Student HANDBOOK 2019-20



GORDON CONWELL

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

Natalie Crowson Institutional Registrar

Jana Holiday Dean of Students

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.

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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

Dial 911*

Address Changes Registration Automobile & Bicycle Registration **Campus Safety Byington Application** Dean of Hamilton **Cancellation of Classes** Registration Dean of Chapel **Chapel Schedule** Counsel, Support, Encouragement Dean of Students/Faculty Degree Program Change Admissions **Denominational Information** Dean of Hamilton/Mentored Ministry **Disability Accommodations** Student Life Services **Email Account** Information Technology Services (Help Desk) **Emergency Services Enrollment Verification** Registration **Employment Opportunities On-campus and Off-Campus** Human Resources Off-campus (ministry) **Career Services Office** F-1 Visa Information Student Life Services **Facilities** Children's Playroom Student Life Services Commuter Lounge **Student Life Services** Room for Meeting **Physical Plant** Picnic area/Playground **Physical Plant** Student Lounge (Academic Center and Pierce Great Room) **Student Life Services Final Exam Schedule** Registration Graduation Academic Registration Student Life Services **Events** Immunizations Registration Lost and Found **Campus Safety** Medical Insurance Student Life Services Prayer Requests Notices for Personal/Family Student Life Services **Publications** Auto and Public Safety **Campus Safety** FridayAM Electronic Publication Copy Services (Mailroom) Out and About in North Shore and Beyond Student Life Services Student Handbook: Student Life Services **Student Life Services** Student Handbook: Academic Services Registration Student Association **Student Life Services** Seminary Spouses Events Student Life Services

^{*}In case of an emergency on campus, dial 911 to contact the Hamilton Emergency Center Operator (ECo). When the ECo answers, speak clearly. Give your name, address, telephone number and the nature of your emergency. Let the ECo hang up first. This ensures that they have all the information they need. The ECo will immediately dispatch the necessary emergency services and then dispatch Gordon-Conwell Campus Safety by radio.

COMMUNITY LIFE AT GORDON-CONWELL

Community is the soil in which humans grow and develop. At Gordon-Conwell, all of the aspects of community life stem from the premise that growth and development are shaped by a student's surroundings and that a valuable part of the seminary learning experience is spent outside the classroom. We believe that relational ministry is at the heart of the gospel and that all of us play a role in cultivating authentic human connection within the context of a safe living/learning community. With this in mind, we have provided a framework for our Christ-centered learning community. The *Community Life Statement*, below, guides our life together. Questions pertaining to it may be directed to the Dean of Students in Student Life Services.

Gordon-Conwell Theological Seminary 130 Essex Street South Hamilton, MA 01982 (978) 646-4060, email: jholiday@gordonconwell.edu

<u>Community Life Statement</u>

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

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

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

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

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

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

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

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

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

behavior.

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

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

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

Adopted by the Board of Trustees May 24, 1984.

Automobile Information and Parking

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

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

General Parking Information

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

Handicap Parking

Handicap parking spaces are available around campus and are reserved for the exclusive use of vehicles actively transporting handicapped people. An official handicap sign or placard is

required and must be visible. Temporary handicap parking passes for short-term use on the Seminary property only are available from the Department of Public Safety, Campus Safety for members of the Seminary community.

Special Event Parking Information

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

Community Event Calendar

A Gordon-Conwell Community Event Calendar with information for all campuses is available on Gordon-Conwell's website. Student committee or group leaders may send their event information for the calendar to Dorrie Smith at <u>dsmith@gordonconwell.edu</u>.

Happenings on and off Campus

Digital Signage (Student Life Services)

There are several television monitors on campus that serve as our digital signage. The purpose of this communication avenue is to advertise on-campus events. If you would like your event advertised on this platform, please follow these instructions

- Make a PowerPoint slide advertising your event (the standard PowerPoint format is the correct size).
- Save your PowerPoint slide as a JPEG by following these instructions:
 - In PowerPoint, click your finished product, go to the top left corner and click "File", then click "Save As"
 - Choose the destination to save (desktop, folder, etc.)
 - Name your File and Change the "Save as type" from Powerpoint Presentation to JPEG File (click the save as type down arrow in order to choose JPEG)
 - Click "Save"
 - Click "Just This One" this will save the PowerPoint slide you have selected as a JPEG picture.
- Email the **JPEG** to <u>stulife@gordonconwell.edu</u> as an attachment (not as an "insert").
- The deadline for Digital Fliers will be Wednesday at least 1 week prior to your event (same as printed fliers).
- Please allow 1-2 days for processing, as Digital Slides will be updated on Monday and Wednesday each week.

Please note, if SLS receives a printed flier or a Hilltop request, it may not be added to digital signage, as a PowerPoint must be created and saved as a JPEG in order to be uploaded. Last minute requests to advertise on digital signage after the deadline may not be uploaded in time to advertise the event, due to processing time.

FridayAM Electronic Publication

The *FridayAM* is an official weekly electronic publication of the seminary, and students are responsible for reading and responding to any departmental announcements contained in it. It also includes many announcements from students, faculty and administration. The *FridayAM* is distributed through campus e-mail each Friday morning during the fall, winter and spring semesters (September through May). A summer version is published once a month June and July (no publication in August). The *FridayAM* is not published during the Christmas and New Year holiday break. Notices for the *FridayAM* should be submitted to Copy Services by 12:00pm Wednesday of each publication week by e-mailing fridayam@gcts.edu, using the official announcement form available at Copy Services, or calling (978) 646-4267. Notices must not exceed 35 words in length. The cost for students to submit a notice is 50 cents per week. Payment can be made at the Mailroom window, or through the intercampus mail. Items submitted after the deadline will be printed the following week. In the event of a holiday, the deadlines may change. Changed deadlines will be announced in the *FridayAM*. For additional information, please email <u>fridayam@gcts.edu</u>.

The Hilltop Weekly E-Newsletter

The Hilltop: Your Community Newsletter is designed to (1) increase awareness of upcoming events and (2) reduce email communication in order to effectively and efficiently convey information to the Gordon-Conwell Hamilton Campus.

- Sent out weekly by Monday 8:00 AM
- Deadline for Submissions by organizations: Wednesday by 4:00 PM, at least a week before the scheduled event time.
- SLS compiles all submissions by the end of the day on Wednesday after the 4:00pm deadline, in order to make final edits and get approval by the Dean of Students on Friday.
- The Hilltop includes on-campus upcoming events, ongoing student support ministry information, and Gordon College events (such as the Bennett Center) which are relevant to community life. All other requests (i.e. off campus events, employment opportunities) may be redirected to The Friday A.M.
- Please submit your request directly to the email address stulife@gordonconwell.edu.

Please send all Hilltop Submissions with this information, in this format:

TITLE IN ALL CAPS
Who is Hosting the event (i.e. Student Association: Spiritual Life)
[Day], [Month] [Date] | Time | Location
[a brief description of your event]. [Any food options or RSVP's needed]
Questions? Contact [email, phone, or website].

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Please note, if SLS receives a printed flier or digital signage request, but not a Hilltop request with all the requested information, it may not be added automatically to the Hilltop. Please send Hilltop submissions along with all other communication distribution requests. The reason for this policy is reduce incorrect information in The Hilltop newsletter- we want to represent your events well!

Out and About in North Shore Information

The *Out and About* booklet was initially compiled by seminary wives to provide information regarding auto care, banks, beaches and parks, bookstores and libraries, clothing, craft stores, drug stores, grocery stores, medical care, restaurants, things to do in the area plus other places of service. This has become a very useful resource for new students moving onto campus and the seminary's surrounding area. It is updated each year by Student Life Services, and posted on the GCTS website: <u>https://gordonconwell.edu/hamilton/community/student-life/north-shore-community-resources/</u>

Publicity Postings

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

- Campus events and off-campus events (Mailroom, Library Foyer, SLS board, Apartments, and Dorms) Student Life Services
- Employment (on and off campus) Human Resources Office
- Ockenga Ockenga Office (Academic Center)
- Registration Registration Office (Kerr Building)

If you would like Student Life Services to distribute your flier to the above mentioned bulletin boards, please submit a **TOTAL of 19 printed fliers**. Please help us reduce waste by sticking to this number.

- All fliers must be printed and handed in the Wednesday prior to the event.
- All mail will be sent out by Wednesday by 4:00pm.

Please note: last minute requests may not be distributed or received by the RLC in time for your event due to processing time (mailroom hours, etc.).

In keeping with the seminary's ethos of stewardship, recycling containers will be provided for use at every event. Notices may **not** be placed on walls, door windows, fire doors and entrance doors to the Academic Center, Goddard Library, Kerr Building, Apartment/Dorms, and the Dining Hall. Additionally, please do not post in anywhere in the Dining Hall.

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.

International Students (F-1)

The Student Life Office supports our international student community through a variety of services. In addition to helping F-1 students with all immigration related matters, Student Life Services hosts an orientation for new F-1 students, provides support and guidance for adjusting to life in the United States and co-hosts the annual Dinner of the Nations. According to United States immigration law, F-1 visa students are required to lawfully maintain their visa status throughout their entire stay in the US. Student Life Services assists F-1 students with this requirement by providing guidance for abiding by all provisions and restrictions pertaining to F-1 (and F-2) visa status, including (but not limited to) full-time enrollment each semester (7 credit hours or more) and authorized on-campus employment. Student Life Services also assists students with applications for practical training and applications for Social Security cards and driver's licenses.

Public and Personal Safety on Campus

Campus Fire Safety and Right-to-Know

Gordon-Conwell Theological Seminary is concerned about the safety of every individual on campus and, therefore, has very strict fire safety regulations. Gordon-Conwell Theological Seminary provides this Annual Fire Safety Report on Student Housing to inform the campus community of important fire and life safety information pertaining to their residences on campus.

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

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

Annual Fire Safety Policy and Report on Student Housing, Hamilton Campus

Paper copies of the 2018 Annual Fire Safety Policy and Report on Student Housing, Hamilton Campus, may be obtained by contacting the Department of Public Safety, Campus Safety, at the Campus Safety Office in the North Wing of the Kerr Building.

The 2018 Annual Fire Safety Policy and Report on Student Housing, Hamilton Campus, is also

available on the following web page link: https://gordonconwell.edu/wpcontent/uploads/2019/04/2018_annual_fire_safety_policy_and_report_on_student_housing_repo rting_for_2017.pdf

To access the 2018 Campus Safety and Security Report (Clery Act), please go to this link: https://gordonconwell.edu/community/campus-safety/campus-safety-report/ or obtain paper copies of the 2017 Campus Safety and Security Report, Hamilton Campus, by contacting the Department of Public Safety, Campus Safety, at the Campus Safety Office in the North Wing of the Kerr Building.

Fireworks

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

Residential Security

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

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

Crime Prevention

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

- DO keep in mind that the seminary campus is open to the public and that non-seminary community people have access to the grounds and most buildings.
- DO promptly report ALL crimes and/or suspicious activity to the Department of Public Safety, Campus Safety, or to the Hamilton Police Department.
- DO mark your valuable property with some sort of permanent identification number such as your driver's license number.

- DON'T leave keys or valuables in your coat pockets if you leave your coat in the coat room or on a coat rack.
- DON'T leave valuables such as laptops, purses, wallets or jewelry in desks or file cabinets unattended unless the desk or cabinet is locked.
- DON'T leave valuables in your vehicle; keep them out of sight, locked in the trunk if possible, and always lock your vehicle.
- DO walk with a friend (or friends) when outside, especially at night. There is safety in numbers.
- DO keep your dorm or apartment door closed and locked at night and when unoccupied.
- DO register all bicycles with the Department of Public Safety, Campus Safety, and secure them with a quality lock when parked or stored away.
- DO remember, by always protecting your property, you reduce the opportunity for a thief to commit a crime!

Weapons

Massachusetts is very strict about the possession or use of firearms and other weapons, as indicated by the following:

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

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

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

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

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

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

Student Association

The Student Association (SA) is a democratic organization which serves as a liaison between the students and seminary administration. Its Executive Officers and Committee Chairs work with and assist Student Life Services in its efforts to serve students holistically. SA's executive committee represents student interests through regular meetings with senior leadership (President and Vice President) and through the Dean of Students who is a member of the Leadership Team. The President of the Student Association also serves as a representative on the Board of Trustees.

The Student Association provides leadership through its student senate consisting of representatives in two areas of service: the executive committee (president, vice president, secretary, treasurer), and the chairpersons of various standing committees (click <u>here</u> for a list of standing committees). All student representatives are elected in the spring semester, to serve in the subsequent academic year. Prior to the elections in the spring, candidates must complete the *Declaration of Eligibility for Service on the Senate of the Student Association* form and submit it to the Dean of Students. This also applies to those individuals seeking to fill a vacant position during the school year.

Student Special Interest Groups

Occasionally, a student expresses the desire to form an *ad hoc* group not represented by any SA standing committee. These student interest groups exist at the initiative of students. Their success or failure depends on the demand for them and the ingenuity of the members. Over the years, several interest clubs have ceased to exist while others have taken their place. To form an interest group at GCTS, please schedule a meeting with the Dean of Students and come prepared to submit the following information:

- Statement of Purpose
- Rationale regarding how this group would enrich the campus community?
- ➤ Target audience?
- Faculty/staff advisor name (for accountability)

The person initiating the group must be an active member of our community (faculty, staff, student, or spouse) and in good standing.

Student Spouses

At Gordon-Conwell we believe that preparation for healthy ministry is inclusive of the entire family. Student spouses (both male and female) are an integral part of our community. Therefore, in an attempt to provide opportunities for personal and spiritual development, the seminary strongly encourages each spouse to become active in the events sponsored by Student Life Services. In addition, spouses are invited to take advantage of certain opportunities made available through the curriculum. The first opportunity is the possibility of auditing courses. Each spouse is permitted one course courtesy audit per major semester at no expense. The

courtesy audit of a class may be limited by space or by professional preference. All such audits must be approved by the Registration Office prior to the beginning of class. Please see the Auditing Courses (courtesy audit) information in the Academic Student Handbook or contact the registration office, <u>registration@gcts.edu</u> for more information.

Student spouses are also invited to enroll in the *Mentoring for Partners in Ministry* course offered in the evening each fall semester. Childcare is provided. For more information, please contact the Student Life Services Office located in Kerr 318, or email <u>stulife@gordonconwell.edu</u>. Male and female student spouses are welcomed to attend.

Student Life Services hosts a Spouses orientation every fall for incoming spouses. Also, there are multiple connection opportunities during the course of the academic.

Our *Seminary Wives Council (SWC)* hosts a variety of events each year. Additionally, they provide oversight to our Gordon Conwell Women Facebook Page and are advocates for the needs of GCTS wives and families. The mission of SWC is to serve the seminary wives & families at Gordon-Conwell through intentional communication, programming, and fellowship. They can be reached at swc@gordonconwell.edu.

Student Wellness Groups

These peer-led groups allow for accountability and support as students journey through seminary. All of these groups are led by MACO students with the assistance of faculty advisors. The following wellness groups exist: Men's Healthy Sexuality, and Women's Healthy Sexuality. If you have questions or are interested in joining one of these groups, please contact the Student Life Services Office.

SPIRITUAL LIFE

We affirm that you have come here in response to God's call to study, as well as to be a part of the Gordon-Conwell Community. It is in our time together that we best see the move of God in one another's journey.

Through the leadership of the Office of the Chapel, we seek to live out our conviction that the holistic development of head, heart and hands are integral to your theological education. Hence, prayer, worship, meditation and reading of God's Word are a part of your overall experience and not supplemental to it.

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

dormitories, dining hall and library, but also in a variety of devotional experiences, including corporate worship in our weekly Chapel on Tuesday and Wednesday.

<u>Chapel</u>

The Seminary community gathers on Tuesdays and Wednesdays during the Fall and Spring semesters in the Kaiser Chapel from 11:10 AM to 12:00 Pm to worship together. Each experience is led by students, faculty, staff, administrators, and/or special guests under the leadership of the Dean of Chapel. Community worship is the spiritual center of Gordon-Conwell Theological Seminary. Our family-friendly, living, learning gatherings offer an opportunity to reflect and experience the rich diversity of our global community as we share from our vast traditions and cultures. On Tuesdays our worship offers a meaningful experience through a student focused approach while our Wednesday gathering maintains our long tradition of bringing the entire campus together for worship. On Wednesdays offices and departments are closed during the chapel hour to avail the opportunity for the entire community to gather in worship.

Other Activities

Day of Prayer is held at the beginning of each semester as an act of worship and dependence upon the Lord to whom the seminary community looks for strength, protection, encouragement and faithfulness in fulfilling our Vision, *to advance Christ's kingdom in every sphere of life by equipping Church leaders to think theologically, engage globally and live biblically.*

Chapel and community fellowship are essential to the spiritual formation of our students and the Gordon-Conwell community. Chapel meets from 11:10 am - 12 noon on Tuesday and Wednesday during the fall and spring semesters. The mission of chapel is to develop character, fellowship and leadership among the student body in a vibrant atmosphere of regular worship services. Both Tuesday and Wednesday chapels are led by faculty, students, and special guests as speakers.

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

In addition, lectureships and special events are regularly offered on other days of the week.

Denominational Groups

The Career Services & Mentored Ministry Office strongly encourages all students who think they may be called to ordained ministry to seriously consider going under care with a selected denomination. Support, networking and employment opportunities are much greater when working within a denominational family or network. To begin the search students are invited to browse the online <u>GCTS Denominational Chart</u>.

Informally organized denominational group meetings on campus may take place during a given academic year for the purpose of offering information and opportunities for fellowship to students affiliated with or interested in various denominations. These informal groups may form through the initiative of motivated students and/or local denominational representatives. If there is no local denominational representative available, it is recommended that an appropriate faculty person or local pastor of that denomination be asked to serve as advisor. If/as desired meeting times and places may be arranged for and secured through the GCTS Dean of Chapel's Office. Efforts and groupings in this area vary from year to year based on student and/or denominational initiative.

Pierce Center for Disciple-Building

VISION OF THE PIERCE CENTER

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

MISSION OF THE PIERCE CENTER

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

STRATEGIC FOCUS

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

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

• To encourage Gordon-Conwell students to engage in intentional spiritual formation: Increasing in intimacy with Jesus Christ and maturing in Christ-like character and conduct in the context of a loving Christian community (e.g. through habits of the heart/spiritual disciplines of the Word, prayer and reflection; one-to-one discipling relationships; retreats; etc.)

- To equip Gordon-Conwell students to invite others into the biblical, prayerful, transformational disciple-building process (e.g. through Soul Care Groups; Soul Sabbaths; retreats; training events; practical resources, etc.)
- To explore creative and biblical approaches to stimulate disciple-building among the wider body of Christ (e.g. through scholarly inquiry and prayerful dialogue which sharpens the mind, deepens the soul and prepares the leader for greater effectiveness in ministry)

In addition to the Pierce Center staff team, our committed faculty, the Dean of the Chapel, the Dean of Students, and pastors of churches where students attend should also be considered as resources for encouraging spiritual formation and intentional disciple-building throughout their years at Gordon-Conwell.

Prayer Rooms

The J Christy Wilson, Jr. chapel, located off the Great Room in the Kerr Building, as well as the small chapel which is located in the Retreat House, is available for use by individuals or groups for prayer. The Christy Wilson Chapel is open 24/7 for use by the seminary community. The Retreat House chapel may be reserved through the FS Direct application on the Schooldude system (See *Meeting Room Reservations*). For information on these two prayer rooms contact Student Life Services in Kerr 318 (stulife@gordonconwell.edu) or the Office of the Chapel (chapel@gordonconwell.edu).

SERVICES AND RESOURCES

<u>Athletic Services</u>

Bennett Center

The Bennett Center at Gordon College is available to the Gordon-Conwell community at a reasonable membership fee. Gordon-Conwell Theological Seminary (GCTS) students, faculty, staff, alumni and their families are invited to use the facility. Family memberships include spouse and dependent children. Membership includes use of the facilities during posted open hours (cardio room, weight room, pool, racquetball courts, walking track, gymnasium, locker rooms and sauna). The Bennett Center offers group fitness classes and use of the rock gym for an additional fee. Gordon-Conwell users must show proof of current enrollment (staff/faculty ID, student ID card) when registering at the Bennett front desk.

Disc Golf Course

The disc golf course is a 9-hole course located on the campus and is open to all students, staff, faculty, and seminary guests. The course measures 2799 feet in length. It is designed to be challenging for experienced players but still accessible and fun for new or occasional players. For more information contact Physical Plant (mrfixit@gordonconwell.edu)

Women's Fitness Area

The Seminary is pleased to make available a Women's Fitness Area, which is located in Kerr 120. The area is available to all female students, student spouses, faculty and staff. For safety reasons, no one under the age of 18 years old is permitted to use the area. All individuals interested in using the exercise facility, must review the exercise area guidelines and complete a waiver form before utilizing the area. Guidelines and waiver forms are available in the Physical Plant Office.

The Seminary appreciates everyone's cooperation in following the established guidelines so that the Women's Fitness Area can be enjoyed by all women at GCTS -- in an appropriate, safe and respectful way and in a manner that promotes a healthy lifestyle.

The toning and conditioning equipment, which was donated to the Seminary is arranged in a circuit and is geared specifically for use by women. Before using the circuit equipment, participants are encouraged to familiarize themselves with the posted instructions illustrating appropriate use of the equipment - for personal safety and optimal fitness results. Please try to partner with a friend who is already a member of the area who has received training so that she can show you proper use of the circuit equipment. Please help us keep the area clean, safe and enjoyable for all by wearing clean sneakers and wiping down the equipment after use with the sanitizer provided.

Questions, comments or concerns are welcome and should be directed to the Physical Plant Office at <u>mrfixit@gordonconwell.edu</u>. Students and student spouses may also contact the Student Life Services at <u>stulife@gordonconwell.edu</u>

Bookstore

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

Philosophy

The Gordon-Conwell Bookstore is committed 1) to providing quality books and merchandise at a competitive price to the Gordon-Conwell community, the greater North Shore community and beyond; 2) to assisting students, staff, faculty and alumni with building their personal libraries, meeting their educational goals and furthering their ministries; and 3) to partnering with pastors and churches to be a resource for Christian education, Bible study and ministry. Hours for the Hamilton Bookstore are 9:00AM-4:00 PM Monday through Friday. Hours may vary in the summer. Students may also purchase online through the Gordon-Conwell website, www.gcts.christianbook.com.

Return Policy

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

Campus Grounds

Seminary apartment residents may have cookouts in the areas adjacent to their respective buildings. Also available are two picnic areas, known as the Pilgrim Hall Picnic Area and the Kerr Building Picnic Area. Due to the size of the seminary community and the active use of the grounds, outside groups permitted to use the grounds for picnics are limited to those affiliated with a student's Mentored Ministry. Picnic areas must be reserved through FS Direct the same as any other facility on campus. (See *Meeting Room Reservations*)

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

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

Campus Safety

The Department of Public Safety, Campus Safety consists of three full-time officers and several part-time officers drawn from the student and non-student population. Although some Campus Safety officers are

police academy graduates, trained at Municipal Police Training Committee academies, Campus Safety Officers are not police officers and do not have the power of arrest. All Campus Safety officers are certified in first aid to the First Responder level and professional rescuer C.P.R. Additionally, some Campus Safety officers are state licensed Emergency Medical Technicians.

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

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

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

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

For more information and online forms, please visit Campus Safety's webpage on the Gordon-Conwell website at: <u>https://gordonconwell.edu/community/campus-safety/overview/</u>

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.

Career Services

The Career Services Office exists to serve students and alumni in their preparation and search for ministry positions. The office also oversees and maintains the free job search website <u>www.MinistryList.com</u>.

As a service to the church and our alumni, MinistryList.com posts a variety of professional ministry positions in churches and ministry organizations in the U.S. and internationally. In addition, the Candidate List section of MinistryList.com is where GCTS degree holders and graduating GCTS students looking for ministry positions may post their candidate and contact information and have their resumes uploaded. Ministrylist.com also provides useful interviewing, résumé, portfolio and job hunting helps as well as a list of other ministry job search links.

The Career Services office as a whole seeks to be a resource for students in discerning their design and call, as well as guidance in the job hunting process. Services such as career match inventories, résumé writing and critique, workshops, interviewing and denominational and ordination information are available. Denominational officials and representatives from churches and parachurch organizations periodically come to the Hamilton campus during the school year to interview and recruit students. The Career Services office publicizes these visits and arranges appointments, as requested. Seminary career services are intended to supplement those offered by denominations.

<u>Children's Playroom</u>

The Retreat House Playroom (located in the basement of Retreat House) is under the auspices of the Student Life Services. Two rooms are available during the winter months for mothers/dads to take their children (birth through 4 years of age). Individuals wishing to use the Retreat House Playroom should inform themselves of the guidelines prior to using the facility. To obtain the guidelines, contact Student Life Services (<u>stulife@gordonconwell.edu</u>); to reserve the playroom go to FS Direct on GCTS Website.

Clothing and Household Goods: Give and Take

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

Copy Services

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

Counseling Services

Student Life Services serves as a supporting resource to students who may need assistance in locating counseling services for themselves and/or their spouses/families on issues such as personal development, spiritual concerns, relational adjustments and marital concerns. The school acts primarily as a crisis intervention and referral source. Individuals who demonstrate financial need beyond insurance coverage may be eligible to receive a subsidy from the school for necessary counseling upon recommendation of the Dean of Students in Student Life Services. Subsidy ranges in amount based upon student need. The duration of the subsidy is generally limited to 8 sessions. Students who desire help in addressing life issues not requiring the credentials of a trained counselor are encouraged to talk to their faculty mentor, the Dean of Students or their pastor.

Dining Services

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

Dining Hall Hours of Operation

Fall, January, and Spring Semesters

Open Monday – Friday 7:30 am - 3:00 pm Breakfast 7:30 am - 10:30 am Lunch 11:30 am -1:00 pm Closed Saturday and Sunday Cashier on duty 1:00 – 3:00 pm for purchase of prepared foods and beverages.

Summer Semester

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

*There may be specified weeks that the dining hall is closed due to vacations in the summer. Advanced notice will be given. The dining hall is closed every weekend and on the following holidays:

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

The dining hall is also closed the week between Christmas and New Year's Day.

Meal Plan

Dorm fees include meal points. For more information, contact the housing office.

Campus Recycling/Sustainability

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

Dining Hall Policies and Procedures

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

- Please bus the tray and disposables from the table when finished dining. The dish return area is located in the front corner of the dining hall.
- Refrain from taking dishes, cups or utensils from the dining area.

Dietary Requirements

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

Vending Machines

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

Catering Services

For students who are planning private or campus events, Sodexo offers catering services during the business hours 7:30am to 3:00pm. For more information, please contact Dining Services at 978-646-4041.

Campus Dining Employment

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

Contact Us

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

Early Childhood Program

North Shore Christian School operates an early childhood program on the campus of Gordon-Conwell. This morning only program (8am to noon) is for children 2.9 to 5 years old and will operate Monday through Friday. The North Shore Christian School, of Lynn and Beverly, has been educating children in the context of a Christian Worldview for over 65 years. If you would like to learn more about NSCS, or our Early Childhood Program in Hamilton, please contact Christine Saia, our Admissions Director, at csaia@nschristian.org or call her directly at 781-469-0706. You may also visit nschristian.org for more information.

Emergency Student Notification

Upon notification of a death, serious illness or accident in a student's family, during classroom hours, a Student Life Services staff member will attempt to locate the student in class. Official notification to professors, campus community, and/or family will come from the Dean of Students Office.

<u>Employment</u>

Student Employment

There are many positions available on campus for students. Positions are available for both work-study eligible students and non-work-study students. Students secure these positions once they arrive on campus. Typical positions include grounds workers, office assistants, general maintenance workers and library assistants, to name a few. Student employees may work no more than 25 hours per week in total. The most common way to locate positions is to obtain a list of department supervisors from the student employment/human resources office and contact these hiring managers directly regarding any available positions.

Staff Employment

Students and student spouses may apply for any open, full or part-time position. Regular fulltime staff positions come with an excellent benefit package. Casual Labor Opportunities Student spouses are eligible to work in a short-term capacity under casual labor arrangements. These opportunities are subject to certain earning limitations, and are on an as-needed basis by

various seminary departments (see *International Students* on F-2 spouse visa and employment).

Off-Campus

Community jobs are posted electronically, as follows:

Current Students

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

Spouses of Students

Spouses of current students can go to the link below and use the user name and password to view the board. <u>https://gordonconwell.edu/employment/students/resources/jobs-in-the-community/</u>

Username: gctsguest Password: localjobs

Fax Information

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

Game Room

Students can take a break and enjoy a game of ping-pong, foosball or pool in our game room located on the Mezzanine level of the Pierce Great Room.

<u>Housing Services</u>

Application forms for on-campus housing are located on the GCTS website under Housing. Campus housing consists of both dormitory and apartment accommodations. On-Campus Housing is voluntary and intended to be a rich, multi-faceted, intentional community. In order to more fully maximize this blessing, residents are expected to seek the good of others and to abide by the guidelines for on-campus community life. Please see the housing page on the GCTS website for more information.

Apartments

There are 211 apartments on campus. Married students have priority for apartment housing, but single students are offered apartments as well depending on availability. The apartments are located within six buildings comprised of studio, one bedroom, two-bedroom and three bedroom apartments. They are equipped with a stove, refrigerator and some air conditioning. Parking (one assigned space per apartment, extra unassigned parking is available), laundry facilities and a small storage area are included in the apartment buildings. Garden plots are available for fee on a seasonal basis. The seminary does not provide furnished apartments.

Dormitories

Campus housing presently includes furnished dormitory housing for 87 men and 27 women. Dormitory rooms for single students include single and double rooms with year-round availability. Students living in the dorm share kitchen facilities with their fellow dorm mates. The RLC is responsible for the oversight of kitchen management. However, each individual should be prepared to contribute to a clean and healthy communal eating/lounge space.

Residence Life Coordinators

Each apartment building and dormitory hall is assigned its own Residence Life Coordinator (RLC). The RLC serves as a liaison to Student Life Services to promote community among the residents by providing opportunities for encouragement and fellowship. Residents have the opportunity to join with and participate in a diverse community, where the love and joy of the Lord can be experienced and shared. The *Community Life Statement* serves as the standard for establishing and maintaining a healthy community in each apartment building and dormitory. The *Housing Policy and Manual* in conjunction with the *Community Life Statement* serves to inform residents in their day-to-day living in community.

Commuter Rooms

The seminary seeks to provide housing for commuter students who need overnight accommodations. Rooms will be assigned on a first- come, first-served basis. Commuter room availability is dependent on vacancies.

Off-Campus Housing

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

Information Technology Services

The Technology Services department consists of the IT Service Desk, Media Services, Technical Management, Application Management, Operations and Facilities Management. The department is responsible for the seminary's IT equipment, maintenance of the school's network infrastructure, and supporting the Instructional Technology Department as needed. Additionally, the campus' Media Services team provides support for classroom technology, audio/visual technology and video-teleconferencing. Wireless internet is available to all students, staff and faculty throughout the campus. There are several areas designed as active learning spaces for student collaboration and small group meetings. The IT Service Desk exists to serve the entire Gordon-Conwell community and address technological incidents and requests. If you need assistance from Technology Services, visit the website at https://it.gordonconwell.edu, call 978-646-HELP (4357), or email tech@gordonconwell.edu. For more information on our Acceptable Use Policy, please visit our website.

Internet and Network Access

The GCTS network connects to the Internet and internal resources, including CAMS, Canvas, printing and library resources. The campus has WiFi connectivity in various locations 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.

IT Service Desk			
Phone	Email	Walk-Up	Twitter
978-646-HELP (4357)	<u>tech@gordonconwell.edu</u>	Kerr 328	<u>@itgcts</u>

Gordon-Conwell User Account

At matriculation, students receive a GCTS username and password. Student username and password are used to access email, CAMS, Canvas, printing and library resources. In most cases, the student username 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. If there is more than one user with the same first initial and last name, the system automatically assigns a number at the end of the username (example: jsmith9). Instructions for logging into systems are provided during the matriculation process, as well as during new student orientation. Along with their username and password, students receive instructions to change their passwords. Students are required to change their initial password as soon as possible. Additionally, GCTS requires student password changes every 3 years in support of information security and privacy. For more information, visit our website at https://it.gordonconwell.edu.

Goddard Library Computers and Printing

Computers and printers for student use are available in the Goddard Library. Student printer/copier/scanners in the library are accessed using the seminary's printer management system (PaperCut). Each student receives an initial copying/printing credit in PaperCut, and can purchase additional copying/printing credits at the Mail Room as needed to add to their printing account.

<u>Library</u>

	<u>Academic year</u>	<u>Jan/Summer classes</u>	<u>No classes or exams</u>
Monday-Thursday	7:45am-11:00pm	8:00am–10:00pm	8:00am-5:00pm
Friday	7:45am–5:00pm	8:00am-5:00pm	8:00am-5:00pm
Saturday	9:00am-9:00pm	9:00am–5:00pm	Closed
Sunday	Closed	Closed	Closed

<u>Closed</u>: Wednesdays: 11:00am – 12noon (academic year chapel). Memorial Day, Independence Day, Labor Day, Thanksgiving Day plus Friday and Saturday, Christmas–Jan 1.

Lost and Found

The Department of Public Safety, Campus Safety, maintains a Lost & Found collection for the benefit of the seminary community. Items (of value) will be kept for 30 days, after which they may be considered abandoned property and disposed of in an appropriate manner. There is also an informal Lost and Found box for items left in the Academic Center. It is located on the main level of the Academic Center by the stairs going to the upper level. Clothing, linens and eating utensils/water bottles will not be collected and immediately disposed of they may present a health hazard.

<u>Mail Services</u>

Mail Delivery and Pickup

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

Intra-Seminary Mail

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

Hours and Services

The mailroom will be open for business from 9:00am-4:00pm, M-F. Hours may vary during the summer. Many of the same items and services purchased at a federal post office can be

purchased in the mailroom, including stamps, priority mail, express mail, media mail and certified mail services. Students may send faxes (for a small fee) or receive faxes (free) in the mailroom. For complete information about mailroom services and prices, please contact the mailroom at 978-646-4043 during business hours, or by emailing <u>mailroom@gcts.edu</u>.

Addresses on Campus

Students living in the on-campus apartments will also have an address assigned by the Housing Office. If a student has a cell phone, the apartment address must be used as the primary address to that cell phone provider, so in the event of an emergency, 911 dispatchers for the town of Hamilton have an accurate location for any emergency. However, it is recommended for all other incoming mail that the student use their 130 Essex St. address with their campus box number. All packages (USPS, UPS, federal express, etc.) are delivered to students' campus mailboxes for pickup at the window, not at their apartments.

Change of Address

It is vital that the seminary have the students' correct mailing address at all times. If, during his/her seminary career, a student moves or is on a leave of absence, it is imperative that the proper information be given to the mailroom on a change of address form (obtainable from the mailroom during business hours) <u>https://gordonconwell.edu/hamilton/community/mail-room/</u>. At that point, all first class mail will be forwarded; however, intra-campus mail and third class mail cannot be forwarded and will be returned to the sender.

Students who are away for the summer may have first class mail forwarded, and intra-campus and third class mail will be held until they return.

Closing of Mailboxes

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

If a student's absence will be longer than one (1) semester, the box will remain closed. Upon reregistration, the student must then sign up with Mail Services for a new campus mailbox. There is no guarantee that the student will be assigned the same box. Students taking exclusively Semlink or Doctor of Ministry courses will not be assigned a mailbox. It is the student's responsibility to check his/her campus mailbox regularly, since it is the primary form of communication between the seminary and the student. If a student's box has been closed, the student is personally responsible for contacting all necessary seminary departments. Please note that all returned schoolwork that has not been retrieved prior to closing a mailbox will be sent to the registration office to be held for a period of up to one (1) year. After that period, all material will be destroyed. The student will be personally responsible for retrieving this material.

Media Services

The Media Services office is located in AC236. Email: <u>media@gordonconwell.edu</u> Call: 978-646-4137. The office is open weekdays 8:00am-5:00pm and 6:00-8:30pm (while classes are in session fall and spring semester).

The primary responsibility of the Media Services department is to provide support for classroom activities, faculty and administration, and secondarily to provide general A/V support to the community. Media Services provides technical support and maintenance for chapel services, classes, meetings, and events. Personal and non-class related services, such as media conversion/duplication and recording/editing assistance, are not available. To access free recorded content, visit www.youtube.com/user/GordonConwell.

A/V Support for Student Association

Media Services provides A/V equipment check-out and student-media staff support for official Student Association (SA) events. SA groups will be billed \$15/hr for all student media staff support received, including set-up and take-down time. SA events utilizing equipment check-out (picked up from and returned to the Media Services office) will not be charged.

All event support requests must be made through the Facilities Reservation system (School Dude) two weeks prior to the event. Visit

https://gordonconwell.edu/hamilton/community/maintenance/ and follow the "School Dude System" link.

When entering your event reservation request:

- Start and End Time be sure to select the actual scheduled start and end times for your event.
- You MUST check the "Audio/Visual" box under Required IT Services and enter your request in the text field for Media Services to be notified. The text box will expand, so include as detailed information as possible, such as:
 - What are you hoping to do (panel discussion, watch a video, show a PowerPoint, lecture, have a conversation, etc.)
 - What you need, or think you need (video recording, details regarding band, sound system, display, etc.)

• Even if you only know that you will need Media Services support but have no details, include that in the request

It is also recommended to follow up with an email to <u>media@gordonconwell.edu</u> prior to the event.

Viewing Films on Campus

A film may be shown for an official SA event as long as faculty/staff led discussion is integral to the event. According to federal law, no individual or group may publicly show a film that is copyrighted unless the appropriate royalty fees have been paid. Individual students may show movies to a small group of relatives or friends in the privacy of a residence hall room or lounge. The showing may not be publicly advertised or open to the public.

Medical Insurance

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

Meeting Room Reservations

Those wishing to reserve space for seminary-related and sponsored events, as well as for personal reasons, must do so through the FS Direct application on the *Schooldude* system. The link to the site and detailed instructions can be found on the Gordon Conwell homepage. On the homepage click on the "Resources" tab on the far right at the top of the page. From there click on *Maintenance Request* under Current Student Resources. The link is the second one down entitled *Quick Step Guide for Requesters*. If the site cannot be accessed, contact the IT Help- desk. Contact Physical Plant Office at 978-646-4361 regarding any questions about the site.

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

Outside groups are allowed access to campus facilities when space is available (with the exception of Retreat House). Fees will be charged to cover maintenance costs, custodial services

and crowd control management when necessary for use of campus facilities by approved outside organizations, with reduced rates for personal use by students. Fees range from \$100 - \$1000 based upon type of occasion/facility.

Reserving Retreat House

The seminary limits the use of the Retreat House to current seminary students and their families.

Students (and/or spouses) wishing to reserve the retreat house for social events (baby showers, bridal showers, book clubs) should go through *Schooldude* (see above).

Students wishing to host events where a significant number of outside guests will be invited (weddings) will need to gain approval. Also, a small fee (\$100) will be charged for the use of the facility.

Outside guest are not permitted to reserve the Retreat House.

Notary Public

Students who need the services of a Notary Public may inquire in Kerr 378, or make an appointment with Dorrie Smith, 978-646-4035, or <u>dsmith@gordonconwell.edu</u>.

Office Hours, Administrative

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

<u>Student Accounts</u>

The cashier's window is open from 9:00 am to 3:30 pm, Monday-Thursday, and closed daily for lunch from 1:00-2:00pm. Wednesday it is closed 11 am - 12 pm for chapel. Friday is 9:00 am to 1:00 pm. Financial and payment information can be found in the cashier's lobby, on the GCTS website and in this handbook. Regular updates and reminders are sent via email throughout the semester regarding payment deadlines, statements, and adjustments made to your student account. Non-cash payments may be made by envelope at any time by submitting payments through campus mail, addressed to "Student Accounts." Credit card and ACH 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

<u>https://gordonconwell.edu/financial-aid/process/student-accounts/</u>. Students may also contact the Student Accounts Office by emailing <u>finsery@gordonconwell.edu</u> or calling 978-646-4049.

Student Guidance

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

The focus of the committee is pastoral. However, in cases where the committee determines it is in the best interest of the student and the seminary for the student to seek professional help outside the school or to require the student to withdraw to attend to personal matters, the committee has the authority to take such action. The student retains the right to appeal the committee's decision.

Student Lounges

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

POLICIES AND PROCEDURES

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.

- It is the student's responsibility, after being informed of admission, to inform the institution through Student Life Services 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. Please complete the Request for Accommodations (RAF) form found at https://gordonconwell.edu/hamilton/community/student-life/disability-support-services/
- 2. A student having a disability requiring accommodation must provide the seminary with current and relevant documentation from a specialist certified to diagnose the particular disability.
- 3. Acceptable sources of documentation for substantiating a student's disability and request for particular accommodations can take a variety of forms. Please visit our website at https://gordonconwell.edu/hamilton/community/student-life/disability-support-services/ for

specifics.

- 4. Documentation requirements vary by situation. The Disability Services Coordinator will talk to the student about documentation during the initial conversation. No student should delay meeting with the DSC out of concern for not having appropriate paperwork.
- 5. Documentation must be submitted to Student Life Services prior to the first class for which the student is requesting accommodation. Student Life Services will keep the documentation in the student's permanent file.
- 6. A formal meeting must be scheduled between the student seeking accommodations and the DSC to collaboratively explore previous educational experiences, past use of accommodations, and what has been effective and ineffective in providing access.
- 7. The DSC, in consultation with the Assistant Registrar, faculty members and student, will determine reasonable accommodation in each particular case and for each class. A formal Disability Accommodation Plan will be drafted and disseminated to all necessary parties.
- 8. Prior to the start of each following semester, the student must contact Student Life Services in writing to ensure the DAP is shared with the relevant faculty member(s) for each particular class.
- 9. 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.
- 10. The faculty member(s) may request that Student Life Services provide a copy of the documentation describing the disability.

Policy on Alcohol Use, Marijuana Use and Smoking on Campus

The use of alcoholic beverages is not permitted on the campus. Medical and recreational marijuana use is prohibited at Gordon-Conwell as it's possession, use or cultivation is prohibited by federal law. A smoke-free environment is desired at Gordon-Conwell for the benefit of all members and guests of our community. Consequently, smoking is not permitted in any on-campus buildings or in any off-campus offices and classrooms. For more information please see our Drug-Free Schools and Campuses regulations: https://gordonconwell.edu/wp-content/uploads/2019/04/drug_and_alcohol_abuse_prevention_regulations_policies_17_aug_20 18.pdf

Policy and Procedure 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 afforded an environment which promotes intellectual and spiritual growth. To this end, the seminary may engage in investigations which could result in a process designed to bring about restoration for the student to the community, should he or she be 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 because the goal is always restoration. Romans 2:4 states that it is God's kindness that leads us to repentance and the seminary seeks to follow the patterns for discipline described in Scripture through the Pastoral Guidance Committee. The following procedures are employed in fulfilling this purpose.

Procedure for Conducting a Misconduct Review

- 1. The Pastoral Guidance Committee (PGC) 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 Chair of the Guidance Committee will notify the student in writing of the following:
 - a. A statement of alleged charges against him/her
 - b. The specific seminary policy or code of conduct which allegedly has been violated
 - c. The purported facts/information supporting the allegation
 - d. The establishment of a PGC interview with student in question.
- 3. The Pastoral Guidance Committee will conduct an informal interview with the student, using the following guidelines:
 - a. The student will be informed of the date, time, and location of the interview, in writing, either by personal delivery or email, at least three 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, is required or is invited to be present in the interview.
 - b. The entire case file and the names of any prospective witnesses will be available for inspection by the accused student during normal business hours in the Student life Services/Dean of Students office where non-academic student files are maintained (unless protected from disclosure by FERPA).
 - 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 interview, as well as to present relevant information. The student may also be accompanied by legal counsel, although the role of counsel will be <u>limited</u> 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 interview, 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 informal interview may be conducted in the absence of the accused student who fails to appear, following proper notification of the interview date, time and location.
- g. The interview shall be tape-recorded by the Committee. The tape(s) shall be kept with the pertinent case file for as long as the case file is maintained by the Seminary. (A copy of the tape will be made and kept in the Dean of Students office.)
- 4. Immediately following the informal interview, the Committee will meet for deliberations and render a written decision to the student within five business days after the completion of the informal interview, except in the case of sexual assault, in which case the accused and the accuser will be notified within three business days.
- 5. The Committee has the authority to render any one of the following decisions/sanctions:
 - a. Further investigation possibly culminating in another follow up interview.
 - b. Admonition. A formal admonition that an institutional standard has been violated and which does not become part of a student's permanent record, but that may be taken into account in judging the seriousness of any future violation.
 - c. **Disciplinary Probation**. A more serious admonition assigned for a definite amount of time, with the probation to continue until certain conditions stipulated by the Committee have been fulfilled. It implies that any future violation during that time, of whatever kind, may be grounds for suspension, or in especially serious cases, for dismissal from the seminary.
 - d. **Suspension for a Definite Period**. Removal from membership in the seminary community, including all student privileges for a specified period of time, with the suspension to continue until certain conditions stipulated by the Committee have been fulfilled. A suspension is noted on a student's official record only for the duration of the suspension. (Required to move out of seminary housing.)
 - e. **Indefinite Suspension**. Removal from membership in the seminary community including all student privileges for at least the period of time specified by suspension, with the suspension to continue until certain conditions stipulated by the Committee have been 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. (Required to move out of seminary housing.)
 - f. **Dismissal.** Permanent removal from membership in the seminary community, including all student and alumni privileges without possibility of readmission. (Required to move out of seminary housing.) A dismissal is noted on student's official record.

- 6. If the student is suspended or dismissed, the written decision shall be mailed or personally delivered to the student within five business days after the completion of the interview, except in the case of sexual assault, in which case the accused and the accuser will be notified within three business days. 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 Dean of Students Office, and the Registrar's Office will be notified of the decision.
- 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 is unacceptable to either party (the accused or the accuser), formal complaints can be appealed to the President's Office. Exceptions can apply where the Campus Safety Department advises other action be taken, as required by law.

- 1. If either student or accuser so desires, he/she may appeal the Guidance Committee's decision in writing within seven business days, following the notification of sanction, to the President of the Seminary.
- 2. The President will present his/her decision within seven business days to the student (or accuser), 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. If the student resides on campus, he/she may be given up to a 30-day notice to vacate the apartment and no more than seven days to move from the dormitory (date of dismissal will take into account the appeal process).
- 4. 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.

Policy on Drug and Alcohol Abuse (in compliance with Drug Free Schools and Campuses Act Amendment of 1989.

Following is a policy statement regarding this act.

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

Seminary policy prohibits the following:

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

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

I. Students

Referral for investigation of possible abuse will be made to the Dean of Students. Referral may come from a number of sources, such as residence life coordinators, fellowstudents, faculty or staff members, spouses, area clergy, campus police, etc. Procedure for disciplinary action will be observed.

II. Faculty

The process involving faculty shall follow the Faculty Handbook. III. Staff

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

Summary of Legal Sanctions Covering Alcohol And Drug Abuse

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

Cities and towns in Massachusetts, specifically Hamilton, prohibit public consumption of alcohol and impose fines for violations. The Massachusetts Department of Conservation and Recreation (DCR) also prohibits public consumption of alcohol in its parks around Boston.

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

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

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

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

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

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

manufacture and distribution of drugs, if death or serious injury 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.

Local Alcohol and Drug Resources

CAB Health & Recovery Address 111 Middleton Road, Danvers, MA 01923 Telephone (978) 777-2121 Website: http://www.nebhealth.org/

Project Cope Address 117 N Common Street, Lynn, MA 01902 Telephone (781) 581-9270 Website: <u>https://sobernation.com/listing/project-cope-inc-womens-residential-lynn-ma/</u>

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

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

Biennial Review of the Program

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

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

Members of this team are the following:

- Director/Chief, Department of Public Safety, Campus Safety
- Deputy Chief, Department of Public Safety, Campus Safety
- Dean of Students

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

A review of the program was completed on February 4, 2016.

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

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

Distribution of Drug-Free Schools and Campuses Regulations Information

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

- By providing a link to the official website of the Higher Education Center for Alcohol and other Drug Prevention: This link is: <u>http://safesupportivelearning.ed.gov/training-technical-assistance/education-level/higher-education</u>
- 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 Campuses Regulations Policy are available from the Department of Public Safety, Campus Safety, upon request.

Enforcement

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

Policy and Procedures on Sexual Misconduct (TITLE IX)

As a Christian Institution committed to preparing men and women for ministry, we take our commitment to shaping moral and ethical character seriously. Gordon-Conwell's Community Life Statement maintains that, *"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."* The Community Life Statement provides us with a set of guiding norms that shape the way we interact with one another. However, we understand that we live in a fallen world and that sin exists. For this reason, Gordon-Conwell recognizes its legal obligations in regards to Title IX, the Campus Sexual Violence Elimination Act, and the Clery Act (for more information on the specifics of these Federal laws please see <u>https://gordonconwell.edu/community/campus-safety/overview/</u>. For the purposes of this policy and the seminary's handling of such matters, "Title IX" includes the concerns of the Campus SaVE Act (specifically intimate partner violence & stalking). The purpose of this policy is to:

- Affirm the Seminary's commitment to preventing sexual misconduct.
- Define sexual misconduct involving students, which includes sexual harassment, domestic violence, intimate partner violence, stalking, and sexual assault.
- Outline the Seminary's process of responding appropriately to incidents of sexual misconduct.
- Identify resources and support for students reporting an incident of sexual misconduct.

Pursuant to Title IX of the Education Amendments of 1972, Gordon-Conwell Theological Seminary prohibits discrimination on the basis of sex or gender in it programs and activities. The seminary will respond to and make reasonable efforts to investigate and address complaints or reports of prohibited conduct in accordance with the procedures outlined below. Any questions regarding Title IX should be addressed with the Title IX Coordinator identified below.

Gordon-Conwell Theological Seminary seeks to provide students with a safe living-learning environment free from the negative effects of sexual misconduct, which includes sexual harassment, sexual assault, and other forms of sexual violence. All forms of sexual misconduct are prohibited. The seminary strives to educate students, staff, and faculty on these issues and to provide recourse for students believing they have experienced sexual misconduct. This policy applies to all members of the Gordon-Conwell Theological Seminary community, and includes, but is not limited to, faculty, staff, students, seminary visitors, volunteers, and vendors. It also applies to alleged acts of sexual assault, prohibited sexual contact, dating and domestic violence that occur: on campus; in connection with any program or activity sponsored by the seminary; and/or off campus if the conduct creates a hostile environment on campus.

The seminary considers sexual misconduct in any form to be a serious violation of the Christ-like conduct expected from all members of its community. Appropriate disciplinary actions following the process outlined in the student or staff handbooks may be taken against any persons or groups engaging in these acts to prevent recurrence of any harassment and to correct its effects on the complainant and others. Such disciplinary action includes but is not limited to suspension or expulsion from the seminary, termination of seminary employment, and termination of contracts/agreements with that person(s) or group(s). The seminary may also impose other sanctions, including restricting students from certain activities or areas of the campus, requiring that students complete counseling or other programs as a condition of continued enrollment, or any other appropriate sanctions as determined by the seminary in its sole discretion. In addition, the seminary may terminate or suspend its relationship and associated privileges with any perpetrator of interpersonal or intimate partner violence covered by this policy, including but not limited to visitors, volunteers, vendors and other such guests of seminary. To this end, Gordon-Conwell Theological Seminary expressly reserves its rights to revoke the privilege, right and/or permission to anyone to be physically present on-campus, participate in seminary activities, and use seminary facilities or resources in order to carry out the intent and purposes of this policy.

The seminary may refer any alleged perpetrator of interpersonal or intimate partner violence to law enforcement.

Definitions

Sexual Misconduct

Sexual misconduct is a broad term that encompasses any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion or manipulation. Sexual misconduct can occur between persons of the same or different genders.

Sexual Harassment

Sexual harassment is unwelcome behavior of a sexual nature that has the purpose or effect of creating an intimidating, offensive, or hostile environment for study, work, or social living. Sexual harassment includes, but is not limited to, the use of verbal and practical jokes, unwelcome touching, offensive remarks or put-downs, and/or displays of objects and materials based on a protected status that create an offensive environment. Actions such as these are prohibited and may also be unlawful.

<u>Sexual Violence</u>

Sexual violence is defined as sexual intercourse or other forcible and/or non-consensual sexual contact with another person without consent. This includes rape, sexual assault, battery, and

sexual coercion. Sexual violence can be imposed by the intentional use of physical force or power, coercion, or incapacitation. Sexual assault is a criminal act, punishable by civil and criminal legal action, as well as disciplinary action by the Seminary.

Sexual Assault

Sexual assault is any unwanted, coerced, or forced sexual contact or intercourse or sexual contact or intercourse with someone who is not able to give consent (e.g. incapacitated by alcohol or drugs or asleep). Sexual assault can involve the sexual penetration of any body orifice, but also includes other unwanted sexual contact including Statutory Rape (minor under 16 in Massachusetts). Victims can be either women or men. Most victims/survivors know the perpetrators who may be the victim's/survivor's best friend, lover, partner, date, family member, neighbor, teacher, employer, doctor or classmate. The perpetrator can be a husband, wife, boyfriend or girlfriend. Sexual assault can occur between members of the opposite sex or same sex. Alcohol, date rape drugs, or other substances may be involved.

Non-Consensual Sexual Contact

Non-consensual sexual contact, means having, or attempting to have sexual contact with another person without consent (other than non-consensual sexual penetration which is addressed below). Examples of non-consensual sexual contact may include: the intentional touching of the intimate parts of another, or causing the other to touch one's intimate parts, including over clothing, removing of clothing of another person, or kissing.

Non-Consensual Sexual Intercourse

Non-consensual sexual intercourse, commonly referred to as rape, is the non-consensual penetration, however slight, of another person's anal or genital opening by any part of the body or with any object, or oral sex with penetration.

Sexual Exploitation

Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own personal advantage or benefit, (and that behavior does not otherwise constitute one of the other sexual misconduct offenses). Examples include, but are not limited to: invasion of sexual privacy; streaming of images, photography video or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties; voyeurism; including incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

Consent

Willingly giving permission or agreement to a sexual act, without threat of harm. Consent is an informed agreement to participate in an act, communicated verbally or through physical participation that is not achieved through manipulation, intimidation, or coercion of any kind or given by one who is incapable of giving clear and knowing consent, by reason of the individual's age, being under the influence of alcohol or drugs, or otherwise. The manner of dress of the victim at the time of the offense does not constitute consent.

Consent cannot be assumed and is never implied, even in a current or previous dating or sexual relationship. Consent can be withdrawn at any time. Absence of protest, passivity, or silence is not consent. **Consent is hearing the word "yes". It is not the absence of hearing "no."**

Incapacitation

Incapacitation also constitutes lack of consent. Incapacitation is a state in which someone cannot make rational, reasonable decisions because the person lacks the capacity to give knowing consent. Under Massachusetts law, intercourse is generally considered to be committed by force and against a person's will if: the person is unconscious; the person is asleep; the person is drugged or intoxicated; the person is frightened or intimidated; or the person is mentally impaired or deficient so that he or she cannot agree to the act. Engaging in any form of sexual activity with someone who is incapacitated constitutes sexual misconduct.

Domestic, dating, intimate partner or family violence is the abuse of power and control. It is a pattern of behavior used by one person to control another through force or threats.

Domestic Violence (from 42 USC ss 13925):

The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence (from 42 USC ss 13925):

The term "dating violence" means violence committed by a person-

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.

Stalking (from 42 USC ss 13925):

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to —

(A) fear for his or her safety or the safety of others; or

(B) suffer substantial emotional distress.

In Massachusetts such conduct are felonies. M.G.L. c. 265 § 43 (Stalking). Stalking includes a willful and malicious knowing pattern of conduct or acts over a period of time directed at a specific person which seriously alarms or annoys the person and which causes a reasonable person to suffer substantial emotional distress and makes a threat with the intent to place the person in imminent fear of death or bodily injury. Stalking can be accomplished by mail, telephone, electronic mail, internet communications and facsimile. Conduct which does not include a threat of death or bodily injury is also illegal and considered harassment by the seminary and Massachusetts law. M.G.L. c. 265 § 43A (Criminal Harassment).

Guidance on Reporting

Gordon Conwell Theological Seminary encourages those who have experienced any form of sex discrimination/misconduct to immediately find a safe place, report the incident promptly, seek all available assistance, and to pursue seminary conduct violation charges and criminal prosecution of the offender. GCTS takes complaints seriously and will work with victims to ensure that they are well cared for, physically, emotionally, and spiritually. The seminary will fully cooperate with the police in any related investigation and reserves the right to commence its internal complaint resolution procedures prior to the completion of any police investigation.

Reports of sexual discrimination/misconduct can be made anonymously by completing the *Confidential Sexual Assault form* located here <u>https://gordonconwell.edu/community/campus-safety/forms/</u>

Reports can be made to the Dean of Students, who is the Title IX coordinator, any Campus Safety Officer, the HR Director, and any seminary employee identified as a mandatory reporter. All sexual misconduct complaints made to mandatory reporters will be reported to the Title IX coordinator. Mandatory reporters are all supervisors, administrators/managers, and administrative faculty. Students have a right to file a criminal complaint and a Title IX complaint simultaneously.

If an individual wishes to seek confidential assistance in dealing with a Title IX violation, he or she can speak with their local Pastor and/or a Licensed Professional Counselor. The individual may also make a confidential report to the Title IX coordinator or campus safety officer and request that their name not be used in the investigation.

Initial Assessment and Interim Measures

The first concern in a report of sexual misconduct is for the physical safety and emotional wellbeing of the reporting individual. The purpose of the initial assessment is to end the sexual misconduct, eliminate a hostile environment, prevent its recurrence and remedy its effects. The Title IX Coordinator will review this policy and the options for suitable resolution. If the Title IX Coordinator concludes that the alleged conduct falls outside the scope of this policy, the complainant may be referred to another campus office.

When a complaint is received the Seminary will provide appropriate interim measures to prevent further acts of misconduct, or safeguard the wellbeing of the complainant, the accused, or the broader campus community while the investigation is in process, and to ensure equal access to Seminary's education programs. The Seminary will determine the necessity and scope of any interim measure. Such measures may include: ensuring access to counseling and medical services; providing alternative work arrangements such as adjusting work schedules or supervisors; providing access to appropriate academic support, such as tutoring or permission to withdraw from or retake a class; or provide alternate living arrangements; or any other remedy that can be used to achieve the goals of this policy.

Even when the Seminary has determined that because of the reporting student's request for confidentiality there can be no formal consequence, immediate action can be taken to protect the reporting student. Such actions include: providing counseling support and academic support services; and increased monitoring, supervision, or security.

Parties may also seek protective measures from outside law enforcement agencies.

Investigation/Procedures for Reports of Sexual Misconduct

The Policies and Procedures for disciplinary action will be followed with the following additional provisions:

- 1. The investigation of a sexual misconduct allegation may proceed whether or not a related criminal matter is pending.
- 2. In accordance with federal guidance, GCTS will generally complete investigations within a 60-day time period.
- 3. Both parties will be provided periodic updates during the complaint resolution process.
- 4. Both parties will be advised in writing of the outcome of a complaint, at the same time, once a decision has been reached.
- 5. Allegations of sexual assault will not be resolved by meditation.
- 6. The standard used to determine whether this policy has been violated is **whether it is more likely than not** that the respondent violated this policy. This is often referred to as a "Preponderance of Evidence" standard.
- 7. Both parties may have an advisor of their choice present during the investigation process.

Retaliation

Retaliation or attempts to seek retribution against a student, an employee, or any other individual involved in filing a complaint or participating in the investigation of an allegation of sexual misconduct is prohibited by this policy and may constitute separate grounds for disciplinary action. Retaliation can include threats, intimidation and abuse. Such retaliation is unlawful and will not be tolerated by the Seminary.

Individuals who believe they have experienced retaliation should contact the Title IX Coordinator and the Seminary will investigate the complaint. If the Seminary determines that retaliation occurred, an appropriate action will be taken regardless of the outcome of the underlying sexual misconduct complaint.

Resources and Support for Students

If you or someone you know has been the victim of any of the above mentioned violations, you should FIRST get to safety. Dialing 911, will alert the Hamilton Police Department and GCTS campus safety. The Student Life Services staff is available to assist in these matters as well.

For a list of other available resource, please go to: <u>https://gordonconwell.edu/community/campus-safety/womens-and-survivor-services-unit/</u>

LEAD TITLE IX COORDINATOR

Jana Holiday Dean of Students Kerr Building, Room 318 130 Essex Street, South Hamilton, MA 01982 Phone: 978-646-4060 Email: <u>jholiday@gordonconwell.edu</u>

Questions about title IX can be directed to the Title IX Coordinator or to the Office of Civil Rights (OCR, <u>http://www2.ed.gov/about/offices/list/ocr/docs/howto.html</u>) of the U.S. Department of Education.

Policy and Procedures on Discrimination and Harassment

The purpose of this policy to help insure all members of the Gordon-Conwell Community understand the prohibition against harassment. All members of the university community are encouraged to reflect upon the issue of discrimination and harassment as it might affect the lives and conduct of others. Further, anyone who may be the victim of harassment should be aware of the procedure for reporting such incidents.

Behavior that constitutes discrimination or harassment is prohibited by Title VII of the 1964 Civil Rights Act, includes but is not limited to slurs, coarse jesting with racial/ethnic/gender overtones, and other forms of communication resulting in disparagement or intimidation.

Gordon-Conwell welcomes women to all its degree programs, seeking to build a community in which all of Christ's people, regardless of gender, find warm acceptance. Since the seminary accepts women who are training for this purpose, the responsibility of students, faculty, staff, and administration is to relate to one another so that Christ's call can be pursued freely without the impediment of exclusive or insensitive words and actions. Women preparing for ministry, therefore should receive personal encouragement from all members of the community. To that end, the Seminary is committed to the full inclusion of women, their contributions and concerns, in recruitment and admission of students, for teaching, for administering and planning curriculum, chapels, and convocations, and for filling faculty, administrative and other appointments.

Gordon-Conwell Theological Seminary does not discriminate on the basis of race, gender, color, national or ethnic origin, age, handicap, or veteran status. This statement applies to every member of our campus community and is adhered to strictly.

Reporting Procedure

A reporting form can be found at <u>https://gordonconwell.edu/community/campus-safety/forms/</u>. Once the form is completed it may be submitted to Campus Safety, the Dean of Students, Dorm/Apartment RLC, or the Dean of Hamilton campus.

Grievance Procedure on Harassment

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

Informal Procedure:

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

Formal Procedure:

<u>Students</u>: The student shall present in writing a description of the problem to the Dean of Students 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 Pastoral Guidance Committee (see Policy and Procedures for Disciplinary Action) may be convened to investigate the case and make recommendation for action. Complaints shall be handled quickly, fairly and thoroughly.

<u>Non-student Community Resident</u>: Non-student community residents will follow the same procedure as that described for students.

Appeals:

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

Confidentiality:

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

<u>Hazing</u>

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

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

269.17. Hazing Prohibited; Definition; Penalties

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

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

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

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

269.18. Failure to Report Hazing; Penalty.

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

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

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

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

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

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

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

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Policy on Information Technology

Students must abide by the seminary's Technology Acceptable Use Policy (AUP). The policy can be accessed at <u>https://gordonconwell.edu/technology-services/acceptable-use-policy/</u>

<u>Policy on the Reproduction of Gordon-Conwell Theological Seminary's</u> <u>Copyrighted Materials</u>

Details can be accessed at https://gordonconwell.edu/about/institution/seminary-policies/

Policy on Sales & Services on Campus

Permission to exhibit, and/or sell materials anywhere on campus must be obtained from the Dean of Students. This regulation governs any business projects undertaken on campus by students.

Policy on Use of Facilities for Political Activities/Events

Details can be accessed at https://gordonconwell.edu/about/institution/seminary-policies/

STATEMENTS OF COMPLIANCE

The following Statements of Compliance can be accessed at https://gordonconwell.edu/community/community-life/practices-policies/statements-of-compliance/

- Campus Security Act of 1990 (Clery Act)
- Civil Rights Act of 1964
- Drug Free Schools and Campuses Act.
- Family Education Rights and Privacy Act
- Internal Revenue Service Procedure 75-50
- Rehabilitation Act of 1973
- Student Consumer Information
- Title IX of the Higher Education Amendments of 1972
- GI Bill® requirements under 38 CFR 21.4253, 38 US Code 3675, 38 CFR 21.4254, 38 US Code 3676

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 130 Essex Street South Hamilton, MA 01982 (978) 646-4021 Fax: (978) 646-4566 email: registration@gcts.edu https://gordonconwell.edu/registration/

Academic Communications

The seminary's primary means of academic communication with students is via students' **Gordon-Conwell email accounts** and the **CAMS 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.).

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

The *FridayAM* is a weekly electronic publication that provides important administrative notices and information. It is sent to all students' Gordon-Conwell email accounts and may be accessed via the seminary website.

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

<u>Advanced Standing</u>

The seminary may grant students advanced standing credit for specific courses based on proven competence in a particular subject area. In particular, the seminary offers students an opportunity to display competency in Biblical Studies through the bible and language competency exams during New Student Orientation. In some cases, the seminary may offer advanced standing in the

areas of Biblical Studies, Christian Thought, and Practical Theology for students with significant prior coursework in these areas from approved schools. An assessment is required for each student and any credit granted is assessed on a case by case basis. No more than one-fourth of the total required credits in a degree may be earned through advanced standing. In addition, the following degrees are not eligible to receive advanced standing: Master of Art (Christian Studies), Master of Arts in Global Leadership, Master of Theology (Th.M.). Advanced standing can sometimes reduce the amount of transfer credit a student can receive and/or the number of Semlink+ courses that a student is permitted to take; see *Transfer Credit* for details.

<u>Advisors</u>

The Registrar and Registration Office staff serve as the primary academic advisors 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 (see *Degree Audits*). Some programs (M.A. (Religion), M.A. in Counseling, M.A. in Spiritual Formation, and Master of Theology) require additional approval and counsel. The directors of those programs must be consulted concerning program structure and approval as necessary. All students are encouraged to seek out faculty in their area of study for additional educational, vocational and spiritual counsel.

<u>Application of Policies, Procedures and Degree Program Requirements</u>

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. Students whose enrollment lapses more than two years are required to reapply to the seminary and will be governed by the degree program requirements in effect at that time. When a new handbook reveals a change in degree program requirements, current 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.

<u>Attendance Policies</u>

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

<u>Auditing Courses</u>

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. All audits must be registered by the add/drop deadline for the term. 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 are eligible to register as courtesy auditors. A limited number of Hamilton and Wenham residents may courtesy audit selected courses. All interested parties must submit a courtesy audit request 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 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.

<u>Bible Competency Exams</u>

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 new student orientation. A passing score is 75%. New student orientation occurs every September (for students beginning in the summer or fall) and January (for students beginning in January or spring). Students are ineligible to take advantage of the Bible exams after new student orientation. An individual who passes the exam(s) does not need to enroll for the respective

survey course(s), rather they may request advanced standing for the course(s) OT 500, Old Testament Survey and NT 501, New Testament Survey. [Please note that students in the MACS and MAGL degrees are not eligible to receive advanced standing.] Students who pass the exams but do not request advanced standing will take electives in lieu of OT500 and NT501. Since these survey courses are corequisites for many courses, they must be taken early in a student's program in order to ensure that the student will not be hindered in his or her progress toward degree completion.

<u>Biblical Languages</u>

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

For those who have already begun their study of either of these languages, competency exams are given twice a year, in order to verify students' knowledge. Students who wish to be waived from Greek and Hebrew, or to receive transfer credit or advanced standing for these languages, are required to take these exams. All Th.M. students concentrating in Biblical Studies are required to sit for these exams (see *Language Competency Exams*).

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

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

Boston Theological Interreligious Consortium

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

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

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 Office website).

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:

- Various *ad hoc* locations around campus
- Local radio: WBZ 1030 AM, WRKO 680 AM
- Television: WBZ Channel 4, WCVB Channel 5
- Internet: websites for WBZ Channel 4, WCVB Channel 5, NECN Channel 6, and WHDH Channel 7
- Campus switchboard and voicemail (978-468-7111); for morning classes, the announcement will be recorded by 6:00am
- In some cases of severe weather 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.

Cheating and Plagiarism

(See Violations of Academic Integrity)

Checksheets

(See Degree Audits)

<u>Computer Use During Exams</u>

Computers are not allowed in the classroom while students are taking course examinations. However, when specified, proctored 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 online registration (CAMS Student Portal) or on the proper form. Course registrations/changes submitted on paper forms which could have been completed by the student through online registration will carry a small processing fee. There are deadlines for receiving refunds for dropped/withdrawn courses (see the *Academic Calendar* on the registration website or in the Canvas Registration Hub).

No course may be added after the announced deadlines. Courses dropped beyond the announced deadline are considered withdrawn (not dropped) and will be recorded with a grade of 'W' (withdrawn), which carries no negative academic connotation. Courses "dropped" without the official notice to and approval of the Registration Office (e.g., a student ceasing to attend a class or simply telling the professor that they plan to drop the course) within the announced deadlines will result in a grade of 'F' on the permanent record. Failure to make course changes within the allotted deadlines will result in a fee for improper registration (if the changes are allowed).

Courses which hold their first class meeting after the posted add/drop deadline can be dropped through the first day of class with a full refund, with the exception of some Full-Summer courses.

Course Credits

The majority of courses at Gordon-Conwell are equivalent to three semester hours of credit. In certain programs, there may be exceptions to this general policy (see also *Credit Hours*).

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 Program Director. 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. Th.M. students are required to take a number of Th.M.-level courses. Th.M. students must do this by taking some 900-level (i.e., Th.M.-level) courses and also by choosing to participate in some standard master's-level courses and elevating the requirements of those

courses to the Th.M. level (i.e., doing additional reading and/or writing). Please note that while these elevations make those courses the equivalent of 900-level courses, the course numbers will not actually be changed. Nevertheless, these elevations will be noted on the transcript. Ph.D. students from Boston University who are enrolled in the joint BU/GCTS Ph.D. in Missiology may choose to participate in certain standard master's-level GCTS courses and elevate those courses' requirements to the Ph.D. level (i.e., do additional reading and/or writing). Please note that while this is the equivalent of a 1000-level course, the course number will not actually be changed. Nevertheless, 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. In the fall and spring semesters, one semester hour typically represents one hour of classroom or directed faculty instruction and a minimum of three hours of out-of-class student work each week for approximately twelve weeks. In addition to these twelve weeks of instruction, each fall and spring semester has two reading weeks (see *Reading Weeks*), which are special times dedicated to intense out-of-class student work (i.e., reading, research, writing, etc.). Intensive courses, directed studies and Semlink+ courses will meet on different schedules but will comprise an equivalent amount of work and academic engagement.

<u>Cross-Campus Registration</u>

Students of the Hamilton campus may choose to take courses at any of the other Gordon-Conwell campuses. Registration can be done via online registration or on a paper registration form. 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 provides each student with a degree audit (a.k.a. checksheet) indicating courses required and courses completed. The official copy is kept in the Registration Office, where it may be consulted upon request. Students who have completed 10 or more courses will typically receive an updated copy of their degree audit each year. It is the responsibility of the student to see that all graduation requirements are met. Graduating students will be issued a special graduation audit upon submission of a graduation application.

Denominational Standards

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

Some denominations require their students to study for a portion of their degree at a denominational school (see *Residency Requirements*).

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 full policy statement and procedures the seminary will follow in accommodating persons with disabilities can be found in the *Policies and Procedures* section located earlier in the *Student Handbook*.

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 of Students.

<u>Dual Degree</u>

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 similar to transfer credit. To understand how this works, please see *Transfer Credit*. See also *Second Degree*.

Duplication of Course Requirements

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

Examinations (Finals)

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

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

Extensions for Late Coursework

Students who wish to submit coursework after the last day for written work must receive prior approval from the Registration Office upon formal petition. Students must petition the Registration Office of their home campus, regardless of where the course is actually offered. Additional time, without penalty, will be granted in the form of an unavoidable extension 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.' Semlink+ courses (which are about 14 weeks long) are eligible for extensions on the same grounds as other courses.

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

Family Educational Rights and Privacy Act

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

1. The right to inspect and review the student's education records within 45 days of the day the seminary receives a written request for access.

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

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the seminary in an administrative, supervisory, academic, 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. The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Gordon-Conwell Theological Seminary to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

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

Type of Education Record	Custodian of Records	Office & Location
Academic Records & Judicial Committee Records	Registrar	Registration Office, Kerr Building
Mentored Ministry Records	Director of Mentored Ministry	Mentored Ministry Office, Academic Center
Semlink+ Records	Director of Digital Education	Digital Education Office, Academic Center

Counseling Program	Coordinator of	Counseling Department
Records	Counseling Program	Office,
		Academic Center
Financial Accounts	Director of Student	Student Accounts,
	Financial Services	Kerr Building
Financial Aid Transcripts	Director of Student	Financial Aid Office,
& Scholarship Records	Financial Services	Kerr Building
Student Employment	Director of Human	Human Resources
Records	Resources	Office,
		Kerr Building
Judicial Appeals &	Academic Dean	The Academic Dean's
Byington Applications		Office,
		Academic Center
Guidance Committee	Dean of Students	Student Life Services
Records & Community		Office,
Life Reports		Kerr Building
Incident Reports	Campus Safety	Campus Safety Office,
		Kerr Building
Housing Leases,	Housing Manager	Housing Office,
Dormitory Contracts &		Kerr Building
Rent Records		

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 a recognition on the part of those who engage in such activities that personal freedom must be balanced with responsibility to the seminary, and that the seminary requires the fulfillment of normal 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.

Gordon College Courses

The seminary has an agreement with Gordon College in Wenham, Massachusetts which allows Gordon-Conwell students limited access to some Gordon College undergraduate courses. A Gordon-Conwell Theological Seminary student may take up to two courses (audit or credit) at Gordon College. The student must be enrolled at the Seminary during the same term as the course(s). There will be no cost to the student. Course selection must be approved by the Gordon College registrar prior to attendance. These courses will be transcripted by the College but not the Seminary. Interested students must complete a special cross-registration form supplied by the Seminary Registration Office, obtain the signatures of both registrars, and submit the form to the Gordon College Registration Office. A maximum of ten students per year may participate in the program.

Grade Appeals

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

Appeal 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 Academic Dean within 10 business days.
- 7. Within 10 business days, the Academic Dean will send written notification to the student and all appropriate parties of his/her decision to uphold or change the Judicial Committee's original decision. The Academic Dean's decision is final.
- 8. If a student is scheduled to graduate while an appeal is in process, and the grade in question could impact a student's eligibility for graduation, the above process will be accelerated if reasonably possible. If the appeal is not fully resolved at the time of graduation, the student will be permitted to participate in the graduation exercises, but he/she will not receive a diploma until the issue has been resolved.

The above durations are typically extended during the January and summer sessions depending

on the availability of the faculty members involved. If a pending decision will affect future enrollment (e.g., prerequisites), 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 degree requirements outstanding which will be completed during the summer (October graduates). Participation in the baccalaureate and commencement ceremonies is required of all graduating students except those living more than 250 miles from the seminary. Graduating seniors must request permission, in writing, from the Registration Office to graduate *in absentia*.

Application for Graduation

It is the student's responsibility to apply for graduation. 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 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 degree requirements 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 to participate in commencement exercises as a pending October graduate, students must have maintained at least the minimum cumulative GPA required for graduation within their programs by the Monday prior to commencement exercises. In addition, by the Monday prior to commencement exercises, no more than two degree requirements outstanding (including extensions, Semlinks, transfers, BTI courses, etc.), and be registered for their final courses in the summer (or have Semlinks in process or have coursework extensions approved). The early submission of spring term 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 last day of the full-summer session. October graduates who fail to complete their requirements during the summer must delay their official graduation and will pay an additional 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 mailed in October.

<u>Honors</u>

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

If a student uses more than two pass/fail grading options, he/she will be disqualified for consideration for the above graduation honors. Please note that this limit does not include those denominational standards courses which are mandatorily graded on a pass/fail basis.

Immunizations

Gordon-Conwell students are required to be in compliance with the Massachusetts College Immunization Law of 1985 (as amended). In order to attend classes, all students (regardless of age) enrolled for course credit must present written documentation from a medical professional proving that they have been properly immunized according to the state's standards. A list of the current requirements can be found online or obtained from the Registration Office. In addition, students must also submit completed tuberculosis screening forms (see *Tuberculosis Screening*) in accordance with the laws of the Town of Hamilton. Proof of meeting these requirements should be submitted prior to registration. Failure to provide proof of the proper immunizations and TB screening will prohibit a student from registering for courses.

Incompletes

(See Extensions for Late Coursework and Grading Scale)

Integrative Paper or Project for the MAR

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

Language Competency Exams

Students with prior knowledge of Greek and/or Hebrew may be allowed to waive the language requirement(s) by successfully passing the language competency exam(s). Language competency exams are offered twice annually, during new student orientation in September and January. Exams are also scheduled on an as-needed basis. Each test consists of translation and parsing, and can be prepared for by reviewing an introductory grammar (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). Students who pass the exams may request to receive advanced standing for the respective courses (e.g. GL501/502 Greek I and II and/or OL501/502 Hebrew I and II), reducing the number of required courses for their program where applicable. Alternatively, students who test out of Greek and/or Hebrew may wish to take additional elective courses of their choice from within the Division of Biblical Studies rather than apply for advanced standing.

All students in the Master of Theology Biblical Studies tracks (Old Testament, New Testament, and Biblical Theology) must take the Hebrew and/or Greek competency exams prior to admission in order to prove that they are prepared for the rigors of the Th.M. program.

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 courses with the language prerequisite.

<u>Leave of Absence</u>

(See Withdrawal/Leave of Absence)

Limited Courses

In an effort to service all students at Gordon-Conwell, most courses do not have limited enrollment. However, there are certain courses whose pedagogical methods require a smaller class size. In light of this reality, current students are offered priority registration periods based on the percentage of their program that is complete. Students who desire to be enrolled in a limited course should register early (during their priority registration periods) in order to obtain a seat (see the *Academic Calendar* on the registration website). Students who register after a course has been filled may choose to add themselves to 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 priority 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 Registration Office.

Mentored Ministry

Mentored Ministry is the "clinical" side of preparation for ministry and is an academic requirement for M.Div. students. 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 pastor (or qualified staff member of a parachurch ministry) and the various experiences provided within the church, 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 : the first (MM501) being the Orientation & Vocational Formation Unit, followed by four field units of ministry with a church and/or para-church ministry (MM602-701), culminating in the final, Capstone Unit (MM702). A minimum of two MM units are to be done with a church and a maximum of two units may be done in a parachurch setting (exceptions by petition only). There are a wide variety of ministry opportunities within which the field unit requirements may be fulfilled. The Mentored Ministry Office regularly posts approved MM opportunities for students to consider and is open to arrange for new situations that students may propose.

Each student's participation in the program will be graded and recorded on the official transcript of the seminary. The Mentored Ministry section of the GCTS web site goes into great detail in outlining this experience (<u>https://gordonconwell.edu/new-england-mentored-ministry/</u>). One semester hour of credit is granted for each Mentored Ministry unit.

Time allocations and guidelines for the Mentored Ministry experience are as follows:

1. Students are expected to invest an average of 10 hours per week in ministry (including preparation time) over a 12-week period for each Mentored Ministry unit. One hour of this time is to be spent in mentoring sessions with their mentor.

- 2. Co-requisite: The first field unit of Mentored Ministry (MM502) must be taken in conjunction with, or after MC/SF501 Spiritual Formation for Ministry.
- 3. Any and all exceptions and variations requested on the Mentored Ministry unit requirement must be discussed with and approved by the Mentored Ministry Department. Students with at least seven years of previous full-time, non-administrative ministry experience may apply to the MM Office for advanced standing if they wish, per the <u>MM</u> <u>Advanced Standing Policy.</u>
- 4. All Mentored Ministry units must be officially registered with the Registration Office and are subject to the same academic policies (e.g., grading and add/drop deadlines) governing all courses. See *Academic Calendar* for dates.

Out-of-Sequence Courses

Out-of-sequence courses are offerings that appear in the <u>catalog of courses</u>, 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.

<u>Overload</u>

Sixteen and a half semester hours is the maximum a student may take in any fall, spring, or fullsummer 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. In January and intensive summer sessions, students are typically limited to one course per session; however, in unusual cases, students may register for a maximum of two courses in such a session without formal petition to the Registrar.

Overseas Missions Practicum

The Overseas Missions Practicum (OMP) seeks to challenge the student in the areas of servanthood, team and cross-cultural ministry, spiritual formation and global vision applied to the local church. These goals are pursued in particular areas of ministry during the WM721 Overseas Missions Practicum course. The field experience gives the theoretical its needed practical application. Here the student learns from the team, local Christians, the wider society

and by serving others, which often results in lifelong lessons that are applicable to future ministries at home or abroad.

With special permission, the OMP courses may be applied toward the M.Div. requirements in missions (*see Waivers*). Students may receive credit for two units of Mentored Ministry in addition to the course WM721 when they register for these units <u>concurrently</u>. This opportunity is only available during the summer sessions.

For more information, contact the Director of Missions Programs.

<u>Pass/Fail Policy</u>

Students may elect pass/fail grading in courses according to the guidelines published below. A total of four such courses are allowed in the M.Div. program, and two in all other Gordon-Conwell degree programs (with the exception of the Th.M. program which allows for no pass/fails). Non-degree students are allowed no pass/fail options. These limits include courses such as MC550, Ministry in a Rural Context, certain BTI courses and other offerings that are graded on a pass/fail (or satisfactory/unsatisfactory) basis. These limits do not include denominational standards courses. Students are advised to plan ahead, as these limits, including such courses, cannot be exceeded. Furthermore, students who elect to use more than two pass/fail options within a degree program (excluding denominational standards courses) will not be eligible for graduation honors (e.g., *Cum Laude*, etc.).

The maximum number of pass/fails allowed will be reduced for students who have received more than 15 hours of transfer credit, shared credit, and/or advanced standing credit. 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 by petition through the Registration Office by the dates announced in the *Academic Calendar*. In courses where the work is completed at an accelerated pace and the final letter grade is issued prior to the posted pass/fail deadline, pass/fail grading can no longer be requested. 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 GL501 and 502 and OL501 and 502).

Petitions

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

penalty.

Probation

The Registration Office always reviews academic records at the close of each fall and spring semester and at the end of the summer sessions upon request. The student whose cumulative grade point average falls below the cumulative grade point average required to graduate from the student's degree program is automatically placed on academic probation. The cumulative grade point average requirement to graduate with the Master of Divinity, M.A.in Global Leadership, M.A. in Intercultural Studies, M.A. in Spiritual Formation, or the Master of Arts (Religion) degree is 2.0. The cumulative grade point average required to graduate with the other Master of Arts degrees or the Master of Theology 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 credits from the maximum allowed to nine credit hours until the student is removed from academic probation. A student placed on second-semester academic probation, in addition to being limited in the number of credits, 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. Students 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.

<u>Project Courses</u>

The Division of Practical Theology makes available, as part of its offerings, project-based courses which are directed by a member of the faculty. For example, EV720: Project in Evangelism or EM720: Project in Educational Ministries. The student plans and executes, under the professor's guidance, a project which he or she designs and which is approved by the directing professor.

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

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

Reading and Research Courses

The divisions may make available as part of their offerings courses of independent reading or research to be directed by a member of the faculty. For example, TH760 Reading in Theology or TH860 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 divisional chair and agreement by the faculty member involved. The work will be evaluated by examination, a final paper or a series of reports submitted within normal semester deadlines (see the *Academic Calendar* on the registration website).

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

Petitions must include a complete course outline, paper (or other requirement) outline and a detailed bibliography. Reading courses require 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 Academic Dean and can accompany or precede the course petition.

Reading Weeks

Each fall and spring semester contains two Reading Weeks. While classes do not meet during Reading Weeks, these are *not* breaks from student instruction and academic engagement. Rather, Reading Weeks are special times dedicated to intense, out-of-class student work (i.e., reading, research, writing, etc.). It is expected that students will engage in significantly more out-of-class work during Reading Weeks than during normal weeks when classes are in session.

<u>Record Retention</u>

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 nonessential 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.

Registration

Priority registration is available for current students based on the number of courses they have completed. For the spring semester and January session, priority registration is held in November. Fall and summer priority registration is in March. Students who do not register during these early registration periods lose seniority for limited courses (see *Limited Courses*).

After registration, schedule changes can be made using online 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 online registration may 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 (exception: MACS and MAGL degrees). 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 (96 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) and zero-credit requirements are excluded from satisfactory academic progress calculations since they are not used to determine federal financial aid eligibility.

Boston Theological Interreligious Consortium (BTI) courses. These courses are registered as Gordon-Conwell courses and are included in satisfactory academic progress calculations.

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 similar to transfer credit. To understand how this works, please see *Transfer Credit*. See also *Dual Degree*.

<u>Semlink+</u>

Semlink+ is the name for Gordon-Conwell's online learning program. Both residential and nonresidential students are encouraged to take advantage of Semlink+ resources and 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 full-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.

No more than one-half of any degree program may be completed through Semlink+ courses (exception: MA (Christian Studies) and MA in Global Leadership programs). Students in the Master of Divinity program may not take more than 15 Semlink+ courses (45 credits). Master of Arts (Christian Studies) students may take 100% of courses through Semlink+. All other Master of Arts students may not take more than 10 Semlink+ courses (30 credits). Master of Theology students are not permitted to take any Semlink+ courses. Transfer credit and advanced standing can sometimes reduce the number of Semlink+ courses that a student is permitted to take; see *Transfer Credit* for details.

<u>Special Students</u>

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 Educational or Accrediting Standards

Students who have concerns regarding the school's compliance with accrediting standards should submit a written record of their concerns to the Academic Dean. Without written details, no action will be taken. The Academic Dean 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.

Gordon-Conwell Theological Seminary makes every attempt to resolve student concerns and complaints promptly and thoroughly. If a student feels that a concern was not resolved appropriately, he/she may contact the appropriate accrediting agency or government office:

Association of Theological Schools

The Commission on Accrediting 10 Summit Park Drive Pittsburgh, PA 15275-1110 Phone: 412-788-6505 Fax: 412-788-6510 https://www.ats.edu/uploads/accrediting/documents/commission-policies-and-procedures.pdf

New England Commission of Higher Education

3 Burlington Woods Drive, Suite 100 Burlington, MA 01803-4514 Phone: 781-425-7700 Fax: 781-425-1001

Massachusetts Department of Higher Education

One Ashburton Place, Room 1401 Boston, MA 02108 Phone: 617-994-6950 http://www.mass.edu/forstufam/complaints/complaints.asp

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 Registrar shall notify the student of the decision of the committee. The student retains the right of appeal to the Academic Dean, who has authority to uphold or change the committee's decision. Further appeal may be made to the President if the student disagrees with the decision of the Academic Dean (see *Violations of Academic Integrity*). The Guidance Committee and the Dean of Students process matters other than those of academic integrity and take action deemed appropriate. The student retains the right to appeal the decision 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 Academic Dean. Without written details, no action will be taken. The Dean will then refer the matter either to the Faculty Personnel Policies Committee or the Academic Affairs Committee or both, depending on the nature of the grievance. In principle, academic matters are referred to the AAC and personnel matters to the FPPC. Either committee may enlist the work of a subcommittee-e.g., Judicial Committee or an *ad hoc* committee—to investigate the particulars and recommend action. The full committee where referral is made shall act on the grievance, with written conclusion given both to the faculty member and the student (with a copy to the Academic Dean). Should the grievance fail to be resolved through the efforts of the committee, any one of the principals may require a hearing before the full faculty. The judgment of the faculty, having listened to the matter in a regular or specially called business session, shall be final. Parties to the conflict may be present for the hearing at the discretion of the faculty but shall not be present during the deliberation for decision. The findings and decisions of the full faculty shall be reported to the President and the principals for any necessary action.

Students' Rights of Privacy and Access to Records

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

General information, which the seminary may give out at its discretion, is listed under the Directory Information portion of the *Family Educational Rights and Privacy Act* section of this handbook. If the student wishes any of this information withheld, he or she may write to the Registration Office, and the request will be honored within the academic year the letter is received. Students must re-petition at the start of each academic year.

Other information from the student's educational record is considered confidential and available only for appropriate review or in the event of an emergency to protect the health or safety of the student or others (see also *Family Education Rights and Privacy Act*).

Student Services Fee

Students will be charged a student services fee for each semester in which they enroll (*see Financial Information* for the exact amounts of the fees). These fees are charged only once for each semester a student is enrolled, regardless of how many courses are taken. These fees will not be refunded for students who withdraw from all courses after the 100% tuition/fee refund deadline (see 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 fall or spring or six hours in the fullsummer semester to qualify as a full-time student in that term. Three credit hours constitutes fulltime status in the January, Summer I, Summer II, and Summer III intensive sessions. Neither summer nor January session courses are included in calculating full-time status for the fall and spring semesters.

Part-Time Students

The seminary welcomes part-time students. Degree candidates at the campus should plan to meet requirements by means of regularly scheduled courses, most of which meet several hours per week during the daytime hours. In order to be considered half-time in the fall, spring, or full-summer semesters, a student must be registered for at least four 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 certain M.A. programs (OT, NT, BL, CS, CH, IS, TH, and SF), a summative evaluation is required and may take one of the following forms:

- An oral examination before two members of the respective division. This 1. 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 in the MACS, MACH, MATH, MAIS, and MASF programs will also be required to submit an integrative paper as part of their Summative Evaluation. This paper will deal with questions concerning integration of curriculum, intellectual development, worldview, spirituality, vocational calling and a plan for lifelong learning. Students should contact the Chair of the Division of Christian Thought with questions concerning the integrative paper. A grade of passing will be recorded on the student's transcript at the time the examination is successfully sustained.
- 2. A thesis on a topic approved by the division where the degree is located (see

Thesis Courses).

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

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. Upon division approval, October graduates may complete their Summative Evaluations in the summer.

Summer Language Program

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

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

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

Summer Sessions

The seminary offers a variety of summer courses in three four-week sessions in which students normally take one course per session. Also, some courses are scheduled to run throughout the summer, making it possible for a student to take more than three courses during the summer, if desired. Some courses are scheduled to meet in intensive sessions for only one or two weeks, with the remaining weeks available to the student for completing reading and written work. All summer intensive courses comprise an equivalent amount of work and academic engagement to those offered in the fall and spring terms.

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

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

Switching Degree Programs

(See Transfer Between Degree Programs)

<u>Thesis Courses</u>

Certain academic M.A. (NT/OT/CH/ TH) and Th.M. students have the option to write a thesis. (M.A. theses are permitted only 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.

A student's complete thesis (including title page, introduction, conclusion, and bibliography) must be submitted to his/her thesis advisor by the appropriate deadline. Upon approval by the thesis advisor, the student will submit the thesis to his/her assigned second reader. The thesis must be submitted to the second reader at least two weeks before the thesis defense. 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 an electronic copy to the Registration Office. 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). 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 four weeks from the end of the

semester of expected completion. A final, fully corrected copy must be emailed submitted to the Registration Office by the date specified in the *Academic Calendar*. The Registration Office will note completion and forward to the Library for uploading to TREN/Archive.org.

Thesis (Th.M.)

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

A student's complete thesis (including title page, introduction, conclusion, and bibliography) must be submitted to his/her thesis advisor by the appropriate deadline. Upon approval by the thesis advisor, the student will submit the thesis to his/her assigned second reader. The thesis must be submitted to the second reader at least two weeks before the thesis defense. 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 an electronic copy to the Registration Office. 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). Guidelines for thesis preparation are attached to the Th.M. 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 four weeks from the end of the semester of expected completion. A final, fully corrected copy must be emailed submitted to the Registration Office by the date specified in the *Academic Calendar*. The Registration Office will note completion and forward to the Library for uploading to TREN/Archive.org.

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, excepting the Th.M., which has a limit of four years. Please see *Satisfactory Academic Progress* for time limits on completion of degree programs to maintain eligibility for federal financial aid.

<u>Transcripts</u>

Transcript Requests

All requests for academic transcripts must be made to the Registration Office through Gordon-Conwell's online ordering system (accessed through the <u>Student Portal</u> or directly via <u>https://www.credentials-inc.com/tplus/?ALUMTRO009747</u>. All requests require proper authorization by the student, either through portal authentication or a request with the student's signature uploaded through the online request system. Both paper and secure electronic transcripts may be requested. Transcripts will never be e-mailed directly to a recipient. But pdf copies can be delivered to email via secure electronic delivery. More details about the request process, requirements, options, and fees can be found on the Gordon-Conwell's website at <u>https://gordonconwell.edu/registration/transcripts/</u>.

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

Transcript Records

In keeping with the accepted standards and practices of institutions of higher education in the United States, it is the policy of Gordon-Conwell Theological Seminary not to alter the recording of any course on a transcript once the course has been completed. Further, the seminary will not alter a grade recorded on a transcript unless requested to do so by the relevant faculty member, Judicial Committee or Academic Dean upon approval of an appeal of the grade by the student. Students who are concerned about their academic progress in a given course should consider withdrawing from that course. If a student withdraws from a course after the 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 *Financial Information* section of the *Student Handbook* (see also the *Academic Calendar* on the registration website).

Transfer between Campuses

(See Campus Transfer)

<u>Transfer between Degree Programs</u>

Students wishing to transfer between degree programs must do so through the Admissions Office, from which complete instructions and required forms may be obtained. Such an 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; and an official copy of the student's Gordon-Conwell transcript. 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.

<u>Transfer Credit</u>

A student may receive credit toward graduation by transfer of academic work taken at other accredited graduate schools. No transfer credit is permitted in the Master of Theology program.

For all other degrees except the MA (Christian Studies) and MA in Global Leadership, 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+ or other online courses. For the MACS and MAGL, the limit on transfer credit, shared credit, advanced standing is still 50%, but when Semlink+ and other online course are added in the overall limit cannot exceed 82% for the MACS and 67% for the MAGL.

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 performed 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 and may limit eligibility for graduation honors (see *Pass/Fail Policy*). Transferred grades will not be displayed on the transcript nor 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.

Tuberculosis Screening

It is a legal requirement in the Town of Hamilton, Massachusetts that all students attending school in the town undergo mandatory tuberculosis (TB) screening. In order to enroll in courses, every student must review the state's <u>Tuberculosis Fact Sheet</u> and must submit a completed <u>Adult TB Risk Assessment & Screening Form</u> (available from the school's website or in the Registration Office). The student must complete page one of the form and have his/her medical provider complete page two and sign it. Failure to provide a completed TB screening form will prohibit a student from registering for courses.

Veterans Affairs Education Benefit

Gordon-Conwell cooperates with the federal government in supporting veterans (active duty and reserve) 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 <u>www.gibill.va.gov</u>. For further information regarding enrollment certification, see the Registration Office.

Gordon-Conwell complies with the requirements of 38 USC 3679(e) Veterans Benefits and Transition Act of 2018 with respect to covered individuals entitled to educational assistance

under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits as follows:

- Any covered individual may attend or participate in the course of education during the period beginning on the date on which the individual provides to the seminary a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (or a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 - the date on which payment from VA is made to the seminary;
 - 90 days after the date the seminary certifies tuition and fees following receipt of the certificate of eligibility.
- The seminary will not impose any penalty or late fees or deny access to classes, libraries, or other institutional facilities, nor will the seminary require a covered individual to borrow additional funds due to an inability to meet financial obligations to the seminary due to delayed disbursement funding from VA under chapter 31 or 33.

The seminary may require covered individuals to take the following additional actions:

- Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education;
- Submit a written request to use such entitlement;
- Provide additional information necessary to the proper certification of enrollment by the educational institution;
- Make additional payment for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

GI Bill[®] is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site.

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. The Judicial Committee is a sub-committee of the Academic Affairs Committee with representatives from the faculty of all three academic divisions. The Judicial Committee is chaired by the Registrar of the seminary.

Allegations and Appeals Process:

- 1. A faculty member will identify and substantiate a suspected violation of academic integrity. The faculty member has the prerogative to meet with the student for clarification concerning the suspected violation of academic integrity.
- 2. As soon as is reasonably possible, the faculty member will present the allegation to the Registrar.
- 3. Within three business days, the Registrar will give written notification of the allegation and due process to the accused student.
- 4. The student will have the option to respond in writing to the allegations within no more than ten business days of the Registrar's notification. This response must be directed to the Registrar.
- 5. The Registrar will gather all appropriate information and present it to the Judicial Committee for action. The Judicial Committee will have ten business days to meet, review the case and render a decision. The student has the right to appear before the Judicial Committee to defend his/her case and may do so by making a request to the chair of the Judicial Committee prior to the meeting.
 - A. Those who violate the seminary's policy on cheating and plagiarism will be subject to one or more of the following penalties: a failing grade on the assignment in question, a failing grade for the course, suspension from the seminary, dismissal from the seminary, or revocation of degree. Other penalties, if any, may be assigned at the committee's discretion.
 - B. Matters may also be referred to the Guidance Committee and/or the Dean of Students at the discretion of the Judicial Committee.
- 6. Within three business days of receiving the Judicial Committee's decision, the Registrar will send written notification of the decision to the student and all appropriate parties.
- 7. If the student so desires, he/she may appeal the Judicial Committee's decision by submitting a written petition to the Academic Dean within ten business days.
- 8. Within ten business days, the Academic Dean will send written notification to the student and all appropriate parties of his/her decision to uphold or change the Judicial Committee's original decision.
- 9. If the student so desires, he/she may appeal the Academic Dean's decision by submitting a written petition to the President within ten business days.
- 10. Within ten business days, the President will send written notification to the student and all appropriate parties of his/her decision to uphold or change the Academic Dean's

original decision. The President's decision will be final.

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

The above durations are typically extended during the January and summer sessions, depending on the availability of the faculty member(s) involved. If a pending decision will affect future enrollment (i.e., prerequisites, etc.), the student should contact the 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 online 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.

Voter Registration

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

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

Waiting Lists

(See Limited Courses)

<u>Waivers</u>

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 EM502, Educational Ministry of the Church 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 30 courses (90 credit hours) and 6 units of Mentored Ministry (6 credit hours), maintain a grade point average of 2.0 or higher and be present for graduation exercises. Students in the Master of Divinity program may not take more than 15 Semlink/online courses (45 credit hours). All coursework applied to the Master of Divinity program must be completed within a ten-year period.

Degree Requirements

Core Requirements:

Candidates are required to complete 10 courses in the area of Biblical Studies, 7 courses in Christian Thought and 7 courses in Practical Theology.

General Electives:

Each student must complete six elective courses.

Mentored Ministry:

Students must complete six units of Mentored Ministry (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 new student orientation, or elect not to sit for the exams, will be required to complete OT500 Old Testament Survey and/or NT501 New Testament Survey *as electives* (see *Bible Competency Exams*).

Checksheet:

Please consult the following checksheet for a breakdown of course requirements. Some variation may occur for those considering one of our approved concentrations. (*Concentration descriptions will follow.*)

Christian Thought Core Requirements (7 courses/21 credits)

 \Box CH 501 The Church to the Reformation

- □ CH 502 The Church Since the Reformation
- □ Ethics *Select one from the following:*
 - ET 501 Christian Ethics
 - SE 571 Christian Ethics & Social Issues
 - SE 632 Ethnic Identities and Reconciliation
 - ET 642 Workplace Ethics
 - MC/SE/TH651 The Project of Reconciliation: Intersectionality, the Church & Culture
 - ET 681 Issues in Sexual Ethics and Bioethics
 - SE 735 Biblical Global Justice
- □ TH 501 Theology Survey I
- □ TH 502 Theology Survey II
- □ TH Elective
- □ World Missions *Select one from the following:* WM 601 The World Mission of the Church TH/WM 602 Theology of Mission

Biblical Studies Core Requirements (10 courses/30 credits)

- □ GL 501 Basic Greek I
- □ GL 502 Basic Greek II
- □ NT 502 Interpreting the New Testament
- □ NT Narrative Book Exegesis (NT 611-619)
- \Box NT Epistle Exegesis (NT 620-649)
- □ OL 501 Hebrew I
- □ OL 502 Hebrew II
- □ OT 511 Interpreting the Old Testament
- □ OT 600-Level Hebrew Exegesis (OT 625-670)
- □ OT 700-Level Hebrew Exegesis (OT 750, 765, or 770)

Practical Theology Core Requirements (7 courses/21 credits

- □ MC/SF 501 Spiritual Formation for Ministry
- □ PC 511 Introduction to Pastoral Counseling,
- □ PR 601 Preaching: Principles & Practices in Preparing Relevant Biblical Sermons
- □ Ministry Communication *Select one from the following:*
 - MC 520 Communication for Ministry and Career
 - PR 602 Preaching for Modern Listeners
 - PR 717 Cultural Exegesis for Preaching

 Pastoral Skills, Select one from the following: EV 701 Evangelism & Discipleship Through the Local Church MC 701 Pastoral Ministry CL/MC 707 Transforming Leadership in the Local Church
 Practical Theology Elective, any CL, CO, EM, EV, MC, PC, PR, PT, or YM Course
 Practical Theology Elective, any CL, CO, EM, EV, MC, PC, PR, PT, or YM Course

General Electives (6 courses/18 credits)

Note Bible competency requirement above.

Mentored Ministry (6 units/6 credits)

□ MM501 Orientation Unit	□ MM601 Field Unit	□ MM701 Field Unit
□ MM502 Field Unit	□ MM602 Field Unit	□ MM702 Capstone Unit

Approved M.Div. Concentrations

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

Anglican Studies Track

The Anglican Studies Track has been designed in consultation with members of the Anglican community to allow students to follow a plan of formation for ministry in the Anglican tradition.

Students in the Anglican Studies Track must reserve four of their open general elective and/or practical theology elective course options for the four Anglican Studies courses required for the track. These four courses are offered through a special partnership between Trinity School of Ministry (TSM) and Gordon-Conwell Theological Seminary. Students should be able to complete these four courses through short-term intensives offered on site at TSM or, in some cases, through TSM online offerings. Please note that students may be billed an external partnership fee when registering for TSM courses. See the Registration Office and Student Accounts Office for details on cross registering at Trinity School of Ministry.

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

- □ TSM/ME699 Global Anglicanism
- □ TSM/ST770 The Anglican Way of Theology
- TSM/PT641 Conducting Worship in the Prayer Book Tradition
- □ *Choice of one from the following:*

TSM/PT740 Advanced Church Ministry and Sacraments

TSM/ST645 God the Holy Spirit: Church Ministry & Sacraments

World Missions Track

For the M.Div. track in world missions, two required courses plus three electives in this area must be completed. In addition, the Overseas Missions Practicum (WM721) or Living Systems in Urban Context (MC 621) may be taken as well. WM 721 may be taken to fulfill one course credit and up to two units of Mentored Ministry when those MM units are registered concurrently. Students who choose to replace OMP with Living Systems in Urban Context must be living in an urban context for that year.

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

Please note that unless a concentration course has been designated as replacing a core requirement, it will fill what would normally be an open elective slot.

<u>Urban Ministries Track</u>

Gordon-Conwell provides its students with an opportunity for an "urban year" of living, ministering and studying at the Gordon-Conwell–Boston campus, which specializes in urban ministerial education. With the cooperation and support of ministers, churches, and agencies in inner-city and working-class sections of Boston, the program creates a close relationship between Mentored Ministry in the city and academic training. Urban Ministry students are encouraged to meet with Gordon-Conwell–Boston staff for curricular advisement during registration periods.

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

□ MC 621 Living Systems in the Urban Context (in place of MC701)

□ PC 521 Pastoral Counseling for Urban Ministry (*in place of PC 511*)

 \Box *Choice of <u>one</u> from the following:*

EM 687 Educational Ministry in Urban Settings

EM/WM/YM 689 Theological Issues and Models of Urban Youth Ministry: U.S. and Global

 \Box SE 571 Christian Ethics and Social Issues (*counts for ET or SE core*) or any course taken at Gordon-Conwell, Boston campus

EV/WM 627 The Gospel, the World and Cities (*in place of WM 601*) or any course taken at Gordon-Conwell, Boston campus

 \Box Any course taken at Gordon-Conwell, Boston campus course

Please note that unless a concentration course has been designated as replacing a core requirement, it will fill what would normally be an open elective slot.

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 (OLD TESTAMENT)

Graduation Requirements

Students participating in the Master of Arts (Old Testament) degree program must complete 20 courses (60 credit hours) with a grade point average of 3.0 or higher and be present for graduation exercises. Students in the Master of Arts (Old Testament) program may not take more than ten Semlink/online courses (30 credit hours). All coursework applied to the Master of Arts (Old Testament) program must be completed within a seven-year period.

Degree Requirements

Area of Concentration:

Complete eight courses in Old Testament.

Language Requirement:

Complete at least two terms of Hebrew or an approved research language. Students who have previous knowledge of Hebrew and who pass the language competency exam can earn 6 credits of advanced standing for Hebrew (reducing the total number of required credits) or may substitute Hebrew I and II with two courses in the Division of Biblical Studies.

General Core Requirements:

Complete six courses in the areas of Biblical Studies and Christian Thought.

General Electives:

Complete four elective courses.

Bible Competency:

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

Summative Evaluation:

A summative evaluation is required of MAOT students, and may take the form of an oral examination or a thesis, or, for students who have learned English as a second language, a major integrative paper (see *Summative Evaluation for MA Students* and *Thesis*).

Area of Concentration (8 Courses/24 credits)

OT 511 Interpreting the Old Testament
 2 OT Courses - No more than two courses (including OT 511 above) may be taken at the 500-level.

□ OT 600-Level Hebrew Exegesis (OT 600-670)

□ OT 700-Level Hebrew Exegesis (OT 750, 765, or 770)

□ NT/OT/TH 910, Theological Hermeneutics

 \Box OT 891, Thesis part I or OT Elective (600-level or above)

□ OT 892, Thesis part II or OT Elective (600-level or above)

Those who take OT electives in place of the thesis must sit for an oral summative evaluation during their last semester.

Core Requirements (6 courses/18 credits)

□ CH 500 Survey of Church History

□ Ethics Course (Any ET or SE course)

 \Box New Testament course selected from the following:

NT 502, NT 503, NT 504, NT/OT 594

□ TH 501 Theology Survey I

□ TH 502 Theology Survey II

□ World Missions or Evangelism Course (Any WM or EV course)

Biblical or Research Language (2 Courses/6 credits)

 \Box OL 501 or approved research language

 \Box OL 502 or approved research language

General Electives (4 Courses/12 credits)

Note Bible competency requirement above.

Master of Arts (Old Testament) Goals

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

MASTER OF ARTS (NEW TESTAMENT)

Graduation Requirements

Students participating in the Master of Arts (New Testament) degree program must complete 20 courses (60 credit hours) with a grade point average of 3.0 or higher and be present for graduation exercises. Students in the Master of Arts (New Testament) program may not take more than ten Semlink/online courses (30 credit hours). All coursework applied to the Master of Arts (New Testament) program must be completed within a seven-year period.

Degree Requirements

Area of Concentration:

Complete eight courses in New Testament.

Language Requirement:

Complete at least two terms of Greek or an approved research language. Students who have previous knowledge of Greek and who pass the language competency exam can earn 6 credits of advanced standing for Greek (reducing the total number of required credits) or may substitute Greek I and II with two courses in the Division of Biblical Studies.

General Core Requirements:

Complete six courses in the areas of Biblical Studies and Christian Thought.

General Electives:

Complete four elective courses.

Bible Competency:

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

Summative Evaluation:

A summative evaluation is required of MANT students, and may take the form of an oral examination or a thesis, or, for students who have learned English as a second language, a major integrative paper (see *Summative Evaluation for MA Students* and *Thesis*).

Area of Concentration (8 Courses/24 credits)

□ NT502 Interpreting the New Testament

 \Box 2 NT Courses - No more than two courses (including NT 502 above) may be taken at the 500-level.

□ NT Narrative Book Exegesis (NT 611-619)

□ NT Epistle Exegesis (NT 620-649)

□ NT/OT/TH 910, Theological Hermeneutics

□ NT 891 Thesis part I or NT Elective (600-level or above)

□ NT 892 Thesis part II or NT Elective (600-level or above)

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

Core Requirements (6 courses/18 credits)

- □ CH 500 Survey of Church History
- \Box Ethics Course (Any ET or SE course)
- \Box Old Testament course selected from the following:
 - OT 501, OT 505, OT 511, NT/OT 594
- □ TH 501 Theology Survey I
- □ TH 502 Theology Survey II
- □ World Missions or Evangelism course (Any WM or EV course)

Biblical or Research Language (2 Courses/6 credits)

 \Box GL 501 or approved research language

 \Box GL 502 or approved research language

General Electives (4 Courses/12 credits)

Note Bible competency requirement above.

Master of Arts (New Testament) Goals

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

MASTER OF ARTS (BIBLICAL LANGUAGES)

Graduation Requirements

Students participating in the Master of Arts (Biblical Languages) degree program must complete 20 courses (60 credits) with a grade point average of 3.0 or higher and be present for graduation exercises. Students in the Master of Arts (Biblical Languages) program may not take more than ten Semlink/online courses (30 credit hours). All coursework applied to the Master of Arts (Biblical Languages) program must be completed within a seven-year period.

Degree Requirements

Area of Concentration:

Complete 10 courses in the area of Biblical Studies as specified below.

General Core Requirements:

Complete five courses in the area of Christian Thought.

General Electives:

Complete five elective courses, which may include, if necessary, basic Greek and Hebrew (GL 501/502, OL 501/502).

Bible Competency:

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

Summative Evaluation:

No thesis is required in the program, but an oral summative evaluation must be sustained. Students who have learned English as a second language may substitute a major integrative paper (see *Summative Evaluation for MA Students*).

Prerequisite Language Requirements:

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

Course Offerings:

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

Area of Concentration (10 Courses/30 credits)

□ GL 601 Intermediate Greek

□ OL 910 Intermediate Hebrew Grammar

□ OL 912 Aramaic

□ NT 502 Interpreting the New Testament

□ NT Narrative Book Exegesis (NT 611-619)

□ NT Epistle Exegesis (NT 620-649)

□ OT 511 Interpreting the Old Testament

□ OT 600-Level Hebrew Exegesis (OT 600-670)

□ OT 700-Level Hebrew Exegesis (OT 750,765, or 770)

□ A related ancient language elective (e.g. Akkadian, Coptic, Eblaite, Egyptian, Hittite, Latin, Syriac, Sumerian, Ugaritic or additional *advanced* Hebrew or Greek course)

Core Requirements (5 courses/15 credits)

□ CH 500, Survey of Church History

 \Box Ethics Course (Any ET or SE course)

□ TH 501 Theology Survey I

□ TH 502 Theology Survey II

□ World Missions or Evangelism Course (Any WM or EV course)

General Electives (5 Courses/15 credits)

Note Bible competency requirement above.

Master of Arts (Biblical Languages) Goals

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

6. To understand the historical and theological development of the Christian faith in order to integrate this faith with global ethical and missiological issues.

MASTER OF ARTS (CHRISTIAN STUDIES)

Graduation Requirements

Students participating in the Master of Arts (Christian Studies) degree program must complete 16 courses (48 credit hours) with a grade point average of 3.0 or higher and be present for graduation exercises. Students in the Master of Arts (Christian Studies) program may not take more than 13 Semlink/online courses (39 credit hours). All coursework applied to the Master of Arts (Christian Studies) program must be completed within a seven-year period.

Degree Requirements

Area of Concentration:

Complete ten courses in Christian Thought, Biblical Studies, and Practical Theology.

Independent Study/Project

Complete an Independent Study course or Elective

General Electives:

Complete five elective courses.

Summative Evaluation:

A summative evaluation is required of MACS students and will take the form of an integrative paper with an oral examination. For students who have learned English as a second language, an increased integrative paper may replace the oral exam (see *Summative Evaluation for MA Students*).

Area of Concentration (10 Courses/30 credits)

- \Box CH 501 The Church to the Reformation
- \Box CH 502 The Church Since the Reformation
- □ ET 501 Christian Ethics
- □ TH 501 Theology Survey I
- □ TH 502 Theology Survey II
- □ OT 500 Old Testament Survey
- □ NT 501 New Testament Survey
- □ NT 503 The Life of Jesus
- \Box NT 504 Paul and His Letters

□ Practical Theology Course, *selected from the following:*

- PC 511 Introduction to Pastoral Counseling
- MC/SF 501 Spiritual Formation for Ministry

Independent Study/Project (1 course/3 credits)

Complete an Independent Study course or an Elective

General Electives (5 Courses/15 credits)

Master of Arts (Christian Studies) Goals

- 1. To understand the basic content and themes of the Old and New Testaments in their historical and cultural settings as well as the historical and theological dimensions of the Christian faith.
- 2. To be exposed to a rigorous study and practice of theology in its various disciplines through diverse faculty voices.
- 3. To demonstrate integration through a cumulative educational experience that embraces both academic preparation and life experiences.
- 4. To foster love for God and his Word and therefore to cultivate the practices of spiritual maturity and Christ-like character, and to understand the Christian's ethical responsibility in church and society.
- 5. To develop a global vision for the Christian church.

MASTER OF ARTS (CHURCH HISTORY)

Graduation Requirements

Students participating in the Master of Arts (Church History) degree program must complete 20 courses (60 credit hours) with a grade point average of 3.0 or higher and be present for graduation exercises. Students in the Master of Arts (Church History) program may not take more than ten Semlink/online courses (30 credit hours). All coursework applied to the Master of Arts (Church History) program must be completed within a seven-year period.

Degree Requirements

Area of Concentration:

Complete eight courses in Church History.

Language Requirement:

Complete at least two terms of a biblical language or, upon approval, a research foreign language suitable for an anticipated doctoral program. Students who have previous knowledge of Greek or Hebrew and who pass the language competency exam may earn 6 credits of advanced standing towards their language requirement (reducing the total number of required credits) or may substitute two courses in the Division of Biblical Studies.

General Core Requirements:

Complete six courses in the areas of Biblical Studies and Christian Thought.

General Electives:

Complete four elective courses.

Bible Competency:

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

Summative Evaluation:

A summative evaluation is required of MACH students and may take the form of a thesis or an integrative paper with an oral examination. For students who have learned English as a second language, an increased integrative paper may replace the oral exam (see *Summative Evaluation for MA Students* and *Thesis*).

Area of Concentration (8 Courses/24 credits)

- CH 812 Historiography
- □ 5 CH Courses [CH 501 & 502 recommended]
- □ CH 891 Thesis part I or CH Elective
- CH 892 Thesis part II or CH Elective (600-level or above)

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

Core Requirements (6 courses/18 credits)

- □ Ethics Course (Any ET or SE course)
- \Box New Testament course selected from the following:

NT 502, NT 503, NT 504, NT/OT 594

 \Box Old Testament course selected from the following:

OT 501, OT 505, OT 511, NT/OT 594

 \Box TH 501 Theology Survey I

□ TH 502 Theology Survey II

□ World Missions or Evangelism course (Any WM or EV course)

Biblical or Research Language (2 Courses/6 credits)

 \Box OL or GL 501 or approved research language

 \Box OL or GL 502 or approved research language

General Electives (4 Courses/12 credits)

Note Bible competency requirement above.

Master of Arts (Church History) Goals

- 6. 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
- 7. To understand important persons, events, movements, institutions and ideas in the early, medieval, reformation and modern periods of church history
- 8. To develop skills for historical research and writing, as well as an awareness of important bibliographic resources in the discipline, including competence in a biblical or research language
- 9. 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

10. To understand and appreciate the rich heritage of the Church's global history in order to be able to interact more biblically and effectively with our contemporary world.

MASTER OF ARTS (THEOLOGY)

Graduation Requirements

Students participating in the Master of Arts (Theology) degree program must complete 20 courses (60 credit hours) with a grade point average of 3.0 or higher and be present for graduation exercises. Students in the Master of Arts (Theology) program may not take more than ten Semlink/online courses (30 credit hours). All coursework applied to the Master of Arts (Theology) program must be completed within a seven-year period.

Degree Requirements

Area of Concentration:

Complete seven courses in Theology and one course in Ethics or Social Ethics. Students may also apply offerings within the areas of Apologetics (AP) and Ethics (ET) toward their theology concentration.

Language Requirement:

Complete at least two terms of a biblical language or, upon approval, a research foreign language suitable for the anticipated doctoral program. Students who have previous knowledge of Greek or Hebrew and who pass the language competency exam can earn 6 credits of advanced standing towards their language requirement (reducing the total number of required credits) or may must substitute two courses in the Division of Biblical Studies.

General Core Requirements:

Complete four courses in the areas of Biblical Studies and Christian Thought.

General Electives:

Complete six elective courses.

Bible Competency:

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

Summative Evaluation:

A summative evaluation is required of MATH students and may take the form of a thesis or an integrative paper with an oral examination. For students who have learned English as a second language, an increased integrative paper may replace the oral exam (see *Summative Evaluation for MA Students* and *Thesis*)

Area of Concentration (8 Courses/24 credits)

 \Box Ethics Course (Any ET or SE course)

 \Box 5 TH Courses (may also choose AP or ET courses; TH 501 and 502 recommended)

□ TH 891 Thesis part I or TH, AP or ET Elective

□ TH 892 Thesis part II or TH, AP or ET Elective

Those who take TH, AP or ET electives in place of the thesis must sit for a summative evaluation during their last semester.

Core Requirements (4 courses/12 credits)

- □ CH 500 Survey of Church History
- \Box New Testament course selected from the following:
 - NT 502, NT 503, NT 504, NT/OT 594
- \Box Old Testament course selected from the following:
 - OT 501, OT 505, OT 511, NT/OT 594
- □ World Missions or Evangelism course (Any WM or EV course)

Biblical or Research Language (2 Courses/6 credits)

 \Box OL or GL 501 or approved research language

 \Box OL or GL 502 or approved research language

General Electives (6 Courses/18 credits)

Note Bible competency requirement above.

Master of Arts (Theology) Goals

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

MASTER OF ARTS (RELIGION)

Graduation Requirements

Students participating in the Master of Arts (Religion) degree program must complete 20 courses (60 credit hours) with a grade point average of 2.0 or more and be present for graduation exercises. Students in the Master of Arts (Religion) program may not take more than ten Semlink/online courses (30 credit hours). All coursework applied to the Master of Arts (Religion) program must be completed within a seven-year period.

Program Director

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

Degree Requirements

Area of Concentration:

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

Language Requirement:

Complete at least two semesters of a second language (or demonstrate equivalent proficiency therein). Fulfillment of this requirement will be determined by the MAR director, taking into account the area of concentration, the student's background and vocational goals.

General Core Requirements:

Complete up to eight courses in the areas of Biblical Studies, Christian Thought and Practical Theology. Depending on one's declared concentration, the number of required courses may vary.

General Electives:

Complete at least three elective courses.

Bible Competency:

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

Learning Covenant:

Before the completion of six courses, MAR students must draft a learning covenant for discussion with and approval by the MAR Director. The form for such contracts and related documents must contain the following: Statement of purpose specifying a vocational goal or other organizing principle for the program; specification of the 20 courses required, organized as to area of concentration, general courses, language (if required), and electives, with rationale describing how these courses contribute to the student's stated vocational goals; tentative integrative paper or project title. Any changes made to the learning covenant after initial approval must be accomplished via the formal waiver process (see *Waivers*).

MAR Integrative Paper or Project:

Complete an integrative paper or project equivalent to one course credit (three credit hours). Before completion of the tenth course, the student is to submit a paper or project proposal for approval by the MAR program director. Successful completion of ten courses plus approval of the proposal admits the student to candidacy for the degree. (See *Integrative Paper or Project for the MAR* and *Style Guidelines*)

Area of Concentration (6 courses/18 credits)

 \Box 6 courses in the area of concentration, as approved by the program director

General Core Requirements (8 courses/24 credits maximum)

- \Box CH 500 Survey of Church History
- \Box Ethics course (Any ET or SE course)

□ New Testament: select *one* from the following: NT 502, NT 503, NT 504, NT/OT 594

□ Old Testament: select *one* from the following:

OT 501, OT 505, OT 511, NT/OT 594

- □ TH 501 Theology Survey I
- □ TH 502 Theology Survey II
- □ World Missions or Evangelism course (Any WM or EV course)
- $\hfill\square$ One course selected from the Division of Practical Theology
 - (CL, EM, EV, MC, PC, PR, PT, SF, YM)

Integrative Paper or Project (1 course/3 credits)

Language Requirement (2 courses/6 credits)

 \Box GL or OL 501 or alternative language \Box GL or OL 502 or alternative language

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Electives (at least 3 courses/9 credits)

Note Bible competency requirement above.

Master of Arts (Religion) Degree Goals

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

MASTER OF ARTS IN COUNSELING

Graduation Requirements

The students participating in this degree program must complete the required courses, maintain a grade point average of 3.0 or higher, and be present for graduation exercises. Students in the Master of Arts in Counseling program may not take more than ten Semlink/online courses (30 credit hours). All coursework applied to the Master of Arts in Counseling program must be completed within a seven-year period.

Degree Requirements

Area of Concentration:

The MACO program requires completion of fifteen courses as well as an Integrative Seminar, one clinical practicum, two clinical internships, and three professional seminars.

General Core Requirements:

Complete at least six courses in the areas of Biblical Studies and Christian Thought.

Annual and Summative Student Review

The MACO Program is charged with the task of preparing students to become professional counselors in a variety of settings and to assume leadership in the mental health field and in the church. In order to fulfill these responsibilities, the MACO program has the following Policy and Procedures for student retention, remediation, and dismissal from the Program. Faculty members and the program administrator review MACO students at least annually and before graduation based on (1) academic integrity and performance, (2) ethical practice and clinical skill development needed for delivery of competent clinical services, and (3) professional dispositions, which are defined as students' commitments, characteristics, values, beliefs, and interpersonal behaviors that influence their professional growth and interactions with clients and others.

The annual review serves two main purposes:

- 1. To provide students with information related to their progress that will enable them to take advantage of their strengths and to remediate weakness in academic and professional development
- 2. To provide counseling program faculty with information about the progress of students that will facilitate decisions being made that are in the best interest of students, the profession they are preparing to enter, and the public.

Bible Competency:

All MACO students must demonstrate Bible competency either by successfully completing the Old and/or New Testament survey courses, or by passing the Bible competency exams during their new student orientation. Those who do not pass the competency exams, or elect not to sit

for the exams, will be required to complete OT 500 Old Testament Survey and/or NT 501 New Testament Survey *as additional courses* (see *Bible Competency Exams*).

General Core Requirements (6-9* courses/18-27* credits)

- □ CH 500 Survey of Church History
- \Box Ethics Course (Any ET or SE course)
- □ New Testament course selected from the following: NT 502, NT 503, NT 504, NT/OT 594
- \Box Old Testament course selected from the following:
 - OT 501, OT 505, OT 511, NT/OT 594
- □ TH 501 Theology Survey I
- □ TH 502 Theology Survey II
- □ World Missions or Evangelism course (Any WM or EV course)
 - *Students who complete CO/WM712 as part of their concentration may waive the World Missions core requirement
- □ OT500 Old Testament Survey

*For those who do not pass the OT competency exam

□ NT 501 New Testament Survey *For those who do not pass the NT competency exam

Practicum/Internship (3 courses/9 credits)

□ CO 863 Clinical Practicum
 □ CO 865A & 865B Clinical Internship 1 & 2

Professional Seminars (3 courses/6 credits)

□ CO 871 Professional Practicum Seminar (3 credits)
 □ CO 873A & 873B Prof. Internship Sem. 1 & 2 (1.5 credits each)

Colloquium (1 course/3 credits)

□ CO 801 Integrative Seminar

Counseling Concentration Requirements (15 courses/45 credits)

 \Box CO 500 Introduction to Counseling

□ CO 507 Clinical Counseling Skills

CO/SF 610 Lifespan Development: Implications for Counseling

□ CO 611 Theories of Personality

 \Box CO 699 Research Methods & Design

□ CO 710 Psychopathology

 \Box CO 711 Group Process

CO/WM 712 Multicultural Diversity in Counseling

CO735 Assessment in Counseling

CO 740 Career Counseling and Lifestyle Development

□ CO 790 Professional Standards and Ethics

□ Choice of <u>four</u> from the following Counseling Electives:

CO 602 Human Sexuality

CO 614 Family Systems Theory

CO 616 Cognitive Therapy

CO 635 Counseling for Crisis & Trauma

CO/MC/SF 642 Ministering to Women in Pain

CO/PC 671, Suicide Prevention for Professional Caregivers

CO 709 Counseling in Addictive Behaviors

CO 714 Family Counseling/Therapy

CO 716 Couples Counseling

CO/PC 717 Counseling in Abuse and Domestic Violence

CO 720 Counseling Children

CO/PC/YM 725 Counseling the Adolescent

CO/EM/PC 741 Counseling the Aged: Intro to Gerontology

Master of Arts in Counseling Goals

- 1. Adopt the roles, functions and identity of a competent member of the counseling profession (Professional Counselor Orientation) or the marriage and family therapy profession (Professional Marriage and Family Therapy Orientation).
- 2. Practice ethical decision-making in matters related to client welfare and interagency collaboration and consultation (Ethical Practice).
- 3. Provide competent, culturally relevant counseling and advocate to eliminate social injustices (Social and Cultural Diversity).
- 4. Implement developmentally relevant and strengths-based approaches in counseling (Human Growth and Development).
- 5. Equip clients for career decision-making and life planning across the lifespan (Career).
- 6. Provide evidence-based counseling, informed by theories and best-practice models (Counseling and Helping Relationships).
- 7. Provide evidence-based group counseling and group process, informed by theories and best-practice models (Group Counseling and Group Work).
- 8. Conduct assessment of clients' cognitive, affective, behavioral and social functioning by means of reliable and valid measures and approaches (Assessment and Testing).
- 9. Reflect critically on research to evaluate counseling practices and programs (Research and Program Evaluation).
- 10. Integrate counseling theory and practice with the historical and theological dimensions of the Christian faith as consistent with the Gordon-Conwell Statement of Faith.

MASTER OF ARTS IN GLOBAL LEADERSHIP

Graduation Requirements

Students participating in the Master of Arts in Global Leadership degree program must complete 16 courses (48 credit hours) with a grade point average of 2.0 or higher and be present for graduation exercises. Students in the Master of Arts in Global Leadership program may not take more than ten Semlink/online courses (30 credit hours). Some required courses may be offered in an online format only. All coursework applied to the Master of Arts in Global Leadership program must be completed within a seven-year period.

Degree Requirements

Area of Concentration:

Complete eight courses in Christian Leadership, World Missions/Evangelism, and Biblical Studies. Students will complete either the standard track or the Lausanne Younger Leaders track.

General Core Requirements:

Complete eight courses in the areas of Biblical Studies, Christian Thought, and Practical Theology.

Practicum:

Complete one semester of field education (non-credit).

Core Requirements – All tracks (7 courses/21 credits)

- □ CH 500 Survey of Church History
- □ Ethics or Social Ethics course (any ET or SE course)
- □ TH 501 Theology Survey I
- □ TH 502 Theology Survey II
- □ OT 500 Old Testament Survey
- □ NT 501 New Testament Survey
- □ New Testament course selected from the following:
 - NT 502, NT 503, NT 504, NT/OT594

Personal Development – All tracks (1 Courses/3 credits)

□ Choice of <u>one</u> course in spiritual formation from the following: MC/SF 501 Spiritual Formation for Ministry CH/SF 591 Dynamics of Spiritual Life

Practicum – All tracks (Non-Credit)

□ CL 515 Global Leadership Field Education

Concentration Requirements – Standard track (8 Courses/24 credits)

- □ CL 510 Global Leadership
- □ EV 701 Evangelism & Discipleship through the Local Church
- □ OT/PR 533 Biblical Interpretation for Preaching
- □ WM 601 World Mission of the Church
- □ World Missions Elective (any WM course)
- □ World Missions or Evangelism Elective (any WM or EV course)
- □ Christian Leadership Elective (any CL course)
- □ Christian Leadership, World Missions, or Evangelism Elective (any CL, WM, or EV course)

Concentration Requirements – Lausanne Younger Leaders track (8 Courses/24 credits)

- □ CL 510 Global Leadership
- □ EV 701 Evangelism & Discipleship through the Local Church
- □ OT/PR 533 Biblical Interpretation for Preaching
- □ WM 601 World Mission of the Church
- □ CL/WM 637 Transformational Leadership for Church & Mission
- □ MC/WM 638 Spiritual Power in Mission and Ministry
- □ TH/WM 659 Evangelical Theology and World Religions
- □ CL/WM 741 Advanced Seminar in Global Leadership

Master of Arts in Global Leadership Goals

- 1. Students will be scripturally grounded and fluent. They will be able to faithfully comprehend, interpret, and apply the Bible within their own lives and the various contexts in which they serve.
- 2. Students will have a high and realistic vision of Christian mission. They will be able to pursue their specific vocation with academic and theological excellence suited to the specific calls they pursue.
- 3. Students will be prepared for various leadership roles in a missiological setting. They will be able to except their personal sense of calling and identity to develop academically and theologically informed modes of practices within their specific ministries.
- 4. Students will be knowledgeable about Christian formation. They will develop and practice personal models for ongoing spiritual formation and development and will be equipped to promote Christian formation in community.
- 5. Students will be globally aware and committed to the Gospel. Students will be able to comprehend the Christian faith and its multiple expressions through time and culture as an ongoing commitment to the Mission of God in Christ.

MASTER OF ARTS IN INTERCULTURAL STUDIES

Graduation Requirements

Students in this program must complete 20 courses (60 credit hours) with a grade point average of 2.0 or more and be present for graduation exercises. Students in the Master of Arts in Intercultural Studies program may not take more than ten Semlink/online courses (30 credit hours). All coursework applied to the Master of Arts in Intercultural Studies program must be completed within a seven-year period.

Degree Requirements

Area of Concentration:

Complete eight courses in Intercultural Studies.

Language Requirement:

Complete at least two semesters of a second language (or demonstrate equivalent proficiency therein). Fulfillment of the language requirement will be determined by the program director, taking into account the student's background and vocational goals.

General Core Requirements:

Complete six courses in the areas of Biblical Studies and Christian Thought.

Practicum: Complete field education course.

Personal and Professional Development:

Complete one course in spiritual formation as well as two courses in additional areas.

Bible Competency:

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

Summative Evaluation:

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

General Core Requirements (6 courses/18 credits)

□ CH 500 Survey of Church History

 \Box Ethics course (Any ET or SE course)

□ New Testament course selected from the following: NT 502, NT 503, NT 504, NT/OT 594

 $\hfill\square$ Old Testament course selected from the following:

OT 501, OT 505, OT 511, NT/OT 594

□ TH 501 Theology Survey I

□ TH 502 Theology Survey II

Practicum (1-2 courses/3-6credits)

 Choose from <u>one</u> of the following sequences:
 □ WM 721 Overseas Missions Practicum or
 □ MC 621 Living Systems in the Urban Context

Language Requirement (2 courses/6 credits)

☐ GL or OL 501 or alternative language ☐ GL or OL 502 or alternative language

Personal & Professional Development (3 courses/9 credits)

□ MC/SF 501 Spiritual Formation for Ministry

□ General Elective

 \Box General Elective

Note Bible competency requirements above.

Concentration Requirements (8 courses/24 credits)

 Choice of <u>one</u> from the following: WM 601 The World Mission of the Church WM/TH 602 Theology of Mission
 Choice of <u>one</u> from the following: CH/WM 603 History of Missions CH/WM 610 Advance of the Church in the Non-Western World
 Choice of <u>one</u> from the following: WM 648 Cross-Cultural Church Planting EV 665 Church Planting & Growth
 Choice of <u>one</u> from the following: EV 683 Small Group Evangelism EV 701 Evangelism and Discipleship Through the Local Church

□ *Choice of <u>one from the following</u>*:

WM 722 Applied Anthropology for Missions

AP 602 Cultural Apologetics

 \Box Choice of <u>two</u> from the following:

AP/WM 645 Introduction to Hinduism
 AP/WM 646 Introduction to Buddhism
 AP/WM 647 Introduction to Islam
 TH/WM 626 Evangelical Perspectives on Roman Catholicism & Eastern
 Orthodoxy
 TH/WM 659 Evangelical Theology & World Religions
 □ WM or EV Elective

Master of Arts in Intercultural Studies Goals

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

MASTER OF ARTS IN SPIRITUAL FORMATION

Graduation Requirements

Students in this program must complete 20 courses (60 credit hours) with a grade point average of 2.0 or more and be present for graduation exercises. Students in the Master of Arts in Spiritual Formation program may not take more than ten Semlink/online courses (30 credit hours). All coursework applied to the Master of Arts in Spiritual Formation program must be completed within a seven-year period.

Program Director

The director of the MASF program serves as the primary contact for MASF students and is available to provide counsel and assist students in developing their programs and understanding the special requirements of the spiritual direction track. All MASF students must meet with the program director prior to beginning their studies.

Degree Requirements

Spiritual Formation Core Courses:

Complete eight courses in Spiritual Formation as specified below.

General Core Requirements:

Complete nine courses in the areas of Biblical Studies and Christian Thought.

General Electives:

Complete three elective courses.

Bible Competency:

All MASF 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 new student orientation, or elect not to sit for the exams, will be required to complete OT 500 Old Testament Survey and/or NT 501 New Testament Survey as part of their core requirements. Students who pass the exams may choose either to take OT and NT electives in place of OT 500 and NT 501 respectively or request advanced standing credit for OT 500 and NT 501, thereby reducing the number of required courses in the program.

Experiential Learning Component

All students in the MASF degree will be required to complete experiential learning components outside of the classroom. These include at least four personal retreats (included in spiritual formation course requirements) as well as experience in one of the following areas: Mentored Ministry, Pierce Fellow, LifeStory Exegesis, or Spiritual Direction certificate (see requirements below for details).

Summative Evaluation:

A summative evaluation is required of all MASF students and will take the form of an integrative paper and oral exam. For students who have learned English as a second language, an increased integrative paper may replace the oral exam (see *Summative Evaluation for MA Students*).

Spiritual Direction Track:

MASF students may choose to pursue an optional track in spiritual direction by special application and acceptance into the track. Students in the track will be required to complete the entire standard MASF plus a series of additional co-curricular requirements offered through Selah (Leadership Transformations, Inc.) at additional cost (paid directly to Selah). The additional co-curricular requirements include four Selah spiritual direction retreats, four semesters of receiving spiritual direction, three semesters of offering spiritual direction to two directees, and four semesters of supervision by Selah faculty. Students may optionally choose to receive one course of credit (three credit hours) for their spiritual direction training in their final semester by registering for the directed study course SF 611 Spiritual Direction: Theory and Practice. Please be aware that some additional requirements will be necessary. SF 611 could fulfill an SF elective requirement or count as a general elective.

Spiritual Formation Core (8 courses/24 credits)

- □ CH/SF 591 Dynamics of Spiritual Life
- □ MC/SF 501, Spiritual Formation for Ministry
- CO/SF 727, Spiritual Development and Psychopathology
- \Box Choice of <u>one</u> from the following:
 - CH/SF 618, Medieval Spirituality*
 - CH/SF 765, Advanced Reading in Christian Spirituality (Advance Reading topics/eras include Patristics, Reformation, Puritan, 20th Century, Pentecostalism, Global)
- □ CH/SF 765, Advanced Reading in Christian Spirituality (must be different topic/era than above)
- □ 3 Spiritual Formation Electives (any SF courses other than CH/SF 765)

* Selah (LTi) requires that students participating in their spiritual direction training program take CH/SF 618, Medieval Spirituality.

General Core Requirements (9 courses/27 credits)

- □ CH 500 Survey of Church History
- \Box Ethics Course (Any ET or SE course)
- □ OT 500 Old Testament Survey or OT Elective (if OT competency exam passed)*
- \Box Old Testament course selected from the following:

OT 501, OT 505, OT 511, NT/OT 594

□ NT 501 New Testament Survey or NT Elective (if NT competency exam passed)*

 \Box New Testament course selected from the following:

NT 502, NT 503, NT 504, NT/OT 594

- \Box TH 501 Theology Survey I
- □ TH 502 Theology Survey II
- CO/WM 712 Multicultural Diversity in Counseling

* Note Bible competency requirement above

General Electives (3 courses/9credits)

Experiential Learning Requirement

 \Box Choice of <u>one</u> from the following:

☐ Mentored Ministry Orientation plus two Mentored Ministry field units (MM501, 502, and 602)

□ Two semesters as a Pierce Fellow. Involves being a member of a supervised Pierce Soul Care group that meets every two weeks, receiving individual spiritual direction twice a semester, and leading a Pierce Soul Care group once every two weeks.

□ Two semesters of LifeStory Exegesis training. Involves being a member of a supervised LifeStory exegesis group that meets five or more times per semester, receiving individual supervision twice a semester, and leading a LifeStory Exegesis group five or more times in a semester and/or leading five or more individuals through LifeStory exegesis material.

□ Completion of certificate in Spiritual Direction through Selah

Spiritual Direction Track

Additional Co-Curricular Requirements

Due to the complexity and special nature of these requirements, all MASF students must meet with the director of the MASF program at the beginning of their studies for instructions on how these requirements are to be completed. Most elements require participation in the spiritual direction training program offered through Selah (Leadership Transformations, Inc.) at additional cost (paid directly to Selah). Students must find their own spiritual director for the requirement of receiving spiritual direction and pay any costs associated with this directly to their spiritual directors. The arrangements and the payment to/from any third parties are financially separate from the seminary and entirely the student's responsibility, although a list of approved spiritual directors and supervisors will be provided by Selah.

Spiritual Direction Track:

□ 4 Selah Spiritual Direction Retreats + retreat assignments

- \Box 4 semesters of receiving spiritual direction (3 times each semester)
- □ 3 semesters of offering spiritual direction to 2 directees (3 times per directee each semester)
- \Box 4 semesters of supervision by Selah faculty

Master of Arts in Spiritual Formation Degree Goals

- 1. To understand the basic content and themes of the Old and New Testament in their historical and cultural settings, as well as the historical and theological dimensions of the Christian faith
- 2. To foster love for God and his Word and therefore to cultivate the practices of prayer and worship, deeper intimacy with Christ, spiritual maturity, Christ-like character, and dependence upon the Holy Spirit, as well as to understand the Christian's ethical responsibility in church and society
- 3. To understand the various historical and contemporary models of Christian spirituality and how to evaluate them from biblical, theological, pastoral, and counseling perspectives
- 4. To gain skills in the spiritual formation of individuals, groups, and churches, and to faithfully and effectively integrate biblical truth into spiritual formation
- 5. To gain experience in understanding cultural backgrounds toward effective expression and application of biblical truth in spiritual formation, with the goal of ministering to both Christians and those who are not Christian believers

MASTER OF THEOLOGY

Graduation Requirements

Students participating in the Master of Theology program must complete between eight and twelve courses (24-36 credit hours), depending on the student's track and level of preparedness, with a grade point average of 3.0 or higher and be present for graduation ceremonies. The tracks in Christian Thought and Practical Theology require eight courses (24 credit hours). The tracks in Biblical Studies require twelve courses (36 credit hours), four of which may be waived by demonstrated competency in the use of biblical languages or may be applied to additional cross-disciplinary study or pre-doctoral course work. Students in the Master of Theology program are not permitted to take any Semlink/online courses. No more than two courses may be taken at schools in the Boston Theological Institute, and these only by approval of the Th.M. director. All coursework applied to the Master of Theology program must be completed within a four-year period.

Th.M. Program Directors

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

Degree Requirements

Area of Concentration:

At least five courses will be taken in an area of concentration. These courses will be determined in consultation with a Th.M. director, and their number may be reduced if the student writes a thesis (see *Th.M. Writing Project or Thesis* below).

Th.M. Research Seminar:

Student with concentrations in Practical Theology or Christian Thought must complete a Master of Theology Research Methods Seminar appropriate to the concentration, which counts as one course. Student with concentrations in Biblical Studies may waive this course with the approval of their Th.M. director.

Language Requirement:

A student electing to enroll in one of the Biblical Studies tracks (Old Testament, New Testament, or Biblical Theology) must have successfully completed one year of biblical Greek and one year of biblical Hebrew prior to beginning the program. The student's level of proficiency with the biblical languages will be assessed through Greek and Hebrew competency exams administered during orientation. Students who are deficient either in the languages or in the skills of exegesis, as determined by the Th.M. director, may be required to take refresher language courses, basic exegesis courses, or both as part of their required course load.

A student electing to enroll in one of the Christian Thought tracks (Church History, Historical Theology, Theology, Theology and Culture, Missiology) or the Practical Theology track (Preaching) may be required to pass an examination in Latin or a modern research language where appropriate to the student's research interest. This will be determined by the relevant Th.M. director.

Electives:

Student concentrating in Preaching will have flexibility in choosing preaching electives (with the approval of their Th.M. director), but they may not take any courses outside of their area of concentration. For all others, no more than two courses may be taken in an area outside but related to the student's area of concentration. In the case of students in the Biblical Studies tracks who have passed the appropriate language competency exams, supplemental courses pursued beyond the core eight may be allowed to exceed this limit. The relevant Th.M. director must approve all elective courses.

Th.M. Writing Course or Thesis:

Every Th.M. student must choose, in consultation with their Th.M. director, whether to write a thesis (80-100 pages) or complete a Th.M Writing Course (including a major paper of 30-50 pages). In both cases, the student will need the approval of the professor with whom they want to work on the project and from their Th.M. director. If a student will not pursue a thesis, then they must select one course from their concentration in which they plan to complete the Th.M. Writing Course (making use of the "Writing Course Petition" available in the Registration Office). In this course, they will write one major research paper, giving evidence of competencies similar to those demonstrated in the thesis.

Students who decide, with the approval of their Th.M. director, to write a thesis are exempt from the Th.M. Writing Course. Instead, they will complete a thesis registered as two of the student's required courses (see *Thesis*). Because of the nature of preaching, students in this track are excused from the thesis/writing course requirement. They will complete their eight courses under the supervision of the director of the Th.M. Preaching track.

Th.M. Comprehensive Examination:

Students in Biblical Studies tracks must sit for an examination testing mastery of a theological discipline (i.e., Old Testament studies, New Testament studies, or Biblical Theology). For those who write a thesis, the comprehensive examination will be linked with their oral thesis defense. For students writing a major paper in a Th.M. Writing Course, the examination will be done at the end of the semester with the professor of the writing course serving as the first examiner. The second examiner will be either the Th.M. director or the division chair; in the case of a focus on Biblical Theology, another professor will volunteer.

Th.M.-Level Coursework:

At least four of the courses in the Christian Thought tracks must be taken at the Th.M. level, either through courses designed exclusively for advanced-level studies (i.e., 900-level courses),

or by taking M.A. or M.Div. courses which are also being offered by the course instructor on an advanced level for Th.M. students.

At least eight of the twelve courses in the Biblical Studies tracks must be taken at the Th.M. level. Four of the eight must be taken through courses designed exclusively for advanced-level studies (i.e., 900-level courses) and the remaining four may be completed by taking additional 900-level courses or by taking M.A. or M.Div. courses which are also being offered by the course instructor on an advanced level for Th.M. students. The final four supplementary courses in the Biblical Studies tracks may be taken at any level subject to the discretion of the Th.M. director.

At least four of the courses in the Practical Theology (preaching) track must be taken at the Th.M. level in courses designed exclusively for advanced-level studies (i.e., 900-level courses).

Independent study courses are possible in all tracks, since the Th.M. is a research degree. No courses offered in the seminary's D.Min. program are available for enrollment by Th.M. students.

Th.M. Approved Program Plan:

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

Biblical Studies Division Tracks

Master of Theology

Old Testament Concentration (12 Courses/36 credits)

 \Box 4 Approved OT courses - No more than two Ancient Near Eastern language courses (OL 910 or above)

□ OT 991 Thesis part I or Approved OT Elective

□ OT 992 Thesis part II or Th.M. OT Writing Course

 \Box 2 Approved elective courses in Biblical Studies

□ 4 Supplemental Courses (optional waivers available)

Note Th.M-level coursework requirements above.

Master of Theology

New Testament Concentration (12 Courses/36 credits)

 \Box 4 Approved NT courses - No more than two language courses (OL 912, GL 901 or above)

□ NT 991 Thesis part I or Approved NT Elective

□ NT 992 Thesis part II or Th.M. NT Writing Course

□ 2 Approved elective courses in Biblical Studies

□ 4 Supplemental Courses (optional waivers available)

Note Th.M-level coursework requirements above.

Master of Theology

Biblical Theology Concentration (12 Courses/36 credits)

 \Box 4 Approved NT or OT courses - No more than two language courses (OL 910/GL 901 or above)

□ NT/OT 991 Thesis part I or Approved NT or OT Elective

□ NT/OT 992 Thesis part II or Th.M. NT or OT Writing Course

 \Box 2 Approved elective courses in Biblical Studies

□ 4 Supplemental Courses (optional waivers available)

Note Th.M-level coursework requirements above.

Christian Thought Division Tracks

Master of Theology

Church History, Historical Theology, Theology, Theology and Culture and Missiology Concentrations (8 Courses/24 credits)

 \Box 3 courses appropriate to the concentration (CH or TH or WM)

 \Box Thesis part I or additional concentration course

□ Thesis part II or Th.M. Writing Course

CH/TH/WM 901 Th.M. Research Seminar in Christian Thought

- \Box Approved Elective
- □ Approved Elective

Note Th.M-level coursework requirements above.

Practical Theology Division Track

Preaching (8 Courses/24 credits)

 \Box PR 926A/B The Preacher and the Message

□ PR 901 Th.M. Research Seminar in Preaching

□ PR 912 Sams Visiting Professor Couse (or approved 900-level PR course)

□ 5 Approved Preaching Elective

Note Th.M-level coursework requirements above.

Master of Theology Degree Goals

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

FINANCIAL INFORMATION

Educational Costs

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

Tuition Rates

The tuition rates for 2019-2020 (subject to change) are as follows: \$700 per credit hour \$2,100 per 3-credit course

Special Fees

Student Services Fee		
Fall, Spring	\$175 each	
Summer I, II, III	\$100 each	
January	\$0	
Audits (official)	\$150	
Partnership Program (scholarship) Fee	\$500	
External Partnership fee	\$200/term	
Bookkeeping fee	\$50	
CO 863A	half reg. tuition/each	
CO 865A/CO865B	half reg. tuition/each	
CO 871A	\$75 each	
CO 873A/CO873B	\$75 each	
CPE	\$25 per credit hour	
	(In addition to hospital fees if any)	
CO 735/CO 740	\$100	
	(lab fee in addition to tuition)	
Payment Plan Fee	\$50	
Non payment Fee	\$100	
Graduation fee	\$150	
Delay of graduation date fee	\$25	
Late/Improper registration fee	\$50	
Mentored Ministry Fee (unit 1)	\$280	
Mentored Ministry Fee (unit 2ff)	\$150	
Semlink Services Fee	\$150	
Transcripts (standard processing)	\$5	
Transcripts (rush processing)	\$10 each	

Apartment Rates (monthly)

The apartment rent rates for 2019-2020 (subject to change) are as follows: Studio Apartments (A and B) \$805

\$830
\$1,030
\$1060
\$1,275
\$1,300
\$1,500
\$1,575

Dormitory Rates (per semester)

The room rates per semester for 2019-2020 (subject to change) are	e:
Main dorm Single (large)	\$2,000
Lamont Hall Single (large)	\$2,325
Lamont Hall Single (small)	\$2,185
Lamont Hall Double	\$1,900
Retreat House Single (large)	\$2,050
Retreat House Single (small)	\$1,925
Retreat House Double	\$1,720
Gray/Phippen Hall Single	\$2,375
Gray/Phippen Hall Double	\$2,090

<u>Medical Insurance</u>

All students taking 6.0 or more credit hours per semester are required by the Commonwealth of Massachusetts to have medical insurance that meets state-mandated requirements.

The seminary provides access to a group plan that meets these requirements. Students, however, may elect to purchase other insurance coverage on their own, but the plan must be "reasonably comprehensive and reasonably accessible" in comparison to Massachusetts requirements. The student must then certify this coverage through an online waiver form to opt out of the seminary plan, thus relieving the seminary of any responsibility for the student's medical expenses. For information on the seminary insurance plan, a brochure describing coverage and rates plus enrollment forms may be obtained from Student Life Services or on the seminary's website under "Student Health Insurance."

The following are the 2019/2020 costs for the seminary health insurance.

Student: \$6,616 for the entire year; charged in two installments: \$2,481 fall semester, \$4,135 spring semester *Student & one dependent:* \$13,894 for the entire year; charged in two installments: \$5,211 fall

semester, \$8,683 spring semester

Student, spouse & family: \$21,833 for the entire year; charged in two installments: \$8,188 fall semester, \$13,645 spring semester

Fall Semester includes coverage for September-December 2019, Spring Semester includes coverage for January-August 2020.

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 is a pay in full deadline at the beginning of Fall and Spring. Any student not paid in full by the deadline will be assessed a payment plan fee and subject to in-semester payment plan deadlines. Any missed payment plan deadline can result in a late payment fee. If they are not paid in full by the end of the semester, students will receive a non-payment fee, risk deregistration for future coursework, are ineligible for future registration, may be restricted in access to transcripts and diplomas, and are at risk of being sent to collections (this includes remaining balances on withdrawn 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 *Payment Deadlines* on the student accounts website for specific dates and details and refer to the *Student Accounts* section of the handbook for payment options

Tuition Refund Policies

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

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

Federal—The 1998 Reauthorization of the Higher Education Act has changed the way Gordon-Conwell calculates student refunds when a student withdraws or otherwise fails to complete the period of enrollment for which he or she was charged. The 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."

Institutional—Under the institutional refund calculation, only tuition charges are considered. Refunds for room and board will be pro-rated on a weekly basis if the withdrawn student's tuition refund is determined to be institutional. Please refer to the seminary's *Academic Calendar* on the registration website for specific dates and details.

GORDON THEOLOGICAL SEMINARY

