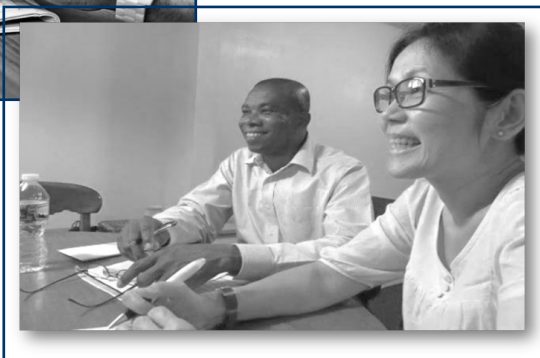


CENTER FOR URBAN MINISTERIAL EDUCATION

GORDON CONWELL

BOSTON CAMPUS



AN OVERVIEW OF REGISTRATION PROCEDURES, POLICIES & SERVICES

CONTACT

Registration Office

Gordon-Conwell Theological Seminary - Boston Campus

90 Warren Street

Roxbury, MA 02119

Phone: 617-427-7293

Email: cumereg@gcts.edu

THINK Theologically
ENGAGE Globally
LIVE Biblically

CUME REGISTRATION OFFICE

CUME'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.

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.gordonconwell.edu/estudent>, or by filling out & sign 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/semink/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.

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-CUME. 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 Professor and the Program Director. Petition forms are available at the CUME Registration Office.

Courtesy 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 CUME 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.

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: CUME'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 CUME: For library services, please contact the librarian Cherry Gorton. 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 CUME Registration Office to petition these changes.

Webmail, CAMS & Sakai: All admitted and registered students at GCTS-CUME are assigned a GCTS-CUME 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 CUME 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 CUME 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.*

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.

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.