- Do not loan your keys to anyone! They may not be as careful with them as you are and may lose or misplace them. Do not leave your keys lying around in public places!
 - When leaving the campus for the holiday break periods, ensure that ground level windows and windows accessible by exterior fire escapes are locked! **LOCK YOUR ROOM DOOR BEFORE YOU LEAVE!**

IMPORTANT NOTE: ALWAYS report suspicious persons immediately to the Department of Public Safety, Campus Safety, by calling the on-duty Campus Safety Officer mobile phone at (978) 836-6798.

Crime Prevention

People living in a community are the most important part of any crime prevention program. Students are urged to take their own personal security precautions. Through their efforts, people are able to greatly enhance or detract from the Department of Public Safety, Campus Safety's, efforts to keep criminal activity at the lowest possible level on campus.

- DO keep in mind that the seminary campus is open to the public and that non-seminary community people have access to the grounds and most buildings.
- DO promptly report ALL crimes and/or suspicious activity to the Department of Public Safety, Campus Safety, or to the Hamilton Police Department.
- DO mark your valuable property with some sort of permanent identification number such as your driver's license number.
- DON'T leave keys or valuables in your coat pockets if you leave your coat in the coat room or on a coat rack.
- DON'T leave valuables such as laptops, purses, wallets or jewelry in desks or file cabinets unattended unless the desk or cabinet is locked.
- DON'T leave valuables in your vehicle; keep them out of sight, locked in the trunk if possible, and always lock your vehicle.

- DO walk with a friend (or friends) when outside, especially at night. There is safety in numbers.
- DO keep your dorm or apartment door closed and locked at night and when unoccupied.
- DO register all bicycles with the Department of Public Safety, Campus Safety, and secure them with a quality lock when parked or stored away.
- DO remember, by always protecting your property, you reduce the opportunity for a thief to commit a crime!

Weapons

Massachusetts is very strict about the possession or use of firearms and other weapons. Please read the following information carefully.

The possession, use or sale of firearms, ammunition or any other weapons prohibited by Massachusetts General Law, Chapter 269 Section 10, is forbidden on campus and is subject to seminary disciplinary action and possible criminal prosecution.

The Bartley-Fox Law imposes a mandatory one year jail sentence for any person convicted of possessing or carrying a handgun, rifle or shotgun in Massachusetts without the proper Massachusetts License to Carry or Firearms Identification Card, as applicable.

Firearms are prohibited from being brought onto campus or into any campus building except for law enforcement personnel.

If a firearm or any other proscribed weapon as defined in Massachusetts General Law, Chapter 269 Section 10 is brought onto campus, it must be immediately surrendered to the Department of Public Safety, Campus Safety.

The use of any type of hunting or target bow on campus is forbidden.

IMPORTANT NOTE: Under Massachusetts General Law, Chapter 269, Section 10, Subsection J, the seminary is required by law to report firearms violations to law enforcement officials.

Student Association

The Student Association (SA) is a democratic organization which serves as a liaison between the Dean of Students and the students. Its officers and committee chairs work with and assist Student Life Services in its efforts to serve the spiritual, social and co-curricular needs of students. Its executive committee represents student interests to the seminary's leadership team.

The Student Association provides leadership through its student senate consisting of representatives in two areas of service: the executive committee (president, vice president, secretary), and the chairpersons of various standing committees (e.g. Black Students, Fine Arts, Korean Students, Men's Fellowship, Publications, Women's Resource Network, Spiritual Life).

All student representatives are elected in the spring semester, to serve in the subsequent academic year. Prior to the elections in the spring, candidates must complete the *Declaration of Eligibility for Service on the Senate of the Student Association* form and submit it to the Dean of Students. This also applies to those individuals seeking to fill a vacant position during the school year.

Student Special Interest Groups

Occasionally, there is a desire on the part of students to form an *ad hoc* committee or group regarding a special interest that may not be reflected by one of the SA standing committees. Individuals wishing to start such a group on campus must obtain permission from the Dean of Students by submitting a statement of purpose.

Student Spouses

A large percentage of the student population is married. The overwhelming number of student spouses is women. Seminary husbands may contact the Dean of Students in Student Life Services to explore ways in which they may be supported during their spouses' time as students.

In an attempt to provide opportunities for personal and spiritual development for student spouses, the seminary strongly encourages each spouse to become active in the events sponsored by Student Life Services. In addition, spouses are invited to take advantage of certain opportunities made available through the curriculum. The first opportunity is the possibility of auditing courses. Each spouse is permitted one course courtesy audit per major semester at no expense. The courtesy audit of a class may be limited by space or by professional preference. All such audits must be approved by the Registration Office prior to the beginning of class. Please see the courtesy audit information in the Academic Student Handbook or stop by the registration office for more information. The second opportunity pertains to the Christian Studies Program. Information on this opportunity may be obtained from the Ockenga Institute office located on the second floor of the Academic Center.

Student wives are invited to enroll in the *Mentoring for Partners in Ministry* course offered each fall semester through Student Life Services. Information on this opportunity may be obtained from the Student Life Services Office located in Kerr 318.

During the year, two marriage seminars are also offered for couples.

SPIRITUAL LIFE

Our assumption is that you have come here in response to God's bidding to study. The seminary provides a vigorous academic program designed to challenge and enhance your understanding of God's Word and world. This challenge to the intellect is complemented by a corresponding challenge to the soul.

It is our conviction that the development of mind and soul are necessary dimensions of theological education. Hence, prayer, worship, meditation and reading of God's Word are as essential to the community of faith as are books, papers and computers.

The common life in Jesus Christ shared by students, faculty, administrators and staff provides a base for special spiritual fellowship. The varying ecclesiological and personal backgrounds enrich this sharing. A Christian community is enjoyed not only in the classroom, apartments, dormitories, dining hall and library, but also in a variety of devotional experiences, including corporate worship in our Chapel on Tuesdays and Wednesdays.

Informal

Student prayer meetings and small group Bible studies are developed according to needs and interests, as fostered by Student Life Services, residence life coordinators, the Student Association, and faculty, as occasion arises. During the noon hour, small group prayer meetings are formed to pray for the mission needs in various parts of the world. Numerous other *ad hoc* arrangements occur to enrich the spiritual lives of students. Students are also encouraged to maintain active involvement in a local church for worship, Bible study, prayer, fellowship and evangelistic outreach.

Formal

Chapel and community fellowship are essential to the spiritual formation of our students and the Gordon-Conwell community. Chapel meets from 9:40am— 10:30am on Tuesdays and Wednesdays during the fall and spring semesters. The mission of chapel is to develop character, community and leadership among the student body in a vibrant atmosphere of regular worship services. Both Tuesday and Wednesday chapels are led by students and feature faculty and special guests as speakers.

In addition, lectureships and special events are regularly offered on other days of the week. Denominational groups meet once a month on Thursdays. Wednesday is designated as All School Chapel and offices, the dining hall, library and bookstore are closed during this time. Wednesday chapel includes an informal coffee fellowship in the lobby immediately following the service. The chapel program schedule for the fall and spring semesters is published and distributed in the students' mailboxes.

John and Lois Pierce Center for Disciple-Building

VISION OF THE PIERCE CENTER

By God's grace and for His glory, we long to see Gordon-Conwell living joyfully as a community of Christ-centered, Holy Spirit-empowered disciple-builders.

MISSION OF THE PIERCE CENTER

Within the context of a loving Christian community, we invite one another to prioritize life-long intimacy with Jesus Christ while developing as incarnational disciple-builders.

STRATEGIC FOCUS

It is understood that disciple-building is an intentional, Holy Spirit-empowered, biblically-based and prayerful transformational process which Gordon-Conwell desires all students to experience as they become more like Christ and prepare to lead others in Christian discipleship and spiritual formation.

We will strive to fulfill our vision and mission through the following ministry priorities:

- To encourage Gordon-Conwell students to engage in intentional spiritual formation: Increasing in intimacy with Jesus Christ and maturing in Christ-like character and conduct in the context of a loving Christian community (e.g. through habits of the heart/spiritual disciplines of the Word, prayer and reflection; one-to-one discipling relationships; retreats; etc.)
- To equip Gordon-Conwell students to invite others into the biblical, prayerful, transformational disciple-building process (e.g. through Soul Care Groups; Soul Sabbaths; retreats; training events; practical resources, etc.)
- To explore creative and biblical approaches to stimulate disciple-building among the wider body of Christ (e.g. through scholarly inquiry and prayerful dialogue which sharpens the mind, deepens the soul and prepares the leader for greater effectiveness in ministry)

Faculty, the Dean of Students and pastors of churches where students attend should also be considered as resources for encouraging spiritual formation.

Church Fair

Students are encouraged to participate in the worship, life and ministry of a local church. Student Life Services sponsors the annual church fair during the new student orientation in order to provide an opportunity for new and returning students to meet pastors and representatives from the local churches.

Denominational Groups

Denominational group meetings occur approximately six times during the academic year as part of the chapel schedule. A list of the established groups, with their meeting locations and advisors, is distributed early in each semester in the chapel program. The purpose of the meetings is to provide information and opportunities for fellowship to students affiliated with the various denominations. Usually a group must have at least six members with an advisor from the faculty, staff or administration. Pastors or denominational officials may serve as advisors when there is no one available on campus. Questions should be directed to the Dean of Faculty.

Prayer Rooms

The J Christy Wilson, Jr. Prayer Room, located off the Great Room in the Kerr Building, and the chapel located in the Retreat House are available for use by individuals or groups for prayer. Use and oversight of the rooms are coordinated by the Office of Student Life Services in Kerr 318.

SERVICES AND RESOURCES

Athletic Services

Bennett Center

The Bennett Center at Gordon College is available to the Gordon-Conwell community at a reasonable membership fee. Gordon-Conwell students, faculty and staff and their immediate families may purchase a membership for one month, three months, six months or one year. Membership includes use of the facilities during posted open hours (cardio room, weight room, swimming pool, racquetball courts, walking track, gymnasium, locker rooms and sauna). The Bennett Center offers group fitness classes and use of the rock gym for an additional fee.

Gordon-Conwell users must show proof of current enrollment (staff/faculty ID, student ID card) when registering at the Bennett front desk. For more information, contact Student Life Services.

During warm days, as well as summer months, students gather to play organized soccer and Frisbee. For information, contact Student Life Services, Kerr 318.

Bookstore

The following information is given to help students understand the operation, policies and procedures of the bookstore.

Philosophy

The Gordon-Conwell Bookstore is committed 1) to providing quality books and merchandise at a competitive price to the Gordon-Conwell community, the greater North Shore community and beyond; 2) to assisting students, staff, faculty and alumni with building their personal libraries, meeting their educational goals and furthering their ministries; and 3) to partnering with pastors and churches to be a resource for Christian education, Bible study and ministry.

Return Policy

Books may be returned within 7 days of purchase if unused, unmarked and in saleable condition. The return must be accompanied by a receipt. Damaged/defective books may also be returned for replacement. See bookstore management for further details.

Campus Grounds

Seminary apartment residents may have cookouts in the areas adjacent to their respective buildings. Also available are two picnic areas, known as the Pilgrim Hall Picnic Area and the Kerr Building Picnic Area. Due to the size of the seminary community and the active use of the grounds, outside groups permitted to use the grounds for picnics are limited to those affiliated with a student's Mentored Ministry. Forms to request use of picnic areas are available in the Student Life Services office.

To help preserve campus property, vehicles are not to be driven on or parked on any unpaved areas. Also, tents, tent trailers, motor homes, etc. are not to be set up on paved or unpaved areas of the seminary.

For safety reasons, anyone walking or exercising a dog on campus must keep the dog restrained, under control and on a leash at all times. Also for safety reasons, playing golf or hitting golf balls on campus is prohibited.

Campus Safety

The Department of Public Safety, Campus Safety, consists of three full-time officers and several part-time officers drawn from the student and non-student population. Although some Campus Safety officers are police academy graduates, trained at Massachusetts Criminal Justice Training Council academies, Campus Safety officers are not police officers and do not have the power of arrest. All Campus Safety officers are certified in first aid to the First Responder level and

professional C.P.R. Additionally, some Campus Safety officers are state licensed Emergency Medical Technicians.

The Gordon-Conwell Department of Public Safety, Campus Safety, provides year-round, 24-hour patrols of all buildings and grounds. They also serve the community by providing a variety of public services and assistance and are the first to respond to a reported emergency. Their office is located in the North Wing, Room 416 (next to the Great Room) in the Kerr Building. They can be contacted from a campus telephone by dialing ext. 4180 or from an outside line by dialing (978) 646-4180 or (978) 836-6798 (direct to on-duty officer's mobile).

Note: In the event of an emergency that requires the Hamilton Police Department, Fire Department, or an ambulance, always dial 911, immediately.

Some of the services provided by the Department of Public Safety, Campus Safety, are the following:

- 24-hour patrol of all buildings and grounds and other services
- Crime prevention and investigation
- Traffic and parking control
- First Responder and CPR Trained Officers for initial response to medical emergencies
- Motor vehicle and bicycle registration
- Assistance with building and motor vehicle lockouts
- 30-day Lost & Found service
- Issuance of visitor passes
- On-campus personal safety escort assistance
- Making emergency notification

For more information and online forms, please visit Campus Safety's webpage on the Gordon-Conwell website at: <http://www.gordonconwell.edu/hamilton/current/Campus-Safety.cfm>

Campus Emergency Notification System (SEND WORD NOW) Use of Electronic and/or Cellular Communications (as appropriate)

Any major emergency announcements or notifications will be communicated through the Send-Word-Now Emergency Alert Notification System in addition to any other means available.

The Send-Word-Now Emergency Alert Notification shall be used to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, faculty or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency.

Children's Playroom

The use of the Retreat House Playroom (located in the basement of Retreat House) is coordinated by Student Life Services. Two rooms are available during the winter months for mothers/dads to take their children (birth through 4 years of age). Individuals wishing to use the Retreat House Playroom should inform themselves of the guidelines prior to using the facility. Guidelines are available in Student Life Services.

Clothing Shop: Give and Take

The Give and Take Shop is maintained by volunteers as a ministry to the entire seminary community. Donations of clean, stylish clothing and small, child-safe toys and working appliances are accepted. The shop is located in the building next to the Rouse Memorial Playground. Persons may drop their donations during hours of operation, and are free to take anything they need. Hours are posted on the door. Questions may be directed to Student Life Services.

Copy Services

Copy Services, located on the main level of Kerr, provides a variety of services and supplies for students and the Gordon-Conwell community, including high-speed copies, folding, cutting, laminating and binding. Self-service copies can be made in the library during library hours. Students should contact the Copy Services office at (978) 646-4267 during business hours or by emailing copy@gcts.edu.

Counseling Services

Student Life Services serves as a supporting resource to students who may need assistance in locating counseling services for themselves and/or their spouses on issues such as personal development, spiritual concerns, relational adjustments and marital concerns. The school acts primarily as a crisis intervention and referral source. Individuals who demonstrate financial need beyond insurance coverage may be eligible to receive a subsidy from the school for necessary counseling upon recommendation of the Dean of Students in Student Life Services. Students who desire help in addressing life issues not requiring the credentials of a trained counselor are encouraged to talk to their faculty mentor, the Dean of Students or their pastor.

Dining Services

Gordon Conwell Dining Services is managed by Sodexo. The Dining Services team strives daily to create exceptional experiences for students, staff, faculty and guests.

Website

Please visit the Gordon Conwell dining website at <http://www.gordonconwell.edu/hamilton/current/Food-Services.cfm> to view weekly menus, special campus events and contact information.

Dining Hall Hours of Operation

Fall and Spring Semesters

Breakfast (**cash sales only, NOT included in Board Plan**)

Monday-Friday

7:30 am — 9:30 am

Lunch:

Monday-Friday

11:30 am — 1:00 pm

Brunch:

Saturday
12:00 pm — 1:00 pm

Dinner:
Monday-Saturday
5:00 pm — 6:00 pm

January Semester

Breakfast (**cash sales only, NOT included in Board Plan**)

Monday-Friday
7:30 am — 9:30 am

Lunch:
Monday-Friday
11:30 am — 1:00 pm

Dinner:
Monday-Thursday
5:00 pm — 6:00 pm

Summer Semester

Breakfast (**cash sales only, NOT included in Board Plan**)

Monday-Friday
7:30 am — 9:30 am

Lunch:
Monday-Friday
11:30 am — 1:00 pm

No dinner is provided during summer sessions.

The dining hall is closed every Sunday and on the following holidays:

- Labor Day
- Thanksgiving (closes Wednesday after lunch and re-opens on Monday)
- New Year's Day
- Memorial Day
- Martin Luther King, Jr. Day
- Independence Day

The dining hall is also closed the week between Christmas and New Year's Day.
Students on the board plan may use the Pilgrim Hall kitchen when the dining hall is closed
(contact the Housing Office for info).

Board Plan

Students living in the dorm are required to be on the board plan during the fall and spring semesters. New students are required to sign up for the 12-meal plan for their first semester. In their second semester, they may choose one of the two meal plan options:

- 12 meal option: Offers lunch and dinner Monday through Saturday during the fall and spring semesters.
- 9 Meal option: offers lunch and dinner Monday through Thursday and lunch only on Fridays during the fall and spring semesters.

Meal Exchange Program

Board plan students who are unable to attend a particular meal(s) may transfer that particular meal(s) to another member of the Gordon Conwell community. Please contact the Housing Office to request your meal exchange voucher. Financial arrangements for meal exchanges are the responsibility of the board plan student.

Meals to Go:

Board plan students who are unable to attend a meal period may request a Meal-to-Go. A variety of sandwiches, wraps and salads will be prepared and held in the kitchen for pick-up. Request forms are located at the deli station and must be submitted to a Dining Services staff member 24 hours in advance of pick-up.

Campus Recycling/Sustainability

In an effort to increase recycling on campus, recycling bins are located in the Great Room and Dining Hall for cans and bottles. Paper recycling bins are located outside the mailroom. The use of reusable travel mugs is strongly encouraged for take-out coffee, and ceramic mugs are suggested when dining in.

Dining Hall Policies and Procedures

One of Sodexo's main goals is to provide a pleasant, clean, comfortable and satisfying dining experience. In order to meet this goal, the following procedures have been established:

- Please bus the tray and disposables from the table when finished dining. The dish return area is located in the front corner of the dining hall.
- Refrain from taking food, dishes or utensils from the dining area.
- Second helpings are available for board plan students but are meant to be consumed in the dining hall. **Students are not permitted to dine in the dining hall and take a meal to go.**

Dietary Requirements

The Campus Dining Services Program can assist students with their special dietary requirements. For more information, contact the Director of Dining Services at (978) 646-4041.

Vending Machines

Vending machines offering beverages and snacks are located in Kerr and the Academic Center.

Catering Services

For students who are planning private parties and/or weddings, Sodexo offers a full repertoire of catering services as part of their Campus Dining Program. From simple parties and bountiful

buffets, to elaborate dinners and elegant events, the Catering Department can be the solution to students' special needs. For more information, please contact Dining Services at (978) 646-4069 or visit <http://www.gordonconwell.edu/hamilton/current/Food-Services.cfm>.

Campus Dining Employment

Students can earn extra income while on campus, make friends, have fun and learn something by being a Campus Dining Services employee. Gordon-Conwell Dining offers flexible hours to fit class schedules, competitive wages and the benefit of working “close to home.” Interested students should contact the Director of Dining Services at (978) 646-4041.

Contact Us

Students are invited and encouraged to contact Dining Services with any questions, comments or suggestions about the Campus Dining Program. Please send comments to foodservices@gcts.edu.

Emergency Student Notification

In the case of a death, serious illness or accident in a student's family, during classroom hours, a staff member from the Student Life Services office will attempt to locate the student in class.

Employment

Student Employment

There are many positions available on campus for students. Positions are available for both work-study eligible students and non work-study students. Students secure these positions once they arrive on campus. Typical positions include grounds workers, office assistants, general maintenance workers and library assistants, to name a few. There are two ways to locate these positions: 1) The most common way is to obtain a list of department supervisors from the student employment/human resources office and contact these hiring managers directly regarding any available positions, and/or 2) Drop by the student employment/human resources office where occasionally student employment positions are posted.

Staff Employment

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

Casual Labor Opportunities

Student spouses are eligible to work in a short-term capacity under casual labor arrangements. These opportunities are subject to certain earning limitations, and are on an as-needed basis by various seminary departments (see *International Students* on F-2 spouse visa and employment).

Off-Campus

Community jobs are posted electronically, as follows:

Current Students

Current students log on to their existing Student Portal account, and click on the “Job Search” link on the left.

Spouses of Students

Spouses of current students can go to the link below and use the user name and password to view the board.

Username: gctsguest

Password: localjobs

<http://www.gordonconwell.edu/about/Jobs.cfm>

Fax Information

The mailroom provides fax service to students for a small fee. There is no charge for receiving a fax, only for sending one. The name of the student and box number must be on the receiving fax in order for the mailroom to place it in the correct mailbox. The mailroom fax number is (978) 468-6691.

Financial Assistance (Emergencies)

The Fund for Community draws its funds from donations made by members and friends of the seminary community. It is used to respond to students' personal, emergency needs. Students should contact the Dean of Students for assistance.

Information Technology Services

Gordon-Conwell Theological Seminary (GCTS) provides a range of information technology services (ITS). These services include a course management system (CAMS), interactivity (Sakai), e-mail, online research databases, computers, printers, copiers, scanners and the IT Help Desk.

Information Technology Help Desk

The ITS Help Desk supports resources owned by the Seminary. The ITS Help Desk office is located on the 2nd floor of Kerr (one level below ground, near the elevator) and is open from 8:00am–4:00pm, M-F. Support for accessing CAMS, Sakai or email is available to all students using supported web browsers and operating systems. A list of supported web browsers and operating systems is available through the ITS Help Desk.

Campus telephone support is provided for Seminary phones located in the Kerr building dormitories.

The ITS Help Desk does not provide support to students for email client programs (Outlook, Entourage, Mac Mail, Eudora, Thunderbird) or handheld devices (e.g. iPhone, Blackberry, Palm, Android/Droid).

The ITS Help Desk does not offer hardware or software support for personally owned computers.

Please log new issues with the Help Desk by emailing helpdesk@gordonconwell.edu.

If you do not have access to email, please leave a message on the Help Desk voice mail system at (978) 646-HELP.

Internet and Network Access

The GCTS network connects to the Internet and internal resources, including CAMS, Sakai and library resources. Network outlets are available in the Kerr Building Great Room and individual residences in Lamont, Gray and Phippen Halls.

Wireless network access is available in portions of the Academic Center, Goddard Library and the following Kerr Building locations: Dining Hall and Great Room. At the discretion of the GCTS ITS Department, personal computer access to campus networks may be blocked to ensure the security, integrity and performance of GCTS systems.

Email and CAMS

At matriculation, students receive a GCTS network user ID and password. In most cases, the student user ID is the student's first initial plus last name. For example, John Smith's user ID would be jsmith, and his email address would be jsmith@gordonconwell.edu. Instructions for logging into email are provided during the matriculation process, as well as during new student orientation.

This user ID and password are used to access email, CAMS, Sakai and library resources. Utilize the links on the "Current Students" section of the Gordon-Conwell website, www.gordonconwell.edu, to access email, CAMS and library resources. Students are encouraged to log onto CAMS regularly. Professors post course documents, announcements and grades in CAMS. Some professors also use Sakai to post course documents and announcements. Additionally, course schedules and student account history are available on CAMS.

Library Computers

Computers and printers for student use are available in the Goddard Library. Student printers in the library use supplies purchased with printing fees deposited in the collection boxes. The Goddard Library contains various software manuals, computer publications and ITS information sheets.

Students are welcome to take the ITS information sheets. Other literature must remain in the library. The *Student Handbook* includes the Seminary's policy for responsible use of ITS resources. Failure to use the network and associated resources responsibly can result in suspension of access privileges to seminary ITS resources.

Virus Protection and Security

All computers connected to the Gordon-Conwell network must have operating system patches applied and virus and malware protection software with current virus definitions installed. Please contact the Help Desk to request a current list of free virus protection programs.

Library

	Academic year	Jan/Summer classes	No classes or exams
Monday-Thursday	7:45am-11:00pm	8:00am-10:00pm	8:00am-5:00pm
Friday	7:45am-5:00pm	8:00am-5:00pm	8:00am-5:00pm

Saturday	9:00am–9:00pm	9:00am–5:00pm	Closed
Sunday	Closed	Closed	Closed

Closed: Memorial Day, Independence Day, Labor Day, Thanksgiving Day plus Friday and Saturday, Christmas–Jan 1.

Wednesdays: 9:30am – 10:30am (academic year chapel)

Extended hours: open until 11:00pm (last two Fridays and Saturdays of fall and spring semesters)

Lost and Found

The Department of Public Safety, Campus Safety, maintains a Lost & Found collection for the benefit of the seminary community. Items will be kept for 30 days, after which they may be considered abandoned property and disposed of in an appropriate manner. There is also an informal Lost and Found for items left in the Academic Center. It is located on the main level of the Academic Center by the stairs going to the upper level.

Mail Services

Mail Delivery and Pickup

The seminary mailroom processes mail from the U.S. Postal Service (USPS) and other delivery companies (such as UPS, Federal Express, etc.). First-class mail is delivered to campus mailboxes before 11am M-Sat. during the academic year except on federal or seminary holidays. Second and third class mail is delivered as soon as possible thereafter, usually before 12 noon. Mail from delivery companies is processed as soon as it arrives. Outgoing mail is picked up at approximately 2pm except on Sundays and federal holidays. Normal business hours are 9:00am-4:00pm M-F. Office hours vary during the winter break and the summer months.

Intra-Seminary Mail

There is a drop box for mail delivery to seminary students, faculty and staff that is emptied and delivered to campus mailboxes periodically throughout the day. Whenever distribution must be made to more than five students, please fasten the bundle together in box number order. No individual student or group of students has the privilege of a multiple distribution of material through the campus mail. Inquiries on this matter shall be directed to the Dean of Students in Student Life Services. Students are responsible for reading and responding to administrative notices placed in their boxes.

Hours and Services

The mailroom will be open for business from 9:00am-4:00pm, M-F. Hours may vary during the summer. Many of the same items and services purchased at a federal post office can be purchased in the mailroom, including stamps, priority mail, express mail, media mail and certified mail services. Students may send faxes (for a small fee) or receive faxes (free) in the mailroom. For complete information about mailroom services and prices, please contact the mailroom at (978) 646-4043 during business hours, or by emailing mailroom@gcts.edu.

Addresses on Campus

In compliance with state laws, all students will be assigned a campus mailbox that will be used to deliver intra-campus and USPS mail. In order to be sure that their mail is delivered in a timely fashion, students should adhere to the following USPS address standards:

Name

GCTS Box _____

130 Essex St.

South Hamilton, MA 01982

Students living in on-campus apartments will also have the following address:

Name

_____ Essex St., Apt. _____

South Hamilton, MA 01982

All packages (USPS, UPS, federal express, etc.) are delivered to students' campus mailboxes for pickup at the window.

Change of Address

It is vital that the seminary have the students' correct mailing address at all times. If, during his/her seminary career, a student moves or is on a leave of absence, it is imperative that the proper information be given to the mailroom on a change of address form (obtainable from the mailroom during business hours). At that point, all first class mail will be forwarded; however, intra-campus mail and third class mail cannot be forwarded and will be returned to the sender. Students who are away for the summer may have first class mail forwarded, and intra-campus and third class mail will be held until they return.

Closing of Mailboxes

Any Gordon-Conwell mailbox belonging to a graduating senior (if the student has not already closed the box) will be closed on July 1st following the date they have graduated, unless they have re-enrolled for another degree. It is the student's responsibility to notify the mailroom of his/her enrollment in another degree. If a student is not registered for a classroom course in a given semester, their mailbox will be closed after the registration period ends, unless special arrangements are made with the mailroom.

If a student's absence will be longer than one (1) semester, the box will remain closed. Upon re-registration, the student must then sign up with Mail Services for a new campus mailbox. There is no guarantee that the student will be assigned the same box. Students taking exclusively Semlink or Doctor of Ministry courses will not be assigned a mailbox.

It is the student's responsibility to check his/her campus mailbox regularly, since it is the primary form of communication between the seminary and the student. If a student's box has been closed, the student is personally responsible for contacting all necessary seminary departments.

Please note that all returned schoolwork that has not been retrieved prior to closing a mailbox will be sent to the registration office to be held for a period of up to one (1) year. After that period, all material will be destroyed. The student will be personally responsible for retrieving this material.

Media Services

The primary responsibility of the Media Services department of Gordon-Conwell is to provide support for classroom activities, faculty, and administration, and secondarily to provide general A/V support to the community. Media Services provides technical support and maintenance for chapel services, audio-visual resources in classrooms and seminary events. Personal and non-class related services, such as media conversion/duplication and recording/editing assistance, are not available. Recordings of events and services are available for purchase through Ockenga (store.ockenga@gcts.edu). To access free recorded content, visit Gordon-Conwell on iTunes U and Vimeo by clicking the corresponding logos at www.gordonconwell.edu.

A/V Support for Student Association

Media Services provides A/V equipment check-out and student-media staff support for official Student Association (SA) events. Any SA student using any A/V equipment must complete an A/V request. All A/V support requests must be emailed to media@gordonconwell.edu *two weeks prior* to the event. SA groups will be billed an hourly rate for all student media staff support received. SA events utilizing equipment check-out (picked up from and returned to the Media Services office [AC236]) will not be charged. All requests must include: Group sponsoring the event; type of event and the specific A/V requests; location of the event; date of the event (date, A/V check, start, end). A film may be shown for an official SA event as long as faculty-led discussion is integral to the event – such events may need to be partnered with the chapel office for licensing.

Viewing Films on Campus

According to federal law, no individual or group may publicly show a film that is copyrighted unless the appropriate royalty fees have been paid. Videos that have been rented from local establishments or purchased are covered by this law. Individual students may rent and show video movies to a small group of relatives or friends in the privacy of a residence hall room or lounge. The showing may not be publicly advertised nor open to the public.

Medical Insurance

Massachusetts law requires that all Gordon-Conwell—Hamilton students enrolled in 6 or more credit hours (full or three-quarter time) have “suitable” health insurance coverage. To help students meet this requirement, Gordon-Conwell offers a health insurance plan through Blue Cross Blue Shield. This plan is managed through Student Life Services and University Health Plans. Hamilton students enrolled in 6 or more hours in the fall and/or spring semesters must participate in the seminary plan, or waive inclusion in the seminary plan by providing proof of another insurance plan deemed by the Massachusetts Division of Health Care Finance and Policy (DHCFP) as “comparable coverage” to the plan offered by the seminary. Students who waive coverage must do so by the posted waiver deadline each year. Students not enrolled in 6 or more credit hours cannot be included on the seminary plan and are not required to submit a waiver.

Meeting Room Reservations

The Physical Plant office is responsible for assigning the use of seminary rooms or buildings by campus groups. Those wishing to reserve space for seminary-related and sponsored events as well as for personal reasons need to complete a request for facilities form, available in the Physical Plant office located in the North Wing in the Kerr Building.

All reservations must be made well in advance. A minimum of three working days is required for a simple room reservation. Anything involving food services, maintenance or media services requires a two-week advance notice.

Outside groups are allowed access to campus facilities when space is available. Fees will be charged to cover maintenance costs and custodial services for use of campus facilities by approved outside organizations, with reduced rates for personal use by students.

Also available on a limited use basis is the Retreat House. For information regarding use of the Retreat House, contact Student Life Services.

Nursery School

The Gordon-Conwell Nursery School, established in 1988, is known for its quality educational program and is guided by the philosophy that “all children can learn.” The program provides a child-centered learning approach which enables each child to learn and develop actively at his/her own pace. Through Bible lessons and worship, children are encouraged to develop an awareness of God. The Nursery School is organized for children ages 33 months (2 yrs 9 months) to pre-kindergarten. Sessions are offered in a two- or three-day program. A limited number of scholarships are available to children of full-time students, based on financial need. The Nursery School is a service provided through Student Life Services.

Notary Public

Students who need the services of a Notary Public may inquire in Kerr 378.

Office Hours, Administrative

The Hamilton campus administrative offices are open from 8:00am-12:00pm and 1:00pm-4:30pm, M-F. During the summer months, offices typically close at 1:30pm on Friday. Occasionally, the hours of operation for an office will vary. In such cases, the hours will be posted at that office.

Out and About Information

The Out and About booklet was initially compiled by seminary wives to provide information regarding auto care, banks, beaches and parks, bookstores and libraries, clothing, craft stores, drug stores, grocery stores, medical care, restaurants, things to do in the area plus other places of service. Every year it is updated by Student Life Services and posted on the GCTS website.

Placement Services

The Placement Office exists to serve graduating students and alumni in their search for ministry positions. The office oversees and maintains the free placement website www.MinistryList.com. As a service to the church, this site posts information on available professional ministry positions in churches and ministry organizations in the U.S. and around the world. In addition, the Candidate List section of MinistryList.com is where graduating GCTS students and alumni who are looking for ministry positions may post their candidate and contact information. Ministrylist.com also provides useful résumé, portfolio and interviewing helps as well as a list of other ministry job search links.

The Placement Office also seeks to be a resource during the job hunting process in areas such as résumé writing and critique, workshops, interviewing and denominational information. Denominational officials and representatives from churches and parachurch organizations come to the Hamilton campus throughout the year to interview and recruit students. The Placement Office publicizes these visits and arranges appointments. Seminary placement services are intended to supplement those offered by denominations.

Student Accounts

The cashier's window is open from 9:30am to 3:00pm Monday, Tuesday, Thursday and Friday, and 10:30am to 3:00pm on Wednesdays. Financial and payment information can be found in the cashier's lobby, on the GCTS website and in this handbook. Also, periodic updates and reminders are sent via email throughout the semester. Non-cash payments may be made by envelope at anytime by submitting payments through campus mail, addressed to "Student Accounts." Credit card payments for student account balances can be made at anytime by logging into the CAMS Student Portal and linking to "My Ledger." Students may contact the Student Accounts Office by emailing finserv@gcts.edu or calling (978) 646-4049.

Student Guidance

The Pastoral Guidance Committee, chaired by the Dean of Students, is available to help students who may be experiencing personal or emotional difficulties. Referral to the committee may come from faculty, administration, staff or students with or without the affected student's knowledge. Students experiencing difficulty of one kind or another may also request the help of the committee.

The focus is pastoral not disciplinary. However, in cases where the committee determines it is in the best interest of the student and the seminary for the student to seek professional help outside the school or to require the student to withdraw to attend to personal matters, the committee has the authority to take such action. The student retains the right to appeal the committee's decision.

Student Lounges

Students have the opportunity to retreat to the Great Room in the Kerr Building to relax, play the piano or enjoy a game of ping pong. Students may also avail themselves of the wireless Internet connections there. The Great Room, on occasion, will be used for large functions, which requires it to be closed for a day or two. When this occurs, students will be given advance notice. Students also can take a break in the lounge, located in the Academic Center, where they have access to vending machines and a microwave. A commuter lounge is reserved for students who live off campus, and is located in Kerr 429, between the Great Room and the North Wing. A refrigerator and microwave/toaster are available for students' use. Any questions about the lounges should be directed to the Student Life Services Office.

HOUSING SERVICES

Criteria of Assignment

On-Campus Housing

Application forms for on-campus housing are located on the GCTS website under Housing. Campus housing consists of both dormitory and apartment accommodations. (Please see housing manuals on the GCTS website for more detailed procedures and policies.) Students are permitted to live in on-campus housing for a maximum of three lease or contract years.

Eligibility for On-Campus Housing

Full-time students enrolled in a degree program must successfully complete at least 21 credits (or 7 classes) towards their degree per lease year. Of these 21 credit hours, at least 3 must be taken in both the fall and spring semesters, respectively.

Students who choose to officially defer their application with the Admissions Office may remain on the housing application list for one year. The date of their housing application will be changed to September 15 of the year in which they deferred.

Category I Special Cases (March 1 – fall/November 1 – spring deadline to apply for housing)

1. Seminary invited guest (As per Academic Dean and AJ Gordon Guild)
2. New F-1 Visa students (overseas/domestic)
3. New student - physically challenged
4. Gordon College (3)

Category II Certain Scholarship Recipients (March 15 – fall/ November 15 spring deadline)

5. New Student — Special Scholarships Priority
(Merit*, Graham, Michael Haynes, Minority, Partnership and Trustee)

Category III All Others (Prioritized by application date)

6. Faculty
7. New Student – Priority Wait List
(*Category I and II housing applications received after March 1 and 15 deadlines.*)
8. Any Student – All current students or new students not under Category I or II.
9. Staff (Up to 6 spaces are assigned on August 31 of each year, as available.)

*Includes Military Chaplaincy, Professional Counselor, Teaching Ministry, Pastoral Ministry, Pastors in Africa, and Future Christian Leaders, International, President's and Missions Scholarships.

Housing Facilities

Campus housing presently includes dormitory housing for 104 men and 49 women. Dormitory rooms for single students include single and double rooms during the fall and spring semesters. Meal preparation, using a microwave and/or toaster oven, is permitted in dormitory lounges only. Students living in the dorm are required to participate in the board plan during the fall and spring semesters. New students are required to participate in the 12-meal option during their first semester. Following their first semester, they may choose one of the two-meal plan options as follows:

1. 12-meal option offers lunch and dinner Monday through Saturday during the fall and spring semesters.
2. 9-meal option offers lunch and dinner Monday through Thursday and lunch on Friday during the fall and spring semesters.

There are 211 apartments which house students. Apartment housing is primarily for married students. The apartments are located within six buildings comprised of studio, one bedroom, two-bedroom and three bedroom apartments. They are equipped with a stove, refrigerator and garbage disposal. Parking (one space per apartment), laundry facilities and a small storage area are included in the apartment buildings. The seminary does not offer furnished apartments.

Pets of any kind are not permitted in any campus building. Alcoholic beverages are prohibited on campus.

Smoking is not allowed in any on-campus building, including on-campus housing facilities. Complete copies of housing policies are available on the GCTS website. Each apartment and dormitory is assigned its own Residence Life Coordinator (RLC). The RLC serves as a liaison of Student Life Services to promote community among the residents by providing opportunities for spiritual encouragement and fellowship. Residents have the opportunity to join with and participate in a diverse community, where the love and joy of the Lord can be experienced and shared.

The *Community Life Statement* serves as the standard for maintaining a healthy community in each apartment building and dormitory. The Housing Policy and Manual is intended to be used in conjunction with the *Community Life Statement* in the day-to-day life of the residents.

Off-Campus Housing

Off-campus accommodations are available to all students. These listings may be accessed through the CAMS student portal under the Housing Opportunities link. The ultimate responsibility for off-campus housing agreements is between the tenant and landlord.

Commuter Rooms

The seminary attempts to provide housing for commuter students who need overnight accommodations. These are typically dorm rooms or a room in the North Wing. Students must obtain a Commuter Room application at the Housing office. Rooms will be assigned on a first-come, first-served basis. Commuter room availability is dependent on vacancies.

Statement of Compliance

Gordon-Conwell Theological Seminary complies with the Civil Rights Act of 1964, and with Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of race, color, national origin or sex. The seminary is eager to cooperate with householders who will uphold these laws. The seminary cannot and will not cooperate with householders who discriminate illegally against students in violation of the provisions of these laws.

POLICIES AND PROCEDURES

Notification of Professors/Staff for Student Hospitalization

When a student is hospitalized, the student should contact Student Life Services. Student Life Services will then notify the student's professors and other seminary staff, as appropriate. When the student is able, he/she is expected to speak with professors in order to arrange for making up missed work.

Notification of Title IX Coordinator

Gordon-Conwell is in compliance with the legal citation of Title IX of the Education amendments of 1972, and its implementing regulation 34 C.F.R. Part 106 (Title IX). The Dean of Students is the designated person responsible for monitoring the overall implementation of Title IX for the three campuses and coordinating compliance with Title IX in all areas covered by the implementing regulations. The Dean of Students' office is located in Kerr 318, (978) 646-4060, litas@gcts.edu.

This notification is in compliance with the Office of Civil Rights of the U.S. Department of Education (8th Floor, 5 Post Office Square, Boston, MA 02109-3921).

Policy on Alcohol Use and Smoking

The use of alcoholic beverages is not permitted on the campus. A smoke-free environment is desired at Gordon-Conwell for the benefit of all members and guests of our community. Consequently, smoking is not permitted in any on-campus buildings or in any off-campus offices and classrooms.

Policy on Drug and Alcohol Abuse

Gordon-Conwell Theological Seminary is in compliance with the Drug-Free School and Communities Act Amendment of 1989 relating to the illegal use of alcohol and drugs. Following is a policy statement regarding this act.

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

Seminary policy prohibits the following:

1. The use, possession, manufacture, distribution or sale of illegal drugs, controlled substances, or drug paraphernalia on seminary premises, in seminary-supplied vehicles, or at any official function or seminary activity,
2. The use, possession, manufacture, distribution or sale of alcoholic beverages on seminary premises, in seminary-supplied vehicles or at any official function or seminary activity,
3. Being under the influence of an unauthorized controlled substance, illegal drug or alcohol on seminary premises, in seminary-supplied vehicles or at any official function or seminary activity,

4. The use of alcoholic beverages or drugs that adversely affects a student's academic performance, preparation for ministry, or practice of ministry, or that adversely affects an employee's work performance, or that is a threat to individual safety on the part of students or employees, or that adversely affects the seminary's reputation in the public arena on the part of students or employees.

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

- I. Students

Referral for investigation of possible abuse will be made to the Dean of Students.

Referral may come from a number of sources, such as residence life coordinators, fellow-students, faculty or staff members, spouses, area clergy, campus police, etc. Procedure for disciplinary action will be observed.

- II. Faculty

The process involving faculty shall follow the Faculty Handbook.

- III. Staff

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

Summary Of Legal Sanctions Covering Alcohol And Drug Abuse

Local, state and federal laws make illegal use of drugs and alcohol serious crimes. Convictions can lead to imprisonment, fines and assigned community service. Courts do not reduce prison sentences in order for convicted persons to attend school or continue their jobs. A felony conviction for such an offense can prevent you from entering many fields of employment or professions.

Cities and towns in Massachusetts, specifically Hamilton, prohibit public consumption of alcohol and impose fines for violations. The Metropolitan District Commission also prohibits public consumption of alcohol in its parks around Boston.

Massachusetts laws prohibit sale or delivery of alcoholic beverages to persons under 21 with a fine of up to \$2,000 and 6 months imprisonment, or both. Misrepresenting one's age or falsifying an identification to obtain alcoholic beverages is punishable by a fine of \$300. First conviction of driving under the influence of alcohol has a \$1,000 fine, one-year revocation of driver's license, up to two years in prison and mandatory alcohol rehabilitation.

Massachusetts has criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, narcotic, addictive and drugs with a high potential for abuse have heavier penalties.

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

Massachusetts makes it illegal to be in a place where heroin is kept and to be “in the company” of a person known to possess heroin. Anyone in any context where heroin is present risks a serious drug conviction. Sale and possession of “drug paraphernalia” is illegal in Massachusetts.

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

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

on Web: <http://www.gordonconwell.edu/hamilton/current/Student-Handbook.cfm>

Health Risks and the Effects of Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening.

Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

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

Local Alcohol and Drug Resources

CAB Health & Recovery

Address 111 Middleton Road, Danvers, MA 01923

Telephone (978) 777-2121

Website: <http://www.cabhhs.org>

Project Cope

Address 117 N Common Street, Lynn, MA 01902
Telephone (781) 581-9270
Website: <http://www.projectcope.com>

CAB Health and Recovery Services - CAB TSS
Address 110 Green Street, Lynn, MA 01902
Telephone (781) 593-9434

Cab Health and Recovery Services, Inc. - Bay Colony
Address 800 West Cummings Park, Woburn, MA 01801
Telephone (781) 935-3025

Biennial Review of the Program

The Drug-Free Schools and Campuses Regulations require that every two years (on even numbered years) the Seminary conduct an audit of the effectiveness of their Drug-Free Schools and Campuses Program.

To determine the effectiveness of the above stated Drug-Free Schools and Campuses Program, Gordon-Conwell Theological Seminary has established a Drug-Free Schools and Campuses team to conduct a review of current programs, practices, policies, any new or changing laws related to this act and to suggest modifications, if needed, to the current program.

Members of this team are the following:

- Director, Department of Public Safety, Campus Safety
- Captain, Department of Public Safety, Campus Safety
- Dean of Students

Note: From time to time others may be invited to attend the annual review meeting as deemed appropriate.

A review of the program was completed on June 22, 2010.

A record of the current plan, related programs, statistics related to any incidents and compliance with this policy, plus the biennial findings of this audit team is kept on file in the Campus Safety office.

All records of disciplinary actions and/or counseling sessions related to drug and alcohol abuse are kept in the confidential files of Student Life Services; Department of Public Safety, Campus Safety, or Human Resources, as appropriate.

Distribution of Drug-Free Schools and Campuses Regulations Information

The following program is in place to ensure the required distribution of the policy to every faculty, staff and student each year.

- By providing a link to the official website of the Higher Education Center for Alcohol and other Drug Prevention: This link is: <http://www.edc.org/hec/dfsca>

- Each year, prior to October 1st, Campus Safety sends out an email to all faculty, staff and students, reminding them of the Seminary's position on Safe and Drug-Free Schools and Campuses. Since all faculty, staff and students have access to email, this meets the minimum requirement of informing annually all faculty, staff and students about the Drug-Free Schools and Campuses Policy.

(Hard copies of Gordon-Conwell Theological Seminary's Drug-Free Schools and Campuses Regulations Policy are available from the Department of Public Safety, Campus Safety, upon request.)

Enforcement

The enforcement of the Drug-Free Schools and Campuses Regulations as put forth in the program and in the Seminary policies, rests primarily with Human Resources, Student Life Services and the Department of Public Safety, Campus Safety. However, the Seminary assumes that each faculty, staff and student who voluntarily becomes part of the Gordon-Conwell Theological Seminary community agrees to abide by its Standards of Conduct and Community Life Statement.

Policy on Harassment

Policy and Information on Harassment

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

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

In accordance with the above, all members of the seminary community (students and their families, administration, faculty and staff) have a right to be free from discrimination in the form of harassment because of their status in the community, gender, race, denominational preference, age, national origin, economic status or physically challenging condition.

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

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

Specific Policy on Sexual Harassment

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

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

Grievance Procedure on Harassment

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

Informal Procedure:

The informal procedure consists of an unwritten request for advice or counsel to evaluate perceptions or clarify issues. Students might seek out their faculty mentor, residence life coordinator, the Dean of Students or the Dean of Faculty. Non-student residents might talk with their residence life coordinator. If resolution is not achieved by the informal procedure and the person wishes to pursue the matter, formal recourse shall follow.

Formal Procedure:

The formal grievance procedure followed shall be appropriate to the role of the person(s) involved.

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

Non-student Community Resident: Non-student community residents will follow the same procedure described for students.

Appeals:

In the event of a response, decision or action being unacceptable to any party, formal complaints can be appealed to successively higher positions up to the President's Office. Exceptions can apply where the Campus Safety Department advises other action be taken by necessity of law.

Confidentiality:

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

Policy on Hazing

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

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

269.17. *Hazing Prohibited; Definition; Penalties*

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

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

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

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

269.18. *Failure to Report Hazing; Penalty.*

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

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

269.19. *Notification by Schools of Hazing Law; Report by Schools; Disciplinary Policy.*

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

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

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

Each institution of secondary education and each public or private institution or post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate

emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Policies and Procedures on Information Technology

Authorized Access and Responsibilities

Access to Gordon-Conwell's information technology services is provided solely to enrolled students. Users are responsible for utilizing the resources in compliance with applicable laws, Seminary standards, policies and procedures. The Seminary's statements of community life standards are found in the seminary catalog and this handbook. Users are responsible for utilizing the resources with sensitivity to the rights of others. It is the student's responsibility to avoid intrusions into the privacy of others and to avoid creating an atmosphere of discomfort or harassment for others.

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

Students are to inform the ITS Help Desk at HelpMe@gcts.edu or (978) 646-4357 immediately should they become aware that access or attempts at access to other than an account for which an individual is authorized have occurred.

Email

Email accounts exist for the exclusive use of the assigned user and are intended for communication associated with Seminary programs. Users are responsible for clearly and accurately identifying themselves in any online communication. If users are acting as the authorized agent of a Seminary group, the communication must be identified as coming from the group.

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

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

Computer Resource Center

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

Software and Data Copyright

Licenses, contractual agreements, copyright and other laws protect most software, videos, audio files and data that reside on seminary computers. It is the students' responsibility to know the nature of these restrictions for the applications they use and to use the applications within these restrictions. Copyright law addresses illegal reproduction of software, videos, music and data.

Unauthorized copying is theft. Penalties of \$50,000 or more can be imposed for civil conviction and fines as well as imprisonment for conviction on criminal charges.

Network Usage

Gordon-Conwell provides Internet access for staff, faculty, students and guests. In order to provide the best service possible for everyone, we must limit and steward the number of wireless access points. Therefore, students are prohibited from installing their own wireless routers. Staff and faculty requiring wireless access in unserviced areas should contact the Helpdesk for assistance.

Computer activities having a significant negative impact on the network or found to be inconsistent with the school's Community Life standards will be blocked and the appropriate department notified. Examples include, but are not limited to, illegal filesharing, pornography, and malware distribution.

The Seminary places a high priority on copyright compliance and respectful bandwidth usage. ITS staff regularly monitors network activity for inappropriate activities, including file sharing. Peer-to-peer networks, file-sharing, torrents and the like are not permitted on Gordon-Conwell networks. While we recognize that these technologies are legal in principle, they are all too often used to illegally distribute copyrighted material. Evidence of such activity is promptly reported to the Dean of Students and the appropriate governing authorities.

Privacy and Confidentiality

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

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

- Student and employee information such as, but not limited to, mailing address, telephone number and email address;
- Student academic records
- Operations manuals, seminary practices, marketing plans, techniques and materials, development plans, financial information, information about Gordon-Conwell vendors and suppliers, files of the seminary, any information concerning the business affairs or operating practices of the seminary and records; and
- Student and class lists

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

Security and Monitoring

Students are responsible for making back-ups of electronic data that they create or maintain. The seminary assumes no responsibility for lost or corrupted data. Students are responsible for reporting any weakness they might discover in the security of the computing resources to the Computer Resource Center. Students are not to explore a weakness on their own as this may be interpreted as intentionally tampering with the seminary's computing resources and be treated as a violation of criminal law.

Students are responsible for installing suitable anti-virus software on any computer that they attach to the Gordon-Conwell network by a hard-wired or wireless connection. The seminary does not assume any responsibility for avoidance of or for the impact of computer viruses or other such destructive programs, and a student may be liable for any damage to the network or other computers that arises from failure to install suitable anti-intrusion software. The seminary reserves the right to monitor and record user activities without notice upon learning of possible unacceptable use and/or violation of the user's responsibilities. The seminary may provide the results of such monitoring to appropriate civil authorities. The seminary reserves all rights to suspend accounts, use and/or access to information technology resources pending evaluation of misuse and/or remedial action.

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

Policy on On-Campus Dancing

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

Policy on the Reproduction of Gordon-Conwell Theological Seminary's Copyrighted Materials

The following constitutes the policy for reproducing print, audio and video material in which Gordon-Conwell Theological Seminary is the copyright holder.

- Gordon-Conwell Theological Seminary considers each request individually to reproduce copyrighted material.
- Requests to reproduce copyrighted material must be in written form and include the following information:
 - a. Full contact information
 - b. Purpose for reproduction
 - c. Specific material desired for reproduction (granting permission to reproduce a product in its entirety is discouraged)
 - d. Number of copies desired

(Note: Gordon-Conwell Theological Seminary does not issue blanket permissions allowing a person or organization unlimited reproduction rights in relation to the time allotted for reproduction (i.e. no set end date), the scope of materials for reproduction and/or the number of copies reproduced. Upon receipt of a request, a decision will be made by the authorized manager of the material in question and is final. This decision will result either in

- a. Written permission to reproduce without charge or
- b. Written permission to reproduce after payment of a determined fee (for example, if a product is already available for retail purchase, you might give permission to copy and charge 50% of the retail price) or
- c. Denial of permission for reproduction -if permission for reproduction of material is granted, it must be reproduced in its original form as produced by Gordon-Conwell Theological Seminary and must carry a proper copyright notice.

Policy on Use of Facilities for Political Activities/Events

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

Procedures for Disciplinary Action

Statement of Standard for Disciplinary Action

The Seminary reaffirms the biblical principles set forth in its *Community Life Statement* as it seeks to support students in their theological endeavors. The seminary's commitment to its mission statement requires that all students be guaranteed an environment which promotes intellectual and spiritual growth. To this end, the seminary reserves the right to discipline a student who is found in violation of any aspect of the *Community Life Statement* or any other institutional standard of conduct which would make it difficult for him/her and others in the community to fulfill their academic goals.

The purpose of student disciplinary action is to determine if a student has engaged in misconduct, and, in those cases in which it is determined that the student has engaged in misconduct, to impose appropriate sanctions. The following procedures are employed in fulfilling this purpose.

Procedures for Conducting an Informal Hearing

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

- a. A statement of alleged charges against him/her
 - b. The specific seminary policy or standard of conduct which allegedly has been violated
 - c. The purported facts/information supporting the allegation
 - d. The establishment of an informal hearing
3. The Guidance Committee will conduct a hearing with the student, using the following guidelines:
- a. The student will be informed of the date, time, and location of the hearing, in writing, either by personal delivery or certified mail, at least five business days in advance. This information will also be provided to the person(s) who brought forth the alleged charges in case he/she desires to be present in the hearing, be required or be invited to be present in the hearing.
 - b. The entire case file and the names of any prospective witnesses will be available for inspection by the accused student during normal business hours in the Student life Services/Dean of Students office where non-academic student files are maintained.
 - c. The student may choose to be assisted by a family member or other individual. Those assisting the student will be given reasonable time to ask relevant questions of any individual appearing at the hearing, as well as to present relevant information. The student may also be accompanied by legal counsel, although the role of counsel will be limited to providing legal advice to the respective student. It will be done in a quiet manner that is not disruptive to the proceedings. A reasonable effort will be made to accommodate the schedule of any representative or advisor allowed to assist the student.
 - d. The student will be expected to respond to questions asked by the Committee. Students who refuse to answer on grounds of the Fifth Amendment privilege may be informed that the Committee could draw a negative inference from his/her refusal which might result in his/her dismissal from the seminary, in accordance with these standards and procedures.
 - e. The hearing may be conducted in the absence of the student who fails to appear following proper notification of the hearing date, time and location.
 - f. The hearing shall be tape recorded by the Committee. The tape(s) shall be kept with the pertinent case file for as long as the case file is maintained by the Seminary. (A copy of the tape will be made and kept in the Dean of Students office.)
4. Following the informal hearing, the Committee will meet for deliberations and render a written decision to the student within five business days after the completion of the informal hearing.
5. The Guidance Committee has the authority to render any of the following decisions/sanctions:
- a. **Further investigation** culminating in another hearing.
 - b. **Admonition.** A formal admonition that an institutional standard has been violated and which does not become part of a student's permanent record, but that may be taken into account in judging the seriousness of any future violation.
 - c. **Disciplinary Probation.** A more serious admonition assigned for a definite amount of time, with the probation to continue until certain conditions stipulated by the Committee have been fulfilled. It implies that any future violation during that time, of whatever kind,

may be grounds for suspension, or in especially serious cases, for dismissal from the seminary.

- d. **Suspension for a Definite Period.** Removal from membership in the seminary community, including all student privileges for a specified period of time, with the suspension to continue until certain conditions stipulated by the Committee have been fulfilled. A suspension is noted on a student's official record only for the duration of the suspension. (Required to move out of seminary housing.)
 - e. **Indefinite Suspension.** Removal from membership in the seminary community including all student privileges for at least the period of time specified by suspension, with the suspension to continue until certain conditions stipulated by the Committee have been fulfilled. A suspension is noted on a student's official record only for the duration of the suspension. After conditions stipulated by the Committee have been met, the Committee will reconvene to render a final decision. (Required to move out of seminary housing.)
 - f. **Dismissal.** Permanent removal from membership in the seminary community, including all student and alumni privileges without possibility of readmission. (Required to move out of seminary housing.) A dismissal is noted on student's official record.
6. If the student is suspended or dismissed, the written decision shall be mailed or personally delivered to the student within five business days after the completion of the hearing. It shall contain a statement of reason resulting in the sanction. The student shall be asked to sign a form, for the record, indicating his/her understanding of the disciplinary action taken by the Committee. The student shall also be advised of the appeal process.
 7. Confidential copy of the letter to the student will be filed in the Dean of Students Office, and the Registrar's Office will be notified of the decision.
 8. The Committee shall inform the person (victim), if any, that the investigation has been completed and that a sanction has been imposed.

Procedures for Appeal

In the event of a response, decision, or action being unacceptable to either party (the accused or the victim), formal complaints can be appealed to the President's Office. Exceptions can apply where the Campus Safety Department advises other action be taken, as required by law.

1. If either student (or victim) so desires, he/she may appeal the Guidance Committee's decision in writing within seven business days, following the notification of sanction, to the President of the Seminary.
2. The President will present his/her decision within seven business days to the student (or victim), unless he/she appoints a review committee of his choosing, in which case, he/she will have 10 business days.
3. The President's decision will be final.

Procedures for Student Departing the Seminary

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

2. Appropriate notation shall be entered on the student's transcript and placed in his/her permanent file. The Registration office will follow normal procedure to notify the appropriate offices of the student's leave from the seminary.
3. If the student resides on campus, he/she may be given up to a 30-day notice to vacate the apartment and no more than seven days to move from the dormitory.
4. In the case of an international student (F-1 visa), he/she will have 15 days from the time of dismissal to leave the country, as per SEVIS (Student Exchange and Visitor Information System) regulations.

Deviations from Established Procedures

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

Approved by President's Leadership Team July 5, 2000

Sales & Services on Campus

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