It is with a sense of expectancy that we welcome you to the new academic year. As you begin your program at Gordon-Conwell, whether this is your first or your final year here, we trust you have come with a sense of realization of your call to ministry.

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 during 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 God’s world. We extend a warm welcome to new and returning students. 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!

Jeanne Higgins
Registrar and Coordinator of Student Services

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

Gordon-Conwell Theological Seminary does not discriminate on the basis of race, color gender, national or ethnic origin, age, handicap, or veteran status. Gordon-Conwell Theological Seminary admits students of any race, color, gender, national and ethnic origin, age, handicap, or veteran status to all the rights, privileges, programs, and activities generally accorded or made available to students at the Seminary.

Gordon-Conwell Theological Seminary does not discriminate on the basis of race, color, gender, national or ethnic origin, age, handicap, or veteran status in administration of our educational policies, admissions policies, scholarship and loan programs, employment of faculty and administrative staff, use of facilities, athletic programs, other extracurricular activities, and other Seminary-administered programs.
TABLE OF CONTENTS

MISSION STATEMENT___________________________________________________________5

INFORMATION GUIDE (Where to Go)________________________________________________________________________6

COMMUNITY LIFE AT GORDON-CONWELL
Community Life Statement_________________________________________________________6
Community Event Calendar_________________________________________________________6
International Students (F-1 visa)____________________________________________________________________7
Publicity Posters______________________________________________________________________________7
Public Safety and Personal Safety_________________________________________________________________8
Student Association and Special Interest Groups_______________________________________________9
Spiritual Life ________________________________________________________________________________9

SERVICES AND RESOURCES
Bookstore___________________________________________________________________________________10
Career Services______________________________________________________________________________10
Emergency Student Notification________________________________________________________________10
Employment_________________________________________________________________________________10
Information Technology Services________________________________________________________________11
Library______________________________________________________________________________________12
Mail Services_________________________________________________________________________________13
Office Hours, Administrative___________________________________________________________________13
Student Accounts____________________________________________________________________________13
Student Guidance____________________________________________________________________________13
Student Lounges______________________________________________________________________________13

POLICIES AND PROCEDURES
Notification of Professors and Staff for Student Hospitalization______________________________14
Policy on Alcohol Use and Smoking________________________________________________________________14
Policy for Disciplinary Action___________________________________________________________________14
Policy on Drug and Alcohol Abuse____________________________________________________________17
Policy on Harassment___________________________________________________________________________19
Policy on Hazing______________________________________________________________________________21
Policies and Procedures on Information Technology____________________________________________22
Policy on Use of Facilities for Political Activities/Events_______________________________________26
Sales and Services on Campus_____________________________________________________________________26
Statements of Compliance_______________________________________________________________________26

ACADEMIC LIFE
Information and Policies_______________________________________________________________________27
Academic Communications____________________________________________________________________27
Advisors____________________________________________________________________________________27
Application of Policies, Procedures and Degree Program Requirements__________________________27
Attendance Policies___________________________________________________________________________28
Auditing Courses____________________________________________________________________________28
Bible Competency Exams_______________________________________________________________________29
Biblical Languages___________________________________________________________________________29
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Transfers</td>
<td>30</td>
</tr>
<tr>
<td>Cancellation of Classes</td>
<td>30</td>
</tr>
<tr>
<td>Cheating and Plagiarism</td>
<td>30</td>
</tr>
<tr>
<td>Computer Use During Exams</td>
<td>30</td>
</tr>
<tr>
<td>Course Changes: Add, Drop and Withdrawal</td>
<td>31</td>
</tr>
<tr>
<td>Course Credits</td>
<td>31</td>
</tr>
<tr>
<td>Course Elevation</td>
<td>31</td>
</tr>
<tr>
<td>Course Repeats</td>
<td>31</td>
</tr>
<tr>
<td>Credit Hours</td>
<td>31</td>
</tr>
<tr>
<td>Cross-Campus Registration</td>
<td>32</td>
</tr>
<tr>
<td>Degree Audits</td>
<td>32</td>
</tr>
<tr>
<td>Denominational Standards</td>
<td>32</td>
</tr>
<tr>
<td>Directed Study Courses</td>
<td>32</td>
</tr>
<tr>
<td>Disability Accommodation Policy</td>
<td>32</td>
</tr>
<tr>
<td>Dismissal</td>
<td>33</td>
</tr>
<tr>
<td>Dual Degree</td>
<td>33</td>
</tr>
<tr>
<td>Duplication of Course Requirements</td>
<td>33</td>
</tr>
<tr>
<td>Examinations (Finals)</td>
<td>33</td>
</tr>
<tr>
<td>Extensions for Late Coursework</td>
<td>34</td>
</tr>
<tr>
<td>Faculty Academic Mentors</td>
<td>34</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act</td>
<td>34</td>
</tr>
<tr>
<td>Fulfillment of Responsibilities</td>
<td>36</td>
</tr>
<tr>
<td>Grade Appeals</td>
<td>36</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>37</td>
</tr>
<tr>
<td>Graduation</td>
<td>38</td>
</tr>
<tr>
<td>Honors</td>
<td>39</td>
</tr>
<tr>
<td>Incompletes</td>
<td>40</td>
</tr>
<tr>
<td>Language Competency Exams</td>
<td>40</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>40</td>
</tr>
<tr>
<td>Limited Courses</td>
<td>40</td>
</tr>
<tr>
<td>Loan Deferments and Verifications</td>
<td>41</td>
</tr>
<tr>
<td>Mentored Ministry</td>
<td>41</td>
</tr>
<tr>
<td>Out-of-Sequence Courses</td>
<td>41</td>
</tr>
<tr>
<td>Overload</td>
<td>42</td>
</tr>
<tr>
<td>Pass/Fail Policy</td>
<td>42</td>
</tr>
<tr>
<td>Petitions</td>
<td>42</td>
</tr>
<tr>
<td>Probation</td>
<td>42</td>
</tr>
<tr>
<td>Reading and Research Courses</td>
<td>43</td>
</tr>
<tr>
<td>Record Retention</td>
<td>44</td>
</tr>
<tr>
<td>Registration</td>
<td>44</td>
</tr>
<tr>
<td>Residency Requirements</td>
<td>44</td>
</tr>
<tr>
<td>Satisfactory Academic Progress</td>
<td>45</td>
</tr>
<tr>
<td>Second Degree</td>
<td>48</td>
</tr>
<tr>
<td>Semlink+</td>
<td>48</td>
</tr>
<tr>
<td>Special Students</td>
<td>48</td>
</tr>
<tr>
<td>Student Concerns Regarding Accreditation Standards</td>
<td>49</td>
</tr>
<tr>
<td>Student Discipline</td>
<td>49</td>
</tr>
<tr>
<td>Student Grievance Against a Faculty Member</td>
<td>49</td>
</tr>
<tr>
<td>Students’ Rights of Privacy and Access to Records</td>
<td>50</td>
</tr>
<tr>
<td>Student Services Fee</td>
<td>50</td>
</tr>
</tbody>
</table>
Student Status
Style Guidelines for Papers and Theses
Substitutions
Summative Evaluation for M.A. Students
Switching Degree Programs
Thesis Courses
Time Limits for Degrees
Transcripts
Transfer Between Campuses
Transfer between Degree Programs
Transfer Credit
Veterans Affairs Education Benefit
Violations of Academic Integrity
Visiting Students
Waiting Lists
Waivers
Withdrawal/Leave of Absence

DEGREE PROGRAMS
Master of Divinity
Master of Arts in Christian Leadership
Master of Arts in Christian Thought

FINANCIAL INFORMATION
Educational Costs
Cohort Tuition Plan
Standard Tuition Rates
Special Fees
Payment of Bills
Tuition Refund Policies
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.
INFORMATION GUIDE
WHERE TO GO CONCERNING

Address Changes ..................  Registration or in CAMS
Cancellation of Classes ..........  Dean’s Office
Degree Program Change ............  Registration
Email/CAMS/Sakai issues..........  Helpdesk (Hamilton)
Enrollment Verification ............  Registration
Financial Aid ......................  Financial Services (Hamilton)
Graduation ..........................  Registration
Lost and Found ...................  Library
Prayer Requests ...........................  Student Care Office
Proctoring Exams on Campus.....  Library
Student Handbook ..................  Registration
V.A. Tuition Benefits ...............  Registration
Tuition Issues ........................  Student Accounts (Hamilton)

COMMUNITY LIFE AT GORDON-CONWELL

Gordon-Conwell is a school where community life is taken seriously and lived out intentionally. 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 humanity as the ultimate authority and guide for all of our living. The Community Life Statement, below, serves as the guide for our life together. Questions pertaining to it may be directed to the Coordinator of Student Services.

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

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

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

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

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

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

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

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

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

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

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

Adopted by the Board of Trustees May 24, 1984.

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

**International Students (F-1)**
The Admissions and Registration offices help F-1 students with all immigration related matters. According to United States immigration law, F-1 students are required to lawfully maintain their visa status throughout their entire stay in the US. The Registration office assists F-1 students with this requirement.

**Publicity Posters**
All official student event notices must be posted on appropriate bulletin boards and designated areas in campus buildings. All posting of flyers on campus must be authorized by the Dean’s office. Individuals posting event notices around campus must indicate on the notice the group/committee sponsoring the event. Once the event has concluded, responsibility for removing the notice is assumed by the one who posted it or by a representative of the group sponsoring the event.
Public and Personal Safety on Campus

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

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

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

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

Fire and life safety programs must receive community-wide support to be effective. Cooperation from students and residents at fire drills, announced and unannounced, is expected. Students who do not observe these regulations jeopardize the safety of others on this campus and, therefore, will be subject to disciplinary action.

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

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 with the Dean’s Office. Inquiries concerning compliance with the Campus Security Act of 1990 may be directed to the Director, Department of Public Safety, Campus Safety, Gordon-Conwell Theological Seminary, 130 Essex Street, South Hamilton, MA 01982.

To access the 2013 Campus Safety and Security Report (Clery Act), please go to this web page link: http://www.gordonconwell.edu/hamilton/current/Campus-Safety-Report.cfm or obtain paper copies of the 2013 Campus Safety and Security Report, Hamilton Campus, by contacting the Department of Public Safety, Campus Safety.

Crime Prevention
People living, working, and studying 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 campus efforts to keep on-campus criminal activity at the lowest possible level.

- **DO** keep in mind that the seminary campus is open to the public and that non-seminary community people have access to the grounds and building.

- **DO** promptly report ALL crimes and/or suspicious activity to the Dean’s Office and the Jacksonville Sheriff’s Office.

- **DON’T** leave keys or valuables unattended.

- **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** remember, by always protecting your property, you reduce the opportunity for a thief to commit a crime!

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

**Student Association and Special Interest Groups**
Students may organize a Student Association which would be a democratic organization which serves as a liaison between the Dean and the students. Its officers and committee chairs would work with and assist the Student Care Office in its efforts to serve the spiritual, social and co-curricular needs of students.

Occasionally, there is a desire on the part of students to form an ad hoc committee or group regarding a special interest. Individuals wishing to start such a group on campus must obtain permission from the Dean by submitting a statement of purpose. Examples might be a Women’s Council, Men’s Group, Black Students’ Fellowship, etc.

**Spiritual Life**
Our assumption is that you have come here in response to God’s bidding to study. The seminary provides a vigorous academic program designed to challenge and enhance your understanding of God’s Word and world. This challenge to the intellect is complemented by a corresponding challenge to the soul.
It is our conviction that the development of mind and soul are necessary dimensions of theological education. Hence, prayer, worship, meditation and reading of God’s Word are as essential to the community of faith as are books, papers and computers.

The common life in Jesus Christ shared by students, faculty, administrators and staff provides a base for special spiritual fellowship. The varying ecclesiological and personal backgrounds enrich this sharing. A Christian community is enjoyed not only in the classroom and the library, but also in a variety of informal and formal settings.

SERVICES AND RESOURCES

Bookstore
http://gcts.christianbook.com/

Career Services

As a service to the church and our alumni, this site posts information on available professional ministry positions in churches and ministry organizations in the U.S. and some from around the world. In addition, the Candidate List section of MinistryList.com is where GCTS degree holders and graduating GCTS students who are looking for ministry positions may post their candidate and contact information and upload their resume. MinistryList.com also provides useful interviewing, resume, portfolio and job hunting helps as well as a list of other ministry job search links.

The Career Services office on the Hamilton campus seeks also to be a resource during the job hunting process in areas such as resume writing and critique, interviewing and denominational and ordination information. Seminary career services are intended to supplement those placement services offered by denominations.

Emergency Student Notification Upon notification of a death, serious illness or accident in a student's family, during classroom hours, a staff member will attempt to locate the student on campus.

Employment
Student Employment
There are occasional positions available on campus for students. The jobs will be posted in various locations. Student employees may work no more than 25 hours per week in total.

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.

Off-Campus
The seminary is sometimes sent information on job openings at various church and para-church organizations. They are posted in the in the Student Services office. The seminary is in no way endorsing these positions or organizations. It is a courtesy to students.

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

Information Technology Help Desk
The IT Help Desk supports resources owned by the Seminary. Support for accessing CAMS, Sakai or email is available to all students using supported web browsers and operating systems. A list of supported web browsers and operating systems is available through the IT Help Desk.

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

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

Please log new issues with the Help Desk by emailing helpdesk@gordonconwell.edu or by calling the Help Desk at 978-646-HELP (4357).

Internet and Network Access
The GCTS network connects to the Internet and internal resources, including CAMS, Sakai and library resources.

Wireless network access is available on campus. At the discretion of the GCTS IT Department, personal computer access to campus networks may be blocked to ensure the security, integrity and performance of GCTS systems.

Email and CAMS
At matriculation, students receive a GCTS network user ID and password. In most cases, the student user ID is the student’s first initial plus last name. For example, John Smith’s user ID would be jsmith, and his email address would be jsmith@gordonconwell.edu. Instructions for logging into email are provided during the matriculation process, as well as during new student orientation.
This user ID and password are used to access email, CAMS, Sakai and library resources. Utilize the links on the upper right corner of the Gordon-Conwell website, www.gordonconwell.edu, to access email, CAMS, and Sakai. Library resources are accessed under Current Students-Jacksonville-Library. Students are encouraged to log onto CAMS regularly. Professors post course documents, announcements and grades in CAMS. Some professors also use Sakai to post course documents and announcements. Additionally, course schedules and student account history are available on CAMS. Online registration is accessed through CAMS as well.

**Library Computers**
Computers, scanners, and printers for student use are available in the campus library. Digital copies and scanning are encouraged. There are fees per page for printing.

The Student Handbook includes the Seminary's policy for responsible use of IT resources. Failure to use the network and associated resources responsibly can result in suspension of access privileges to seminary IT resources.

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

**Hardware Liability**
Gordon-Conwell will not be held responsible for any damage to computers or devices connected to the Gordon-Conwell network due to power fluctuations, brown-outs, etc. These circumstances are beyond our control and the user bears all responsibility for any damage that may occur as a result.

**Library**

**Fall 2015 Hours**
Monday, Thursday, Friday: 8:30am – 4:30pm
Tuesday and Wednesday: 8:30am – 9:00pm
Closed Saturday and Sunday

On class weekends, the library will be open while class is held:
Friday nights – until 9:30pm
Saturdays –8:30am – 4:30pm

**The Library is closed on the following holidays:**
- Labor Day
- Columbus Day
- Veteran’s Day
- Closes at 12pm on Wednesday and closed Thursday and Friday of Thanksgiving week
- December 21, 2015-January 1, 2016 for Christmas and New Years
- Martin Luther King’s Day
- President’s Day
- Good Friday
- Memorial Day
- Independence Day
Mail Services

Change of Address
It is vital that the seminary have the students' correct mailing address at all times. If, during his/her seminary career, a student moves or is on a leave of absence, it is imperative that the proper information be given to the Registration office.

Closing of On-Campus Mailboxes
Any Gordon-Conwell mailbox assigned to a graduating student will be closed at Graduation. Mailboxes will be available for any active students. The boxes are in the library. They are not locked or secure and are used primarily to return papers and/or exams and give seminary news. It is the student's responsibility to check his/her campus mailbox regularly.

Meeting Room Reservations
The Dean's 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 with the Dean’s office. All reservations should be made well in advance and are subject to availability.

Office Hours, Administrative
The Jacksonville campus administrative offices are open from 8:30am-4:30pm, Monday through Friday. Occasionally, the hours of operation will vary. In such cases, the hours will be posted or communicated through email.

Student Accounts
Credit card payments for student account balances can be made at any time by logging into the CAMS Student Portal and linking to “My Ledger.” For payment information, deadline dates, Student Account forms and answers to frequently asked questions, please visit our website at www.gordonconwell.edu, click on “Current Students” and then “Student Accounts”. Students may also contact the Student Accounts Office by emailing finserv@gcts.edu or calling (978) 646-4049.

Student Guidance
While we do not have a formal student guidance committee on the Jacksonville campus, the Dean’s office along with other appointed staff members is able to refer students who may be experiencing personal or emotional difficulties to local practitioners. Referral to the Dean 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 this help.

Student Lounge
A refrigerator and microwave is available for students' use. Vending machines or snacks for purchase are also available. Students may also congregate in the Student Care office where there may be coffee and snacks.
POLICIES AND PROCEDURES

Notification of Professors/Staff for Student Hospitalization
When a student is hospitalized, the student should contact the seminary offices who 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.

Policy on Alcohol Use and Smoking
The use of alcoholic beverages is not permitted on the campus. A smoke-free environment is required at Gordon-Conwell for the benefit of all members and guests of our community. In addition, smoking inside public buildings is prohibited by Florida state law.

Policy for Disciplinary Action
Statement of Standard for Disciplinary Action
The Seminary reaffirms the biblical principles set forth in its Community Life Statement as it seeks to support students in their theological endeavors. The seminary's commitment to its mission statement requires that all students be guaranteed an environment which promotes intellectual and spiritual growth. To this end, the seminary reserves the right to discipline a student who is found in violation of any aspect of the Community Life Statement or any other institutional code of conduct that interferes with or limits the student's, as well as the community’s, ability to fulfill their academic goals.

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

Procedures for Conducting an Informal Hearing
1. The Judicial Committee is made up of the Dean as representative of the faculty along with the Registrar and others appointed by the Dean. The Judicial Committee is chaired by the Registrar. This 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 code 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 Registrar will notify the student in writing of the following:
   a. A statement of alleged charges against him/her
   b. The specific seminary policy or code of conduct which allegedly has been violated
   c. The purported facts/information supporting the allegation
   d. The establishment of an informal hearing
3. The Judicial Committee will conduct a hearing with the student, using the following guidelines:
   a. The student will be informed of the date, time, and location of the hearing, in writing, either by personal delivery or certified mail, at least five business days in advance. This information will also be provided to the person(s) who brought forth the alleged charges in case he/she desires to be present in the hearing, be required or be invited to be present in the hearing.
   b. The entire case file and the names of any prospective witnesses will be available for inspection by the accused student during normal business hours in the Dean’s office or through his delegate.
   c. The accused student may choose to be assisted by a family member or other individual. Those assisting the accused 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 accuser, if present in the hearing, may also be assisted by an advisor of his/her choosing.
   e. The accused student will be expected to respond to questions asked by the Committee. Students who refuse to answer on grounds of the Fifth Amendment privilege may be informed that the Committee could draw a negative inference from his/her refusal which might result in his/her dismissal from the seminary, in accordance with these standards and procedures.
   f. The hearing may be conducted in the absence of the student who fails to appear following proper notification of the hearing date, time and location.
   g. The hearing may be tape recorded by the Committee. If so, the tape(s) shall be kept with the pertinent case file for as long as the case file is maintained by the Seminary.

4. Immediately following the informal hearing, the Committee will meet for deliberations and render a written decision to the student within five business days after the completion of the informal hearing, except in the case of sexual assault, in which case the accused and the accuser will be notified within one business day.

5. The Committee has the authority to render any one of the following decisions/sanctions:
   a. Exoneration.
   b. Further investigation culminating in another hearing.
   c. 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.
   d. 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.
e. **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.

f. **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 met, after which the Committee will reconvene to render a final decision. A suspension is noted on a student's official record only for the duration of the suspension.

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

6. If the student is suspended or dismissed, the written decision shall be mailed or personally delivered to the student within five business days after the completion of the hearing, except in the case of sexual assault, in which case the accused and the accuser will be notified within one business day. It shall contain a statement of reason resulting in the sanction. The accused student shall be asked to sign a form, for the record, indicating his/her understanding of the disciplinary action taken by the Committee. The accused, as well as the accuser, shall also be advised of the appeal process.

7. A confidential copy of the letter to the student(s) will be filed in the Registrar’s office and the student’s official file.

8. The Committee shall inform the accuser, if any, that the investigation has been completed and that a sanction has been imposed, except in the case of sexual assault, in which case procedure 6, above, will be followed.

**Procedures for Appeal**
In the event that the response, decision, or action being unacceptable to either party (the accused or the accuser), formal complaints can be appealed to the President’s Office.

1. If either student (or accuser) so desires, he/she may appeal the Committee's decision in writing within seven business days, following the notification of sanction, to the President of the Seminary.

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

3. The President's decision will be final.

**Procedures for Student Departing the Seminary**

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

2. Appropriate notation shall be entered on the student's transcript and placed in his/her permanent file. The Registration office will follow normal procedure to notify the appropriate offices of the student's leave from the seminary.
3. In the case of an international student (F-1 visa), as per SEVIS (Student Exchange and Visitor Information System) regulations, he/she must vacate immediately (i.e., no visa “grace period”), following the date of dismissal (date of dismissal will take into account the appeal process).

**Deviations from Established Procedures**
Reasonable deviations from these procedures (not to include sanctions) will not invalidate a decision or proceeding unless significant prejudice to the student may result.

Approved by President's Leadership Team July 5, 2000

**Policy on Drug and Alcohol Abuse**
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’s office. Referral may come from a number of sources, such as fellow-students, faculty or staff members, spouses, area clergy, etc. Procedure for disciplinary action will be observed.

II. Faculty
   The process involving faculty shall follow the Faculty Handbook.

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

**Summary of Legal Sanctions Covering Alcohol and Drug Abuse**
Local, state and federal laws make illegal use of drugs and alcohol serious crimes. Convictions can lead to imprisonment, fines and assigned community service. Courts do not reduce prison sentences in order for convicted persons to attend school or continue their jobs. A felony conviction for such an offense can prevent you from entering many fields of employment or professions.
Possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms, and the full minimum term must be served.

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

Under federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college (seminary) or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs, if death or serious injury occurs 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 impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

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

Distribution of Drug-Free Schools and Communities Regulations Information
The following program is in place to ensure the required distribution of the policy to every faculty, staff and student each year.

- By providing a link to the official website of the Higher Education Center for Alcohol and other Drug Prevention: This link is: [http://www.edc.org/hec/dfsc]{http://www.edc.org/hec/dfsc}
• 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 Drug-Free Schools and Communities. 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 School and Communities Regulations Policy are available from the Department of Public Safety, Campus Safety at Hamilton campus upon request.)

Enforcement
The enforcement of the Drug-Free Schools and Communities Regulations as put forth in the program and in the Seminary policies rests primarily with Human Resources and the Dean’s office. However, the Seminary assumes that each faculty, staff and student who voluntarily becomes part of the Gordon-Conwell Theological Seminary community agrees to abide by its Standards of Conduct and Community Life Statement.

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

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

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

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

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

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

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

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

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

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

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.

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 laws of the state of Florida in regard to hazing:

**1006.63 hazing prohibited.--**

(1) As used in this section, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

(2) A person commits hazing, a third degree felony, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.

(3) A person commits hazing, a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.

(4) As a condition of any sentence imposed pursuant to subsection (2) or subsection (3), the court shall order the defendant to attend and complete a 4-hour hazing education course and may also impose a condition of drug or alcohol probation.

(5) It is not a defense to a charge of hazing that:

(a) The consent of the victim had been obtained;

(b) The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or

(c) The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

(6) This section shall not be construed to preclude prosecution for a more general offense
resulting from the same criminal transaction or episode.

(7) Public and nonpublic postsecondary educational institutions whose students receive state student financial assistance must adopt a written anti-hazing policy and under such policy must adopt rules prohibiting students or other persons associated with any student organization from engaging in hazing.

(8) Public and nonpublic postsecondary educational institutions must provide a program for the enforcement of such rules and must adopt appropriate penalties for violations of such rules, to be administered by the person at the institution responsible for the sanctioning of such organizations.

(a) Such penalties at community colleges and state universities may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal.

(b) In the case of an organization at a community college or state university that authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the institution.

(c) All penalties imposed under the authority of this subsection shall be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other rule of the institution to which the violator may be subject.

(9) Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

(10) Upon approval of the anti-hazing policy of a community college or state university and of the rules and penalties adopted pursuant thereto, the institution shall provide a copy of such policy, rules, and penalties to each student enrolled in that institution and shall require the inclusion of such policy, rules, and penalties in the bylaws of every organization operating under the sanction of the institution.

**Policy on Information Technology**

**Authorized Access and Responsibilities**

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

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

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

Email
Email accounts exist for the exclusive use of the assigned user and are intended for communication associated with Seminary programs. It is important students check their GCTS email regularly. It is how the seminary communicates with the students and students will be held responsible to the information given in an email from the seminary.

Users are responsible for clearly and accurately identifying themselves in any online communication. User email accounts are automatically included on campus email lists, which are utilized by the Seminary staff to disseminate information and notices to the student body at large. Access to send mass emails to a list of students is limited to Seminary staff authorized by the Dean of Students and the Information Technology Services Department.

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

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

Software and Data Copyright
Licenses, contractual agreements, copyright and other laws protect most software, videos, audio files and data that reside on seminary computers. It is the students' responsibility to know the nature of these restrictions for the applications they use and to use the applications within these restrictions. Copyright law addresses illegal reproduction of software, videos, music and data. Unauthorized copying is theft. Penalties of $50,000 or more can be imposed for civil conviction and fines as well as imprisonment for conviction on criminal charges.

Network Usage
Gordon-Conwell provides wireless Internet access for staff, faculty, and students. Students are prohibited from installing their own wireless routers.

Computer activities having a significant negative impact on the network or found to be inconsistent with the school’s Community Life standards will be blocked and the appropriate department notified. Examples include, but are not limited to, illegal file-sharing, pornography, and malware distribution.
The Seminary places a high priority on copyright compliance and respectful bandwidth usage. IT staff regularly monitors network activity for inappropriate activities, including file sharing. Peer-to-peer networks, file-sharing, torrents and the like are not permitted on Gordon-Conwell networks. While we recognize that these technologies are legal in principle, they are all too often used to illegally distribute copyrighted material. Evidence of such activity is promptly reported to the Dean’s office and the appropriate governing authorities.

**Privacy and Confidentiality**

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

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

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

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

**Security and Monitoring**

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

Students are responsible for installing suitable anti-virus software on any computer that they attach to the Gordon-Conwell network by a hard-wired or wireless connection. The seminary does not assume any responsibility for avoidance of or for the impact of computer viruses or other such destructive programs, and a student may be liable for any damage to the network or other computers that arises from failure to install suitable anti-intrusion software.

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

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

**Password Maintenance and Security**

In an effort to improve the security of your data and the access to confidential student data, the Leadership of Gordon-Conwell has approved a policy requiring all students to change their system password every 90 days. In order to make this process easier, we have implemented a website so all users can control and change their passwords easily from any location, including on-campus and off-campus.

Passwords should adhere to the following guidelines:

- Passwords cannot contain the user’s account name or parts of the user’s full name that exceed two consecutive characters.
- Passwords should be at least nine characters in length.
- Passwords should contain characters from three of the following four categories:
  - English uppercase characters (A through Z).
  - English lowercase characters (a through z).
  - Base 10 digits (0 through 9).
  - Non-alphabetic characters (for example! $, #, %)

**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:
  - Full contact information
  - Purpose for reproduction
  - Specific material desired for reproduction (granting permission to reproduce a product in its entirety is discouraged)
  - 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
  - Written permission to reproduce without charge or
b. Written permission to reproduce after payment of a determined fee (for example, if a product is already available for retail purchase, you might give permission to copy and charge 50% of the retail price) or
c. Denial of permission for reproduction

If permission for reproduction of material is granted, it must be reproduced in its original form as produced by Gordon-Conwell Theological Seminary and must carry a proper copyright notice.

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

**Sales & Services on Campus**
Permission to exhibit, and/or sell materials anywhere on campus must be obtained from the Dean’s office. This regulation governs any business projects undertaken on campus by students, faculty or staff, as well as outside organizations.

**Statements of Compliance**

**General Statement**: Gordon-Conwell Theological Seminary does not discriminate on the basis of race, gender, color, national or ethnic origin, age, handicap, or veteran status

Gordon-Conwell is in compliance with the following federal laws and regulations. Full Statements of Compliance are found on the Gordon-Conwell website: [http://www.gordonconwell.edu/about/Statements-of-Compliance.cfm](http://www.gordonconwell.edu/about/Statements-of-Compliance.cfm)

- Campus Security Act of 1990 (Clery Act)
- Civil Rights Act of 1964
- Drug Free Schools and Campuses Act
- Family Education Rights and Privacy Act (FERPA)
- IRS Procedure 75-50
- Rehabilitation Act of 1973
- Student Consumer Information
- Title IX of the Higher Education Amendments of 1972
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. Please note that the policies contained in the Student Handbook are not comprehensive and students should consult the Registration Office for complete details regarding any specific policy.

Registration Office
Gordon-Conwell Theological Seminary
7235 Bonneval Rd.
Jacksonville, FL 32256
(904) 354-4800
email: jaxregistration@gordonconwell.edu
http://www.gordonconwell.edu/jacksonville/current/Registration-Office.cfm

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

Students are obligated to provide the Registration Office with their most current mailing address(es) and other contact information.

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

ADVISORS
The Registrar serves as the primary academic advisor for students. Appointments for advising will be scheduled upon student request. Students who have completed 10 or more courses will typically receive an updated copy of their degree audit from the Registration Office each year. All students are encouraged to seek out faculty in their area of study for additional educational, vocational and spiritual counsel.

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

Students who during the course of the semester are unable to attend either part or the whole weekend (i.e. illness, death of loved one, etc.) of a given module must receive permission from the professor of record prior to the start of the scheduled class. Exigent emergencies or sudden illness are handled on a case by case basis. The professor reserves the right to require additional assignments to make up for loss class time.

In general, the student may miss up to three hours with an excused absence. All other absences are subject to penalties which may include being asked to drop the class, grade penalties and additional work. Each professor sets class attendance policies, announced at the beginning of the course or included in the course syllabus.

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

**Courtesy Audit**
The seminary extends to each current student, staff, faculty and their respective spouse, one courtesy audit per semester at no charge. In addition, alumni and local, full-time pastors (or those in other full-time ministry positions) 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. Since courtesy auditors will not have access to the Student Portal for the audited course, documents and resources posted there will be unavailable to them.
**Official Audit**
Current students may officially audit courses by paying the current audit fee and receiving approval from the Registration Office. Individuals not enrolled in a degree program and wishing to enroll as official auditors must complete a formal application with the Admissions Office. Official audits will be recorded on transcripts. Students must attend at least 75% of the class meetings in order to receive a grade of ‘AU’ on their transcripts, indicating that they satisfactorily audited the course. Auditors will be responsible for verifying their attendance by submitting a written statement to the professor affirming that they did attend at least 75% of the class meetings. It is solely the auditor's responsibility to submit this verification, and it must be submitted no later than the last day for written work for that semester. Official auditors who do not submit attendance verifications on or before the deadline for written work, or who do not attend at least 75% of the classes, or who withdraw from the course after the deadline listed in the Academic Calendar will receive a grade of ‘W’ (Withdrawn) for the course in question.

**BIBLE COMPETENCY EXAMS**
Since proper use of the Bible is central to all types of Christian ministry, Gordon-Conwell requires every student to become proficient in the knowledge and use of the Bible. The seminary offers survey courses (OT 500, Old Testament Survey and NT 501, New Testament Survey) for the purpose of providing a systematic and integrative overview of the content of the Bible. All candidates for the M.A. and M.Div. degrees are required to 1) demonstrate their Bible competency through the appropriate examination(s), or 2) enroll for and satisfactorily complete the Old and New Testament survey courses at the beginning of their studies. Those who opt to demonstrate their Bible competency must sit for and pass the scheduled exam(s) during their first semester as a student. Students are ineligible to take advantage of the Bible exams after their first semester. An individual who passes the exam(s) does not need to enroll for the respective survey course(s). Students with low but passing scores are encouraged to complete the survey courses. OT 500, Old Testament Survey and NT 501, New Testament Survey will only count as elective credit. Since these survey courses are co-requisites for many courses, they must be taken early in a student’s studies in order to ensure that the student will not be hindered in his or her progress toward degree completion.

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

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

Students who wish to be waived from Greek and Hebrew, or to receive transfer credit for these languages, are required to take these exams (see Language Competency Exams).
Each language track is offered beginning each fall in an alternating pattern. Greek one fall, Hebrew the next, and so on.

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

**CAMPUS TRANSFERS**
Students desiring to transfer between Gordon-Conwell campuses should contact the Admissions Office of the campus to which they intend to transfer. In order to be considered a student of the new campus in a given term, the transfer must be entirely complete, and the student must be formally accepted no later than the add/drop deadline for that term (see the Academic Calendar on the registration website).

**CANCELLATION OF CLASSES**
In the event that classes are cancelled (e.g. inclement weather, an emergency), information will be made available through the following means whenever possible:

- In the library if the campus is open
- Email to Gordon Conwell email account
- In the event of inclement weather cancellation notification is made to the following:
  - Local radio: 88.1fm (The Promise)
  - Television: First Coast News (ABC 25 and NBC 12)
  - Internet: Gordon-Conwell website ([www.gordonconwell.edu](http://www.gordonconwell.edu)) as well as websites for First Coast news ([www.firstcoastnews.com](http://www.firstcoastnews.com))
- In some cases of severe weather or an emergency on campus, students may be notified via the campus emergency alert notification system (Send Word Now)

When the seminary chooses not to cancel classes due to weather conditions, each student must use his/her own judgment regarding considerations for travel safety. If a student decides that it would be unsafe for him/her to travel to the seminary, the student is still responsible for any deadlines, coursework, lectures, etc. which he/she may miss. Students coming from a distance should check news websites to make appropriate decisions.

**CHEATING AND PLAGIARISM**
(See Violations of Academic Integrity)

**COMPUTER USE DURING EXAMS**
Computers are not allowed in the classroom while students are taking course examinations. However, when specified, proctored Semlink+ exams may allow the use of computers. 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. There are deadlines for receiving refunds for dropped/withdrawn courses (see the Academic Calendar on the registration website).

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

COURSE CREDITS
The majority of courses at Gordon-Conwell are equivalent to three semester hours of credit. Mentored Ministry rotations are one semester hour of credit.

COURSE ELEVATION
Some programs require that standard master’s courses be elevated to a higher level. Students desiring to elevate a master’s-level course must meet with the directing professor in order to negotiate additional reading and writing requirements that the professor deems appropriate. These assignments must also be approved by the appropriate Dean. Elevated courses are subject to all the policies, deadlines and procedures governing other “standard” courses. M.A. students may opt to elevate some 500-level courses in order to meet their concentration requirements. The original course number will not actually be changed, but the elevation will be noted on the transcript.

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

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

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

CREDIT HOURS
Gordon-Conwell operates on a semester-hour system. Most classes are 3 hours. Students should expect at least three hours of academic work outside of class for each hour spent in class. Credit hours typically represent one of the following:

• In the weekend format: 3 credit hours typically represent 3 weekends of classroom time.
Language courses often add a fourth weekend while remaining three credit hours.

- In a weekly format: 3 credit hours typically represent one three-hour class per week for 12 weeks.
- Intensive courses: 3 credit hours typically represent a full week of classroom time
- Directed studies and Semlink+ courses will meet on different schedules but will comprise an equivalent amount of work and academic engagement.
- Mentored ministry rotations which carry one credit hour represent approximately 48 hours of work.

**CROSS-CAMPUS REGISTRATION**
Students may choose to take courses at any of the other Gordon-Conwell campuses. Registration can be done via web registration. Students registered at other campuses must continue to process all registration-related actions through their home campus Registration Office (e.g., adds, drops, withdrawals, pass/fail petitions, extension requests, etc.). Students will always be billed based on the tuition at their home campus.

**DEGREE AUDITS**
The Registration Office is able to provide each student with a degree audit (a.k.a. checksheet) indicating courses required and courses completed. Students will typically receive an updated copy of their degree audit each year or when requested. 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. Students should be aware of denominational requirements and plan their programs accordingly. Normally courses taken at another ATS accredited seminary can transfer to Gordon-Conwell within certain guidelines. Sometimes courses are offered at one or more of the Gordon-Conwell campuses and can be taken by students from any of our campuses. Students should get approval before taking a class at another seminary if they want to transfer the course(s). Some denominations require their students to study for a portion of their degree at a denominational school (see Residency Requirements).

**DIRECTED STUDY COURSES**
(See Out-Of-Sequence Courses, Project Courses, and Reading and Research Courses)

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

1. A student having a disability requiring accommodation must provide the seminary with documentation from a specialist certified to diagnose the particular disability.
2. The documentation must indicate the type of disability and recommended accommodation.
3. The documentation 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 four weeks 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.

6. On the first day of any given class, the student must also notify his or her professor that a disability exists which will require accommodation.

7. The Dean, upon notification from the Registration Office of the need for accommodation, and in consultation with the relevant faculty member(s) and student, will determine reasonable accommodation in each particular case and for each class.

8. The Dean will communicate to the relevant faculty member(s), the registrar and the student the elements of accommodation for each particular class.

9. The faculty member(s) may request that the Registration Office provide a copy of the documentation describing the disability.

DISMISSAL
The seminary reserves the right to dismiss students whose academic progress is unsatisfactory, whose public or private behavior violates the standards described in the Community Life Statement, or whose development of professional skills is unsatisfactory (see also Probation, Student Discipline and Violations of Academic Integrity). Questions regarding academic probation may be addressed to the Registration Office. Questions regarding violations of the Community Life Statement or professional development may be addressed to the Dean’s office.

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 and in the manner announced by course syllabus. The Jacksonville campus does not have an official exam week. 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. Unless the professor has noted otherwise on their syllabus, 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
The professor normally handles extensions but they may refer the student to the Registration office. 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.’ Unavoidable extensions are normally subject to a third of a letter day per weekday late.

Students should consult the extension petition, located in the Registration Office and on the website, for a detailed outline of the extension policy. Extension requests must be requested before the last day for written work as specified in the Academic Calendar. Courses on extension do not contribute toward a student’s enrollment status (e.g., full-time, part-time, etc.).

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
See the Statement of Compliance on the Gordon-Conwell website: http://www.gordonconwell.edu/about/Statements-of-Compliance.cfm

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.
1. The right to inspect and review the student’s education records within 45 days of the day the seminary receives a written request for access.
   Students should submit to the Registration office, Dean’s office, 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
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the seminary in an administrative, supervisory, academic, research or support staff position; a person or company with whom the seminary has contracted (such as an attorney, auditor, collection agent, pastor or mentor, and the National Student Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the seminary may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The seminary may disclose personally identifiable information from education records to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

5. The seminary reserves the right to release, without consent, personally identifiable information (PII) that is designated as Directory Information. If the student does not wish to have all or part of this information released without consent, he or she must notify the Registration Office, in writing, and the request will be honored within the academic year the letter is received. Students must re-petition at the start of each academic year.

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

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

6. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which a student’s education records and personally identifiable information (PII) contained in such records — including the student’s Social Security Number, grades, or other private information — may be accessed without the student’s consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to a student’s records and PII without the student’s consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to a student’s education records and PII without the student’s consent to researchers performing certain types of studies, in certain cases even when Gordon-Conwell objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive the student’s PII, but the Authorities need not maintain direct control over such entities. In addition, in
connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without a student’s consent PII from the student’s education records, and they may track the student’s participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

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

<table>
<thead>
<tr>
<th>Type of Education Record</th>
<th>Custodian of Records</th>
<th>Office &amp; Location</th>
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<tbody>
<tr>
<td>Academic Record &amp; Judicial Committee Records</td>
<td>Registration office</td>
<td>Registration office</td>
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<td>Jacksonville campus</td>
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<tr>
<td>Mentored Ministry Records</td>
<td>Student Services Coordinator</td>
<td>Registration office</td>
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<td>Jacksonville campus</td>
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<tr>
<td>Semlink+ Records</td>
<td>Semlink+ Coordinator</td>
<td>Semlink+ Office</td>
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<td>Hamilton campus</td>
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<tr>
<td>Financial Accounts</td>
<td>Director of Student Financial Services</td>
<td>Student Accounts</td>
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<td></td>
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<td>Hamilton campus</td>
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<tr>
<td>Financial Aid Transcripts &amp; Scholarship Records</td>
<td>Director of Student Financial Services</td>
<td>Financial Aid Office</td>
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<td>Hamilton campus</td>
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<tr>
<td>Student Employment Records</td>
<td>Director of Human Resources</td>
<td>Human Resources Office</td>
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<td>Hamilton campus</td>
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<td>Judicial Appeals &amp; Byington Applications</td>
<td>Dean’s office</td>
<td>Dean’s office</td>
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<td>Jacksonville campus</td>
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<tr>
<td>Incident Reports</td>
<td>Dean’s office</td>
<td>Dean’s office</td>
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<td>Jacksonville campus</td>
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</tbody>
</table>

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

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

GRADE APPEALS
If a student wishes to contest a grade, she or he has six months from the day the grade is issued to
do so. The student must first seek to resolve the matter by contacting the professor who issued the grade. If he or she is not satisfied with the professor's response, the student has the right to appeal to the Judicial Committee for further consideration. The Judicial Committee is made up of the Dean as representative of the faculty along with the Registrar and others appointed by the Dean. The Judicial Committee is chaired by the Registrar. Requests for appeals after six months are normally not considered.

**Appeals Process**

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

If a pending decision will affect future enrollment (i.e., prerequisites, etc.), the student should contact the Registrar for guidance. Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to the student may result.

**GRADING SCALE**

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

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

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

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

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

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

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

GRADUATION
Gordon-Conwell has one commencement ceremony each year in May. This ceremony is for students who completed their work by the previous December (January graduates) or in April (May graduates), as well as those who have no more than two courses (six credit hours) outstanding which will be completed during the summer (October graduates). Participation in the commencement ceremonies is required of all graduating students except those living more than 250 miles from the seminary. Graduating students must request permission, in writing, from the Registration Office to graduate in absentia.

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

A graduation fee will be charged to all graduates at the beginning of the spring semester of the year in which they are graduating (see Special Fees). Students who do not satisfy all necessary graduation requirements by the special deadline for graduates will not graduate. They must reapply for graduation and will be charged a change of graduation fee (see Special Fees).

Eligibility for January Graduation
Students who have met all financial requirements as well as having completed all of their coursework by December, and whose grades have been received by the Registration Office by
the posted deadline, are eligible for January graduation (see the Academic Calendar on the registration website). January graduates will have a January graduation date listed on their final transcripts and diplomas. Diplomas will be issued in the May commencement ceremony.

Eligibility for May Graduation
To be eligible for May graduation, students must have met all academic and financial requirements by the Monday prior to commencement exercises. The early submission of coursework is required for May graduates so that grades are received by the Registration Office no later than the Monday stated above (see the Academic Calendar on the registration website). Pending May graduates who do not complete all requirements by this deadline but who have two or fewer courses outstanding (which can be completed in the summer immediately following) will be changed to October graduation (with a change of graduation fee) but will still be permitted to participate in the graduation exercises.

Eligibility for October Graduation
To be eligible for October graduation, students must have maintained at least the minimum cumulative GPA required for graduation within their programs by the conclusion of the fall semester preceding graduation. In addition, by the Monday prior to commencement exercises, pending October graduates must have met all financial requirements, have no more than two courses outstanding (including extensions, transfers, etc.), and be registered for their final courses in the summer (or have coursework extensions approved). The early submission of coursework is required for October graduates so that the necessary grades are received by the Registration Office no later than the Monday stated above (see the Academic Calendar on the registration website). All remaining academic and financial requirements must be completed by the date listed on the academic calendar. October graduates who fail to complete their requirements during the summer must delay their official graduation and will pay an additional full graduation fee at the conclusion of their program. Graduation honors (e.g., Cum Laude) will not be awarded until all coursework is complete and final grades have been received. October graduates will have an October graduation date listed on their final transcripts and diplomas. Diplomas will be available in October. They may be mailed if the student is unable to pick it up.

HONORS
The following standards for honors are maintained:

3.700 - 3.849 = Cum Laude
3.850 - 3.924 = Magna Cum Laude
3.925 - 4.000 = Summa Cum Laude

In addition, students seeking honors who were admitted to or began degree programs in summer 2007 or later must adhere to certain limitations regarding how they use their pass/fail grading options. If a student uses more than two pass/fail grading options, he/she will be disqualified for consideration for the above graduation honors. Please note that this limit does not include mentored ministry or 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.
INCOMPLETES
(See Extensions for Late Coursework and Grading Scale)

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). Exams are scheduled on an as-needed basis. Each test consists of translation and parsing, and can be prepared for by reviewing an introductory grammar (e.g., Basics of Biblical Hebrew by Gary Pratico or Basics of Biblical Greek by William Mounce). Students who have taken Greek and/or Hebrew for credit at an accredited graduate institution and have received grades of “C” or better can receive transfer credit toward their programs upon formal transfer evaluation and passing the language competency exam(s). Since a firm knowledge of the biblical language(s) is foundational for performing competent exegesis required in many upper-level courses, students must verify proficiency by passing the exam(s) before transfer credit will be granted (see Transfer Credit).

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

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

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

LEAVE OF ABSENCE
(See Withdrawal/Leave of Absence)

LIMITED COURSES
In an effort to service all students at Gordon-Conwell, most courses do not have a 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. Students who desire to be enrolled in a limited course should register early in order to obtain a seat. Students who register after a course has been closed will be placed on a waiting list based on the time of their registration.

If students drop a limited course before the last day to drop courses (see the Academic Calendar on the registration website), or a given professor decides to open up his or her course 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 registration period begins.

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

**LOAN DEFERMENTS AND VERIFICATIONS**

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

**MENTORED MINISTRY**

A unique aspect of our degree program is the emphasis placed on mentored ministry. Since this program is built upon a parish based, in-service model of theological education, a significant amount of integrative learning should take place in the context of ministry. The process is guided by mentors, faithful persons already engaged in ministry. It is in-service rather than pre-service in its orientation. Intentional covenants for growth and accountability are developed between students and mentors which contribute to the spiritual, academic, and personal growth of the student.

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

Each student enrolled in the M.Div. program is expected to complete six units of Mentored Ministry. Each student in a M.A. program requiring Mentored Ministry is expected to complete three units. There are a wide variety of ministry opportunities through which this requirement may be fulfilled. Each student’s three- or six-unit participation in the program will be graded on a pass/fail basis and recorded on the official transcript of the seminary.

**OUT-OF-SEQUENCE COURSES**

Out-of-sequence courses are offerings that appear in the catalog of courses, have established titles and course numbers, but are taken independently, outside the classroom. Whenever possible, students should take standard courses within the classroom setting. Permission to register for a course out-of-sequence will be granted only when a student can show adequate reason why the course cannot be taken during its regularly scheduled time. Special students, visiting students and auditors are ineligible for out-of-sequence courses.
Out-of-sequence courses are subject to all the policies, deadlines and procedures governing standard course offerings. They require approval of the directing professor and the Registration Office before permission to register is granted. Petitions should be submitted early. Requests most likely will not be approved once the semester begins.

It is the student’s responsibility to initiate the first meeting with their professor, which must take place within 10 days of the first day of classes for that semester.

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

**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. This number does not include denominational standards courses or Mentored Ministry which are graded on a pass/fail basis. Students are advised to plan ahead, as this limit 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 15 hours of transfer, shared and/or advanced standing credits. Students receiving 16 to 33 hours of credit will lose one pass/fail, while those receiving 34 hours or more will lose two. Furthermore, students who transfer in courses that were graded on a pass/fail or satisfactory/unsatisfactory basis will lose one pass/fail for each of these courses.

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

**PETITIONS**
Petitions for directed courses, extensions, academic adjustments or other such matters are adjudicated by the Registration office. Petition forms may be obtained online and should be completed and returned as promptly as possible. Any student who believes that his or her case has been misunderstood may re-petition without penalty.

**PROBATION**
The Registration Office always reviews academic records at the close of each semester. 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 and Master of Arts in Christian Leadership degrees is 2.0. The cumulative grade point average required to graduate with the Master of Arts in Christian Thought degree is 3.0. A student admitted to the seminary on academic probation will be considered as being enrolled in his/her first semester of academic probation. First-semester academic probation normally requires a reduction in the number of courses from the maximum allowed to two courses (six credit hours) until the student is removed from academic probation. A student placed on second-semester academic probation, in addition to being limited in the number of courses, will not be permitted to access financial aid (see Satisfactory Academic Progress).

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

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

**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. For example, TH 760: Reading in Theology or TH 860: Research in Theology. Such a course is treated in accord with usual academic, institutional and divisional criteria. A precise course description, outline of study and bibliography are to be drawn up by the directing instructor and student in the form of a mini-syllabus.

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

Students should initiate paperwork no later than April 1 for a summer course, June 1 for a fall course, and December 1 for a spring course. Petitions submitted late or without proper documentation may be rejected, even when divisional and professorial permission has been obtained. Extensions are granted for reading and research courses according to the standard extension policy for all courses (see Extensions for Late Coursework).
Petitions must include a complete course outline, paper (or other requirement) outline and a detailed bibliography. Reading courses require 2,500-3,000 pages of reading, and research courses require a paper no fewer than 20 pages long. Students must meet a minimum of four hours with their directing professor as part of their course framework. Requests to have an instructor other than a full-time Gordon-Conwell faculty member must be made in writing to the Dean and can accompany or precede the course petition.

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

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

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

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

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

The Code of Federal Regulations, title 34, section 668.34 requires that an institution establish, publish, and apply reasonable standards for measuring whether a student is maintaining satisfactory progress (SAP) in his or her course of study in order for the student to receive financial aid under a Title IV program of the Higher Education Act.

All federal financial aid recipients must progress at a reasonable rate (make satisfactory progress) toward achieving a degree. This requirement applies to all terms regardless of whether or not the student received federal financial aid.

SAP: Evaluating Financial Aid Satisfactory Academic Progress

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

Qualitative measure. Gordon-Conwell Theological Seminary publishes the cumulative grade point average (GPA) that is required for graduation for each degree program. Each student must maintain the respective GPA for their degree program each semester. Failure to maintain this required GPA will mean loss of eligibility for federal financial aid. (See also Probation.)

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

Maximum timeframe. Students are expected to complete their program within the normal time for completion (90 credits M.Div. and 60 credits M.A.). However, there may be special circumstances like program change or an illness that would prevent the students from completing their program of study within the normal time frame.

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

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

**Audited courses and zero credit requirements.** Courses that are audited (official or unofficial) are excluded from satisfactory academic progress calculations since they are not used to determine federal financial aid eligibility.

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

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

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

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

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

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

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

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

**Withdrawn courses.** Courses that the student withdraws from after the 100 percent refund period will be assigned a “W” and will be included in the cumulative credits attempted and the
maximum timeframe.

**SAP: Failure to Meet Minimum Satisfactory Academic Progress Standards**

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

**SAP: Appeal of Financial Aid Termination**

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

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

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

**SAP: Student Notification**

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

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

**SAP: Regaining Eligibility**

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

**SAP: Interpretation and Enforcement**
The Director of Student Financial Services will have primary responsibility for the interpretation and enforcement of this policy.

**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 the name for Gordon-Conwell’s online learning opportunities. Semlink+ courses represent an equivalent amount of work to standard classroom courses. These courses are approximately fourteen weeks long and have fixed start dates tied to the fall, spring, and summer semesters. Semlink+ courses have fixed add, drop, withdrawal, and refund deadlines as posted in the Academic Calendar. 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.

Semlink+ classes have limited enrollment which is open to students from all four campuses. Therefore, students should register as soon as possible. After the course has reached its limit, students will be added to a waitlist. Students are added to the course if a seat becomes open in the order they were placed on the waitlist.

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

**SPECIAL STUDENTS**
Qualified students not wishing to enter a specific degree program may be permitted to enroll for classes. Application for permission to enroll as a special student should be made to the Admissions Office. Credit is earned, and standard tuition costs prevail. Special students are not eligible to enroll in specialized courses, such as Mentored Ministry, directed studies and project courses without written permission from the Registration Office. The number of applicable credit hours earned as a special student shall not exceed one-third of any given degree program. In other words, no more than 30 credit hours as a special student can be applied to the M.Div. program, and no more than 18 credit hours towards any of the M.A. programs. Special students may later apply for degree candidate status through the Admissions Office.
STUDENT CONCERNS REGARDING ACCREDITING STANDARDS
Students who have concerns regarding the school’s compliance with accrediting standards should submit a written record of their concerns to the Vice President for Academic Affairs. Without written details, no action will be taken. The Vice President for Academic Affairs will then take appropriate action to respond to the issue. A written response addressing the concern and any actions that have or may be taken will be issued to the student. Gordon-Conwell will maintain a record of such formal student concerns for review by the Board of Trustees.

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 an 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 Judicial Committee is made up of the Dean as representative of the faculty along with the Registrar and others appointed by the Dean. The Judicial Committee is chaired by the Registrar. The Registrar shall notify the student of the decision of the committee. The student retains the right of appeal to the Vice President of Academic Affairs at Hamilton, 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 Vice President of Academic Affairs (see Violations of Academic Integrity). The Guidance Committee processes matters other than those of academic integrity and take action deemed appropriate. The student retains the right to appeal the decision to the President (see Procedures for Disciplinary Action under Student Life Services).

STUDENT GRIEVANCE AGAINST A FACULTY MEMBER
For information regarding the contest of a course grade, students should refer to Grade Appeals above. For situations involving a student’s personal grievance against a faculty member, the student should first seek to resolve the matter in private discussion with the relevant faculty member. If resolution fails, the matter should be referred in writing to the Dean. Without written details, no action will be taken. The Dean will first refer matter to the VP for Academic Affairs, who may then 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**

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

**STUDENT STATUS**

**Current Student**
To be a current student at the seminary, an individual must have been accepted through the regular admissions process and be enrolled in at least one course during a current semester or session. A student who is completing an extension (or extensions) from a semester or session that has come to a close is not considered a current student unless she or he also meets the above criteria.

**Full-Time Status**
A student must take at least seven semester hours in a semester to qualify as a full-time student in that term.

**Part-Time Students**
The seminary welcomes part-time students. In order to be considered half-time in a semester, a student must be registered for at least three 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. Non-current status will not continue beyond two years.
STYLE GUIDELINES FOR PAPERS AND THESES
Gordon-Conwell Thesis Guidelines are attached to the thesis course petition available online and in the Registration Office. These guidelines are required of every student who writes a thesis, except as noted below. The approved style manuals for Gordon-Conwell papers and theses are the latest edition of A Manual for Writers of Term Papers, Theses and Dissertations, by Kate L. Turabian; the latest edition of the MLA Handbook for Writers of Research Papers; and Form and Style: Theses, Reports, Term Papers by William Giles Campbell, Stephen Vaughan Ballou, and Carole Slade. One should be chosen by the student and followed consistently. Turabian or MLA may be supplemented by the latest edition of The Chicago Manual of Style. The SBL Handbook of Style for Ancient, Near Eastern, Biblical, and Early Christian Studies shall be the required guide for all theses in the areas of Bible and theology, and is the recommended guide for papers in Bible and theology classes. For papers and theses in the field of counseling and psychology, an approved alternative to Turabian and MLA is the latest edition of the Publication Manual of the American Psychological Association.

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

SUBSTITUTIONS
(See Waivers)

SUMMATIVE EVALUATION FOR M.A. STUDENTS
For students in the Masters of Arts in Christian Thought degree, a summative evaluation is required and may take one of the following forms:

1. An oral examination before two members of the respective division. This examination is based on the content of the courses the student has taken in the major field of study, either at Gordon-Conwell or at other schools if the student has transferred to Gordon-Conwell, and is intended to be integrative in nature. Failure to sustain a passing grade on the exam requires a re-examination no earlier than three months from the time of the original examination, during which time remedial study, as recommended by the examiners, may take place. Students 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).

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

SWITCHING DEGREE PROGRAMS
(See Transfer Between Degree Programs)

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

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

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

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

TIME LIMITS FOR DEGREES
A limit of 10 years from date of initial entry into a degree program is placed on the time for securing the M.Div. degree. A limit of seven years from date of initial entry is in effect for all other Master’s programs. Please see Satisfactory Academic Progress for time limits on completion of degree programs to maintain eligibility for federal financial aid.

TRANSCRIPTS

Official Transcript Requests
All requests for academic transcripts must be made to the Registration Office through Gordon-Conwell’s online ordering system (accessed through the CAMS Student Portal or directly via https://iwantmytranscript.com/gcts). All requests require proper authorization by the student, either through portal authentication or a written request with the student’s signature uploaded.
through the online request system. Both paper and secure electronic transcripts may be requested. Official Transcripts will never be e-mailed to recipients. More details about the request process, requirements, options, and fees can be found on the Gordon-Conwell’s website at http://www.gordonconwell.edu/hamilton/current/Transcript-Information.cfm. Transcripts will not be released to/for currently enrolled or former students who have outstanding account balances with the seminary.

**Unofficial Transcript Requests**
Unofficial transcript requests can be made in writing to the Jacksonville Registration office and can be sent to the student.

**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 add/drop deadline occurs, the course will appear on the transcript as a withdrawal (W). Courses withdrawn from after the add/drop deadline are subject to the usual refund policy stated in the Student Handbook (see the Academic Calendar on the registration website).

**TRANSFER BETWEEN CAMPUSSES**
(See Campus Transfer)

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

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

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

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

**VETERANS AFFAIRS EDUCATION BENEFIT**
Gordon-Conwell cooperates with the federal government in supporting veterans and their dependents eligible for education benefits under the Montgomery GI Bill and the Post-9/11 GI Bill. Gordon-Conwell is a Yellow Ribbon-approved school. Applications and information regarding eligibility for benefits may be found at [www.gibill.va.gov](http://www.gibill.va.gov). For further information regarding enrollment certification, see the Registration Office.

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

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

All allegations of cheating and plagiarism are referred to the Judicial Committee which is made up of the Dean as representative of the faculty along with the Registrar and others appointed by the Dean. The Judicial Committee is chaired by the Registrar.

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 notification.
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 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 parties.

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

8. Within ten business days, the Vice President of Academic Affairs 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 Vice President of Academic Affairs’ 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 Vice President of Academic Affairs’ 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 may be extended depending on the availability of the faculty and staff member(s) involved. If a pending decision will affect future enrollment (i.e., prerequisites, etc.), the student should contact the Registrar for guidance. Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to the student may result.

**VISITING STUDENTS**

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

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

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

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

Waivers will not be granted for reasons such as convenience to a student’s schedule, lack of proper planning on the part of the student, change of degree program late in the student’s academic career or because of previous experience gained outside a classroom setting.

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

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 last enrollment must seek re-admission through the Admissions Office.
Degree Programs
MASTER OF DIVINITY

Graduation Requirements
Students participating in the Master of Divinity degree must complete 28 courses and 6 rotations of Mentored Ministry (90 credit hours), maintain a grade point average of 2.0 or higher and be present for graduation exercises.

Degree Requirements

Core Requirements:
Candidates are required to complete 11 courses in the area of Biblical Studies, 7 courses in Christian Thought, 8 courses in Practical Theology, and 2 electives.

Mentored Ministry:
Students must complete six rotations of Mentored Ministry which bear one hour of credit each. There are no waivers. (see Mentored Ministry)

Denominational Standards:
Some denominations require a course in denominational standards. This is not a seminary requirement, but the student should carefully observe the relevant requirements 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 during their first semester, 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). General electives are therefore only available if a student passes one or both of these exams.

Checklist for Incoming Students in FA-13 or Later (incoming students prior to FA-13 refer to catalog for respective incoming year)

Biblical Studies (11 courses)
• Hebrew I: OL 501
• Hebrew II: OL 502
• Interpreting the Old Testament: OT 511
• Hebrew Exegesis in a Historical Narrative
• Hebrew Exegesis in Old Testament Prophets: OT 750
• Basic Greek I: GL 501
• Basic Greek II: GL 502
• Interpreting the New Testament: NT 502
• Greek Exegesis in the Synoptics & Acts
• Greek Exegesis in the Epistles
• Biblical Theology Seminar: OT/NT 795
Christian Thought (7 courses)
• The Church to the Reformation: CH 501
• The Church Since the Reformation: CH 502
• Theology Survey 1: TH 501
• Theology Survey 2: TH 502
• Theology Elective (any course with prefix TH or AP):
• Christian Thought Elective (any course with prefix AP, CH, CT, ET, or TH):
• Ethics Elective: ET 501 (or approved substitute)

Ministerial Studies (8 courses and 6 rotations of Mentored Ministry)
• Pastoral Ministry: MC 701 (or approved substitute)
• Principles Practices: PR 601
• Preaching for Modern Listeners: PR 602
• World Missions/Evangelism: EV 510 (or approved substitute)
• Spiritual Formation for Ministry: MC 501 (or approved substitute)
• One elective course in ministerial studies (any course with prefix CL, EM, MC, PC, SF, YM):
• PC 511: Pastoral Counseling (or approved substitute)
• MC 850: Readiness for Ministry Exit Seminar
• MM 620-639: 6 Rotations in Mentored Ministry

General Electives (2 courses)
• OT Survey (if OT comp. exam not passed) or General Elective
• NT Survey (if NT comp. exam not passed) or General Elective

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 CHRISTIAN LEADERSHIP

Graduation Requirements
Students participating in the Master of Arts in Christian Leadership degree must complete 19 courses and 3 rotations of Mentored Ministry (60 credit hours), maintain a grade point average of 2.0 or higher and be present for graduation exercises.

Degree Requirements

Core Requirements:
Candidates are required to complete 4 courses in the area of Biblical Studies, 6 courses in Christian Thought, 7 courses in Leadership Studies, and 2 electives.

Mentored Ministry:
Students must complete three rotations of Mentored Ministry which bear one hour of credit each. There are no waivers. (see Mentored Ministry)

Bible Competency:
All 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 during their first semester, 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). General electives are therefore only available if a student passes one or both of these exams.

Checklist:

Biblical Studies (4 courses)
- English Bible Elective
- English Bible Elective
- Biblical Theology of Leadership: OT/NT/CL574
- Interpreting the Bible: OT/NT517

Christian Thought (6 courses)
- The Church to the Reformation: CH501
- The Church Since the Reformation: CH502
- Theology Survey I: TH501
- Theology Survey II: TH502
- Ethics Elective: ET 501 (or approved substitute)
- World Mission/Evangelism: EV 510 (or approved substitute)

Leadership Studies (7 courses and 3 rotations of Mentored Ministry)
- Foundations for Christian Leadership: CL503
- The Person of the Christian Leader: CL630
- Managing Conflict: CL640
- The Christian Leader as Communicator: CL650
• Managing the Non-Profit Organization: CL660
• Team and Team Building: CL670
• Christian Leadership Project: CL720
• 3 Mentored Ministry Rotations (1 credit each): CL620-622

**Electives (2 courses)**
• OT Survey (if don’t pass the OT comp. exam) or General Elective
• NT Survey (if don’t pass the NT comp. exam) or General Elective

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

Graduation Requirements
Students participating in the Master of Arts in Christian Thought degree must complete 20 courses (60 credit hours), maintain a grade point average of 3.0 or higher, and be present for graduation exercises.

Degree Requirements

Core Requirements:
Candidates are required to complete 6 courses in the area of Biblical Studies, 9 courses in Christian Thought, 1 course in Ministerial Studies, three electives, and one capstone project.

Bible Competency:
All 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 during their first semester, 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). These additional general electives are therefore only available if a student passes one or both of these exams.

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

Checklist:

Biblical Studies: Complete One of Tracks Below (6 courses)

- Hebrew I: OL 501
- Hebrew II: OL 502
- Interpreting the Old Testament: OT 511
- Hebrew Exegesis in a Historical Narrative
- Hebrew Exegesis in Old Testament Prophets: OT 750
- NT English Bible Elective

OR

- Basic Greek I: GL 501
- Basic Greek II: GL 502
- Interpreting the New Testament: NT 502
- Greek Exegesis in the Synoptics & Acts
• Greek Exegesis in the Epistles
• OT English Bible Elective

**Christian Thought (9 courses)**
- The Church to the Reformation: CH501
- The Church Since the Reformation: CH502
- Theology Survey I: TH501
- Theology Survey II: TH502
- Ethics Elective: ET 501 (or approved substitute)
- World Mission/Evangelism: EV 510 (or approved substitute)
- Three electives in Christian Thought

**Ministerial Studies**
- MC 501 Spiritual Formation for Ministry or CH/SF 591 Dynamics of Spiritual Life

**Electives (3 courses)**
- OT Survey (if don’t pass the OT comp. exam) or General Elective
- NT Survey (if don’t pass the NT comp. exam) or General Elective
- General Elective

**Capstone Project**
- Summative Evaluation or Thesis
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.

**Cohort Tuition Plan**
This is a fixed tuition rate for as many classes as the student wishes to take within a one year period. The Cohort tuition plan can only be signed in the fall and spring semester, but include summer tuition. The plan cannot begin in the summer semester. The tuition is paid on a “use it or lose it” basis. The seminary will not pro-rate tuition if the student takes less than the five course minimum. The tuition rate is held constant for two years although the student has the option to opt out of the second year of the agreement. The student will sign a renewal agreement in the second year of the agreement.

Eligibility: Students who enroll at the Jacksonville campus of Gordon-Conwell Theological Seminary for Fall 2015 or Spring 2016

Tuition Rate: $7350 per year (paid in two installments in September and February). This is subject to change for Spring 2016.

**Standard Tuition Rates**
The tuition rates for 2015-16 (subject to change) are as follows:
$490 per credit hour
$1470 per three hour class

**Special Fees**
Student Services Fee………………………………………………………… $100/semester
Deferred payment fee (charged once per semester - Fall/Spring)… $35
Late payment fee (charged once per semester – Fall/Spring)……… $75
Graduation fee…………………………………………………………………… $150
Delay of graduation date fee ……………………………………….. $25
Transcripts (standard processing)………………………………………. $5 ea.
Transcripts (rush processing)…………………………………….. $10 ea.
Semlink+ Service Fee ………………………………………………….. $155/course
Thesis binding fee…………………………………………………………… $70

**Payment of Bills**
There are various payment deadlines for the Fall, Spring and Summer semesters. Please be aware that there are fees and/or account holds associated with these deadlines. There are two payment deadlines in the Fall and Spring semesters (only one deadline in the Summer semesters). If students are not paid in full by the first deadline, they will incur a deferred payment fee. In addition, the account will be put on hold, preventing future registration and the release of transcripts or diplomas. If they are not paid in full by the final deadline, they will incur a late fee and are at risk of being sent to collections. Students not paid in full by the Summer tuition deadline risk being de-registered from their Fall courses. To avoid collections, a student must set up an official payment plan with the seminary. If your account is sent to collections, you will be responsible to reimburse Gordon-Conwell the fees of any collection agency, which may be based
on a percentage at a maximum of 33 1/3% of the debt, and all cost and expenses, including reasonable attorney’s fees we incur in such collection efforts. Please view the Academic Calendar on the registration website for specific dates and details.

**Tuition Refund Policies**

Not attending classes does not guarantee a refund. Formal application for drop/withdrawal must be made to and approved by the Registration office. 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/withdrawing the course(s) before any refund will be given.

Gordon-Conwell utilizes Federal refund calculations for tuition. 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 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 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.”