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

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

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

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

*Lita Schlueeter*
Dean of Students
Director of Student Life Services

*William Levin*
Dean of Enrollment Management

The policies contained in the Handbook are not comprehensive. Please consult individual offices for complete details on any specific policy. Gordon-Conwell Theological Seminary does not discriminate on the basis of race, gender, national or ethnic origin, age, handicap or veteran status. For a more detailed statement of policies, please consult the Catalog.
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## Academic Calendar 2008-2009

### 2008 SUMMER SESSIONS (May 19 - August 15)

#### Summer Session I (May 19 - June 13) and Full-Summer Session

<table>
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<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>May 19</td>
<td>Summer Session I and Full-Summer Session begin.</td>
</tr>
<tr>
<td>M</td>
<td>May 19</td>
<td>Summer Session I registration for new students and those not previously registered.</td>
</tr>
<tr>
<td>W</td>
<td>May 21</td>
<td>Last day to add Summer Session I and/or Full-Summer course (including Mentored Ministry).</td>
</tr>
<tr>
<td>W</td>
<td>May 21</td>
<td>Last day to add Semlink courses that are to be billed and transcripted under the Full-Summer Session.</td>
</tr>
<tr>
<td>W</td>
<td>May 21</td>
<td>Last day for 100% tuition/fee refund when dropping Summer Session I and/or Full-Summer courses.</td>
</tr>
<tr>
<td>W</td>
<td>May 21</td>
<td>Last day to drop a Summer Session I and/or Full-Summer course without a “W” (withdrawn) appearing on the transcript.</td>
</tr>
<tr>
<td>W</td>
<td>May 21</td>
<td>Deadline for payment of Summer Session I and Full-Summer charges for all students.</td>
</tr>
<tr>
<td>F</td>
<td>May 23</td>
<td>Last day for 80% tuition refund when withdrawing from Summer Session I courses.</td>
</tr>
<tr>
<td>F</td>
<td>May 23</td>
<td>Last day to submit course elevation petitions for Summer Session I courses.</td>
</tr>
<tr>
<td>M</td>
<td>May 26</td>
<td>Mentored Ministry Learning Covenants due.</td>
</tr>
<tr>
<td>W</td>
<td>May 26</td>
<td>Memorial Day, HOLIDAY.</td>
</tr>
<tr>
<td>F</td>
<td>May 28</td>
<td>Last day for 50% tuition refund when withdrawing from Summer Session I courses.</td>
</tr>
<tr>
<td>W</td>
<td>May 28</td>
<td>Last day to submit Summer Session I pass/fail petitions.</td>
</tr>
<tr>
<td>F</td>
<td>May 30</td>
<td>Last day for 80% tuition refund when withdrawing from Full-Summer Session courses.</td>
</tr>
<tr>
<td>F</td>
<td>May 30</td>
<td>Last day to submit course elevation petitions for Full-Summer Session courses.</td>
</tr>
<tr>
<td>F</td>
<td>Jun 6</td>
<td>Last day for 50% tuition refund when withdrawing from Full-Summer Session courses.</td>
</tr>
<tr>
<td>F</td>
<td>Jun 6</td>
<td>Last day to submit Full-Summer Session pass/fail petitions.</td>
</tr>
<tr>
<td>F</td>
<td>Jun 13</td>
<td>Last day of classes and examinations for Summer Session I courses.</td>
</tr>
<tr>
<td>F</td>
<td>Jun 13</td>
<td>Last day to submit extension requests for Summer Session I coursework.</td>
</tr>
<tr>
<td>F</td>
<td>Jun 13</td>
<td>Summer Session I written work due by 4:00pm.</td>
</tr>
</tbody>
</table>

#### Summer Session II (June 16 - July 11) and Full-Summer Session

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>M</td>
<td>Jun 16</td>
<td>Summer Session II begins.</td>
</tr>
<tr>
<td>M</td>
<td>Jun 16</td>
<td>Summer Session II registration for new students and those not previously registered.</td>
</tr>
<tr>
<td>W</td>
<td>Jun 18</td>
<td>Last day to add Summer Session II courses.</td>
</tr>
<tr>
<td>W</td>
<td>Jun 18</td>
<td>Last day for 100% tuition refund when dropping Summer Session II courses.</td>
</tr>
<tr>
<td>W</td>
<td>Jun 18</td>
<td>Last day to drop a Summer Session II course without a “W” (withdrawn) appearing on the transcript.</td>
</tr>
<tr>
<td>W</td>
<td>Jun 18</td>
<td>Deadline for payment of Summer Session II charges for all students.</td>
</tr>
<tr>
<td>F</td>
<td>Jun 20</td>
<td>Last day for 80% tuition refund when withdrawing from Summer Session II courses.</td>
</tr>
<tr>
<td>F</td>
<td>Jun 20</td>
<td>Last day to submit course elevation petitions for Summer Session II courses.</td>
</tr>
<tr>
<td>T</td>
<td>Jun 24</td>
<td>Last day for 50% tuition refund when withdrawing from Summer Session II courses.</td>
</tr>
<tr>
<td>T</td>
<td>Jun 24</td>
<td>Last day to submit Summer Session II pass/fail petitions.</td>
</tr>
<tr>
<td>F</td>
<td>Jul 4</td>
<td>Independence Day, HOLIDAY.</td>
</tr>
<tr>
<td>M</td>
<td>Jul 7</td>
<td>Mentored Ministry Reflection Tool due.</td>
</tr>
<tr>
<td>F</td>
<td>Jul 11</td>
<td>Last day of classes and examinations for Summer Session II courses.</td>
</tr>
<tr>
<td>F</td>
<td>Jul 11</td>
<td>Last day to withdraw from Summer Session II courses - no refund.</td>
</tr>
<tr>
<td>F</td>
<td>Jul 11</td>
<td>Last day to submit extension requests for Summer Session II coursework.</td>
</tr>
<tr>
<td>F</td>
<td>Jul 11</td>
<td>Summer Session II written work due by 4:00pm.</td>
</tr>
</tbody>
</table>

#### Summer Session III (July 21 - August 15) and Full-Summer Session

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Jul 21</td>
<td>Summer Session III begins.</td>
</tr>
<tr>
<td>M</td>
<td>Jul 21</td>
<td>Summer Session III registration for new students and those not previously registered.</td>
</tr>
<tr>
<td>W</td>
<td>Jul 23</td>
<td>Last day to add Summer Session III courses.</td>
</tr>
<tr>
<td>W</td>
<td>Jul 23</td>
<td>Last day for 100% tuition refund when dropping Summer Session III courses.</td>
</tr>
<tr>
<td>W</td>
<td>Jul 23</td>
<td>Last day to drop a Summer Session III course without a “W” (withdrawn) appearing on the transcript.</td>
</tr>
<tr>
<td>W</td>
<td>Jul 23</td>
<td>Deadline for payment of Summer Session III charges for all students.</td>
</tr>
<tr>
<td>F</td>
<td>Jul 25</td>
<td>Last day for 80% tuition refund when withdrawing from Summer Session III courses.</td>
</tr>
<tr>
<td>F</td>
<td>Jul 25</td>
<td>Last day to submit course elevation petitions for Summer Session III courses.</td>
</tr>
<tr>
<td>T</td>
<td>Jul 29</td>
<td>Last day for 50% tuition refund when withdrawing from Summer Session III courses.</td>
</tr>
<tr>
<td>T</td>
<td>Jul 29</td>
<td>Last day to submit Summer Session III pass/fail petitions.</td>
</tr>
<tr>
<td>F</td>
<td>Aug 15</td>
<td>Last day of classes and examinations for Summer Session III and Full-Summer Session courses.</td>
</tr>
<tr>
<td>F</td>
<td>Aug 15</td>
<td>Last day to withdraw from Summer Session III and Full-Summer Session courses (including Summer Mentored Ministry) - no refund.</td>
</tr>
<tr>
<td>F</td>
<td>Aug 15</td>
<td>Last day to submit extension requests for Summer Session III and Full-Summer Session coursework.</td>
</tr>
<tr>
<td>F</td>
<td>Aug 15</td>
<td>Summer Session III and Full-Summer Session written work due by 4:00pm.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td></td>
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<td>-----------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Nov 27</td>
<td>Thanksgiving HOLIDAY - dining hall closes with lunch, Wed., Nov. 26; reopens with lunch.</td>
<td></td>
</tr>
<tr>
<td>Dec 16</td>
<td>Fall Semester written work due by 4:00pm.</td>
<td></td>
</tr>
<tr>
<td>Nov 21</td>
<td>Last day to submit Mentored Ministry Reflection Tool due.</td>
<td></td>
</tr>
<tr>
<td>Dec 12</td>
<td>Final revised theses and MAR Paper/Projects due to Registration Office for bindery, January graduates only.</td>
<td></td>
</tr>
<tr>
<td>Dec 15</td>
<td>Grades for January graduates due by 8:00am.</td>
<td></td>
</tr>
<tr>
<td>Oct 25</td>
<td>Missions Emphasis week.</td>
<td></td>
</tr>
<tr>
<td>Oct 24</td>
<td>Last day to pay Fall Semester charges without incurring second deferred payment fee.</td>
<td></td>
</tr>
<tr>
<td>Oct 23</td>
<td>Last day to submit application for January graduation (May 2009 ceremony).</td>
<td></td>
</tr>
<tr>
<td>Oct 22</td>
<td>Last day to change from January graduation to May graduation.</td>
<td></td>
</tr>
<tr>
<td>Oct 21</td>
<td>Last day to submit a completed (three signatures) BTI registration form for HCGO.</td>
<td></td>
</tr>
<tr>
<td>Oct 20</td>
<td>Last day to submit a completed (three signatures) BTI registration form for BU.</td>
<td></td>
</tr>
<tr>
<td>Oct 19</td>
<td>Last day to submit a completed (three signatures) BTI registration form for HDS.</td>
<td></td>
</tr>
<tr>
<td>Oct 18</td>
<td>Last day to submit course elevation petitions for Fall Semester courses.</td>
<td></td>
</tr>
<tr>
<td>Oct 17</td>
<td>Last day to register Fall Semester courses without being charged a $50 late registration fee (Returning students only).</td>
<td></td>
</tr>
<tr>
<td>Oct 16</td>
<td>Last day to submit a completed (three signatures) BTI registration form for BC.</td>
<td></td>
</tr>
<tr>
<td>Oct 15</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
<td></td>
</tr>
<tr>
<td>Oct 14</td>
<td>Last day to submit Mentored Ministry learning covenants due.</td>
<td></td>
</tr>
<tr>
<td>Oct 13</td>
<td>Columbus Day, HOLIDAY.</td>
<td></td>
</tr>
<tr>
<td>Oct 12</td>
<td>Orientation for new students, including F-1 Visa Students, beginning Tuesday, 7:30am.</td>
<td></td>
</tr>
<tr>
<td>Oct 11</td>
<td>Language Competency Exams, 1:00 - 3:00pm (Greek in AC242, Hebrew in AC150).</td>
<td></td>
</tr>
<tr>
<td>Oct 10</td>
<td>Orientation for new students, including F-1 Visa Students, Part 1.</td>
<td></td>
</tr>
<tr>
<td>Oct 9</td>
<td>NT &amp; OT Competency Exams, 8:00 – 11:00am Lecture Hall I.</td>
<td></td>
</tr>
<tr>
<td>Sep 26</td>
<td>Fall Convocation.</td>
<td></td>
</tr>
<tr>
<td>Sep 25</td>
<td>Last day to submit a completed (three signatures) BTI registration form for BU.</td>
<td></td>
</tr>
<tr>
<td>Sep 24</td>
<td>Last day to submit a completed (three signatures) BTI registration form for SJS.</td>
<td></td>
</tr>
<tr>
<td>Sep 23</td>
<td>Last day to submit a completed (three signatures) BTI registration form for BC.</td>
<td></td>
</tr>
<tr>
<td>Sep 22</td>
<td>Last day to submit Mentored Ministry evaluations.</td>
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</tr>
<tr>
<td>Sep 21</td>
<td>Last day to submit Mentored Ministry evaluations.</td>
<td></td>
</tr>
<tr>
<td>Sep 20</td>
<td>Last day to pay Fall Semester charges without being charged a $50 late registration fee.</td>
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<tr>
<td>Sep 19</td>
<td>Last day for 50% tuition refund when withdrawing from Fall Semester courses.</td>
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<tr>
<td>Sep 18</td>
<td>Last day for 100% tuition/fee refund when dropping Fall Semester courses.</td>
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<tr>
<td>Sep 17</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Sep 16</td>
<td>Last day to submit application for January graduation (May 2009 ceremony).</td>
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<td>Sep 15</td>
<td>Last day to register Fall Semester courses without being charged a $50 late registration fee (Returning students only).</td>
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<td>Sep 14</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Sep 13</td>
<td>Last day to submit Mentored Ministry evaluations.</td>
<td></td>
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<td>Sep 11</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Sep 10</td>
<td>Last day to submit Mentored Ministry evaluations.</td>
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<tr>
<td>Sep 9</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Sep 8</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Sep 7</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Sep 6</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Sep 5</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Sep 4</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Sep 3</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Sep 2</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Sep 1</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Aug 31</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Aug 30</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<td>Aug 29</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Aug 28</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Aug 27</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Aug 26</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Aug 25</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<td>Aug 24</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Aug 23</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<td>Aug 22</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Aug 21</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<td>Aug 20</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<td>Aug 19</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<td>Aug 18</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Aug 17</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Aug 16</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<td>Aug 15</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<td>Aug 13</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Aug 12</td>
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<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Aug 10</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
<td></td>
</tr>
<tr>
<td>Aug 9</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Aug 8</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<td>Aug 7</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<td>Aug 6</td>
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<td>Aug 5</td>
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<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<td>Aug 3</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<td>Aug 2</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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<tr>
<td>Aug 1</td>
<td>Last day to pay Fall Semester charges without incurring first deferred payment fee.</td>
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2008 FALL SEMESTER (September 8 - December 16)
F Aug 15 Last day to register Fall Semester courses without being charged a $50 late registration fee (Returning students only).
Dec 16  Last day to submit Mentored Ministry evaluations.
Dec 16  Last day to submit extension requests for Fall Semester coursework, including Mentored Ministry.
Dec 16  Board contracts end with lunch.
Dec 22 - Jan 1  Semester break.

2009 JANUARY SESSION (January 2 - 22)

F  Jan 2  January Session begins.
F  Jan 2  Payment due for January Session courses.
M  Jan 5  Last day to add January Session courses.
M  Jan 5  Last day for 100% tuition/fee refund when dropping January Session courses.
M  Jan 5  Last day to drop a January course without a “W” [Withdrawn] appearing on the transcript.
W  Jan 7  Last day for 80% tuition refund when withdrawing from January Session courses.
W  Jan 7  Last day to submit course elevation petitions for January Session courses.
F  Jan 9  Last day for 50% tuition refund when withdrawing from January Session courses.
F  Jan 9  Last day to submit January Session pass/fail petitions.
F  Jan 16  January graduation (no ceremony; students walk in May).
M  Jan 19  Martin Luther King, Jr. Day, HOLIDAY.
Th  Jan 22  Last day to withdraw from January Session courses - no refund.
Th  Jan 22  January Session classes end.
T  Jan 27  January Session written work due by 4:00pm.
T  Jan 27  Last day to submit extension requests for January Session coursework.

2009 SPRING SEMESTER (January 23 - May 4)

F  Jan 2  Last day to register Spring Semester courses without being charged a $50 late registration fee (Returning students only).
W  Jan 21  Orientation for F-1 Visa Students.
Th  Jan 22  Orientation for new students.
Th  Jan 22  Board Contract begins with lunch.
Th  Jan 22  NT & OT Competency Exams (9:30-11:30am, See reservation form for location).
Th  Jan 22  Language Competency Exams (9:30-10:30am, See reservation form for location).
Th  Jan 22  Registration for new students (3:00-5:00pm, Contact the Registration Office for details).
F  Jan 23  Spring Semester begins (8:00am).
F  Jan 23  Payment due for Spring Semester charges.
F  Jan 23  Last day to apply for May 2009 graduation.
W  Jan 28  Spring Convocation.
F  Jan 30  Last day to add Spring Semester courses, including Mentored Ministry.
F  Jan 30  Last day to add Semlink courses that are to be billed and transcripted under the Spring Semester.
F  Jan 30  Last day for 100% tuition/fee refund when dropping Spring Semester courses.
F  Jan 30  Last day to drop a Spring Semester course without a “W” (withdrawn) appearing on the transcript.
F  Jan 30  Last day to submit mandatory health insurance online application/waiver form.
W  TBA  Last day to submit a completed (three signatures) BTI registration form for BC.
F  TBA  Last day to submit a completed (three signatures) BTI registration form for SJS.
M  TBA  Last day to submit a completed (three signatures) BTI registration form for BU.
M  TBA  Last day to submit a completed (three signatures) BTI registration form for HCGO.
Th  TBA  Last day to submit a completed (three signatures) BTI registration form for HDS.
F  TBA  Last day to submit a completed (three signatures) BTI registration form for ANTS.
F  TBA  Last day to submit a completed (three signatures) BTI registration form for WJST.
F  TBA  Last day to submit a completed (three signatures) BTI registration form for EDS.
F  Feb 6  Last day for 80% tuition refund when withdrawing from Spring Semester courses.
F  Feb 6  Last day to submit course elevation petitions for Spring Semester courses.
F  Feb 6  Last day to submit approved Th.M. Program Plans to Registration Office, new Th.M. students only.
F  Feb 6  Mentored Ministry learning covenants due.
F  Feb 13  Last day to pay Spring Semester charges without incurring first deferred payment fee.
F  Feb 13  Last day for 50% tuition refund when withdrawing from Spring Semester courses.
F  Feb 13  Last day to submit Spring Semester pass/fail petitions.
F  Feb 13  Last day to revoke application for May 2009 graduation without being charged a graduation postponement fee.
M  Feb 16  President’s Day, HOLIDAY.
M-F  Feb 16 - 20  READING WEEK.
F  Mar 6  Last day to pay Spring Semester charges without incurring second deferred payment fee. Failure to meet financial obligations by this date may result in loss of priority registration for Summer Sessions and Fall Semester.
M-F  Mar 9 - 27  Priority registration for Summer Session and Fall Semester courses (See my.gordonconwell.edu).
Th  Mar 19  Financial Aid Priority deadline - for first review - NEW students.
M  Mar 23  Mentored Ministry Reflection Tool due
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>M-F Mar 23 -27</td>
<td>READING WEEK. Theses due to primary and secondary readers for grading.</td>
</tr>
<tr>
<td>F Mar 27</td>
<td>Theses due to primary and secondary readers for grading.</td>
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<tr>
<td>W Apr 1</td>
<td>Last day to submit Thesis Petitions for Summer or Fall registration.</td>
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<tr>
<td>W Apr 1</td>
<td>Last day to submit Reading/Research (760/860/960), MAR Project/Paper (880/881), and other Directed Study Petitions for Summer or Fall registration (Recommended Deadline).</td>
</tr>
<tr>
<td>W-S Apr 1 -4</td>
<td>Discover Gordon-Conwell.</td>
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<tr>
<td>F Apr 10</td>
<td>Good Friday, HOLIDAY.</td>
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<tr>
<td>M Apr 13</td>
<td>Financial Aid Priority deadline - for first review - CURRENT students.</td>
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<tr>
<td>W Apr 22</td>
<td>Last day to submit Reading/Research (760/860/960), MAR Project/Paper (880/881), and other Directed Study Petitions for Summer or Fall registration (Recommended Deadline).</td>
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<tr>
<td>W-S Apr 1 -4</td>
<td>Discover Gordon-Conwell.</td>
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<tr>
<td>F Apr 24</td>
<td>Spring Semester classes end.</td>
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<tr>
<td>F Apr 24</td>
<td>Written work due for May graduates by 4:00pm.</td>
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<tr>
<td>F Apr 24</td>
<td>Last day to withdraw from Spring Semester courses, including Mentored Ministry, no refund.</td>
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<tr>
<td>F Apr 24</td>
<td>Last day to pay Spring Semester charges without incurring a non-payment fee.</td>
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<tr>
<td>F Apr 24</td>
<td>Last day for payment of all charges and fees for all graduates.</td>
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<tr>
<td>F Apr 24</td>
<td>Last day to submit Mentored Ministry evaluations for May graduates.</td>
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<tr>
<td>W-F Apr 29 -May 1</td>
<td>Final examination period.</td>
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<tr>
<td>F May 1</td>
<td>Final revised theses and MAR Paper/Projects copies due to Registration Office for final bindery check (for May graduates only).</td>
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<tr>
<td>M May 4</td>
<td>Spring Semester written work due by 4:00pm.</td>
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<tr>
<td>M May 4</td>
<td>Last day to submit Mentored Ministry evaluations.</td>
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<tr>
<td>M May 4</td>
<td>Last day to submit extension requests for Spring Semester coursework, including Mentored Ministry.</td>
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<tr>
<td>M May 4</td>
<td>Grades for May graduates due by 8:00am.</td>
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<tr>
<td>M May 4</td>
<td>Board contract ends with lunch.</td>
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<tr>
<td>F May 8</td>
<td>Baccalaureate, 8:00pm.</td>
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<td>S May 9</td>
<td>Commencement, 10:00am.</td>
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</table>
Mission Statement

To encourage students to become knowledgeable of God’s inerrant Word, competent in its interpretation, proclamation and application in the contemporary world. To maintain academic excellence in the highest tradition of Christian scholarship in the teaching of the biblical, historical and theological disciplines. To train and encourage students, in cooperation with the Church, to become skilled in ministry. To work with the churches towards the maturing of students so that their experiential knowledge of God in Christ is evidenced in their character, outlook, conduct, relationships and involvement in society. To provide leadership and educational resources for shaping an effective evangelical presence in Church and society. To develop in students a vision for God’s redemptive work throughout the world and formulate strategies that will lead to effective missions, evangelism and discipleship.

Student Life Services
Information Guide

Where to Go Concerning

Address Changes .......................................................... Registration
Automobile & Bicycle Registration ................................... Campus Safety
Byington Application ....................................................... Academic Dean
Cancellation of Classes .................................................... Registration
Counsel, Support, Encouragement .................. Advisor/Campus Pastoral Counselor/
.................................................................................. Dean of Students
Degree Program Change .............................................. Admissions
Denominational Information ........................................... Academic Dean
E-mail Account .............................................................. Information Technology
Emergency Services .................................................. Dial 911*
Enrollment Verification ................................................ Registration
Employment Opportunities ............................................. Human Resources
On-campus and Off Campus ..................................... Human Resources
Off-campus (ministry) .......................................................... Placement
F-1 Visa Information .................................................... Student Life Services
Facilities
Children’s Playroom ......................................................... Student Life Services
Commuter lounge ......................................................... Student Life Services
Room for meeting ............................................................ Physical Plant
Picnic area ..................................................................... Student Life Services
Playground ..................................................................... Student Life Services
Student Lounge (Great Room) ................................. Student Life Services
Final Exam Schedule .................................................... Registration
Graduation
Academic .............................................................. Registration
Events .............................................................. Student Life Services
Lost and Found ................................................................. Campus Safety
Medical Insurance ........................................................... Student Life Services
Prayer Requests Notices for self/family ..................... Student Life Services
*In case of an emergency on campus, dial 911 to contact the Hamilton Emergency Center Operator (ECo). When the ECo answers, speak clearly. Give your name, address, telephone number, and the nature of your emergency. Let ECo hang up first. This ensures that they have all the information that they need. ECo will immediately dispatch the necessary emergency services and then dispatch Gordon-Conwell Campus Safety by radio.

COMMUNITY LIFE AT GORDON-CONWELL

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

Student Life Services
Gordon-Conwell Theological Seminary
130 Essex Street
South Hamilton, MA 01982
(978)646-4060 e-mail: litas@gcts.edu
www.gordonconwell.edu/stulife/index.html

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) Vehicles with out-of-state license plates are also required by State law to fill out a second form attesting to the fact that you 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 – 9:00 pm , 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 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 held usually 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 is available on Gordon-Conwell’s mydot, http://my.gordonconwell.edu. Students may access this calendar both on and off campus.

**Happenings on and off Campus (friday a.m.)**

The *friday a.m.* is a weekly, official publication of the seminary, and students are responsible for reading and responding to departmental announcements. It also includes many announcements from students, faculty, and administration. The *friday a.m.* 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 the heading ™Current Students.

During the summer, a summer a.m. is published once a month (June through August). The *friday a.m.* is not published during the Christmas and new year holiday break. Notices for *friday a.m.* can be submitted to Copy Services by 12:00 p.m. Wednesday of each publication week by e-mailing fridayam@gcts, or by using the official announcement form available at Copy Services, or by calling 978-646-4267. Items submitted after the deadline will be printed the following week. In the event of a holiday, the deadlines may change, but this will be announced in the *friday a.m.* for additional information, please send an e-mail to fridayam@gcts.edu.

**International Students (F-1)**
The Student life Services office is prepared to serve the international community through a variety of activities and support services. New F-1 visa students traveling from outside the United States are helped with finding transportation from the airport and, when possible, assisted in moving into their respective housing. In addition to the general orientation for all new seminary students, F-1 visa students are required to attend specially designed orientation sessions. New F-1 visa students are also provided with the international Student Handbook that serves as guide to student living and studying in a second culture. The spring dinner of the nations (co-sponsored with global Programs department) brings the community together to celebrate and give thanks to god for his new creation in Christ throughout the world. According to federal regulations, students holding an F-1 visa are authorized to pursue on-campus employment. There are a limited number of situations where students can receive authorization for employment off-campus (e.g. through practical training associated with degree program). F-1 students seeking any type of off-campus employment through practical training or one of the federally defined exceptions must receive permission prior to accepting or engaging in employment. Spouses and dependents of F-1 visa students (F-2 visa holders) are not permitted to accept any employment or engage in any business while in the United States under any circumstance. Employment has been broadly defined by the government as any service provided in exchange for financial or material compensation. F-1 students found in violation of federal regulations will be at risk of losing their F-1 visa status.

Publicity Posters

All official student event notices must be attached to appropriate bulletin boards and designated areas in campus buildings. The dean of Students must authorize general posting of flyers on campus. Approval for posting notices on the following bulletin boards must be obtained from the respective offices as indicated below:

- Academic Affairs – Academic Dean's Office
- Campus events – Student Life Services
- Employment (on and off Campus) – Human Resources Office
- Ockenga – Ockenga Office
- Off Campus events - Student Life Services
- Registration – Registration Office

Individuals posting event notices around campus must indicate on the notice the group sponsoring the 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 ended, responsibility for removing the notice is assumed by the one who posted it or a representative of the group sponsoring the event.

Public and Personal Safety on Campus
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.

Weapons
1. The possession, use or sale of firearms or ammunition, notwithstanding any license obtained under the provisions of Massachusetts General Laws Chapter 140, or any other weapons prohibited by Massachusetts General Law, Chapter 269 Section 10, is forbidden on campus and subject to seminary disciplinary action and possible criminal prosecution.

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.

2. The possession or use of any type of hunting or target bow is prohibited on campus.

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 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 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 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!

**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.

**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 elected representatives in two areas of service: the executive committee (president, vice president, secretary, treasurer), and the chairpersons of various standing committees (athletics, Black Students, Contemporary issues, fine arts, Korean Students, Latino Students, men’s fellowship, missions, Publications, Women's resource network, Social, and Spiritual life). All student officers 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 Publications**

The Student association newspaper is an authorized publication that is under the direction of the Publications Committee. Its purpose is to provide students the opportunity to publish scholarly papers, respond to happenings in both the theological and secular worlds, and report events of community interest.

Requests for new student publications must be submitted to the dean of Students.

**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. In an attempt to provide opportunities for personal and spiritual development for student wives, the seminary strongly encourages each wife to become active in the events sponsored by Student life Services for wives. In addition, student wives 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 professional preference. All such audits must be approved by both the course instructor and the registration office prior to the beginning of class. Please see the Courtesy audit information in the academic life section of the Handbook or stop by the registration office for more information. The second opportunity pertains to the Christian Studies Program and the mentoring for Partners in ministry Course offered through the Ockenga institute. Information on these opportunities may be obtained from the Ockenga institute office located in the academic Center.

Questions or concerns pertaining to the relationship of the spouse and the seminary may be addressed to the dean of Students in the Student life Services Office.

**SPIRITUAL LIFE**

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

**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, 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 is essential to the spiritual formation of our students and the gordon-Conwell community. Chapel meets from 9:40 a.m.
— 10:30 a.m. on Tuesdays and Wednesdays during the fall and spring semesters. In addition, we regularly offer lectureships and special events on other days of the week. Denominational groups meet once a month on Thursdays. Wednesday is designated as President’s Chapel and offices, dining hall, library, and Bookcentre are closed during this time. The Chapel Program schedule for the fall and spring semesters is published and distributed in the students’ mailboxes.

The John and Lois Pierce Center for Disciple-Building is designed to serve the spiritual formation needs of all gordon-Conwell students. the Pierce Center’s threefold priority in coming alongside students includes the following:

- Habits of the heart - encouraging students to foster intimacy with Jesus Christ as their number one relational priority while at seminary, through Soul Sabbaths (day long prayer retreats each reading week) and one-on-one mentoring.
- Spiritual community - providing soul care small group settings for students to interact with one another in prayerful sharing experiences which foster community and develop life-long collegial friendships.
- dynamic paradigms of disciple-building - introducing students to various resources, experiences and relationships that will equip them to fulfill the biblical priority of disciple-building ministry for the rest of their ministry career. Faculty advisors are available for advising on spiritual as well as academic matters. Appointments may be made directly with the faculty advisor, for such counsel.

The dean of Students and pastors of churches where students attend should also be considered as helpers in nurturing students’ spiritual lives.

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 at the beginning of the fall semester in order to provide an opportunity to new and returning students to meet pastors/representatives from the surrounding 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 academic dean.

Prayer Room
The J. Christy Wilson, Jr. Prayer room, located off the great room in the Kerr Building, is available for use by individual or group prayer. Use and oversight of the room is coordinated by the office of Student life Services.
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, 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.

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

Philosophy
The gordon-Conwell BookCentre 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 assist students, staff, faculty and alumni with building their personal libraries, meeting their educational goals, and furthering their ministries; and 3) to partner with pastors and churches to be a resource for Christian education, Bible study, and ministry.

Return Policy
Books may be returned within 30 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 BookCentre management for further details.

Campus Grounds
Residents of seminary housing other than Kerr Building may have cookouts in the areas adjacent to their respective buildings. 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 which are affiliated with a student’s mentored ministry. Forms to request use of grounds for picnic purposes 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.
Department of Public Safety, Campus Safety

The Department of Public Safety, Campus Safety consists of one full-time officer 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.

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
- 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

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 open during the winter months for moms 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, working appliances are accepted. The shop is located in the building next to the rouse memorial Playground. Students may drop their donations and feel free to take anything they need. Hours are posted on the door. Questions may be directed to Student Life Services.

Computing and Information Management Resources
Gordon-Conwell provides a range of electronic services to assist students to acquire, store, use and communicate information used to learn and to manage their learning.

These resources include desktop online research databases, computers, printers, copiers, scanners, e-mail, and computer resource centers in the academic and Kerr Buildings. Increasingly, information that is provided for students will be available through an internet browser.

The Gordon-Conwell telecommunications network connects all three campuses (Hamilton, Boston and Charlotte). The network includes Student and administration Virtual local area networks (Vlan). Network outlets and wireless access points connected to the Vlan in the goddard library and the Great Room enable students to access the internet using their personal computers. The computer resource centers contain various software manuals, computer publications, and it information Sheets. Students are welcome to take the it information Sheets; however, the other literature must remain in the center. Although the computer resource centers are primarily available for use by students, on occasion it will be necessary to close them for administrative use by faculty and/or staff. On those occasions, the student will be given advanced notice.

The Student Handbook includes the seminary's Policy for responsible use of Computers and the internet and defines the students' responsibility in using the seminary's digital library, network and computer services. Failure to use the network and associated resources responsibly can result in suspension of access privileges to seminary electronic management resources.

Copy Services

Copy Services, located on the main level of the Kerr Building, 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 e-mailing copy@gcts.

Counseling Services

Student Life Services serves as a supporting resource to students who may need assistance in locating counseling services for themselves and 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 dealing with issues not requiring the credentials of a trained counselor are encouraged to talk to their faculty advisor, the Dean of Students, or their pastor.

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 attempts to locate the student in class.

**Employment**

**Student Employment**
There are many varied positions available on-campus for students. Positions are available for both work-study eligible students and non work-study students. Students secure on campus 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 we frequently post available student employment positions.

**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).

**Off-Campus**
Community jobs are posted on a Job Board in the mailroom lobby. The job listings include full-time and part-time positions, professional, clerical and technical opportunities as well as other employment possibilities in the local area. Listings also include yard work, painting, child/elder care, light housekeeping. (See International Students on F-1 Visa students regarding off-campus employment.)

**Fax Information**
The mailroom provides fax service to students for a small fee. there is no charge for receiving the fax, only for sending it. 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 fax number is 978-468-6691.

**Financial Assistance**
The fund for Community draws its funds from donations made by members and friends of the seminary community. it is used to respond to student personal, emergency needs. Students should contact the dean of Students for assistance.

**Food Services**
Dining Services at Gordon Conwell is managed by Sodexo Campus Services. They are pleased to introduce you to this year’s repertoire of delicious meal options, which include a contemporary, crowd pleasing selection of many favorite foods along with some of their own tasty specialties. They look forward to serving the seminary community. Please visit the Gordon Conwell Dining Web site at http://gctsdining.com to view weekly menus, special campus events, employment opportunities and contact information.

**Dining Hall Hours of Operation**

**Fall and Spring Semesters**

<table>
<thead>
<tr>
<th>Meal</th>
<th>Days</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>Breakfast</td>
<td>Monday—Friday</td>
<td>7:30 am — 9:30 am</td>
</tr>
<tr>
<td>Lunch</td>
<td>Monday—Friday</td>
<td>11:30 am — 1:00 pm</td>
</tr>
<tr>
<td>Brunch</td>
<td>Saturday</td>
<td>12:00 pm — 1:00 pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>Monday—Saturday</td>
<td>5:00 pm — 6:00 pm</td>
</tr>
</tbody>
</table>

**January Semester**

<table>
<thead>
<tr>
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<th>Days</th>
<th>Hours</th>
</tr>
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<tbody>
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<tr>
<td>Dinner</td>
<td>Monday—Thursday</td>
<td>5:00 pm — 6:00 pm</td>
</tr>
</tbody>
</table>

**Summer Semester**

<table>
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<tr>
<th>Meal</th>
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</tr>
<tr>
<td>Lunch</td>
<td>Monday—Friday</td>
<td>11:30 am — 1:00 pm</td>
</tr>
</tbody>
</table>

No dinner is provided during summer sessions.

The dining hall is closed every Sunday and on the following holidays: Labor Day, Thanksgiving (closed Wednesday after lunch re-open on Monday), New Years Day, Memorial Day, Martin Luther King Jr. Day, and Independence Day. The dining hall will also be closed the week between Christmas and New Years Day. Students may use the Pilgrim Hall Kitchen when the dining hall is closed (contact the

**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 Subs, 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**
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 mail room. Reusable travel mugs are available for sale in the dining hall. Students may purchase a travel mug and receive a discounted price on their coffee/tea purchases.

**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 are located in the Kerr Building and Academic Center offering beverages and snacks.

**Catering Services**
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.

**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. They offer flexible hours to fit class schedules, competitive wages and the benefit of working “close to home.” Interested students should contact; 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 forward comments to foodservices@gcts.edu

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Information Technology

The information technology Help desk exists to ensure efficient and effective operation of seminary-owned or seminary-sponsored computers. Help desk service is available to all students for help with issues concerning e-mail and support for Computer lab use and telephone service. though the hardware technical service is intended primarily for seminary staff and faculty support, the office does extend limited advisory services for students' personal computers, as well. for further details, please contact the Help desk at 978- 646-4357.

Library

<table>
<thead>
<tr>
<th>Academic year</th>
<th>Jan/Summer classes</th>
<th>No classes or exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday 7:45 am – 11:00 pm</td>
<td>8:00 am – 10:00 pm</td>
<td>8:00 am – 5:00 pm</td>
</tr>
</tbody>
</table>
Friday  
7:45 am – 5:00 pm  
8:00 am – 5:00 pm  
8:00 am – 5:00 pm  

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

Sunday  
Closed  
Closed  
Closed  

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

Reduced hours (7:45 am – 5:00 pm): President's Day, Good Friday  

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 level to the upper level of the Academic Center.  

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 11 a.m. monday-Saturday 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 2:00 p.m. except on Sundays and federal holidays. Normal business hours are 9:00 a.m.-4:00 p.m. Monday-Friday. 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 is made to more than five students, please fasten the bundle together in box number order. all Student association publications and notices can be distributed to all students, all staff, or all students and staff. Please bring the correct quantity to the window with a note of explanation as to who should receive the notice. Please call the mailroom at ext. 4043 for an up-to-date number of open campus boxes. 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 a.m. until 4 p.m. Monday through Friday. Hours may vary during the summer. Many of the same items and services as a USPS 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 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.
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 has 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 that can be obtained 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 mail Services.

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 media services department of gordon-Conwell is available to the entire seminary community on the Hamilton campus. It provides technical support and maintenance for chapel services, audio-video activities in classrooms, and seminary events. Other personal and non-class related services, such as equipment rental or media conversion/duplication, are available on a fee basis. Videos of recorded events and chapel services are available for purchase. Contact media services for details (media@gcts.edu).

**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 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 outside organizations, with reduced rates for personal use by students.

**Medical Insurance**
All students taking 6.0 or more credit hours per semester are required by the state of Massachusetts to carry medical insurance that meets state-mandated levels. A description of these requirements can be found at http://www.mass.gov/?pageid=ehhs2&subtopic=Consumer&l1=Consumer&l2=Insurance&l3=Additional+Insurance+and+Assistance+Programs&l4=Qualifying+Student+Health+Insurance+Program+(QSHiP)&sid=eeohhs2. Students in their last semester of classes who are carrying less than 6.0 credit hours may request to be included in the student health insurance plan.

The seminary provides access to a group plan that meets these state mandated requirements. Students may elect to purchase insurance coverage on their own, but the plan must include all state mandated benefits and meet the state student health insurance requirements (must meet or exceed the benefits provided through the health insurance plan offered through the seminary). The student must certify in writing (through an online waiver process) that such a plan has been obtained, relieving the seminary of any responsibility for the student's medical expenses. For information on the insurance plan offered through the seminary, a brochure describing coverage and rates plus enrollment forms may be obtained from Student life services or found at...

Students electing to enroll in the student health insurance plan provided through the seminary will be billed through their student account at the beginning of the fall and spring semesters. Coverage begins at midnight on September 1 and concludes on August 31.

All F-1 visa students are required to participate in the gordon-Conwell insurance program unless a waiver is issued. Any plan used to waive inclusion in the student health insurance plan must be based in the United States.

**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 3 years of age to pre-kindergarten. Sessions are offered in a two- or three-day program. A limited number of scholarships are available to full-time students on a financial need basis. 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 room 378, in the Kerr Building.

**Office Hours, Administrative**

The Hamilton Campus administrative offices are open from 8:00 a.m.-12:00 p.m. and 1:00-4:30 p.m., Monday through Friday. During the summer months, offices typically close at 2:30 p.m. on Friday. Occasionally the hours of operation for an office will vary. In such cases, the hours will be posted.

**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 placement web site ministrylist.com. This web site disseminates information on available positions in churches
and organizations in the U.S. and around the world. In addition, ministrylist.com highlights students and alumni who are searching for ministry positions. The Placement office also seeks to be a resource, during the job hunting process, in areas such as resume writing, interviewing and denominational information.

Denominational officials and representatives from Parachurch organizations come to 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 9:30 a.m. to 3:00 p.m. Monday, Tuesday, Thursday and Friday, and 10:30 a.m. to 3:00 p.m. on Wednesdays. Financial and payment information can be found in the Cashier's lobby, gCtS website, and in the Student academic Service section of the Student Handbook. Payments may be made by envelope at any time by submitting payments through campus mail. Urgent requests after hours may be emailed to stufinserv@gcts.edu or by phone to 978-646-4046.

**Student Guidance**

The guidance Committee, under the leadership of 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 purpose of the committee is to provide counsel and support to students in need. 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 wire and wireless internet connections. 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 advanced 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 room 429 in the Kerr Building, between the Great Room and 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**
On-Campus Housing

Application forms for on-campus housing are located on the GCTS website under Housing. Current students may obtain applications from the Housing Office located in the Kerr Building. 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

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

Other any seminary-invited guest as per academic dean and Preaching Department. Students Who Defer Admission 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 15th of the year in which they deferred.

CRITERIA FOR ASSIGNMENT
Category I - Special Cases (April 1 deadline to apply for housing)

1. Seminary invited guest (as per academic dean and Preaching Department)
2. New - F-1 Visa students (overseas/domestic)
3. New student - physically challenged
Category II - Certain Scholarship Recipients (April 15 deadline to apply for Housing)
4. New Student – Special Scholarships Priority
   Graham, Haynes, ambassador, Partnership, team ministry, trustee MACO
Category III - All Others ± New Student (who applies for housing after April/November 1st and 15th deadlines as above) or current student (must take at least 7 courses per year.) Financial need will not be considered in determining eligibility for occupancy in seminary housing.

Housing Facilities

Campus housing presently includes dormitory housing for 109 men and 49 women. Dormitory rooms for single students include large and small single rooms and double rooms during the fall and spring semesters. Meal preparation, using microwave and toaster, is permitted in dormitory lounges only. Students living in the dorm are required to
be on 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 Fridays during the fall and spring semesters.

There are 211 apartments which house students. The apartments are located within six apartment buildings, housing studio apartments, one-bedrooms, two-bedrooms and three-bedrooms. All apartments 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.

Pets are not permitted in any campus building. Alcoholic beverages are prohibited on campus and 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 (RL C). 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 for all students. These listings may be obtained in either the Housing office or by logging onto my.gordonconwell.edu. the ultimate responsibility for housing agreements is between the tenant and landlord. it is helpful if students notify the Housing office of any off-campus apartments that they are vacating.

Commuter Rooms

The seminary attempts to provide accommodations for commuter students who need to stay over night. These are typically dorm rooms. 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 dorm 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

Computing and Information Management Policy

Access to the Gordon-Conwell’s computing and network facilities is provided solely for purposes directly related to learning while a student at Gordon-Conwell. Students are responsible for using the resources in compliance with applicable laws and seminary standards, policies and procedures. The seminary’s statements of community standards are found in the seminary Catalog and the Student Handbook & academic Planner.

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

The accounts and permissions that Gordon-Conwell grants are for the exclusive use of the student for whom they are set up. Account information is not to be divulged to or used by other than the student to whom it was issued.

A student shall access or attempt to access only computers, computer accounts, networks or files for which the student has proper and explicit authorization. Any student is to inform the it department, ext. 4357, immediately should he/she become aware that access or attempts at access to other than an account for which an individual is authorized have occurred.

E-mail accounts exist for the exclusive personal use of the end user and are intended for communication associated with learning. Mass e-mails to the seminary community, in whole or in part, shall be authorized either by the dean of Students or the information technology department. The use of class e-mail lists will be as directed by the associated faculty.

Student e-mail accounts are automatically included on protected e-mail lists, which are utilized by the seminary staff to disseminate information and notices to the student body at large. Due to the nature of the information being distributed through these lists, a student’s address may not be removed unless authorized by the dean of Students and are automatically removed when an individual ceases to be a registered student of Gordon-Conwell.

Email accounts are subject to a quota system in order to limit excessive use of disk space by any individual. In the event a student’s quota is exceeded, the E-mail boxes will be removed from the server. Quotas are currently set at 5 MB for inboxes and 10 MB total for all other mailboxes (outbox, deleted items, Saved mail etc.) on the server. In the event mailboxes are removed, students may apply for the restoration of their mailboxes with the understanding that they will comply with the foregoing quotas and will be charged for this at rates to be established from time to time by the administrative team.
Some software and data that reside on file systems are protected by copyright and other laws, and also by licenses and other contractual agreements. 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. Unauthorized copying is theft. Penalties of $50,000.00 or more can be imposed for civil conviction and fines as well as imprisonment for conviction on criminal charges.

Federal legislation, FERPA (family educational rights and Privacy Act), covers 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, address, telephone number, e-mail address. Student academic records, operations manuals; seminary practices; marketing plans; techniques and materials; development plans; financial information; information about gordon-Conwell vendors and suppliers; records. Student and class lists; files of the seminary; and any information concerning the business affairs or operating practices of the seminary.

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.

Students are not to install personal software or store files on the Gordon-Conwell computers.

Students are to pay for printing, whether with a copier or printer provided by Gordon-Conwell in accordance with instructions posted in each resource center and at the respective printer.

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

Students are responsible for installing suitable anti-virus or other anti-intrusion software that will be defined from time to time by the information technology department on any computer that they attach to the Gordon-Conwell network by a hard-wired or wireless connection. The seminary assumes no responsibility for avoidance of or for the impact of computer viruses or other such destructive programs, and a student may be liable for any damage to the network or others 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 the resources pending evaluation of misuse and/or remedial action.

The seminary considers being respectful of bandwidth usage important and regularly monitors network activity for all file-sharing activities. Usage of P2P programs (including all Gnutella-related programs) and Bittorrent programs is strictly prohibited, and evidence of such activity is promptly reported to the appropriate governing authorities.

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.

Notification of Professors and 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 room 318, Kerr Building, 978-646-4060, litas@gcts.edu.

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 which prepares men and women for Christian ministry, the following policies dealing with the illegal and abusive use of alcohol or drugs are adopted in compliance with the law.

Seminary policy prohibits the following:

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

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

I. Students
Referral for investigation of possible abuse will be made to the dean 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 violation. 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 from use of the substance.

**Health Risks and the Effects of Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impairs 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.cabhrs.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 requires 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 Review Team. This team meets bi-annually during the summer months 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.

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 Web site 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, rest 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 appeal procedure. all allegations of harassment will be immediately investigated. The seminary will tolerate neither mishandling of complaints by supervisors or other notified and authorized personnel, nor negative behavior responses to an individual after making a complaint. Violation of this policy will result in disciplinary action up to and including possible dismissal.

Specific Policy on Sexual Harassment

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

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

Grievance Procedure on Harassment

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

Informal Procedure
The informal procedure consists of an unwritten request for advice or counsel to evaluate perceptions or clarify issues. Students might seek out their advisor, residence life Coordinator, the dean of Students, or the academic dean. non-student residents might talk with their residence life coordinator. if resolution is not achieved by the informal procedure and the person wishes to pursue the matter, formal recourse shall follow.
**Formal Procedure**
The formal appeal followed shall be appropriate to the role of the person(s) involved.

Students: the student shall present in writing a description of the problem to the 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. An ad hoc committee may be appointed to investigate the case and make recommendation for action. A decision shall be made and communicated to all parties involved within 10 working days of the date the complaint was submitted; exceptions to this procedure will be due only to legitimate unavailability of pertinent persons and will be communicated to the person making the complaint. Complaints shall be handled quickly, fairly, and thoroughly.

Non-student Community resident: non-student community residents will follow the same procedure as 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 students group leaders. Violators of these regulations will be disciplined in accordance with harassment procedures as set forth in the

269.17. **Hazing Prohibited; Definition; Penalties**

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.

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.

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

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

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

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

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 political 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 its students in their theological endeavors. the seminary’s commitment to its mission statement requires that all students be guaranteed an environment which promotes intellectual and spiritual growth. to this end, the seminary reserves the right to discipline a student who is found in violation of any aspect of the Community life Statement or any other institutional standard of conduct which would make it difficult for him/her and others in the community to fulfill their academic goals.

Procedures for Conducting an informal Hearing

1. The 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 evidence 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 would be required or invited to be present in the hearing.
   b. The entire case file and the names of any prospective witnesses will be available for inspection by the student during normal business hours in the Student life Services office where non-academic student files are maintained.
   c. The student may choose to be assisted by a family member or other individual. Those assisting the student will be given reasonable time to ask relevant questions of any individual appearing at the hearing, as well as to present relevant information. The student may also be accompanied by legal counsel, although the role of counsel will be limited to providing legal advice to the respective student. It will be done in a quiet manner that is not disruptive to the proceedings. A reasonable effort will be made to accommodate the schedule of any representative or advisor allowed to assist the student.
   d. The hearing may be conducted in the absence of the student who fails to appear following proper notice of the hearing date, time and location.
   e. The hearing shall be tape recorded or transcribed by the Committee. the tape(s) and/or transcription shall be kept with the pertinent case file for as long as the case file is maintained by the seminary.

4. Following the hearing, the Committee will meet for deliberations and render a written decision to the student within five business days after completing the hearing. Confidential copies of the letter will be sent to the dean of Students and the dean of enrollment management and registrar.
   a. The guidance Committee has the authority to render any of the following decisions/sanctions:
      1) further investigation culminating in another hearing.
      2) Admonition.
         A formal admonition that an institutional standard has been violated and which does not become part of a student’s permanent record, but that may be taken into account in judging the seriousness of any future violation.
      3) Disciplinary Probation.
         A more serious admonition assigned for a definite amount of time, 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.
      4) 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.)
      5) Indefinite Suspension.
         Removal from membership in the seminary community including all student privileges for at least the period of time specified by suspension, with the suspension to continue until certain conditions stipulated by the Committee have been fulfilled. a suspension is noted on a student’s official record only for the duration of the suspension. after conditions stipulated by the Committee have been met, the Committee will reconvene to render a final decision. (Required to move out of seminary housing.)
      6) 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.

b. If the student is suspended or dismissed, the written decision shall be mailed or personally delivered to the student within five business days after the completion of the hearing. It shall contain a statement of reasons for any determination leading to the suspension/dismissal. The 50 student should also be advised as to when a petition for reinstatement would be considered, in cases of suspension, along with any conditions for reinstatement.

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

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

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

Procedures for Appeal

1. If the student so desires, he/she may appeal the guidance Committee's decision in writing within five business days to the President of the seminary.

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

3. The President's decision will be final. Procedures for Student Departing the Seminary

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 will be given 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, he/she will have 60 days from the time of dismissal to leave the country or change his/her visa. if deemed appropriate by the guidance Committee, the student will be allowed more than 30 days to vacate the apartment and more than seven days to vacate the dormitory in order to allow him/her time to make arrangements to leave the country.

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 BookCenter expressly is prohibited.

**Statement on Fulfillment of Responsibilities**

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

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

Registration Office
Gordon-Conwell Theological Seminary
130 Essex Street
South Hamilton, MA 01982
(978) 646-4021 Fax: (978) 646-4566
e-mail: registrar@gcts.edu
www.gordonconwell.edu/hamilton/registration

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

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

The Friday a.m. is a weekly electronic publication that provides important administrative notices and information. It is sent to all students’ Gordon-Conwell e-mail accounts and may be accessed via the seminary website.

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

Advisors
A faculty advisor is assigned to each student. The advisor is available for counsel in academic, vocational and spiritual matters. However, each student is responsible for his or her own program of study and for correct registration. Advisor assignments are given during New Student Orientation.

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

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

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

Auditing Courses

The seminary offers two different types of audit: Courtesy Audit and Official Audit. All auditors are restricted to non-participating member status in classes. In other words, auditors may not participate in class discussion (except as authorized by the instructor according to the terms included in the course syllabus), nor submit written work, nor sit for exams for the purpose of receiving an evaluation. Limited courses are not available to auditors except by written permission from the professor and the Registration Office. (See Limited Courses) Some courses may not be audited. Please see Registration Office for more details.

Courtesy Audit

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

Official Audit

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

Bible Competency Exams

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

All candidates for the M.A. and M.Div. degrees are required to 1) demonstrate their Bible competency through the appropriate examination(s), or 2) enroll for and satisfactorily complete the Old and New Testament Survey courses. Those who opt to demonstrate their Bible competency must sit for and pass the scheduled exam(s) during the first year of their program; students are ineligible to take advantage of the Bible exams after their first year of study. These exams are offered each fall and spring during new student orientation. An individual who passes the exam(s) does not need to enroll for the respective survey course(s). Students with low but passing scores are encouraged to complete the survey courses. It is recommended that students who do not pass the exam(s) take the corresponding survey course(s) within the first year of study. OT 500 and NT 501 will only count as elective credit.

Biblical Languages

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

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

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

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

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

Boston Theological Institute

Gordon-Conwell students may register for selected courses at other Boston Theological Institute member schools. BTI cross-registration is arranged through the Gordon-Conwell Registration Office and such courses must be completed within the time limits as stated for each course. (Please note that earlier deadlines must be established for graduating seniors.) The student must carefully observe all registration rules at both schools. By default, BTI courses fulfill elective credits only. To fulfill degree core requirements and concentration requirements, permission for waiver must be granted. (See Waivers) At least half of a student’s course load in any given semester must be taken at Gordon-Conwell, and BTI cross-registration privileges do not extend to summer sessions at any school. Students may only register for those courses listed in the BTI Catalog.

Students in the Master of Theology program are limited to taking no more than two courses through the BTI; all other students are limited to taking no more than eight courses through the BTI. Contact the Registration Office for more details on registration instructions and deadlines. All actions related to a BTI course (i.e. adds, drops, withdrawals, extensions, pass/fail petitions, etc.) must be made through both the BTI school and the GCTS Registration Office.

Cancellation of Classes

In the event that classes are cancelled (e.g., due to inclement weather or a national emergency), information will be made available through the following means:

• Registration Office bulletin board and various ad hoc locations around campus
• Local Radio: WBZ 1030 AM, WEZE 590 AM
• Television: WBZ Channel 4, WCVB Channel 5, WHDH Channel 7
• Campus Switchboard and Voicemail (978-468-7111) For morning classes the announcement will be recorded by 6:00a.m.
• In some cases of severe weather or an emergency on campus, students may notified via the Campus Emergency Alert Notification System

When the seminary chooses not to cancel classes due to weather conditions, each student must use his/her own judgment regarding considerations for travel safety. If a student decides that it would be unsafe for him/her to travel to the seminary, the student is still responsible for any deadlines, course work, lectures, etc. which he/she may miss.

Cheating and Plagiarism

(See Violations of Academic Integrity)
Checksheets
(See Degree Audits)

Computer Use During Exams

Computers are not allowed in the classroom while students are taking course examinations. This decision was adopted for reasons of fairness to all students and to ensure the security of the examination process.

Course Changes: Add, Drop and Withdrawal

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

No course may be added after the announced deadlines. Courses dropped beyond the announced deadline will be recorded with a grade of ‘W’ (withdrawn) which carries no negative academic connotation. Courses dropped without the official approval of the Registration Office within the announced deadlines will result in a grade of F on the permanent record. Failure to make course changes within the allotted deadlines will result in a fee for improper registration (if the changes are allowed).

Courses which hold their first class meeting after the posted add/drop deadline can be dropped through the first day of class with a full refund.

Course Credits

The majority of courses at Gordon-Conwell are equivalent to three semester hours of credit. In certain programs there may be exceptions to this general policy.

Course Repeats

The only circumstance which justifies the repeat of a course is failure the first time. Aside from failing grades, courses may not be retaken in order to improve students’ GPAs. A student may repeat a failed course or, in special circumstances, replace it with another course approved by the Registration Office. Normally, substitution is only allowed for exegesis courses.

The original grade of ‘F’ is superseded in the student’s grade point average by the grade earned in the repeated course, although the student’s transcript will show both grades.

If a course has been attempted twice with resulting failing grades, special permission will be required from the Registration Office before the student registers for the same course a third time. When students have received permission to register a third time for the same course, and that course is completed with a passing grade, the final passing grade will replace both failed attempts in the GPA and credit hour calculations although all grades will remain on the transcript.

Degree Audits

The Registration Office provides each student with a degree audit (a.k.a. checksheet) indicating courses completed and courses required. The official copy is kept in the Registration Office where it may be consulted upon request. Students who have completed ten or more courses will typically receive an updated copy of their degree audit each year. Some degrees have unofficial degree audits available on the web which would allow students to update their own checksheets at anytime. It is the responsibility of the student to see that all graduation requirements are met. Graduating seniors will be issued a special graduation audit upon submission of a graduation application.
Denominational Standards

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

Some denominations require their students to study for a portion of their degree at a denominational school. (See Residency Requirements) Also, students entering the Hamilton campus of Gordon-Conwell after July 1, 1998, will not be eligible for ordination in the United Methodist Church.

Disability Accommodation Policy

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

Dismissal

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

Dual Degree

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

Papers or other written work prepared to meet requirements in one course may not be submitted to meet requirements in another course, except by permission of the instructor. Similarly, reading done to satisfy requirements in one course may not be counted to satisfy reading requirements in another course, except by permission of the instructor. See Violations of Academic Integrity for the full process for allegations and appeals.

Examinations (Finals)

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

Rescheduling exams before the last day for written work will be granted only for substantial reasons and only with the concurrence of the course professor. Rescheduling exams after the last day for written work must be done via formal extension petition to the Registration Office. (See Extensions for Late Coursework)

Extensions for Late Coursework

Students who wish to submit coursework (including Mentored Ministry evaluations) after the last day for written work must receive prior approval from the Registration Office upon formal petition. Students must petition the Registration Office of their home campus, regardless of where the course is actually offered. Additional time, without penalty, will be granted only to those students who are able to document a serious illness or emergency. Additional time, with penalty, is available on a limited basis in the form of ‘avoidable extensions.’ Students should consult the extension petition, located outside of the Registration Office, for a detailed outline of the extension policy and filing instructions. Petitions must be filed before the last day for written work as specified in the Academic Calendar.

Family Educational Rights and Privacy Act

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

1. The right to inspect and review the student’s education records within 45 days of the day the seminary receives a request for access.
   Students should submit to the Registrar, Academic Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The seminary official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the seminary official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.
   Students may ask the seminary to amend a record that they believe is inaccurate or misleading. They should write the seminary official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
   If the seminary decides not to amend the record as requested by the student, the seminary will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the seminary in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the seminary has contracted (such as an attorney,
auditor, collection agent, pastor or mentor, and the National Student Loan Clearing House); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the seminary discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.

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

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

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

5. The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Gordon-Conwell Theological Seminary to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC, 20202-4605

6. Written request for review and/or amendment of record(s) should be made to the director of the office which contains the record being sought. Education Records are located in the following offices at the South Hamilton Campus:

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

<table>
<thead>
<tr>
<th>Type of Education Record</th>
<th>Custodian of Records</th>
<th>Office &amp; Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Record &amp; Judicial Committee Records</td>
<td>Registrar</td>
<td>Registration Office Kerr Building</td>
</tr>
<tr>
<td>Mentored Ministry Records</td>
<td>Director of Mentored Ministry</td>
<td>Mentored Ministry Office Academic Center</td>
</tr>
<tr>
<td>Counseling Program Records</td>
<td>Coordinator of Counseling Program</td>
<td>Counseling Dept. Office Academic Center</td>
</tr>
<tr>
<td>Financial Accounts</td>
<td>Student Account Coordinator</td>
<td>Student Accounts Kerr Building</td>
</tr>
<tr>
<td>Financial Aid Transcripts &amp; Scholarship Records</td>
<td>Director of Financial Aid</td>
<td>Financial Aid Office Kerr Building</td>
</tr>
<tr>
<td>Student Employment Records</td>
<td>Director of Human Resources</td>
<td>Human Resources Office Kerr Building</td>
</tr>
<tr>
<td>Judicial Appeals &amp; Byington Applications</td>
<td>Academic Dean</td>
<td>Academic Dean’s Office Kerr Building</td>
</tr>
<tr>
<td>Guidance Committee Records, Community Life Reports</td>
<td>Dean of Students</td>
<td>Student Life Services Office Kerr Building</td>
</tr>
<tr>
<td>Housing Leases, Dormitory Contracts, &amp; Rent Records</td>
<td>Assistant Director of Student Life Services</td>
<td>Housing Office Kerr Building</td>
</tr>
</tbody>
</table>
Grade Appeals

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

APPEALS PROCESS:

1. After attempting to resolve the issue directly with the professor who issued the grade, the student will submit a written petition to the Registrar concerning the grade in question.
2. Within three business days, the Registrar will give written notification to the professor that the grade has been appealed to the Judicial Committee.
3. The professor will have no more than ten business days to respond in writing with his/her comments. This response must be directed to the Registrar.
4. The Registrar will gather all appropriate information and present it to the Judicial Committee for action.
   A. The Judicial Committee will have ten business days to meet, review the case, and render a decision.
   B. The student has the right to appear before the Judicial Committee to defend his/her case and may do so by making a written request to the chair of the Judicial Committee prior to the meeting.
   C. The Committee may decide to uphold the original grade or change the grade.
5. Within three business days of receiving the Judicial Committee’s decision, the Registrar will send written notification of the decision to the professor, the student, and all appropriate offices.
6. If the student so desires, he/she may appeal the Judicial Committee’s decision by submitting a written petition to the Academic Dean within ten business days.
7. Within ten business days, the Academic Dean will send written notification to the student and all appropriate parties of his/her decision to uphold or change the Judicial Committee’s original decision. The Academic Dean’s decision is final.
8. If a student is scheduled to graduate while an appeal is in process and the grade in question could impact a student’s eligibility for graduation, the above process will be accelerated if reasonably possible. If the appeal is not fully resolved at the time of graduation, the student will be permitted to participate in the graduation exercises but he/she will not receive a diploma until the issue has been resolved.

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

Grading Scale

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

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

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

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

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

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

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

**Graduation**

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

**Application for Graduation**

It is the student’s responsibility to apply for graduation. Both January and May candidates are presented to the faculty for approval in December and April respectively. Graduation applications are due at the beginning of, or prior to, the semester in which work will be completed. Students should consult the current Academic Calendar for specific application deadlines.

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

**Eligibility for January Graduation**

Students who have completed all of their coursework in December, and whose grades have been received by the Registration Office by the last day of written work for the fall semester, are eligible for January graduation. (See Academic Calendar) January graduates will be confirmed at the January meeting of Gordon-Conwell Trustees. January graduates will have a January graduation date listed on their final transcripts and diplomas. Diplomas will be issued in the May commencement ceremony.

**Eligibility for May Graduation**

To be eligible for May graduation, students must have met all academic and financial requirements by the Monday prior to commencement exercises. The early submission of coursework is sometimes required for May graduates so that grades are received by the Registration Office no later than the Monday stated above. (See Academic Calendar) Under no circumstances will a student be permitted to participate in graduation exercises if he/she has not met all graduation requirements.

**Honors**

The following standards for honors are maintained:

- \(3.700 \leq \text{GPA} \leq 3.849\) = Cum Laude
- \(3.850 \leq \text{GPA} \leq 3.924\) = Magna Cum Laude
- \(3.925 \leq \text{GPA} \leq 4.000\) = Summa Cum Laude

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

Immunizations

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

Incompletes

(See Extensions for Late Course Work and Grading Scale)

Integrative Paper or Project for the MAR

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

Language Competency Exams

Students with prior knowledge of Greek and/or Hebrew may be allowed to waive the language requirement(s) or be granted transfer credit toward their degree programs by successfully passing the language competency exam(s). Language competency exams are offered twice annually, during new student orientation in September and January. Exams are also scheduled on an “as needed” basis. Each test consists of translation and parsing, and can be prepared for by reviewing an introductory grammar (i.e. Basics of Biblical Hebrew by Gary Pratiko or Basics of Biblical Greek by William Mounce). Students who have taken Greek and/or Hebrew for credit at an accredited graduate institution and have received grades of “C” or better can receive transfer credit toward their programs upon passing the language competency exam(s). Since a firm knowledge of the biblical language(s) is foundational for performing competent exegesis required in many upper level courses, students must verify proficiency by passing the exam(s) before transfer credit will be granted (see Transfer Credit).

Students who are either self-taught or have taken the language(s) at an undergraduate institution, can waive the required language(s) by passing the appropriate competency exam(s). Credit hours are not earned for waivers. However, students may substitute elective courses of their choice (within the Division of Biblical Studies) to meet the total number of hours required for graduation.

Students wishing to audit language courses with the intention of refreshing their skills before attempting the exams may do so with the permission of the instructor and Registration Office, assuming enrollment space is available. The same applies for any student wishing to audit a language course with the intention of waiving the language requirement via the competency exam in order to take additional elective courses. (See Auditing Courses)

In all cases, students must successfully pass the competency exam before they enroll in or are given credit for courses with the language prerequisite.

Leave of Absence
Limited Courses

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

If students drop a limited course before the last day to drop courses (See Academic Calendar), or a given professor decides to open up his or her section to accommodate more seats, students will be added to the course according to their position on the waiting list. Students on a waiting list who require a course in order to graduate that semester may petition the Registration Office for special exception. The Registration Office will then consult with the relevant professor in order to accommodate the student, and notify him or her when a decision has been made. An improper registration fee may be assessed if it is determined that the student was wait listed due to the student’s own negligence or delay. Waitlisted students are encouraged to attend classes until the add/drop deadline in the hope of admission. In all cases, students are encouraged to plan ahead and register as soon as their priority registration period begins.

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

Loan Deferments and Verifications

Students seeking the deferment of a Perkins Loan must submit the appropriate form to the Registration Office. Individuals needing Stafford Loan deferment are not required to submit verification. The seminary reports enrollment data to a clearing house which tracks Stafford Loan holders. Questions regarding deferment eligibility of loans or Gordon-Conwell’s policies governing student status should be directed to the Registration Office.

Out-of-Sequence Courses

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

Out-of-sequence courses are subject to all the policies, deadlines and procedures governing standard course offerings. They require approval of the directing professor and the Registration Office before permission to register is granted. Petitions should be submitted early. Requests most likely will not be approved once the semester begins.

It is the student's responsibility to initiate the first meeting with their professor which must take place within ten days of the first day of classes for that semester.

Overload

Sixteen and a half semester hours is the maximum a student may take in any major semester without formal approval by the Academic Dean. Generally, students who have maintained a cumulative grade point average of 3.0 or better will be granted permission to enroll for an additional three semester hours. In January and summer sessions, students are typically limited to one course per session; however, in unusual cases, students may register for a maximum of two courses in a session without formal petition to the Academic Dean.
Overseas Missions Practicum

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

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

For more information, contact the Director of Missions Programs.

Pass/Fail Policy

Students may elect pass/fail grading in courses according to the guidelines published below. A total of four such courses are allowed in the M.Div. program, and two in all other Gordon-Conwell degree programs (with the exception of the Th.M. program which allows for no pass/fails). This number includes courses such as MC 550, Ministry in a Rural Context, certain BTI courses and other offerings that are graded on a pass/fail basis. This number does not include denominational standards courses. Students are advised to plan ahead, as this limit, including such courses, cannot be exceeded. Furthermore, students who elect to use more than two pass/fail options within a degree program (excluding denominational standards courses) will not be eligible for graduation honors (e.g. Cum Laude, etc.).

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

Student must request pass/fail grading in writing at the Registration Office by the dates announced in the academic calendar. The election of pass/fail grading is irrevocable after the stated deadlines. Faculty members will submit the grade earned (A+ through F), and the Registration Office will convert grades of “D-” or better to “pass.” Pass/fail courses will not be computed in determining the cumulative grade point average except when failed. When more than one course is required in a given teaching area, no more than half of the course requirements (excluding GL 501 and 502 and OL 501 and 502) may be taken on a pass/fail basis.

Petitions

Petitions for directed courses, extensions, academic adjustments or other such matters are adjudicated by the Assistant Registrar, the Dean of Enrollment Management/Registrar and/or the Judicial Committee. Petition forms may be obtained online or outside of the Registration Office, and should be completed and returned as promptly as possible. Any student who believes that his or her case has been misunderstood may re-petition without penalty. No petition relating to a course requirement can be considered unless it bears the signature of the course instructor.

Probation

The Registration Office reviews academic records at the close of each major semester and at the end of the summer sessions (upon request). The student whose cumulative grade point average falls below the cumulative grade point average required to graduate from the student’s degree program is automatically placed on academic probation. The cumulative grade point average requirement to graduate with the Master of Divinity, M.A. in Educational Ministries, M.A. in World Missions and Evangelism, M.A. in Counseling (World
Missions concentration), or the Master of Arts in Religion degree is 2.0. The cumulative grade point average required to graduate with the Master of Arts, M.A. in Counseling (Mental Health or Marriage and Family concentrations), or Master of Theology degree is 3.0. A student admitted to the seminary on academic probation will be considered as being enrolled in their first semester of academic probation. First semester academic probation normally requires a reduction in the number of courses from the maximum allowed to three courses (or nine credit hours) until the student is removed from academic probation. A student placed on second semester academic probation, in addition to being limited in the number of courses, will not be permitted to access financial aid. (See Satisfactory Academic Progress)

A student is automatically removed from academic probation when his or her cumulative grade point average reaches the level required for graduation from the respective degree program. If a student removed from academic probation is again placed on academic probation in a subsequent semester, the student will automatically be placed on second semester probation. **You may receive federal and institutional funds for only one semester while on academic probation.**

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

**Project Courses**

The Division of Ministry makes available, as part of its offerings, project-based courses which are directed by a member of the faculty. For example, EV 720: Project in Evangelism and EM 720: Project in Educational Ministries. The student plans and executes, under the professor’s guidance, a project which he or she designs and which is approved by the directing professor.

The courses are open to qualified students by petition to the Division of Ministry. Prior agreement must be secured from the professor who is to direct the project. A clear description of the project is required including a rationale for the project, a description of the work to be undertaken, and the outcome anticipated. At the directing professor's discretion, a prerequisite course or courses may be required.

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

**Reading and Research Courses**

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

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

Students should initiate paperwork no later than April 1 for a fall course and December 1 for a spring course. Petitions submitted late or without proper documentation may be rejected even when divisional and professorial permission has been obtained. Extensions are granted for reading and research courses according to the standard extension policy for all courses. (See Extensions for Late Coursework)

Petitions must include a complete course outline, paper (or other requirement) outline, and a detailed bibliography. Reading courses require between 2,500-3,000 pages of reading and research courses require a paper no less than 20 pages in length. Students must meet a minimum of four hours with their directing professor as part of their course framework. Requests to have an instructor other than a full-time Gordon-Conwell faculty member must be made in writing to the Academic Dean and can accompany or precede the
Priority registration is available for current students based on the number of courses they have completed. For spring semester and January session, priority registration is held in November. Fall and summer priority registration is in March. Students who do not register during the early registration period lose seniority for limited courses. (*See Limited Courses*)

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

Course selections are binding, and tuition charges will be applied for the number of courses selected. Withdrawal from the seminary after the November and March registration periods must be done through the Registration Office so students are not charged for courses that have not yet begun. (*See Payment of Bills*)

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

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

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

**Grade Point Average (GPA)**

A student must be meeting the minimum stated cumulative GPA for his or her declared degree program. A student not meeting this minimum will be placed on academic probation. (*See Probation*) Students who have been denied federal financial aid due to a lack of satisfactory academic progress may re-establish progress by meeting both the GPA requirement and annual course credit requirement (defined below) in coursework taken at Gordon-Conwell at their own expense.

**Credit Completion Requirement**

The maximum allotted time to complete a degree to maintain eligibility for federal financial aid is as follows (note that these limits are cumulative, not contiguous):

- M.Div. ..... 5 years
- M.A. ..... 3.5 years
- MACO.. 4.5 years
- Th.M. ..... 1.5 years

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

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

**Appeal Process**

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

**Second Degree**

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

**Semlink**

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

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

No more than one third of any degree program may be completed through Semlink courses. Students in the Master of Divinity program may not take more than ten Semlink courses. Master of Arts students may not take more than six Semlink courses. Master of Theology students are not permitted to take any Semlink courses. Transfer credit can sometimes reduce the number of Semlinks that a student is permitted to take; see *Transfer Credit* for details.
Special Scholarship Programs (Graham, Trustee, Jonathan Edwards, and Partnership)

The seminary offers a variety of Special Scholarships to select students. The Special Scholarship programs include the Graham Scholarship, the Trustee Grant, the Jonathan Edwards Scholarship and the Partnership Program. Although each of these programs has its own special features, they all handle enrollment and billing in a similar manner. In order to remain on one of these scholarships, a student must be registered for at least 7.5 credit hours each Fall and Spring semester. Scholarship recipients are billed twice each year: once in the Fall and once in the Spring. Each billing period, scholarship recipients will be billed based on the current cost of five courses (regardless of the total number of courses actually registered) and then the proper amount of financial aid will be applied based on the students’ particular Special Scholarship programs. The Fall billing covers all courses registered under the Summer III, Fall, and January sessions; the Spring billing covers all courses registered under the Spring, Summer I, and Summer II sessions. New residential students who begin their studies in Summer II will have courses registered under that session covered by their Fall billing. This exception will only be made for new scholarship recipients who are new students and is not available to new scholarship recipients who are returning students. No other exceptions will be made to the durations of these billing periods, so students must plan their schedules accordingly. All Special Scholarships terminate upon the completion of a student’s degree program requirements (as determined by the Registration Office), even if the student has future semesters remaining under the current billing period.

The policies discussed above are only a small part of those that govern the Special Scholarship programs. A comprehensive list of the policies for which Special Scholarship recipients will held responsible is sent to recipients each year and can be obtained at anytime from the Financial Aid Office.

Special Students

Qualified students not wishing to enter a specific degree program may be permitted to enroll for classes. Application for permission to enroll as a special student should be made to the Admissions Office. Credit is earned and standard tuition costs prevail. (See Auditing Courses) Special students are not eligible to enroll in specialized courses, such as Mentored Ministry, directed studies and projects without written permission from the Registration Office. The number of applicable credit hours earned as a special student shall not exceed one-third of any given degree program. In other words, no more than 30 credit hours as a special student can be applied to the M.Div. program, and no more than 18 credit hours towards any of the M.A. programs.

Special students may later apply for degree candidate status through the Admissions Office.

Student Discipline

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

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

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

The Guidance Committee and the Dean of Students process matters other than those of academic integrity
and take action deemed appropriate. The student retains the right to appeal the decision. (See Student Guidance)

Student Grievance Against a Faculty Member

For information regarding the contest of a course grade, students should refer to Grade Appeals above. For situations involving a student’s personal grievance against a faculty member, the student should first seek to resolve the matter in private discussion with the relevant faculty member. If resolution fails, the matter should be referred in writing to the Academic Dean. Without written details, no action will be taken. The Dean will then inform the Provost of the nature of the grievance and refer the matter either to the Faculty Personnel Policies Committee or the Educational Policies and Planning Committee or both, depending on the nature of the grievance. In principle, academic matters are referred to the EPPC and personnel matters to the FPPC. Either committee may enlist the work of a subcommittee—e.g. Judicial Committee or an ad hoc committee—to investigate the particulars and recommend action. The full committee where referral is made shall act on the grievance, with written conclusion given both to the faculty member and the student (with a copy to the Academic Dean). Should the grievance fail to be resolved through the efforts of the committee, any one of the principals may require a hearing before the full faculty. The judgment of the faculty, having listened to the matter in a regular or specially called business session, shall be final. Parties to the conflict may be present for the hearing at the discretion of the faculty but shall not be present during the deliberation for decision. The findings and decisions of the full faculty shall be reported to the President and the principals for any necessary action.

Students' Rights of Privacy and Access to Records

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

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

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

Student Services Fee

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

Student Status

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

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

Full-Time Status
A student must take at least seven and a half semester hours to qualify as a full-time student. Neither summer school nor January session courses are included in calculating full-time status.
Part-Time Students

The seminary welcomes part-time students. Degree candidates at the campus should plan to meet requirements by means of regularly scheduled courses, most of which meet several hours per week during the daylight hours. In order to be considered “half time” a student must be registered for at least four and a half semester hours.

Non-Current Student

A student who does not register for classes in a given semester and does not officially withdraw will be considered a non-current student. This includes a student who is completing coursework from a previous semester or session and does not register for the current semester. A non-current student will be permitted to register during the stated priority registration periods.

Style Guidelines for Papers and Theses

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

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

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

When a different style manual is more appropriate to the discipline of a thesis, the thesis committee may authorize an exception. The format of a thesis is expected to follow the *Gordon-Conwell Thesis Guidelines* which may have slight variations from the format recommended in an approved style manual. These guidelines are attached to the thesis course petition found online and outside of the Registration Office.

Substitutions

*(See Waivers)*

Summative Evaluation for M.A. Students

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

1. An oral examination before two members of the respective division. This examination is based on the content of the courses the student has taken in their major field of study, either at Gordon-Conwell or at other schools if the student has transferred to Gordon-Conwell, and is intended to be integrative in nature. Failure to sustain a passing grade on the exam requires a re-examination no earlier than three months from the time of the original examination, during which remedial study, as recommended by the examiners, may take place. Students in the MACH, MATH, and MAME programs will also be required to submit an Integrative Paper as part of their Summative Evaluation. This paper will deal with questions concerning integration of curriculum, intellectual development, worldview, spirituality, vocational calling, and a plan for lifelong learning. Students should contact the Chair of the Division of Christian Thought with questions concerning the Integrative Paper. A grade of passing will be recorded on the student’s transcript at the time the examination is successfully sustained.
2. A thesis on a topic approved by the division where the degree is located. *(See Thesis Courses)*

3. The following option is open only to students for whom English is a second language: a major integrative paper on a topic important to the field of study, demonstrating research competence and substantial knowledge of a field. (If the degree is in OT or NT, the paper must demonstrate original language exegetical skills). The paper is required as an addition to any course requirements, and is submitted to the Chair of the division, who will assign it to an appropriate reader within the division. Failure to sustain a passing grade on the paper will result in the need to rewrite the paper, or portions of it, and resubmit it no earlier than three months from the time of the prior submission. Resubmission of a paper may be handled by mail in cases where an international student has returned to his or her homeland after completing classroom studies. A grade of passing will be recorded on the student’s transcript once the paper has been completed and given a passing grade.

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

**Summer Language Program**

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

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

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

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

**Summer Sessions**

The seminary offers a variety of summer courses in three four-week sessions in which students normally take one course per session. Also, a few courses are scheduled to run throughout the summer, making it possible for a student to take more than three courses during the summer, if desired. Some courses are scheduled to meet in intensive sessions during the first week or two of a scheduled session, with the remaining weeks available to the student for completing reading and written work.

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

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

**Switching Degree Programs**

*(See Transfer Between Degree Programs)*
Thesis Courses

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

Thesis (M.A.)

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

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

Once the thesis is completed, students are required to deposit two finished copies (see Style Guidelines) with the Registration Office: one unbound finished copy and one electronic copy on diskette or CDROM. The Registration Office will pass them on to the Program Director for final approval before binding. In addition, they must sign Gordon-Conwell’s Copyright Release Form for Deposited Student Works, copyright release forms for selected vendors (i.e. TREN), and pay the appropriate binding fee. (See Special Fees) Guidelines for thesis preparation are attached to the M.A. Thesis Course Petition found online and outside of the Registration Office. A student intending to graduate in May must submit a completed thesis to the advisor and reader by November 1 or April 1 of the semester of expected graduation. Two completed, fully corrected copies (see above) must be submitted to the Registration Office by the date specified in the Academic Calendar.

Thesis (Th.M.)

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

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

Once the thesis is completed, students are required to deposit two finished copies (see Style Guidelines) with the Registration Office: one unbound finished copy and one electronic copy on diskette or CDROM. The Registration Office will pass them on to the Program Director for final approval before binding. In addition, they must sign Gordon-Conwell’s Copyright Release Form for Deposited Student Works, copyright release forms for selected vendors (i.e. TREN), and pay the appropriate binding fee. (See Special Fees) Guidelines for thesis preparation are attached to the Th.M. Thesis Course Petition found online or outside the Registration Office.

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

Time Limits

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

Transcript Requests

All requests for academic transcripts must be made in writing to the Registration Office and require written authorization by the student. Official transcripts bearing the seal of the school will be forwarded directly to the appropriate institution(s) or issued to the student in a sealed envelope. Unofficial transcripts will be faxed upon written request. Standard requests, requiring 5-10 business days processing time, are free of charge up to a limit of five per week. Any standard requests exceeding this limit (5) will be charged at $5 per transcript. A $5 pre-paid processing fee will be assessed for each transcript which is faxed or given rush (one-two business day) handling.

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

Transcript Records

In keeping with the accepted standards and practices of institutions of higher education in the United States, it is the policy of Gordon-Conwell Theological Seminary not to alter the recording of any course on a transcript once the course has been completed. Further, the seminary will not alter a grade recorded on a transcript unless requested to do so by the relevant faculty member, judicial committee or Academic Dean upon approval of an appeal of the grade by the student. Students who are concerned about their academic progress in a given course should consider withdrawing from that course. If a student withdraws from a course after the drop/add deadline occurs, the course will appear on the transcript as a withdrawal (W). Courses withdrawn from after the add/drop deadline are subject to the usual refund policy stated in the catalog. (See Academic Calendar)

Transfer Between Degree Programs

Students wishing to transfer between degree programs must do so through the Admissions Office, from which complete instructions and required forms may be obtained. Such an internal application requires the following: an internal application questionnaire; a written recommendation from a Gordon-Conwell faculty member (a second recommendation from the applicant’s pastor is required if the application is for admission to the M.Div. or professional Master of Arts programs); a personal statement of 350-500 words indicating the reasons why a change in status is desired; and an official copy of the student’s Gordon-Conwell transcript (which must be requested through the Registration Office).

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

Transfer Credit

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

Transfer evaluations are completed by the Registration Office upon receipt of written request by the student and typically take four to six weeks to process. To be considered for either transfer credit or advanced standing, a grade of “C” or better is required. Transfer courses graded on a pass/fail basis may be accepted as long as the student still has some pass/fails remaining in his/her Gordon-Conwell degree program. Such transfer courses will reduce the number of pass/fails the student has available at Gordon-Conwell. (See Pass/Fail Policy) Transferred grades will not be used in the computation of the GPA. Normally, transfer credit is not granted for work completed more than ten years prior to matriculation at Gordon-Conwell.
Veterans Affairs Education Benefit

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

Violations of Academic Integrity

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

Cheating involves, but is not necessarily limited to, the use of unauthorized sources of information during an examination. Duplication of course requirements involves the submission of the same (or substantially same) work for credit in two or more courses without the knowledge and consent of the instructors. (See Duplication of Course Requirements) Plagiarism involves the use of another person’s distinctive ideas or words, whether published or unpublished, and representing them as one’s own instead of giving proper credit to the source.

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

Allegations and Appeals Process:

1. A faculty member will identify and substantiate a suspected violation of academic integrity. The faculty member has the prerogative to meet with the student for clarification concerning the suspected violation of academic integrity.

2. As soon as is reasonably possible, the faculty member will present the allegation to the Registrar.

3. Within three business days, the Registrar will give written notification of the allegation and due process to the accused student.

4. The student will have the option to respond in writing to the allegations within no more than ten business days of the Registrar’s notification. This response must be directed to the Registrar.

5. The Registrar will gather all appropriate information and present it to the Judicial Committee for action. The Judicial Committee will have ten business days to meet, review the case, and render a decision. The student has the right to appear before the Judicial Committee to defend his/her case and may do so by making a request to the chair of the Judicial Committee prior to the meeting.

   A. Those who violate the seminary’s policy on cheating and plagiarism will be subject to one or more of the following penalties: a failing grade on the assignment in question; a failing grade for the course; suspension from the seminary; dismissal from the seminary; or revocation of degree. Other penalties, if any, may be assigned at the committee’s discretion.

   B. Matters may also be referred to the Guidance Committee and/or the Dean of Students at the discretion of the Judicial Committee.

6. Within three business days of receiving the Judicial Committee’s decision, the Registrar will send written notification of the decision to the student and all appropriate offices.

7. If the student so desires, he/she may appeal the Judicial Committee’s decision by submitting a written petition to the Academic Dean within ten business days.

8. Within ten business days, the Academic Dean will send written notification to the student and all appropriate parties of his/her decision to uphold or change the Judicial Committee’s original decision.

9. If the student so desires, he/she may appeal the Academic Dean’s decision by submitting a written petition to the President within ten business days.
10. Within ten business days, the President will send written notification to the student and all appropriate parties of his/her decision to uphold or change the Academic Dean’s original decision. The President’s decision will be final.

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

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

Visiting Students

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

Voter Registration

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

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

Waiting Lists

(See Limited Courses)

Waivers

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

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

Occasionally, a student will be granted permission to waive a requirement with another course similar in design but varying in focus without having completed previous coursework at another school. In such cases, approval will be granted only when the student can show adequate reason why the “substitute” course would be more appropriate for the student’s intended vocational goals.
Waivers will not be granted for reasons such as convenience to a student’s schedule, lack of proper planning on the part of the student, change of degree program late in the student’s academic career, or because of previous experience gained outside of a classroom setting.

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

**Waivers for M.Div. Women and Racial Minority Students**

Gordon-Conwell recognizes that women and racial minority students in the Master of Divinity program may desire courses that focus on learning and/or ministry in gender- and/or culturally-specific contexts. In light of this, and the variety of specialized courses available through the Boston Theological Institute (BTI), the seminary has established a policy to allow for the waiving of some M.Div. courses in certain instances. Women and racial minority M.Div. students may take via the offerings of the Boston Theological Institute one of their divisional requirements in each of the following areas: OT, NT, TH, CH, SE/ET; and from the offerings of the Division of Ministry a total of two courses, but not more than one in a given area.

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

**Withdrawal/Leave of Absence**

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

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

MASTER OF DIVINITY

Graduation Requirements
Students participating in the Master of Divinity degree must complete 30 courses, six units of Mentored Ministry, maintain a grade point average of 2.0 or higher and be present for graduation exercises. No more than 8 courses may be taken at other schools in the Boston Theological Institute.

Degree Requirements
Core Requirements: Candidates are required to complete ten courses in the area of Biblical Studies, seven courses in Christian Thought and seven courses in Ministry.
General Electives: Each student must complete six elective courses.
Mentored Ministry: Students must complete six units of Mentored Ministry
(See Mentored Ministry under Ministry course descriptions in the Catalog.)
Denominational Standards: Most denominations require a course in denominational standards. This is not a Seminary requirement, but the student should carefully observe the relevant requirement of his or her denomination.
Bible Competency: All M.Div. students must demonstrate Bible competency either by successfully completing the Old and/or New Testament Survey courses, or by passing the Bible Competency Exams. Those who do not pass the Competency Exams, or elect not to sit for the exams will be required to complete OT 500, Old Testament Survey and/or NT 501, New Testament Survey as electives.
(See Bible Competency Exams)
M.Div. Concentrations: Please consult the following check sheet for a breakdown of course requirements. Some variation may occur for those considering one of our approved concentrations. (Concentration descriptions will follow.)

Core Requirements (24 courses)
- Educational Ministry, Select one from the following:
  EM 502, Educational Ministry of the Church
  EM 603, Educational Ministry with Adults
  EM/WM 657, Educational Ministry in Cultural Perspective
  EM 687, Educational Ministry in Urban Settings
  CH/EM/TH 635 Catechesis: History, Theology, and Practice
- CH 501, The Church to the Reformation
- Select one from the following:
  CH 502, The Church Since the Reformation
  CH 503, American Evangelicalism
- Ethics, Select one from the following:
  ET 501, Christian Ethics
  SE 571, Christian Ethics & Social Issues
  ET/SE 625, Conservative Social Thought
  SE 632, Christianity and the Problem of Racism
- EV 701, Personal Evangelism Through the Local Church
- GL 501, Basic Greek I
- GL 502, Basic Greek II
MC 501, Spiritual Formation for Ministry
☐ Ministry, Select one from the following:
MC 610, Growing in Ministry Leadership
MC 701, Pastoral Ministry
MC 702, Pastoral Theology for Church & Society
MC 703, Women in Ministry (official waiver required)
☐ NT 502, Interpreting the New Testament
☐ NT Narrative Book Exegesis (NT 611-619)
☐ NT Epistle Exegesis (NT 620-649)
☐ OL 501, Hebrew I
☐ OL 502, Hebrew II
☐ Old Testament, Select one from the following:
OT 501, Theology of the Pentateuch
OT 502, Introduction to the Old Testament
☐ OT Hebrew Exegesis (OT 600-670)
☐ OT Hebrew Exegesis (OT 750 or 770)
☐ Pastoral Counseling, Select one from the following:
PC 511, Pastoral Counseling
PC 521, Pastoral Counseling in Urban Ministry
☐ PR 601, Preaching: Principles & Practices
☐ PR 602, Preaching for Modern Listeners
☐ TH 504, Systematic Theology I
☐ TH 505, Systematic Theology II
☐ TH 507, Systematic Theology III
☐ World Missions, Select one from the following:
WM 601, The World Mission of the Church
TH/WM 602, Theology of Mission

General Electives (6 courses)
Note Bible competency requirement above

Mentored Ministry [6 units are required for graduation but they do not count toward the 30 course requirement.]
☐ MM 501 ☐ MM 601 ☐ MM 701
☐ MM 502 ☐ MM 602 ☐ MM 702

Approved M.Div. Concentrations
The Master of Divinity program is designed to provide the student with a general yet comprehensive basis for pastoral ministry. However, those who wish to concentrate their theological studies can select from one of four approved tracks. Those who pursue a concentration will reduce their general electives by a minimum of four courses. Depending on the track, certain M.Div. core requirements may be altered.

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

Students in the Anglican/Episcopal Studies track must reserve all of their open elective course options for six special Anglican/Episcopal courses, all of which are required for the track. After using all four open electives for courses in the Anglican/Episcopal Studies track, students will take their remaining two concentration courses in one of two ways: 1) Students may take them in addition to the required ninety credit hours of the M.Div. program, for a total of ninety-six credit hours. (Note: With this option, it might not be possible for a student to complete both the degree and the track requirements within three academic years, depending on individual circumstance.) 2) If students pass their Old Testament and New Testament competency examinations, they will
not be required to take the Old Testament and New Testament survey courses, thereby making two additional electives available. They will then be able to take their remaining two courses in the Anglican/Episcopal Studies track as electives.

The following six courses must be taken in order to graduate with an approved concentration in Anglican/Episcopal Studies:

- Choice of one from the following:
  - CH 653 History of Liturgy
  - CH 662 History of Christian Worship
  - CH 647 Anglican Church History
  - ET 503 Anglican Ethics and Moral Theology
  - MC 506 Ascetical Theology
  - MC 704 Pastoral Liturgy/Priestly Formation
  - MC 705 Anglican Parish Ministry

Prior to taking their core ethics and pastoral ministry courses, students in the Anglican/Episcopal Studies track should contact the Registration Office to check if there have been any updates to the track.

**EDUCATIONAL MINISTRIES TRACK**
This track qualifies a person for general pastoral ministry, but also provides specialized training for a minister of Christian education or for further graduate study in the field of Christian education.

- EM 500 - Foundations of Educational Ministries *(this course should be taken in place of EM 502)*
- EM 715 - Worship and Christian Formation
- EM Elective  EM Elective  EM Elective

**YOUTH MINISTRIES TRACK**
The Youth Ministries track is designed to prepare M.Div. candidates for local church and outreach ministries with youth in a given community. M.Div. students completing this track should be able to function as denominational consultants or directors of youth ministries, or be able to develop youth programs in new settings. Students are encouraged to complete a portion of their Mentored Ministry units working in a Youth Ministry context, and another portion in other facets of pastoral ministry. Students may be required to travel to Gordon-Conwell's Boston campus for certain course offerings.

**FOUNDATION IN YOUTH MINISTRY**
- EM/EV/YM 591, Theology and Principles of Dynamic Youth Ministry

**CONTEXTS OF YOUTH MINISTRY**
- EM/YM 693, Understanding Youth Culture
- Choice of one from the following:
  - EM 611, Retreat & Camp Ministries
  - YM 690, Ministering to Troubled Youth

**INTEGRATIVE SEMINAR**
- EM/YM 801, Strategy & Management of Youth Programs

**YOUTH MINISTRY SKILLS**
- Choice of one in place of PC 511, Pastoral Counseling:
  - CO/PC/YM 725, Counseling the Adolescent
  - PC 712, Pastoral Counseling of Families
- Choice of one from the following:
  - EM 604, The Teacher and Teaching Task
EV 673, Modern Culture & Evangelism
EM/EV 711, Inductive Bible Study
EM/YM 706, Adolescent Spirituality: Faith Development in the Postmodern World

– or –
Any Contexts of Youth Ministry course not previously selected.

WORLD MISSIONS TRACK
For the M.Div. track in world missions, two required courses plus three electives in this area must be completed. Courses can be taken in conjunction with the Overseas Missions Practicum (WM 720, 721), with Inner City Ministry I and II (MC 621, 622) or with the Summer Institute of Linguistics of the Wycliffe Bible Translators. WM 721 may be taken to fulfill one course credit and up to two units of Mentored Ministry when those MM units are registered concurrently. Students who choose to replace OMP with Inner City Ministry I and II must be living in an urban context for that year.

- WM 601, World Mission of the Church or TH/WM 602, Theology of Mission
- WM 722, Applied Anthropology for Missions
- WM Elective or EM/WM 657, Educational Ministry in Cultural Perspective (in place of EM 502)
- WM Elective or CH/WM 610, Advance of the Church in the Non-Western World (in place of CH 502)
- WM Elective

URBAN MINISTRIES TRACK
Gordon-Conwell provides its students with an opportunity for an urban year of living, ministering and studying in Boston through its Center for Urban Ministerial Education (CUME). With the cooperation and support of ministers, churches and agencies (especially the Emmanuel Gospel Center) in inner-city and working-class sections of Boston, the program centers on a close relationship between Mentored Ministry in the city and academic training. Urban Ministry students are encouraged to meet with CUME staff for curricular advisement during registration periods.

Seminary courses on urban ministry are offered directly in the city and will require the students' travel if they are not living in Boston. Students are encouraged to spend their second year in the city while completing their Urban Track courses, especially if they have never lived in an urban context prior to seminary.

- MC 621, Inner City Ministry Sequence I: Context for Ministry (MC 621 and MC 622 should be taken in place of MC 701)
- MC 622, Inner City Ministry Sequence II
- PC 521, Pastoral Counseling for Urban Ministry (in place of PC 511)
- One of the following:
  - EM 687, Educational Ministry in Urban Settings (in place of EM 502)
- SE 571, Christian Ethics and Social Issues (in place of ET 501) or
  - Any CUME course
- EV/WM 627, The Gospel, the World and Cities (in place of WM 601) or
  - Any CUME course

Master of Divinity Degree Goals
1. To gain competency with the biblical languages in order to develop exegetical and hermeneutical skills using the Hebrew text of the Old Testament and the Greek text of the New Testament
2. To understand the basic content and themes of the Old and New Testaments in their historical and cultural settings, as well as the historical and theological dimensions of the Christian faith
3. To expound and proclaim effectively the biblical message of redemption
4. To develop skills appropriate for church leadership as a pastor, teacher, counselor, evangelist, chaplain, church planter, missionary or other role as a leader
5. To foster love for God and his word and therefore to cultivate the practices of spiritual maturity and Christ-
like character, and to understand the Christian's ethical responsibility in church and society
6. To acquire a biblical perspective and Christian worldview on the forces in our culture and to learn to engage those as they are at work both outside and inside the life of the church
7. To develop a global vision for the Christian faith so as to foster an appreciation and commitment to the worldwide proclamation of the gospel
8. To cultivate an appreciation for and a commitment to the personal and community sharing of the gospel.

MASTER OF ARTS IN OLD TESTAMENT
MASTER OF ARTS IN NEW TESTAMENT
MASTER OF ARTS IN CHURCH HISTORY
MASTER OF ARTS IN THEOLOGY
MASTER OF ARTS IN BIBLICALLANGUAGES

Graduation Requirements
Students participating in these degree programs must complete 20 courses with a grade point average of 3.0 or higher and be present for graduation exercises. No more than 8 of the 20 courses may be taken at other schools in the Boston Theological Institute.

MA Program Director
The Director of the Master of Arts program serves as the primary contact for M.A. students and is available to provide general information and counsel as well as assist students in developing their thesis proposals.

Degree Requirements for the MAOT, MANT, MACH, and MATH
Area of Concentration: Complete eight courses in the same area in which the degree is being taken.
Language Requirement: Complete, or have completed, at least two terms of a biblical language. For programs in Church History and Theology, a research foreign language suitable for the anticipated doctoral program may be substituted with the permission of the Director and faculty advisor.
General Core Requirements: Complete up to six courses in the areas of Biblical Studies, Christian Thought, and Ministry. Depending on one's declared concentration the number of required courses may vary.
General Electives: Complete at least four elective courses. The number of electives required is dependent on one's concentration and how that concentration reduces the number of required core courses.
Bible Competency: All MA students must demonstrate Bible competency either by successfully completing the Old and/or New Testament Survey courses, or by passing the Bible Competency Exams. Those who do not pass the Competency Exams, or elect not to sit for the exams will be required to complete OT 500, Old Testament Survey and/or NT 501, New Testament Survey as electives. (See Bible Competency Exams)
Summative Evaluation: A summative evaluation is required of MA students, and may take the form of an oral examination or a thesis, or, for students who have learned English as a second language, a major integrative paper. (See Summative Evaluation for MA Students and Thesis (MA Level) in the academic regulations section of this handbook.)

MASTER OF ARTS IN OLD TESTAMENT

Area of Concentration (8 Courses)

- 4 OT Courses - No more than two courses may be taken at the 500-level.
Those who take OT electives in place of the thesis must sit for an oral summative evaluation during their last semester.

**Core Requirements (6 courses)**
- CH 500, Survey of Church History
- Ethics Course (ET or SE)
- New Testament Course selected from the following:
  - NT 502, NT 503, NT 504, NT 552/652, NT 564,
  - NT 575/675, NT 582, or NT 586
- TH 501, Theology Survey I
- TH 502, Theology Survey II
- WM or EV Course

**Biblical or Research Language (2 Courses)**
- OL 501 or approved Research Language
- OL 502 or approved Research Language

**General Electives (4 Courses)**
*Note Bible Competency Requirement above*

**Master of Arts in Old Testament Goals**
1. To develop an intermediate understanding of the content and themes of the Old and New Testaments in their historical and cultural settings
2. To understand the basic historical and theological dimensions of the Christian faith
3. To gain an intermediate competency with biblical Hebrew in order to develop exegetical and hermeneutical skills using the original languages
4. In keeping with the highest tradition of Christian scholarship, to develop advanced skills for biblical research and writing, using original languages, and awareness of important bibliographic resources
5. To foster love for God and his word and therefore to cultivate the practices of spiritual maturity and Christ-like character, and to understand the Christian's ethical responsibility in church and society
6. To acquire a biblical perspective and Christian worldview on the forces in our culture and to learn to engage those as they are at work both outside and inside the life of the church
7. To understand the historical and theological development of the Christian faith in order to integrate this faith with global ethical and missiological issues.

**MASTER OF ARTS IN NEW TESTAMENT**

**Area of Concentration (8 Courses)**
- 4 NT Courses - No more than two courses may be taken at the 500-level.
- NT Narrative Book Exegesis (NT 611-619)
- NT Epistle Exegesis (NT 620-649)
- NT 891, Thesis part I or NT elective (600-level or above)
- NT 892, Thesis part II or NT elective (600-level or above)
  [Those who take NT electives in place of the thesis must sit for a summative evaluation during their last semester.]

**Core Requirements (6 courses)**
- CH 500, Survey of Church History
- Ethics Course (ET or SE)
- Old Testament Course selected from the following:
  OT 501, OT 502, OT 505, OT 590, or OT 595
- TH 501, Theology Survey I
- TH 502, Theology Survey II
- WM or EV Course

**Biblical or Research Language (2 Courses)**
- GL 501 or approved Research Language
- GL 502 or approved Research Language

**General Electives (4 Courses)**
*Note Bible Competency Requirement above*

**Master of Arts in New Testament Goals**
1. To develop an intermediate understanding of the content and themes of the Old and New Testaments in their historical and cultural settings
2. To understand the basic historical and theological dimensions of the Christian faith
3. To gain an intermediate competency with biblical Greek in order to develop exegetical and hermeneutical skills using the original languages
4. In keeping with the highest tradition of Christian scholarship, to develop advanced skills for biblical research and writing, using original languages, and awareness of important bibliographic resources
5. To foster love for God and his word and therefore to cultivate the practices of spiritual maturity and Christ-like character, and to understand the Christian’s ethical responsibility in church and society
6. To acquire a biblical perspective and Christian worldview on the forces in our culture and to learn to engage those as they are at work both outside and inside the life of the church
7. To understand the historical and theological development of the Christian faith in order to integrate this faith with global ethical and missiological issues.

**MASTER OF ARTS IN CHURCH HISTORY**

**Area of Concentration (8 Courses)**
- CH 812, Historiography
- 3 CH Courses [CH 501 & 502 recommended]
- CH 891, Thesis part I or CH elective
- CH 892, Thesis part II or CH elective (600-level or above)
[Those who take CH electives in place of the thesis must sit for a summative evaluation during their last semester.]

**Core Requirements (6 courses)**
- Ethics Course (ET or SE)
- New Testament Course selected from the following:
  NT 502, NT 503, NT 504, NT 552/652, NT 564,
  NT 575/675, NT 582, or NT 586
- Old Testament Course selected from the following:
  OT 501, OT 502, OT 505, OT 590, or OT 595
- TH 501, Theology Survey I
- TH 502, Theology Survey II
- WM or EV Course

**Biblical or Research Language (2 Courses)**
- OL or GL 501 or approved Research Language
General Electives (4 Courses)

Note Bible Competency Requirement above

1. To understand the basic content and themes of the Old and New Testaments in their historical and cultural settings as well as the historical and theological dimensions of the Christian faith
2. To understand important persons, events, movements, institutions and ideas in the early, medieval, reformation and modern periods of church history
3. To develop skills for historical research and writing, as well as an awareness of important bibliographic resources in the discipline, including competence in a biblical or research language
4. To foster love for God and his word and therefore to cultivate the practices of spiritual maturity and Christ-like character, and to understand the Christian's ethical responsibility in church and society
5. To understand and appreciate the rich heritage of the Church's global history in order to be able to interact more biblically and effectively with our contemporary world.

MASTER OF ARTS IN THEOLOGY

Area of Concentration (8 Courses)

- Ethics Course (ET or SE)
- 3 TH Courses [TH 504, 605 & 607 recommended]
- TH 891, Thesis part I or TH elective
- TH 892, Thesis part II or TH elective

[Those who take TH electives in place of the thesis must sit for a summative evaluation during their last semester.]

Core Requirements (4 courses)

- CH 500, Survey of Church History
- New Testament Course selected from the following:
  - NT 502, NT 503, NT 504, NT 552/652, NT 564
  - NT 575/675, NT 582, or NT 586
- Old Testament Course selected from the following:
  - OT 501, OT 502, OT 505, OT 590, or OT 595
- WM or EV Course

Biblical or Research Language (2 Courses)

- OL or GL 501 or approved Research Language
- OL or GL 502 or approved Research Language

General Electives (6 Courses)

Note Bible Competency Requirement above

1. To understand the basic content and themes of the Old and New Testaments in their historical and cultural settings as well as the historical and theological dimensions of the Christian faith
2. To develop competence in a biblical or research language in order to develop exegetical skills
3. To develop skills of theological analysis and argument appropriate to the breadth of theological claims of Christianity
4. To understand important periods of theological reflection and confession in church history, including the contemporary setting
5. To develop aptitudes for living and speaking the gospel in the context of the Christian community so that individually and corporately the depth of Christian conviction can be applied in the ordinary practices of life
6. To foster love for God and his word and therefore to cultivate the practices of spiritual maturity and Christ-like character, and to understand the Christian's ethical responsibility in church and society
7. To understand the ethical and missiological dimensions of the Christian faith in its global context.

MASTER OF ARTS IN BIBLICAL LANGUAGES

Degree Requirements for Master of Arts in Biblical Languages

Area of Concentration: Complete ten courses in the area in which the degree is being taken.

General Core Requirements: Complete five courses in the areas of Christian Thought and Ministry.

General Electives: Complete five elective courses, which may include, if necessary, basic Greek and Hebrew (GL501/502, OL501/502).

Bible Competency: All MA students must demonstrate Bible competency either by successfully completing the Old and/or New Testament Survey courses, or by passing the Bible Competency Exams. Those who do not pass the Competency Exams, or elect not to sit for the exams will be required to complete OT 500, Old Testament Survey and/or NT 501, New Testament Survey as electives. (See Bible Competency Exams)

Summative Evaluation: No thesis is required in the program, but an oral summative evaluation must be sustained (see Summative Evaluation under Academic Regulations).

Program Recommendations: Students are required to take at least a year of a biblical language prior to matriculation and are encouraged to take at least a year of a modern research language (e.g. German, French, Dutch, Spanish) either prior to matriculation or as an elective in the program.

Course Offerings: Most of the courses are drawn from the offerings of Gordon-Conwell Theological Seminary, but the student also has the option of drawing upon the resources of the Boston Theological Institute, particularly in those areas where the seminary does not provide courses. Courses in ancient languages related to Bible study may be taken at the seminary as independent reading/research courses (710, 711, 760 and 860 courses) or at one of the Boston Theological Institute schools.

Area of Concentration (10 Courses)
- GL 601, Intermediate Greek
- OL 610, Intermediate Hebrew Grammar
- OL 912, Aramaic
- NT 502, Interpreting the New Testament
- NT Narrative Book Exegesis (NT 611-619)
- NT Epistle Exegesis (NT 620-649)
- OT Hebrew Exegesis (OT 660-670)
- OT Hebrew Exegesis (OT 700-770)
- An advanced Greek or Hebrew language (not exegesis) course beyond GL 601 or OL 610
- A related ancient language elective (e.g. Akkadian, Coptic, Eblaite, Egyptian, Hittite, Latin, Syriac, Sumerian, Ugaritic, or additional advanced Hebrew or Greek course)

Core Requirements (5 courses)
- CH 500, Survey of Church History
- Ethics Course (ET or SE)
- TH 501, Theology Survey I
- TH 502, Theology Survey II
- WM or EV Course

General Electives (5 Courses)
Note Bible Competency Requirement above

Master of Arts in Biblical Languages Goals
1. To understand the basic content and themes of the Old and New Testaments in their historical and cultural settings as well as the historical and theological dimensions of the Christian faith
2. To gain an intermediate competency with biblical Hebrew and Greek in order to develop exegetical and hermeneutical skills using the original languages, and also to acquire competency in ancient languages other than
Hebrew and Greek
3. In keeping with the highest tradition of Christian scholarship, to develop advanced skills for biblical research and writing, using original languages, and to develop an awareness of important bibliographic resources
4. To foster love for God and his word and therefore to cultivate the practices of spiritual maturity and Christ-like character, and to understand the Christian’s ethical responsibility in church and society
5. To acquire a biblical perspective and Christian worldview on the forces in our culture and to learn to engage those as they are at work both outside and inside the life of the church
6. To understand the historical and theological development of the Christian faith in order to integrate this faith with global ethical and missiological issues.

MASTER OF ARTS IN EDUCATIONAL MINISTRIES

Graduation Requirements
Students participating in this degree program must complete 20 courses with a grade point average of 2.0 or more and be present for graduation exercises. No more than eight of the 20 courses may be taken at other schools in the Boston Theological Institute.

Degree Requirements
EM Core Courses: Candidates are required to complete eight courses in Educational Ministries.
General Core Requirements: Complete eight courses in the areas of Biblical Studies and Christian Thought.
Mentored Ministry: Complete four units of Mentored Ministry in the area of Educational Ministries (see Mentored Ministry under Ministry course descriptions in the catalog).
Individualized Concentration Proposal: All MAEM students must complete an individualized concentration proposal after their first semester (in which they should have taken EM 500).
This proposal must be approved by the Director of the EM program and a final, approved copy must also be submitted to the Registration Office.
Bible Competency: All MAEM students must demonstrate Bible competency either by successfully completing the Old and/or New Testament Survey courses, or by passing the Bible Competency Exams. Those who do not pass the Competency Exams, or elect not to sit for the exams will be required to complete OT 500, Old Testament Survey and/or NT 501, New Testament Survey as part of the concentration or as additional courses beyond the required 20. (See Bible Competency Exams)
Integrative Seminar: Students are required to complete EM 810, Integrative Seminar in Educational Ministries only after they have completed ten seminary-level courses.

Educational Ministries Core (9 Courses)
- EM 500, Foundations of Educational Ministries
- EM 604, The Teacher and the Teaching Task
- EM 608, Congregational Development
- EM 650, Understanding Learners
- EM 710, Design for Learning
- EM/MC 810, Integrative Seminar in Educational Ministries
- EM Elective
- EM Elective
- EM Elective

General Core Requirements (8 courses)
- CH 500, Survey of Church History
- Ethics Course (ET or SE)
- New Testament Course selected from the following:
  NT 502, NT 503, NT 504, NT 552/652, NT 564,
  NT 575/675, NT 582, or NT 586
- Old Testament Course selected from the following:
OT 501, OT 502, OT 505, OT 590, or OT 595
☐ Any NT or OT "In Depth" Course
☐ TH 501, Theology Survey I
☐ TH 502, Theology Survey II
☐ WM or EV Course

Mentored Ministry [4 units are required for graduation, but they do not count toward the 20 course requirement.]
☐ EM/MM 501, Mentored Ministry Unit 1
☐ EM/MM 502, Mentored Ministry Unit 2
☐ EM/MM 601, Mentored Ministry Unit 3
☐ EM/MM 602, Mentored Ministry Unit 4

Individualized Concentration (4 Courses from concentration proposal)
☐ EM course
☐ EM course
☐ OT 500, Old Testament Survey or approved elective
☐ NT501, New Testament Survey or approved elective

General Electives (3 Courses)

Note Bible Competency Requirement above

Master of Arts in Educational Ministries Goals
1. To understand the basic content and themes of the Old and New Testaments in their historical and cultural settings as well as the historical and theological dimensions of the Christian faith
2. To demonstrate the ability to faithfully and effectively teach the Bible in culturally relevant and appropriate ways
3. To foster love for God and his word and therefore to cultivate the practices of spiritual maturity and Christ-like character, and to understand the Christian's ethical responsibility in church and society
4. To acquire a biblical perspective and Christian worldview on cultural influences and to learn to engage those as they are at work both outside and inside the life of the church
5. To gain exposure to and significant personal experience in life in and among peoples of cultural backgrounds other than their own--both Christian and non-Christian
6. To faithfully and effectively present biblical truth, in both evangelistic and educational terms, to those who are not Christian believers.

MASTER OF ARTS IN COUNSELING

Graduation Requirements
The students participating in this degree program must complete the required courses and be present for graduation exercises. Students in the Mental Health and Marriage and Family tracks must maintain a grade point average of 3.0 or higher, while students in the World Mission track must maintain a 2.0 or higher. No more than eight of the 20 courses may be taken at other schools in the Boston Theological Institute.

Degree Requirements
Number of Courses: The number of courses required in the program will vary, depending on which track is selected. More than 20 courses are required for either the Marriage and Family Therapist or the Mental Health Counselor track in order to meet Gordon-Conwell's expectation of a biblical and theological core as well as expectations of agencies which certify counselors. Twenty courses are required for the World Missions Track (which does not lead to counseling licensure).
General Core Requirements: Complete at least six courses in the areas of Biblical Studies and Christian Thought.
Marriage and Family Track: Students who are seeking counseling licenses in the state of Massachusetts must
complete the eight courses noted below for fulfilling M&F licensure requirements. Students who do not wish to be licensed in Massachusetts may select a minimum of seven courses from the list below, keeping in mind their home state license requirements. Though Gordon-Conwell requires only seven concentration courses for graduation, eight should be taken by those who desire Massachusetts licensing.

Mental Health Track: Students who are seeking counseling licenses in the state of Massachusetts must complete the seven courses noted below for fulfilling MH licensure requirements. Students who do not wish to be licensed in Massachusetts may select a minimum of seven courses from the same list below, keeping in mind their home state license requirements.

World Missions Track: Students who desire to provide counseling and training in counseling on the mission field and do not seek professional licensing should consider the World Missions Track of the MACO degree. For specific course requirements, please see the check list below.

Bible Competency: All MACO students must demonstrate Bible competency either by successfully completing the Old and/or New Testament Survey courses, or by passing the Bible Competency Exams. Those who do not pass the Competency Exams, or elect not to sit for the exams will be required to complete OT 500, Old Testament Survey and/or NT 501, New Testament Survey as electives or additional courses in tracks that do not contain electives. (See Bible Competency Exams)

Concentration Requirements (12 Courses)

MENTAL HEALTH TRACK

- CO 500 Introduction to Counseling
- CO 610 Advanced Developmental Psychology
- CO 611 Theories of Personality
- CO 699 Research Methods & Design
- CO 710 Psychopathology
- CO/PC 711 Group Process
- CO/WM 712 Cross-Cultural Counseling
- Choice of one from the following:
  - CO 732 Psych. Testing: Personality Development
- CO 790 Professional Standards

Choice of one from the following:

- CH/CO/ET 602 Human Sexuality*
- CO 709 Counseling in Addictive Behaviors
- CO 714 Family Counseling/Therapy
- CO 716 Marital Therapy
- CO 717 Abuse
- CO 720 Children in Therapy
- CO/PC/YM 725 Counseling the Adolescent
- CO 740 Career Counseling and Lifestyle Development
- CO/EM/PC 741 Counseling the Aged: Intro to Gerontology

Choice of two from the following:

- CO 614 Family Systems Theory
- CO 615 Sociology of the Family
- -or- CO/MC 642 Ministering to Women in Pain
- CO 616 Cognitive Psychology

*Note: If CH/CO/ET 602 is used to fulfill a mental health counseling requirement above, then it cannot also fulfill the General Core Ethics requirement.

MARRIAGE AND FAMILY TRACK

- CO 500 Introduction to Counseling
- CO 610 Advanced Developmental Psychology
- CO 611 Theories of Personality
- CO 614 Family Systems Theory
- CO 699 Research Methods & Design
- CO 710 Psychopathology
- CO 714 Family Counseling/Therapy
- CO 716 Marital Therapy
- CO 790 Professional Standards

Choice of three from the following:
- CO 615 Sociology of the Family
  - or - CO/MC 642 Ministering to Women in Pain
- CO/WM 712 Cross-Cultural Counseling
- CO 717 Abuse
- CO 720 Children in Therapy
- CO/PC/YM 725 Counseling the Adolescent
- CO/EM/PC 741 Counseling the Aged: Intro to Gerontology

Practicum/Internship (4 courses)
- CO 863A & 863B, Clinical Practicum 1 & 2
  - Choose from the following:
  CO 864A & 864B, Clinical Internship 1 & 2 for Marriage and Family Track
  CO 865A & 865B, Clinical Internship 1 & 2 for Mental Health Track

Professional Seminars (4 courses)
- CO 871A & 871B, Prof. Practicum Sem. 1 & 2
  - Choose from the following:
  CO 872A & 872B, Prof. Internship Sem. 1 & 2 for Marriage and Family Track
  CO 873A & 873B, Prof. Internship Sem. 1 & 2 for Mental Health Track

Colloquium (1 course)
- CO 801A & 801B, Integrative Seminar (1.5 credit hours each)

Concentration Requirements (at least 7 courses)
( ) represents courses which satisfy the Marriage and Family Track (based on the Massachusetts Licensing requirements) and ( ) represents courses which satisfy the Mental Health Counselor Track (based on the Massachusetts Licensing requirements). Undesignated courses or courses designated for an alternate track may be taken by in addition to a student's program requirements or by students who are not seeking professional licensing in Massachusetts.

- Choice of seven (7) from the following:
CO 614, Family Systems Theory
CO 615, Sociology of the Family
CO/MC 640, Changing Amer. Family Patterns/Values
CO/MC 642, Ministering to Women in Pain
CO 699, Research Methods & Design
CO/PC 711, Group Process
CO/WM 712, Cross-Cultural Counseling
CO 714, Family Counseling/Therapy
CO 716, Marital Therapy
CO 720, Children in Therapy
- or - CO/PC/YM 725, Counseling the Adolescent
CO 730, Psychological Testing - Cognitive
- or - CO 732, Psychological Testing ± Personality
CO 740, Career Counseling & Lifestyle Development
CO 790, Prof. Standards for Counselors
WORLD MISSIONS TRACK:

General Core Requirements (6 courses)
- CH 500, Survey of Church History
- Ethics Course (ET or SE)
- New Testament Course selected from the following:
  - NT 502, NT 503, NT 504, NT 552/652,
- Old Testament Course selected from the following:
  - OT 501, OT 502, OT 505, OT 590, or OT 595
  - NT 564, NT 575/675, NT 582, or NT 586
- TH 501, Theology Survey I
- TH 502, Theology Survey II

Counseling Concentration Requirements (6 courses)
- CO 500, Introduction to Counseling
- CO 614, Family Systems Theory
- CO 615, Sociology of the Family
- CO/WM 712, Cross-Cultural Counseling
- CO 714, Family Counseling/Therapy
- CO 716, Marital Therapy

World Missions Concentration Requirements (4 courses)
- WM 601, World Mission of the Church
- TH/WM 602, Theology of Mission
- WM 722, Applied Anthropology for Missions
- Choice of One:
  - WM 603, History of Missions
  - CH/WM 610, Advance of the Church in the Non-Western World

Practicum/Internship (2 courses)
- WM 720, Overseas Missions Practicum Orientation
- Choose from the following:
  - CO 863A & 863B, Clinical Practicum 1 & 2
  - WM 721, Overseas Missions Practicum

Electives (2 courses)
Note Bible Competency Requirements Above

Master of Arts in Counseling Goals
1. To understand the basic content and themes of the Old and New Testaments in their historical and cultural settings, as well as the historical and theological dimensions of the Christian faith
2. To demonstrate academic excellence in the ability to communicate effectively materials from the study of psychology and the biblical, historical and theological disciplines
3. To integrate psychological theory with biblical truth so that the knowledge and skills learned in studies and practice will be realized in professional application
4. To evidence a commitment to the authority of Scripture in personal and community relationships, as well as a personal commitment to spiritual formation
5. To foster love for God and his word and therefore to cultivate the practices of spiritual maturity and Christ-like character, and to understand the Christian's ethical responsibility in church and society
6. To gain experience in an understanding of cultural backgrounds toward effective expression of biblical truth, with the goal of ministering to Christians and to those who are not Christian believers
7. To demonstrate an awareness of national, racial, ethnic and cultural factors that impinge upon the teaching and modeling of biblical truth, and to develop the capacity for a critical evaluation of important cultural changes
within the discipline of counseling.

MASTER OF ARTS IN WORLD MISSIONS AND EVANGELISM

Graduation Requirements
Students in this program must complete 20 courses with a grade point average of 2.0 or more and be present for graduation exercises. No more than eight of the 20 courses may be taken at other schools in the Boston Theological Institute.

Degree Requirements
Area of Concentration: Complete eight courses in an area of concentration within the MAME degree: General Track, Church Planting Track, Cross-Cultural Teaching Track.
Language Requirement: Complete, or have completed, at least two semesters of a second language (or demonstrate equivalent proficiency therein). This requirement may be satisfied by the completion of equivalent study at the Summer Institute of Linguistics. (See Associated Study Opportunities in the catalog) Fulfillment of the language requirement will be determined by the program director, taking into account the student's background and vocational goals.
General Core Requirements: Complete six courses in the areas of Biblical Studies and Christian Thought.
Bible Competency: All MAME students must demonstrate Bible competency either by successfully completing the Old and/or New Testament Survey courses, or by passing the Bible Competency Exams. Those who do not pass the Competency Exams, or elect not to sit for the exams will be required to complete OT 500, Old Testament Survey and/or NT 501, New Testament Survey as electives or additional courses if electives are unavailable. (See Bible Competency Exams)

A summative evaluation is required of all MAME students and will take the form of an integrative paper and oral exam. For students who have learned English as a second language, a increased integrative paper may replace the oral exam. (See Summative Evaluation for MA Students in the academic regulations section of this handbook.)

Students in all MAME tracks must complete the following courses:

General Core Requirements (6 courses)
- CH 500, Survey of Church History
- Ethics Course (ET or SE)
- New Testament Course selected from the following:
  - NT 502, NT 503, NT 504, NT 552/652,
- Old Testament Course selected from the following:
  - OT 501, OT 502, OT 505, OT 590, or OT 595
  - NT 564, NT 575/675, NT 582, or NT 586
- TH 501, Theology Survey I
- TH 502, Theology Survey II

Practicum (2 courses)
Choose from one of the following two sequences:
- WM 720, Overseas Missions Practicum Orientation
- WM 721, Overseas Missions Practicum
  or
- MC 621, Inner City Ministry Sequence
- MC 622, Inner City Ministry Sequence [Students who choose to replace OMP with Inner City Ministry I and II must be living in an urban context for that year.]

Language Requirement (2 courses)
Personal & Professional Development (2 courses)

- MC 501, Spiritual Formation
- General Elective

*Note Bible Competency Requirements Above*

All MAME students must select one of the following areas of concentration:

**General Track (8 Courses)**

- WM 601, The World Mission of the Church
- TH/WM 602, Theology of Mission
- One from the following:
  - EV 701, Personal Evangelism through the Local Church
  - EV 683, Small Group Evangelism
- EV/WM 665, Church Planting & Growth
- One from the following:
  - EV 673, Modern Culture & Evangelism
  - WM 722, Applied Anthropology for Missions
- One from the following:
  - AP/WM 645, Introduction to Hinduism
  - AP/WM 646, Introduction to Buddhism
  - AP/WM 647, Introduction to Islam
  - TH/WM 626, Evangelical Perspectives on Roman Catholicism & Eastern Orthodoxy
  - TH/WM 659, Evangelical Theology & World Religions
- WM or EV Elective
- WM or EV Elective

**Church Planting Track (8 Courses)**

- WM 601, The World Mission of the Church
- TH/WM 602, Theology of Mission
- One from the following:
  - EV 701, Personal Evangelism through the Local Church
  - EV 683, Small Group Evangelism
- One from the following:
  - EV/WM 665, Church Planting & Growth
  - WM 648, Church Planting in Muslim Contexts
- One from the following:
  - WM 625, Missions After Communism
  - WM 722, Applied Anthropology for Missions
- Two from the following:
  - AP/WM 645, Introduction to Hinduism
  - AP/WM 646, Introduction to Buddhism
  - AP/WM 647, Introduction to Islam
  - TH/WM 626, Evangelical Perspectives on Roman Catholicism & Eastern Orthodoxy
- WM or EV Elective

**Cross-Cultural Teaching Track (8 Courses)**

- Two from the following:
  - WM 601, The World Mission of the Church
  - TH/WM 602, Theology of Mission
WM 603, History of Missions

One from the following:
- EV 701, Personal Evangelism through the Local Church
- EV 683, Small Group Evangelism

One from the following:
- EM/EV 610, Use of Media in Teaching & Evangelism
- EM/WM 657, Educational Ministry in Cultural Perspective
- WM 682, Intro. to TESOL: Methods & Materials

One from the following:
- CH/WM 610, Advance of the Church in the Non-Western World
- WM 722, Applied Anthropology for Missions
- AP 602, Cultural Apologetics

Two from the following:
- AP/WM 645, Introduction to Hinduism
- AP/WM 646, Introduction to Buddhism
- AP/WM 647, Introduction to Islam
- TH/WM 659, Evangelical Theology & World Religions
- WM or EV Elective

Master of Arts in Missions and Evangelism Goals

1. To understand the basic content and themes of the Old and New Testaments in their historical and cultural settings, as well as the historical and theological dimensions of the Christian faith
2. To become familiar with the basic contours of the history of Christian missions
3. To experience a field-specific, cross-cultural mission internship so as to develop the skills and a deep commitment to the worldwide communication of the gospel in strategic partnership with the global church
4. To foster love for God and his word and therefore to cultivate the practices of spiritual maturity and Christ-like character, and to understand the Christian's ethical responsibility in church and society
5. To appreciate and be sensitive to the cultural, religious and social contexts of the peoples of the world and develop appropriate strategies for communicating the gospel into those contexts, with a special emphasis on those who currently have no access to the gospel or where the church is not yet viable
6. To engage in biblical and theological reflections which are particularly essential for effective cross-cultural ministries.

MASTER OF ARTS IN RELIGION

Graduation Requirements

Students in this program must complete 20 courses with a grade point average of 2.0 or more and be present for graduation exercises. No more than 8 of the 20 courses may be taken at other schools in the Boston Theological Institute.

Program Director

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

Degree Requirements

Area of Concentration: Complete six courses in one area to constitute a concentration. These courses will be determined in consultation with the director of the MAR program. No more than two concentration courses may be taken at the 500-level except by permission of the MAR director. The concentration chosen may alter the general core requirements listed below. For example, if a student concentrates in theology, then the core requirements are reduced by two courses (TH 501 & TH 502). This, in effect, would increase the student's available electives from three to five.

Exception: Students in the LBE concentration must complete the equivalent of 10 courses in their area of concentration by attending three D.Min. residencies and submitting two D.Min. projects.
Language Requirement: Complete, or have completed, at least two semesters of a second language (or demonstrate equivalent proficiency therein). Fulfillment of this requirement will be determined by the MAR director, taking into account the area of concentration, the student's background and vocational goals.

Exception: Students in the LBE concentration do not have any language requirements.

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

General Electives: Complete at least three elective courses.

Exception: Students in the LBE concentration have only two elective courses.

Bible Competency: All MAR students must demonstrate Bible competency either by successfully completing the Old and/or New Testament Survey courses, or by passing the Bible Competency Exams. Those who do not pass the Competency Exams, or elect not to sit for the exams will be required to complete OT 500, Old Testament Survey and/or NT 501, New Testament Survey as electives. (See Bible Competency Exams)

Learning Covenant: Before the completion of six courses the student must draft a learning covenant for discussion and approval by the MAR director. (Students in the LBE concentration will submit a Personal Learning Covenant as part of their D. Min. residencies.) The form for such contracts and related documents must contain the following: Statement of purpose specifying a vocational goal or other organizing principle for the program; Specification of the 20 courses required, organized as to area of concentration, general courses, language (if required), and free electives, with rationale describing how these courses contribute to the student's stated vocational goals; (any changes made to the learning covenant after initial approval must be accomplished via the formal waiver process. See Waivers.) Tentative integrative paper or project title. (See Integrative Paper or Project for the MAR and Style Guidelines.)

Area of Concentration (6 courses)
- 6 courses in the area of concentration, as approved by the program director

General Core Requirements (8 courses maximum)
- CH 500, Survey of Church History
- Ethics Course (ET or SE)
- New Testament: select one from the following:
  - NT 502, NT 503, NT 504, NT 532/652,
  - NT 564, NT 575/675, NT 582, or NT 586
- Old Testament: select one from the following:
  - OT 501, OT 502, OT 505, OT 590, or OT 595
- TH 501, Theology Survey I
- TH 502, Theology Survey II
- WM or EV course
- One course selected from the Division of Ministry (EM, EV, MC, PC, PR, YM)

Integrative Paper or Project (1 course)

Language Requirement (2 courses)
- GL or OL 501 or alternative language
- GL or OL 502 or alternative language
Electives (at least 3 courses)
*Note Bible Competency Requirement above*

Leadership and Business Ethics Concentration:
Area of Concentration (10 courses)

- 3 D. Min. Residencies: Christianity in the Workplace (worth 8 courses total)
- 2 D. Min. Projects (worth 1 course each)

General Core Requirements (7 courses)

- CH 500, Survey of Church History
- ET 501, Christian Ethics
- New Testament: select one from the following:
  - NT 502, NT 503, NT 504, NT 552/652,
  - NT 564, NT 575/675, NT 582 or NT 586
- Old Testament: select one from the following:
  - OT 501, OT 502, OT 505, OT 590, or OT 595
- TH 501, Theology Survey I
- TH 502, Theology Survey II
- WM or EV course

Integrative Paper or Project (1 course)

Electives (2 courses)
*Note Bible Competency Requirement above*

Master of Arts in Religion Degree Goals

1. To understand the basic content and themes of the Old and New Testaments in their historical and cultural settings as well as the historical and theological dimensions of the Christian faith
2. To be exposed to a rigorous study and practice of theology in its various disciplines through diverse faculty voices
3. To demonstrate integration through a cumulative educational experience that embraces both academic preparation and life experiences
4. To foster passionate commitment to ministry through individualized and flexible course of study and faculty involvement
5. To foster love for God and his word and therefore to cultivate the practices of spiritual maturity and Christ-like character, and to understand the Christian's ethical responsibility in church and society
6. To acquire a biblical perspective and Christian worldview on the forces in our culture and to learn to engage those as they are at work both outside and inside the life of the church
7. To develop a global vision for the Christian church.

**MASTER OF THEOLOGY**

Graduation Requirements

Students participating in the Master of Theology program must complete 8 courses with a grade point average of 3.0 or higher and be present for graduation ceremonies.

No more than 2 courses may be taken at schools in the Boston Theological Institute and these by approval of the Th.M. Directors.

Th. M. Program Directors

Each student designs his or her coursework in consultation with a Th.M. program director. At the present time, there are three program directors, one over the Th.M. tracks in Biblical Studies, one supervising the Th.M.
tracks in Christian Thought, and one directing the Th.M. in Preaching.

Degree Requirements

Area of Concentration: At least 5 courses will be taken in an area of concentration. These courses will be determined in consultation with a Th.M. Director and their number may be reduced if the student is invited to write a thesis. (See Th.M. Writing Project or Thesis below.)

Th.M. Research Seminar: Students must complete a Master of Theology Research Methods Seminar appropriate to the concentration, which counts as one course.

Language Requirement: A student electing to enroll in one of the Biblical Studies Division Tracks must have successfully completed one year of biblical Greek and one year of biblical Hebrew prior to beginning the program. A student who has the minimal language requirements but is deficient in either Greek or Hebrew exegesis, as determined by the relevant Th.M. director, may be required to take basic exegesis courses as part of their required course load. A student electing to enroll in one of the Christian Thought Division Tracks or the Division of Ministry Track may be required to pass an examination in Latin or a modern research language where appropriate to the student's research interest. This will be determined by the relevant Th.M. director.

Electives: No more than two courses may be taken in an area outside of but related to the student's area of concentration. The relevant Th.M. director must approve the courses.

Th.M. Writing Course or Thesis: Every Th.M. student should select, in consultation with their Th.M. director, one course (from their concentration) in which they plan to complete the Th.M. Writing Course (making use of the Th.M. Writing Course Petition available in the Registration Office). In this course they will write one major research paper, giving evidence of competencies similar to those demonstrated in the thesis.

Students who have demonstrated the capacity to write a thesis in prior course work and have been invited to write a thesis by their Th.M. director, are exempt from the Th.M. Writing Course. Instead, they will complete a thesis registered as two of the student's required courses. (See Thesis) Because of the nature of preaching, students in this track are excused from the thesis-writing course requirement. They will complete their eight courses under the supervision of the director of the Th.M. Preaching Track.

Th.M.-Level Coursework: At least one-half the courses must be taken on the Th.M. level (900 level), either through courses designed exclusively for advanced level studies, or by taking M.A. or M.Div. courses which are also being offered by the course instructor on an advanced level for Th.M. students. Independent study courses are also possible since the Th.M. is a research degree. No courses offered in the seminary's D.Min. program are available for Th.M. credit.

Th.M. Approved Program Plan: Students are required to meet with their Th.M. director during the first two weeks of their first semester to establish a program plan. (Students who do not submit an Approved Program Plan to the Registration Office will be deregistered from all current courses and prevented from registering for future courses.) This plan will list the courses the student intends to complete to fulfill his or her program requirements. A copy, signed by student and director, will then be submitted to the Registration Office for degree tracking purposes.

BIBLICAL STUDIES DIVISION TRACKS:


MASTER OF THEOLOGY

Old Testament Concentration (8 Courses)

- 3 OT Courses - No more than one ancient near-eastern language course (OL 610 or above)
- OT 991, Thesis part I or OT elective
- OT 992, Thesis part II or Th.M. Writing Course
- NT/OT 901, Seminar in Biblical Theology
- Elective in Biblical Studies
- Elective in Biblical Studies

MASTER OF THEOLOGY
New Testament Concentration (8 Courses)
- 3 NT Courses - No more than one language course
  (OL 912, GL 601 or above)
- NT 991, Thesis part I or NT elective
- NT 992, Thesis part II or Th.M. Writing Course
- NT/OT 901, Seminar in Biblical Theology
- Elective in Biblical Studies
- Elective in Biblical Studies

MASTER OF THEOLOGY

Biblical Theology Concentration (8 Courses)
- 3 NT or OT Courses - No more than one language course (GL 601/OL 610 or above)
- NT/OT 991, Thesis part I or NT or OT elective
- NT/OT 992, Thesis part II or Th.M. Writing Course
- NT/OT 901, Seminar in Biblical Theology
- Approved Elective in Biblical Studies
- Approved Elective in Biblical Studies

CHRISTIAN THOUGHT DIVISION TRACKS:
Church History, Historical Theology, Theology, Theology and Culture, and Missiology

MASTER OF THEOLOGY

Church History, Historical Theology, Theology, Theology and Culture and Missiology Concentrations (8 Courses)
- 3 Courses appropriate to the concentration (CH or TH or WM)
- Thesis part I or additional concentration course
- Thesis part II or Th.M. Writing Course
- CH/TH/WM 901, Th.M. Research Seminar in Christian Thought
- Approved Elective
- Approved Elective

MINISTRY DIVISION TRACK:
Preaching (8 Courses)
- 4 Courses in Preaching
- PR 923A, B, The Preacher and the Message
- PR 901, Th.M. Research Seminar in Preaching
- Approved Elective
- Approved Elective

Master of Theology (Th.M.) Degree Goals
1. To gain greater competency and skill in an area of specialization by employing the most valuable research methods and resources for the specialized area of study with rigor and excellence in keeping with the highest tradition of Christian scholarship and to gain the capacity to formulate productive questions for further investigation
2. To build upon the strengths of the M.Div. program by sharpening skills in biblical exegesis and knowledge and understanding of God's inerrant Word, as it applies to the area of specialization
3. To carry out the specialized studies within the highest tradition of Christian scholarship with rigor and excellence
4. To engage with contemporary issues in the area of specialization from the framework of a biblical worldview.
FINANCIAL INFORMATION

Educational Costs
A comprehensive outline of total student costs for the academic year, which includes tuition and living costs, as well as seminary charges, can be obtained from the Financial Aid Office.

Apartment Rates (monthly)
The apartment rent rates for 2008-09 (subject to change) are as follows:

<table>
<thead>
<tr>
<th>Studio Apartments</th>
<th>Unfurnished</th>
<th>Furnished*</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, B, &amp; C Buildings</td>
<td>$600</td>
<td>$625</td>
</tr>
<tr>
<td>E &amp; F Buildings</td>
<td>$590</td>
<td>$615</td>
</tr>
<tr>
<td>One Bedroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A, B, &amp; C Buildings</td>
<td>$785</td>
<td>$805</td>
</tr>
<tr>
<td>E &amp; F Buildings</td>
<td>$790</td>
<td>$815</td>
</tr>
<tr>
<td>Two Bedroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A, B, &amp; C Buildings</td>
<td>$980</td>
<td>$1015</td>
</tr>
<tr>
<td>E &amp; F Buildings</td>
<td>$990</td>
<td>$1025</td>
</tr>
<tr>
<td>Three Bedroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Building</td>
<td>$1,100</td>
<td>$1,170</td>
</tr>
<tr>
<td>D Building</td>
<td>$1,200</td>
<td>$1,245</td>
</tr>
</tbody>
</table>

*Furnished apartments are available for international students only.

Dormitory Rates (per semester)
The room rates per semester for 2008-09 (subject to change) are:

- Main dorm Single (large) ........ $1,260
- Lamont Hall Single (large) ....... 1,590
- Lamont Hall Single (small)....... 1,470
- Lamont Hall Double ............... 1,250
- Retreat House Single (large) ...... 1,260
- Retreat House Single (small) ..... 1,130
- Retreat House Double .............. 990
- Pilgrim Hall Single (large) ........ 1,140
- Pilgrim Hall Single (small)....... 1,020
- Pilgrim Hall Double ............... 920
- Gray/Phippen Hall Single .......... 1,640
- Gray/Phippen Hall Double......... 1,420

Board Plan (per semester)
- 9 meal plan $1,390
- 12 meal plan $1,580

Medical Insurance
All students taking 6.0 or more credit hours per semester are required by the State of Massachusetts to carry medical insurance that meets state-mandated levels. A description of these requirements is posted in Student Life Services, Room 318 in the Kerr Building.

The seminary provides access to a group plan that meets these requirements. Students may elect to purchase insurance coverage on their own, but the plan must be “reasonably comprehensive and reasonably accessible” in comparison to the State requirements. The student must certify in writing that such a plan has been obtained, relieving the seminary of any responsibility for the student’s medical expenses. For information on
the insurance plan offered through the seminary, a brochure describing coverage and rates plus enrollment forms may be obtained from Student Life Services.

All F-1 visa students (and their families) are required to participate in the Gordon-Conwell insurance program unless a waiver is issued.

**Student: $1,509**
**Student & one dependent: $4,419**
**Student, spouse & family: $6,541**

### Payment of Bills

All bills are to be paid by the announced due date for each semester. *(See Academic Calendar.)* Students are responsible for meeting all due dates announced in this handbook and in the student announcements during the school year. Deferred payment plan fees are applied twice during the semester to a student’s tuition account whose balance is not zero. A non-payment fee will be applied at the end of the semester to a student’s tuition account whose balance is not zero. Students who fail to maintain current status in any account will be placed on “hold.” Hold action prevents registration, the release of transcripts or diplomas and may result in de-registration from courses or exclusion from graduation ceremonies. In the event that the seminary incurs any expense in collecting student financial obligations, the student will be responsible for reimbursing the seminary for such expenses and costs of collection.

### Special Fees

**Student Services Fee**
- Fall, Spring.........................$65 each
- Summer I, II, III ...............$25 each
- January.................................$0
- Audits (official) .................$150
- Bookkeeping fee.........................$50.00
- CO 801A/CO801B...half reg. tuition/each
- CO 863A/CO863B...half reg. tuition/each
- CO 864A/CO864B...half reg. tuition/each
- CO 865A/CO865B...half reg. tuition/each
- CO 871A/CO871B.........................$75 each
- CO 872A/CO872B.........................$75 each
- CO 873A/CO873B.........................$75 each
- CPE ..............................$25 per credit hour
  - (In addition to hospital fees if any)
- CO 730/CO 732/CO740............$100.00
  - (lab fee in addition to tuition)
- Deferred payment fee (charged twice per semester - Fall/Spring)...$25.00
- Graduation fee.........................$125.00
- Delay of graduation date fee ......$25.00
- Late/Improper registration fee...$50.00
- Mentored Ministry Fee (per unit)...$120
- Add/Drop fee .....................$5.00/course
- Non-payment fee .......................$50.00
- Semlink Material fee ....................$50.00
- Thesis binding fee .....................$70.00
- Transcripts (10-day processing).....N/C
- Transcripts (2-day express service)..$5.00 ea.
- Transcripts (requests for more than 5/week)$ ... 5.00 ea.)
Tuition Refund Policies

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

Gordon-Conwell utilizes two refund calculations: Federal and Institutional.

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

The amount of assistance that you have earned is determined on a pro-rata basis. That is, if you completed 30% of the payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all of your assistance. The withdrawal date or last day of attendance for implementing this refund policy is the date the student formally submits an application for withdrawal to the Registration Office. if the student fails to notify the Registration Office of the intent to withdraw, the midpoint of the payment period or period of enrollment will be used in the refund calculation.

The amount of federal aid that the student must repay is determined via the “Federal Formula for Return of Title IV Funds.” The refund policy applicable to Gordon-Conwell refers to the return of student loan funds from subsidized and unsubsidized Federal Stafford loans and Federal Perkins loan funds. The law specifies the order that the funds will be returned beginning with the unsubsidized loan funds first.

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

• If less aid was disbursed than was earned, you may receive a late disbursement for the difference.

• If more aid was disbursed than was earned, the amount of Title IV aid that you must return (i.e. not earned) is determined by subtracting the earned amount from the amount actually disbursed.

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

Institutional—Under the Institutional refund calculation, only tuition charges are considered. Refunds for Room and Board will be pro-rated on a weekly basis if the withdrawn student’s tuition refund is determined to be Institutional. Please refer to the seminary’s calendar at the front of this handbook.