Accreditation
Gordon-Conwell operates under a charter of the Board of Higher Education of the Commonwealth of Massachusetts. The seminary is a member of The Association of Theological Schools in the United States and Canada. Gordon-Conwell Theological Seminary is accredited by the New England Association of Schools and Colleges, Inc. The seminary is certified by the United States Government for the training of veterans and the education of chaplains for military service and for the enrolling of foreign students.

GORDON-CONWELL THEOLOGICAL SEMINARY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, GENDER, NATIONAL OR ETHNIC ORIGIN, AGE, HANDICAP OR VETERAN STATUS.

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Students at Boston

The Boston campus is a very diverse campus with lay and clergy leaders, including volunteers, from all walks of life. These students include those newly called into ministry, seasoned pastors, and career professionals with bi-vocational careers in ministry as well as mission agency leaders. We draw students from around the world and pride ourselves in providing students with a culturally and denominationally diverse learning community and urban-based environment as a preferred pathway to ministry preparation. As the primary objective for ministry preparation, our degree programs draw students desiring to enter full-time professional ministry such as pastoring, bi-vocational ministry, agency-based ministry, or volunteer ministry. Students attending the Boston campus are approximately, one-third part-time, one-third half-time, and one-third full-time. This mix of students enriches the classroom environment as they bring in their multi-layered Christian church tradition and ministry experience.
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Vision Statement
To advance the Kingdom of God in every sphere of life by equipping leaders to think theologically, engage globally, and live biblically.

Mission Statement
To prepare men and women for ministry at home and abroad.

Articles
The articles that reflect core institutional values of Gordon-Conwell Theological Seminary.

Article 1: To encourage students to become knowledgeable of God’s inerrant Word, and competent in its interpretation, proclamation, and application in the contemporary world.

Article 2: To maintain academic excellence in the highest tradition of Christian scholarship in the teaching of the biblical, historical, and theological disciplines.

Article 3: To train and encourage students, in cooperation with the church, to become skilled in ministry.

Article 4: To cultivate, in partnership with the churches, spiritual maturity in students so that their love for God in Christ is evidenced in Christ-like character, outlook, conduct, relationships and involvement with society.

Article 5: To provide leadership and educational resources for shaping an effective evangelical presence and Christian worldview in Church and society.
**Article 6:** To develop in students a vision for God’s redemptive work throughout the world and formulate strategies that will lead to effective missions, evangelism, discipleship and expression of love for one’s neighbor through ministries of compassion and social justice.

**Boston Campus**

**Purpose**
To be a global leader in contextualized urban theological education for diverse churches, Christian organizations, and mission agencies.

**Vision**
A diverse cadre of passionate, promising and emerging Christian leaders inspired and prepared for excellence, innovation, and spiritual vitality in practical ministry.

**General Theological Education Goals**
In addition to academic excellence in the classical theological disciplines, Boston’s General Theological Educational Goals for its degree and other programs include our students being able to:

1. Provide leadership in the process of holistic ministry planning, implement, and or ministry development to empower the urban church and community.
2. Integrate faith and practice using the theological, biblical, and historical disciplines in the application of best practices in urban ministry.
3. Assess and formulate strategies to address issues in practical urban ministry
toward the contextualization and modeling of Christian faith and values.

Our Campus Standards

What the Boston Campus seeks to be

- Institutionally distinctive as identified by our set of core attributes (see below)
- Driven by the mission, purpose and the expressed needs of the church
- Collaborative in curricular design and execution

What the Boston Campus seeks to do

- Promote transformational learning in the context of creativity and innovation
- Strive to achieve educational and community goals through academic events and learning opportunities in ways that serve both students and faculty
- Implement improvements by continuously listening and using feedback from multiple constituencies

What the Boston Campus seeks to have

- Focused educational programs that foster student learning and encourages engagement for meaningful input
- Engaging content on relevant topics that motivates students to make a commitment to learning
- Risk-taking for excellence by creating opportunities for new initiatives and exploration
Background and Philosophical Underpinnings
Since the campus’ beginnings in the inner city of Boston, the task of providing theological education required contextualization, integration, and in-service training using a “decentralized model” for program delivery within a multicultural and multi-ethnic church environment. This required partnerships with churches and mission agencies such as the Emmanuel Gospel Center. Hence, the “pilgrim model” was born and Center for Urban Theological Education (CUME) name was coined to reflect this approach, and the task of providing contextualized urban theological education was established as the DNA of the Boston campus.

The pilgrim model is defined as a strategy to be: (1) “flexible and close to its constituents”; (2) proximate in the deliverance of theological education; (3) in partnership with churches, denominations, and various organizations; and (4) nimble in an “ever-changing environment. Although the pilgrim model is a hallmark of the Boston campus, the CUME program embodies both the philosophy and distinctive characteristics of the Boston Campus.

Center for Urban Ministerial Education – The Center for Urban Ministerial Education (CUME) is, therefore, the core program of the Boston campus which strives to achieve the mission of GCTS by creating and developing opportunities for transformational learning for leadership in specialized ministry using methods for contextualized urban theological education to teach, mentor, produce scholarly research, publishing, collaborate with the church and engage the world.

In summary, the Boston campus of Gordon-Conwell Theological Seminary has six historical attributes that are core to its distinctive character.
- Contextual – relevant and adaptable for the urban church
• Accessible – convenient course scheduling and class locations for working adults
• Global – multicultural in content, outreach and application in ministry
• Excellence – standards in biblical, theological, historical, and practical knowledge
• Innovative – new and creative ways of thinking about how to engage society through ministry
• Spiritual Vitality – engagement with the church towards a stronger presence in the world

Academic Student Advising Requirement

New Student Advising – New students are required to schedule an initial student advising session within a few months of starting their first term. Students are encouraged to develop an initial plan of study along with a financial plan or budget based on their ability.

Who will do student advising – Teaching faculty of the Boston campus (including administrative teaching staff, and resident faculty) will provide opportunities for student advising during the semester term. Scheduling for advising session will be coordinated in the Registration Office.

When is student advising available – Faculty will provide a minimum of two hours during the week of classes for student advising, per their course syllabus. Faculty and Administrative Teaching Staff will include Student Advising hours available on their syllabus for each class being taught during the term between 4 PM and 7 PM (inquire in the Registration Office. Other opportunities to receive student advising include the following:
• Orientation Session are on Saturday during Opening Class Day and Convocation, a September Fall and a January Spring Term day.

• The opportunity for special student advising will continue as normal for registration related services (e.g., transcript request, audits, etc.) according to student needs.

• Individuals seeking special time with faculty may contact individual faculty for an appointment.

• International Students are required to have a student advising session based on their scheduled times.

How can students schedule a session – A schedule of the available days and times for student advising will be published and made available at the Registrar’s Office each term. New students will be directed to contact each faculty person based on the schedule. Students must notify the Registration Office for any changes in the scheduled times.

Integrative Seminar Requirement
The Seminar is a non-credit requirement for students in all degree programs and the diploma. This seminar introduces students to practices of Christian spirituality as integral to ministry leadership. Spread out over two years, or five semesters, this course provides resources for and an opportunity to integrate seminary life and learning with the student’s personal formation as a disciple and leader. The Integrative Seminar fulfills multiple purposes, including an increase in our contact hours across the curriculum. It also creates opportunities for students to interact with our staff and faculty in a more pastoral setting. Each semester the modules of the seminar will have faculty/staff participation as classroom facilitators: facilitators will be drawn from our pool of faculty, adjuncts, staff and...
occasionally special guests. The seminar modules include large group sessions, small group discussion and personal reflection journals. Journals will be submitted each semester to the Seminar Faculty of Record. Other faculty members may offer extra-credit for reflection journals related to the Seminar at their own discretion.

The Seminar requirement is completed after attending all 5 modules. Requirement adjustments will be made for students who have matriculated before 2013 and graduate before 5 modules are completed. Accommodations will also be made for students who are absent for an extended period and miss the classroom component of the modules. The adjustments will be made on a case by case basis at the time a student applies for graduation.

Registration & Student Services

GCTS-BOSTON REGISTRATION OFFICE

GCTS-Boston’s registration office is available during scheduled operation hours – 9:00am to 5:00pm, and may be contacted at 617-427-7293 Ext. 1634 or through email at cumereg@gcts.edu.

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.
Registering for a Course: At the beginning of each session, admitted and/or provisional students seeking enrollment in a particular class are required to do their registration online via CAMS Students Portal at: https://cams-web.gordon-conwell.edu/estudent, or by filling out & signing a registration form listing their course selection/s for that particular session, and return it to the Registration Office. Students who do not follow this standard are understood to be courtesy auditors in the class and will not receive credit for the course. MACO Only Courses are designed for MACO students only; these courses may not be petitioned by students in any other degree programs.

Automatic Non-Registration for Past-Due Accounts (Academic Holds): Students whose accounts are not paid in full from a past semester are automatically disqualified for registration in the next semester. Submitted registration forms will be returned to students.

Semlink Registration: Degree Students may register for Semlink courses during the Spring, Fall, and first session of summer terms, following the same registration policies for regular courses. Semlink Registration is available online at: http://www.gordonconwell.edu/semlink/Semlink-Registration-Online.cfm. All Semlink courses must also be written down on the regular registration form, if current session registration is not done online. International (F-1) students are only allowed to take one (1) Semlink course per semester. Semlink Exams are proctored at the Jackson Library on Saturdays from 10:00 AM – 2:00 PM; and from 2:00 PM to 5:00 PM. Students should contact the Semlink office and have their exams forwarded to cumereg@gcts.edu.

Adding and Dropping Courses: Students may add or drop a course in any session within the Add/Drop deadlines noted in the Academic Calendar for
that session. This may be done online at: https://cams-web.gordonconwell.edu/estudent. Courses that are not added or dropped within this specific date may be assessed a penalty fee. Also, all courses that are not officially dropped by using an Add/Drop form will be considered attended in full and will not be granted a refund (see Refund Policies below).

**Pass/Fail Requests:** Students may petition the Registrar's office for a Pass/Fail at the time of registration or within the time frame indicated on the Academic Calendar and/or on the Pass/Fail form. Whenever a Pass/Fail is granted to a student, it will not be reversed for any reason. This form is available online at: http://www.gordonconwell.edu/boston/current/documents/passfail.pdf.

**Extension Requests:** Students may petition for a coursework extension (including Semlink) through the Registrar's Office. The Extension petition form is available online at: http://www.gordonconwell.edu/boston/current/documents/BOS_extension.pdf. Whenever an extension is granted to a student, withdrawal from the course is not possible—the student will fail the course if the work is not completed by the agreed date.

**General Petition:** Students may use the General Petition form to address any other specific request concerning their programs at GCTS-Boston. This form is available online at: http://www.gordonconwell.edu/boston/current/documents/generalpetition.pdf.

**Directed Study and Th.M. Elevated Courses**
Students may petition to do Directed Study courses on reading or research under special circumstances with the approval of a Directing Professor and Division Chair. Th.M. Elevated courses likewise need the approval of the Directing Profes-
sor and the Program Director. Petition forms are available at the GCTS-Boston Registration Office.

**Courteg and Official Audit:** Active students and GCTS alumnae/alumni may register as courtesy auditors in any given semester based on space availability. A special Courtesy Audit form is available at the Registration Office. Whenever the official session registration form is used—students will be processed as Official Auditors and will be charged accordingly. Please note that the auditing fee is non-refundable.

**NT/OT Competency Exam and Biblical Languages Proficiency Exams:** The NT/OT competency exams as well as Greek and Hebrew proficiency exams are administered at the beginning of the Spring and Fall Semesters as specified on the Academic Calendar. Sign-up sheets are available online and at the GCTS-Boston Registration Office.

*Registration for 6 credits or more require health insurance coverage from Gordon-Conwell. Please fill out your Insurance Waiver before the official deadline.*

**Boston Theological Institute (BTI) Registration:** Students may petition for BTI courses during Fall, Spring, and January sessions. BTI registration forms are available at the Registration office and follow the same registration policies for regular GCTS courses.

**Transcript Requests:** Two forms of GCTS transcripts are available to all Students—Official and Advisor’s Transcripts. Your student account must be paid in full prior to placing a request for any transcript. Official Transcripts may be obtained by submitting an official Transcript Request through the CAMS Student
Portal at: https://cams-web.gordonconwell.edu:443/estudent.

Course Grades: Grades are not mailed to students’ home addresses. Rather, grades can be accessed through the CAMS student portal at: https://cams-web.gordonconwell.edu:443/estudent. Students may access CAMS using their assigned usernames and Student ID numbers. This information can be obtained through the IT department at helpdesk@gordonconwell.edu.

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., transcripts) are held indefinitely.

Transfer Credit Evaluation Requests: Students transferring courses from other ATS accredited institutions may do so by submitting a Transfer Credit Evaluation form to the Registration office. Also, an official transcript from each previously attended institution must be sent directly to GCTS-Boston campus; as well as syllabi or course descriptions for all courses requested to be transferred. After receipt of this information, the Registrar’s Office will issue its evaluation of transferred courses within ten business days.

STUDENT SERVICES

Admissions Office: GCTS-Boston’s admission office may be contacted during the admission process with all questions regarding your admission status. Phone: 617-427-7293 Ext. 1660, Fax: 541-3432, email: cumeinfo@gcts.edu.
MACO Program, Director of In-Ministry Programs: Students interested in the Master of Arts in Counseling Program should contact the MACO Office. Phone: 617-427-7293 Ext. 1659, email: jdyer@gordonconwell.edu.

Health Insurance: Students who are registered for 6 credits or more will be automatically charged health insurance premium. Insured students may waive the charges at www.universityhealthplans.com. For questions, call 800-437-6448.

Student Accounts Office: GCTS Boston Student Accounts office is available during scheduled operation hours and may be contacted for payments or personal account inquiries at 617-427-7293 Ext. 1643. All refunds follow the Academic Calendar dates.

The Bruce Jackson Memorial Library at GCTS-Boston: For library services, please contact the librarian Mark Thomas. Phone: 617-427-7293 Ext. 1653 Email: bjmlibrary@cts.edu.

Graded Papers from Professors: Students’ graded work returned from professors is available at the Jackson Library during regular operation hours.

Change of Name, Address, or Personal Information: Students may use the Change of Name/Address Petition Form at the GCTS-Boston Registration Office to petition these changes.

Webmail, CAMS & Sakai: All admitted and registered students at GCTS-Boston are assigned a GCTS-Boston email account, CAMS, & Sakai Student portal accounts to access academic records and personal information. To obtain
your Username and Password, please contact helpdesk@gcts.edu.

**Pierce Center for Disciple Building / Soul Care Groups:** All students are welcome to participate in a bi-weekly soul care group hosted by Pierce fellows. The Pierce fellowship longs to see Gordon-Conwell students living joyfully as a community of Christ-centered, Holy Spirit-empowered disciple-builders, prioritizing life-long intimacy with Jesus Christ. For more information contact Tom Griffith at: tgriffith@gordonconwell.edu or by phone at 617.427.7293 x 1649.

**Personal Grievances:** Personal grievances regarding academic issues or matters arising from GCTS-Boston should be directed to the attention of Dr. Mark Harden, Dean of the Boston Campus. Formal complaints can be submitted by petition to his office at the GCTS-Boston campus. Dr. Harden can also be contacted by email at: mharden@gcts.edu.

*Official Transcripts are now available electronically through online process only. All transcript requests must be initiated through CAMS student portal.*

**IMPORTANT ACADEMIC POLICIES**
*(Detailed Information is available in GCTS’ Published Student Handbook Online)*

**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 or more than one week of a seven-week module, should not register for that course; a passing grade will not be issued to students who miss a full weekend of class or two weeks of a seven-week module.
Cancellation of Classes: In the event that classes are cancelled (e.g., due to inclement weather or a national emergency), information will be made available through the following means by 3:30 PM: aired on WBZ 1030, message on the Gordon-Conwell telephone answering service (617-427-7293), Message posted at the front reception entrance. Please note that no class cancellation decisions are made before 3:00 PM on any given day.

Cheating and Plagiarism: Cheating and plagiarism are considered serious breaches of personal and academic integrity. As such, the seminary has a zero tolerance for such behaviors. Cheating involves, but is not necessarily limited to, the use of unauthorized sources of information during an examination or the submission of the same (or substantially same) work for credit in two or more courses without the knowledge and consent of the instructors. 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. Those who violate the seminary's policy on cheating and plagiarism are subject to one or more of the following penalties: a failing grade on the assignment in question; a failing grade for the course; suspension from the seminary; dismissal from the seminary; or revocation of degree.

Dismissal: The seminary reserves the right to dismiss students whose academic progress is unsatisfactory, whose public or private behavior violates the standards described in the Community Life Statement, or whose development of professional skills is unsatisfactory. (See also Probation, Student Discipline and Cheating and Plagiarism in the student handbook online). Questions regarding academic probation, violations of the Community Life Statement or professional development may be addressed to the Registrar.
**Academic Communications:** The seminary’s primary means of academic communication with students is via students’ Gordon-Conwell webmail accounts. Students are responsible for checking their Gordon-Conwell email accounts regularly, or they can forward their GCTS email to a preferred personal email account. Furthermore, students must log into their Student Portal in order to view important academic information (e.g. schedules, grades, etc.). Students are obligated to provide the Registration Office with their current mailing address(es) and other contact information. Students are also encouraged to pay particular attention to office bulletin boards for important updates.

**Grade Reports and Appeals:** If a student wishes to contest a grade, s/he has six months from the date the grade was issued to do so. The student must first seek to resolve the matter directly with the professor who issued the grade. If the student is unsatisfied with the professor’s final decision, s/he has the right to appeal to the Judicial Committee; written appeals should be directed to the Registrar. The decision of the Judicial Committee may be appealed to the Boston Dean, whose decision is final. Requests for an appeal after the six month period are normally not considered.

**Honors:** The following standards for honors are maintained: 3.925-4.000—Summa cum laude; 3.850-3.924—Magna cum laude; 3.700-3.849—Cum laude.

**Grade Point Average (GPA):** A student must be meeting the minimum stated cumulative GPA for his or her declared degree program. A student not meeting this minimum will be placed on academic probation.

**Academic Probation:** The Registration Office reviews academic records at the close of each major semester and at the end of the summer sessions. 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, Master of Arts degrees is 2.0. 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.

Transfer Credit: A student can receive credit toward graduation by transfer of academic work taken at other ATS (Association of Theological Schools) accredited graduate schools. No more than 50% of a student’s Gordon-Conwell program can be fulfilled by transfer credit and/or Semlink courses. If a degree was completed at another school accredited by the Association of Theological Schools, up to half of the credits of the completed degree or Gordon-Conwell degree (whichever is smaller) may be applied to a Gordon-Conwell degree as transfer credit.

Withdrawn Student/Leave of Absence: A student who does not intend to enroll at the seminary for one semester or more must officially request a “Leave of Absence.” A student withdrawing from the seminary must secure the proper withdrawal form from the registration office and complete the instructions therein. Further information is available at the Registration Office.

Refund Policy
All refunds follow the Academic Calendar dates. Contact GCTS Boston Student Account Services during their business hours for payments or personal account inquiries at 617-427-7293 Ext 1643.

• Students who wish to drop a course and receive a 100% refund must do so
by the fourteenth day from the official opening day of the Semester.

- Students who wish to drop a course and receive an 80% refund must do so by the twenty-first day from the official opening day of the Semester.
- Students who wish to drop a course and receive a 30% refund must do so by the forty-second day from the official opening day of the Semester.
- Students who wish to drop a seven week or weekend course and receive a 100% tuition refund must do so by the fourteenth day from the official opening day of the Semester.
- Students who withdraw from a seven week or weekend course after the above deadline will receive no refund. These courses will remain on a student’s transcript with a ‘W’ to indicate that the student has withdrawn from the course.
- Students who withdraw from a 7 week or weekend course after the above deadlines will receive no refund. These courses will remain on a student’s transcript with a ‘W’ to indicate that the student has withdrawn from the course.

Special Refund Policy Notes:

- All courses that are not officially dropped by using an Add/Drop form will be considered attended in full and will not be granted a refund.
- All auditing fees are non-refundable.
- If after hours, students may turn in completed drop requests by placing them in the Registration Office’s IN box or by faxing them to 617-541-3432.

Academic Programs

Master of Arts in Urban Ministry Leadership (MAUML)
The Master of Arts in Urban Ministry Leadership is a twenty course (60 credits) program, designed for Christian leaders around the world. It proposes to pre-
pare students to lead in the urban church, mission agency, and/or any faith-based organization engaging in the redemptive work of God in one or more sectors in society. Students are equipped with biblical and theological disciplinary training to empower them to develop an urban theology of ministry or Christian worldview commensurate with the demands of professional ministry. Two distinct specializations are offered under this degree: Children, Youth and Families; and Church and leadership Mobilization. Students enrolled in this program may not take more than 10 courses outside the Boston campus in Roxbury.

Master of Arts in Counseling (MACO)
The Master of Arts in Counseling degree program is a Mental Health licensure track designed to prepare students for clinical counseling practice in the commonwealth of Massachusetts. Students enrolled in this thirty course (90 credits) program are equipped with practical skills for counseling and essential experience towards the promotion of mental health in the urban church and community context. Students enrolled in this program may not take more than 15 courses outside the Boston campus in Roxbury.

Master of Divinity (M.Div.)
The Master of Divinity is the flagship degree for professional ministry that prepares men and women to serve as pastors, evangelists, chaplains, teachers, executives, missionaries, and in many other roles where leadership requires in-depth understanding in the theological disciplines in a way that contributes to excellence in Christian service and leadership. This is a thirty course (93 credits) program which is required by some denominations for ordained ministry. Students enrolled in this program may not take more than 15 courses outside the Boston campus in Roxbury.
Master of Theology (TH.M.)
Advanced Urban Church and Para Church Studies

Ministry practitioners interested in advanced academic urban church ministry studies (including Para-church or mission agency) can earn a Master of Theology (Th.M.) degree in “Integrated Practical Theology”, or a Graduate Certificate in “Executive Ministry Leadership” within a 12-month or 18-month period at Gordon Conwell Theological Seminary, Boston campus. This complementary-program track feature enriches the integrative learning experience of the participants through a course-intensive delivery system, peer interaction and other learning activities led by experienced academic instructors and practitioner-scholars. Both mid-career and seasoned church pastors, executive church pastors, mission agency leaders, and other ordained clergy in administrative positions within their religious denomination, can build upon their bona fides as a practical theologian in a one-year sequence of courses.

Master of Theology in Integrated Practical Training: The Th.M. is an eight course (24 credits), or six course (18 credits) with a written thesis program, designed for persons seeking to provide academic and professional leadership as practical theologians. As an advanced academic degree program, the Th.M. curriculum helps participants to master critical analytical skills that prepare them for advanced research and teaching. Because the Th.M. degree program purpose includes “fuller mastery of one discipline”, “scholarly enhancement of ministerial practice”, and “disciplined reflection on a specialized function in ministry”, individuals who are presently leading an organization, church, denomination, or mission agency, are ideal for the program. Those completing the Th.M. program will have the opportunity to pursue graduate studies for an academic or professional doctorate degree at a seminary, and public or private university among a wide-range of disciplines related to their passion.
Graduate Certificate in Executive Ministry Leadership: The Graduate Certificate in Executive Ministry Leadership is designed for persons seeking to deepen their practice in ministry through advanced graduate theological training. Like the Th.M. program, participants in the graduate certificate program develop their ability to apply advanced theological training to decision-making, problem solving, planning and leadership in a practical ministry setting. Participants will complete a 4-course track (12 credits) in their careers, while making meaningful contributions as a practical theologian and a ministry leader.

Diploma in Urban Church Ministry (DUCM)
The Diploma in Urban Ministry is a five course (15 credits) requirement program serving as a pre-degree equivalency for further graduate studies at Gordon-Conwell, Boston. Individuals having experience in ministry and who have not completed an undergraduate degree may apply for this program. Upon successful completion of the matriculation process in Admissions, all successfully completed courses may be transferred to a Master of Arts or Master of Divinity degree. Students admitted into the Diploma Program may not cross-register for courses at the Hamilton or BTI campuses.

General Calendar of Events

- Fall Semester Orientation/Convocation/Integrative Seminar Day
- Spring Semester Orientation/Convocation/Integrative Seminar Day
- Graduation Ceremony for Diploma
- Making a Difference in Christian Service Awards: GCTS - Boston Signature Event
- Senior Banquet - Hamilton and Boston Campus
- Baccalaureate
• Commencement

Boston Campus Organization

• Campus Academic Dean
• Assistant Academic Dean
• Faculty and Adjunct Professors
• Director of Leadership and Mentored Ministry Initiatives
• Director of In-Ministry Programs (Director of MACO)
• Director of the Bruce Jackson Library
• Coordinator for Information Management (Library)
• Assistant Registrar for Boston Campus
• Associate Director of Admissions for Boston campus
• Administrative Assistant to the Dean
• Associate Director of Administration, Coordinator for Student Accounts
  Services & DSO for International Students
• Urban Ministry Resource Coordinator
• Front Desk Receptionist
• Campus Custodian

Maintaining a Quality Campus Environment

We are continuously making significant improvements in order to create a welcoming, aesthetically pleasing, and safe environment for academic ministry and community life at the Boston campus. Other initiatives involve doing our best to: (1) address our sanitation and cleaning needs; (2) control pests; (3) effectively use of custodial resources; (4) enlarge community space; and (5) ask everyone to join this effort to observe and implement the Community-Life initiative. Main-
taining a quality campus environment requires the following:

**Beverages in the building**
- People may continue to drink in the classrooms and throughout the building.
- Care must be taken to drink in the building by using a cover for the container or cup to avoid or minimize spills.

**Community life space for faculty, staff and Students**
- Students may eat and drink in the designated Lounges on the 2nd floor (Student Lounge and Adjunct Faculty Lounge).
- Students and Faculty must share the Student and Faculty Lounge on Saturday and take care to socialize in other areas to allow people room to eat their lunch and/or meals.
- Paper and plastic items, bags, trash, food, drinks and/or storage containers, serving or eating utensils, etc. in the Student Lounge must be cleared from the table top, counters, and any visible area in the room upon leaving the room. Individuals will not be permitted to leave these items out in the open.
- Students are free to use the stainless steel refrigerator in the student lounge and should label their items for the day. Only daily use is permitted. Left items will be disposed.
- Faculty and staff (including student workers only) will use the white refrigerator in the staff lounge.

**Food in the building**
- Eating is restricted to the Student Lounge and Staff/Faculty Lounge areas. Eating in classrooms is no longer permitted, except on Saturdays. However, drinks and beverages may be consumed in the classroom.
• Items used for food that produce waste materials must be disposed of in the Student Lounge and the Staff/Faculty Lounge area in the appropriate trash receptacle.

• Persons eating and drinking must clean after themselves and use the trash receptacles for food and waste in the Student Lounge and Staff/Faculty Lounge. Please do not leave food and drinks unattended in the building. Teaching faculty will organize meals in the student lounge only in the building and must clean the floors, counters, table, etc. after use.

Hazardous spills and accidents

• Faculty, staff and students are asked to report any spills, strange smells, odors and hazardous conditions immediately to the front desk for appropriate action.

• Faculty, staff and students are asked to protect the furniture when using equipment and electronic devices on finished wood surface areas.

OPENING AND CLOSING THE BUILDING

Library Hours - The Bruce Jackson Library will be open on the days we are offering classes (Not open when there is no class in session). As you know, our classes are on Monday through Thursday evenings and on Saturdays. Library hours are from 12 noon through 9 PM Monday through Thursday, and from 9 AM to 4:30 PM on Saturdays. The BJ Library is no longer open on Fridays, but the Dudley branch Library across the street is open in the morning and on Fridays in the event you are looking for a temporary space to study.

Closing Time - The Center for Urban Ministerial Education Building will be closing at approximately 10:10 PM each evening at the end of class, except on
Saturdays which is set to close at 4:30 PM. This means you will have to leave to allow our faculty and staff to leave for the day (often a long day) for the sake of everyone's safety and security. We care about everyone's safety and need to travel home at a reasonable hour.

**Entering the Academic Building** - Please sign-in whenever you enter the building at the Boston campus. This will help us ensure best practices for everyone's safety and security. We need to know at all times what persons are in the building in case of an emergency. Your cooperation by signing in is very important for our student assistants, staff and faculty.

**USING THE COPY MACHINES**

The machine located in the BJ Library is for student to have the ability to print copies. We charge a nominal fee to cover the cost to provide this convenience for students needing to use the copier per sheet. Please use the copiers with care knowing that our students, staff and faculty share the copier. Also, cooperate with staff and student assistants who function as stewards on the seminary’s behalf.

**Links to GCTS-Boston Web-based Information**

- **Course Schedule and Calendars:**
  http://www.gordonconwell.edu/boston/current/Course-Schedules.cfm
- **Course Syllabi**
  http://www.gordonconwell.edu/boston/current/Course-Syllabi.cfm
- **Forms:** All Registration forms for the Boston Campus can be viewed and downloaded at:  http://www.gordonconwell.edu/boston/current/Forms.cfm
  Fall 2014 Registration Form
Health Insurance Waiver Form
Proficiency Exam Info
Add/Drop/Withdraw Form
Pass/Fail Grading Petition
Extension Petition
Semlink Registration
General Petition
Transcript Request
Transfer Credit Evaluation Petition Form
Degree Checklists
Graduation Application (Masters)
Reading (760) or Research (860) Course Petition

- Policies and Procedures:
  http://www.gordonconwell.edu/boston/current/Policies-and-Procedures.cfm
- Class Sites – Boston
  http://www.gordonconwell.edu/boston/future/Directions-to-Class-Sites.cfm
- Boston Catalog
  http://www.gordonconwell.edu/boston/current/Catalog.cfm
- Course Descriptions
  http://www.gordonconwell.edu/boston/current/Course-Descriptions.cfm
- Transcript Information
  http://www.gordonconwell.edu/hamilton/current/Transcript-Information.cfm
- Campus Safety
  http://www.gordonconwell.edu/boston/current/Boston-Campus-Safety.cfm
- Mentored Ministry - Boston Campus
  http://www.gordonconwell.edu/mentored-ministry/Boston.cfm
- Library Services
  http://www.gordonconwell.edu/library/Boston-Jackson.cfm
• Portal Logins
  http://www.gordonconwell.edu/current/Portal-Logins.cfm
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