

CENTER FOR URBAN MINISTERIAL EDUCATION

GORDON  CONWELL

BOSTON CAMPUS



BOSTON STUDENT HANDBOOK

2019-2020

WELCOME TO THE BOSTON CAMPUS!

The Student Handbook is an official document that is essential and binding for all students at Gordon-Conwell Theological Seminary Boston Campus. It is based on the current structure and policies of the seminary. Information regarding policies and procedures have a direct influence on students. 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, as each student is held responsible for the information contained in the Student Handbook.

Policy and procedure changes that may 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 we 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 its role seriously 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 in 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!

Campus Administration
Gordon-Conwell Theological Seminary
Center for Urban Ministerial Education (CUME)
90 Warren Street, Roxbury, MA 02119



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.

TABLE OF CONTENT

WELCOME TO THE BOSTON CAMPUS!	1
TABLE OF CONTENT	2
INTRODUCTION	6
History of Gordon Conwell.....	6
History of the Boston campus.....	6
Vision and Mission	7
Accreditation.....	8
STAFF & FACULTY	9
ADMISSIONS	11
International Students	11
Transfer Students.....	11
Campus Transfer Students.....	12
Community life at Gordon-Conwell	12
Community Life Statement	12
Student Organization	13
Spiritual Life	13
Noon Hymn & Prayer	13
Pierce Center for Disciple-Building	13
Chapel	14
Spiritual Formation	14
SERVICES AND RESOURCES	16
Campus Safety.....	16
Community Event Calendar	16
Employment.....	16
Information Technology Services.....	17
International Students (F-1).....	18
Library	18
Lost and Found.....	18
Medical Insurance.....	19
Meeting Room Reservations.....	19
Hours for Administrative Offices	19
Parking	19
Public and Personal Safety on Campus.....	19
Publicity Postings	21
Student Accounts.....	21
Student Lounge.....	22
Vending Machines.....	22
POLICIES AND PROCEDURES	23
Disability Accommodation Policy.....	23
Family Educational Rights and Privacy Act	23
Policy on Alcohol Use and Smoking on Campus	27

Policy and Procedure for Disciplinary Action.....	27
Policy on Drug and Alcohol Abuse	30
Policy and Procedures on Sexual Misconduct (TITLE IX).....	33
Lead Title IX Coordinator	38
Policy and Procedures on Discrimination and Harassment	39
Hazing.....	40
Policy on Information Technology	41
Policy on the Reproduction of Gordon-Conwell Theological Seminary’s Copyrighted Materials	42
Policy on Sales & Services on Campus	42
Policy on Use of Facilities for Political Activities/Events.....	42
STATEMENTS OF COMPLIANCE	43
ACADEMIC LIFE	44
Information and Policies	44
Academic Communications	44
Academic Advising	44
Advanced Standing	45
Application of Policies, Procedures and Degree Program Requirements.....	45
Attendance Policies.....	45
Auditing Courses	45
Bible Competency Exams.....	46
Biblical Languages	46
Boston Theological Institute	47
Campus Transfers.....	47
Cancellation of Classes.....	47
Cheating and Plagiarism.....	48
Checksheets	48
Computer Use During Exams	48
Course Changes: Add, Drop and Withdrawal	48
Course Credits	48
Course Repeats	48
Credit Hours	49
Cross-Campus Registration	49
Degree Audits.....	49
Denominational Standards	49
Directed Studies.....	49
Disability Accommodation Policy.....	50
Dismissal	50
Duplication of Course Requirements	50
Examinations (Finals)	50
Extensions for Late Coursework	50
Field-Based Mentored Ministry	51
Fulfillment of Responsibilities.....	51
Gordon College Courses.....	51
Grade Appeals.....	52
Grading Scale	53
Graduation	53

Application for Graduation	53
Eligibility for January Graduation.....	54
Eligibility for May Graduation	54
Eligibility for October Graduation	54
Honors.....	54
Immunizations	54
Incompletes.....	55
Language Competency Exams.....	55
Leave of Absence	55
Limited Courses.....	55
Loan Deferments and Verifications	56
Overload.....	56
Pass/Fail Policy	56
Petitions	57
Probation	57
Reading Weeks.....	57
Record Retention	58
Registration	58
Residency Requirements	58
Satisfactory Academic Progress (SAP)	58
Second Degree	61
Semlink+.....	61
Special Students.....	62
Student Concerns Regarding Educational or Accrediting Standards.....	62
Student Discipline	63
Student Grievance against a Faculty Member	63
Students' Rights of Privacy and Access to Records.....	63
Student Services Fee	64
Student Status.....	64
Current Student	64
Full-Time Status	64
Part-Time Students	64
Non-Current Student	64
Style Guidelines for Papers	64
Substitutions	65
Summer Sessions	65
Switching Degree Programs	65
Time Limits for Degrees	65
Transcript Requests	65
Transcript Records	66
Transfer between Campuses	66
Transfer between Degree Programs.....	66
Transfer Credit	66
Veterans Affairs Education Benefit.....	67

Violations of Academic Integrity	67
Visiting Students	69
Voter Registration	69
Waiting Lists	69
Waivers	69
Withdrawal/Leave of Absence	70
DEGREE PROGRAMS	71
MASTER OF DIVINITY Concentration in Urban Church Ministry	71
Graduation Requirements	71
Degree Requirements	71
Master of Divinity Degree Goals	72
MASTER OF ARTS IN URBAN MINISTRY LEADERSHIP	74
Graduation Requirements	74
Degree Requirements	74
Children, Youth, and Families Concentration	74
Church & Leadership Mobilization Concentration	75
Master of Arts in Urban Ministry Leadership Degree Goals	76
MASTER OF ARTS IN COUNSELING	77
Mental Health Licensure Track	77
Graduation Requirements	77
Degree Requirements	77
Pastoral Care Track	78
Graduation Requirements	78
Degree Requirements	78
Master of Arts in Counseling Degree Goals	79
NON-DEGREE PROGRAMS	81
DIPLOMA IN URBAN CHURCH MINISTRY	81
CERTIFICATE PROGRAMS	82
FINANCIAL INFORMATION	83
Tuition Rates	83
Special Fees	83
Medical Insurance	83
Tuition Payment Deadlines	84
Tuition Refund Policies	84

INTRODUCTION

History of Gordon Conwell

The roots of Gordon-Conwell Theological Seminary reach back over 100 years to two urban East Coast schools: the Boston Missionary Training Institute and the Temple Program in Philadelphia.

The two schools shared much in common. It was the late 1800s and immigrants were pouring into their cities, only to discover little access to education. Both schools desired to engage these new residents in ministry and prepare them for the church and for missions. What better places than in two urban Baptist churches: the Clarendon Baptist Church in Boston where Rev. A.J. Gordon served as pastor, and Grace Baptist Temple in Philadelphia, led by Russell Conwell. Opening their doors to men and women of all races and ethnicities, each introduced ministry education designed specifically for people living in the city.

Underpinning the education at both schools was a biblical foundation that still animates our seminary today: a common commitment to the authority of Scripture, the experience of the new birth in Christ, biblical orthodoxy centered in Christ and the Incarnation, and the great theme of missions.

Through the years, these schools would thrive and grow, change their names, and ultimately merge in 1969 as Gordon-Conwell. But their commitments to the Bible and to the Gospel mandate steadfastly remained. We are grateful to God for this rock solid foundation, and for the wise men and women who have sustained and nurtured it for more than a century.

History of the Boston campus

Prior to the merger, both the Conwell School of Theology (previously Temple Program) and the Gordon Divinity School (previously the Boston Missionary Training Institute) had strong commitments to developing ministries in urban environments. This desire to meaningfully engage in the city was carried forth in the creation of Gordon-Conwell Theological Seminary, and finally materialized in 1976 when the Center for Urban Ministerial Education (CUME) opened its doors under the leadership of Dr. Eldin Villafañe. In partnership with Dr. Michael Haynes, retired Senior Pastor of the historic Twelfth Baptist Church and Trustee of Gordon-Conwell, and Dr. Douglas Hall, President of the Emmanuel Gospel Center, CUME was created in order to provide contextualized theological education for pastors and ministry leaders in urban communities serving among Hispanic, African American, Caribbean, and Asian populations.



Vision and Mission

Vision

To advance Christ's Kingdom in every sphere of life by equipping Church leaders to think theologically, engage globally and live biblically.

Mission

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

Gordon-Conwell Theological Seminary is an educational institution serving the Lord and His Church. The seminary undertakes this task as a training partner with the Church so that what is learned on campus may be complemented by the spiritual nurture and the exercise of ministry available through the Church. Gordon-Conwell's mission arises out of God's redemptive work in this world effected in Jesus Christ, understood through the biblical Word and mediated by the Holy Spirit.



As a theological seminary, it provides learning, resources and training through which men and women may acquire knowledge, gain skills and develop attitudes needed in Christ's ministry. Its mission, accordingly, is to serve the Church in the following ways:

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

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

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

Article 4: To 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.

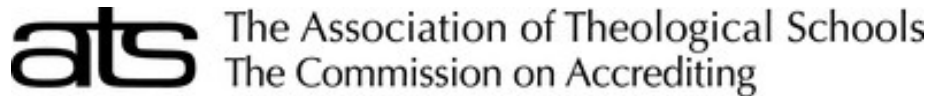
Article 5: To provide leadership and educational resources for shaping an effective evangelical presence in Church and society.

Article 6: To develop in students a vision for God's redemptive work throughout the world and formulate strategies that will lead to effective missions, evangelism and discipleship.

Accreditation

Association of Theological Schools

Gordon-Conwell is accredited by the Commission on Accrediting of the **Association of Theological Schools** in the United States and Canada.



Statement of Educational Effectiveness. GCTS is committed to effective education and preparation for a variety of Christian ministries locally, nationally and globally. As a measure of educational effectiveness, since 2000, 77% of our Master's graduates secured their first professional/ministry position within one year of graduation. Of those Master's graduates 56% found that position by the time of graduation. (Source: Alumni Survey)

The Commission contact information is: The Commission on Accrediting of the Association of Theological Schools in the United States and Canada, 10 Summit Park Drive, Pittsburgh, PA 15275, USA; Telephone: 412-788-6505; Fax: 412-788-6510; Website: www.ats.edu.

New England Commission of Higher Education (NECHE)

Gordon-Conwell Theological Seminary is accredited by the **New England Commission of Higher Education (NECHE)** a non-governmental, nationally recognized organization whose affiliated institutions include elementary school through collegiate institutions offering post-graduate instruction.



Accreditation of an institution by NECHE indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process.

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ADMISSIONS

Gordon-Conwell Theological Seminary seeks students who are committed to Christ and whose lives demonstrate consistency with the teachings of Scripture. It is expected that such students will be emotionally suited for Christian service and intellectually capable of rigorous academic discipline. Decisions regarding admission are made on the basis of an individual's total application file.

To qualify for admission consideration, the applicant must possess a High School Degree/GED certificate or a Baccalaureate (depending on the program) from an accredited institution. An official copy of the final transcript must be filed with the Admissions Office with the degree awarded and the date issued. Once all of the required documents, as specified by the Admissions Office, have been submitted, the file will be taken under consideration, and a decision will be given to the applicant as soon as possible. Applications are accepted and reviewed on a rolling basis for all programs, however certain programs may have more specific dates of enrollment.

Enrollment is open to qualified students who, without distinction of race, sex, handicap, or denomination, desire to undertake serious theological study and who show promise of success in such an endeavor.

International Students

International Students have historically and presently played a large part of the culture and vision for the Boston Campus. Gordon-Conwell Theological Seminary takes seriously the task of providing quality education toward preparation for leadership in gospel ministry for international students who have taken full advantage of the best theological education available in their own countries. Applicants are selected on the basis of potential for significant contribution to the Christian Church in their own homelands.

Transfer Students

A student applying for transfer from another seminary or graduate school is requested to attach a "Statement of Explanation and Purpose" for the proposed transfer. In addition, the student must include a letter from the current seminary/graduate school indicating that he/she is a "student in good standing."

Transfer credit is normally granted for coursework taken at other fully-accredited, graduate-level seminaries. Up to 50 percent of a student's program can be met by transfer credit. Not more than partial credit can be given for coursework taken at non-accredited seminaries.

Students transferring from recognized seminaries or graduate schools are given an evaluation of transfer credit. As a general rule such transfer credit will be approved only if comparable courses are included in Gordon-Conwell's curriculum. Maximum transfer credit is forty-five credit hours (or fifteen courses) for the M.Div. program, thirty credit hours (or ten courses) for the Master of Arts programs. Normally, transfer credit is not granted for work completed more than ten years prior to matriculation at Gordon-Conwell.

Any person desiring a transcript evaluation for transfer credit prior to matriculation should request such in writing to the registrar, accompanied by a transcript, a list of proposed courses projected for transfer, and a copy of the academic catalog where the courses were taken.

Campus Transfer Students

Students wishing to transfer from Gordon-Conwell's Hamilton, Charlotte or Jacksonville campuses to the Boston Campus (CUME) must fill out the Transfer Application Form and submit it to the Admissions Office. Students wishing to transfer from CUME to either the Hamilton, Charlotte, or Jacksonville campuses must request applications from whichever campus they wish to attend.

Community life at Gordon-Conwell

Gordon-Conwell is a place where community life is taken seriously and lived out intentionally. 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 while recognizing that a valuable part of the seminary learning experience is spent outside the classroom. With this in mind, we have developed a set of cultural norms that provide a framework for our Christ-centered community in and out of the classroom. The *Community Life Statement*, below, guides and undergirds our life together. Questions pertaining to it may be directed to the Campus Dean of the Boston Campus.

Community Life Statement

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

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

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

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

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

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

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

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

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

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

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

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

Adopted by the Board of Trustees May 24, 1984.

Student Organization

The Student Organization (SO) 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 the administration in its efforts to serve students holistically. SO's executive committee represents student interests through regular meetings with a Faculty representative from the Boston Campus.

Spiritual Life

The seminary provides a vigorous academic program designed to challenge and enhance your understanding of God's Word and world. This challenge to the intellect is complemented by a corresponding challenge to the soul.

It is our conviction that the holistic development of mind/spirit/soul are necessary dimensions of theological education. Hence, prayer, worship, meditation and reading of God's Word are as essential to the community of faith as books, papers and computers.

The common life in Jesus Christ shared by students, faculty, administrators and staff provides a base for special spiritual fellowship. The varying ecclesiological and personal backgrounds enrich this sharing. A Christian community is enjoyed not only in the classroom, student lounge, and library, but also in a variety of devotional experiences, including corporate worship in our Convocation marking the beginning of each semester. The Student Organization typically organizes a Worship Night once a year at a local church open to students, staff, and faculty.

Noon Hymn & Prayer

The All-Campus Noon Hymn and Prayer is held daily in the lobby of the Boston Campus building. At noon everyone in the building is invited to gather to sing a hymn and read a psalm as directed by one of the staff members.

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)

Faculty, the Dean of Students and pastors of churches where students attend should also be considered as resources for encouraging spiritual formation.

[PIERCE FELLOWSHIP – BOSTON CAMPUS]

The Pierce Fellowship is available to select incoming and returning students who have demonstrated experience and ongoing commitment to disciple-building and spiritual formation.

Each member of the Fellowship will be mentored by the Pierce Coordinator of the Boston Campus and equipped in facilitating initiatives which will advance the three major priorities of the Center-habits of the heart, spiritual community, and dynamic paradigms of disciple-building.

Chapel

The Boston Campus chapel, located in room 212, is available for use by individuals or groups for prayer anytime the campus is open. If students would like to reserve the room for prayer they can contact the Registration Services.

Spiritual Formation

Spiritual Formation at the Boston Campus is integrated into the education and academics at CUME. Each semester students are asked to consider their formation as a foundational and vital part of their regular coursework. It is incorporated into the semester in the following ways:

1. Spiritual formation is a required part of the education at CUME. One spiritual formation topic is presented in seminar format during the opening day of the fall and spring semesters. It is part of the opening orientation, convocation, spiritual formation (OCF) event which takes place the Saturday before the start of regular classes. OCF is considered the first day of class and all students are required to attend.

2. At present there are 5 modules that rotate through a 3 year cycle; Module 1: Practices of the Word-Centered Life (IS 521); Module 2: Practices of the Virtuous Life (IS 522) Module 3: Practices of the Compassionate Life (IS 523); Module 4: Practices of the Spirit-Empowered Life (IS 524); Module 5: Prayer and Practices of the Sacramental Life (IS 525); Module 6 Practices in Practical Theology (IS 526).
3. Like any other course/seminar, a syllabus is listed on Canvas with the required course texts and requirements.
4. All students taking a course at the Boston campus (exceptions: Hamilton-based students) are required to register, attend and complete assignments in the Spiritual Formation seminar. There is no limit to the number of times that a student can be enrolled.
5. No letter grades are received. Only P/F grades are given.
6. Presently, the seminar requirement is writing or revising a Rule of Life. The semester a student takes the Introduction to Theological Studies course, he/she creates a Rule of Life. Every semester thereafter, the student based upon the semester's formation seminar topic, reworks and revises the Rule. All work must be completed 2 weeks prior to the end of the semester. Rule of Life's not submitted by this date will receive an "F". No extensions are given. Failed seminars will be made up the last semester before the student graduates.
7. Questions regarding Spiritual Formation Seminars must be submitted to the assigned faculty.

SERVICES AND RESOURCES

Campus Safety

Campus Safety at the Boston Campus (CUME) involves common sense on behalf of our students and staff. Please lock your car, remove all electronic devices and bring them into the building with you.

Anytime someone enters the Boston Campus building they are asked to sign in and provide identification to the person at the front desk. During regular business hours a receptionist monitors the visitors into the campus, and in the evening hours during classes there is a security guard at the front desk.

Our premises are monitored 24-7 by a recorded video-surveillance system both inside and outside our building. It is imperative that if a crime occurs to you within the vicinity of the school, it should be reported immediately not only to the Boston Police but also to the administration.

Note: In the event of an emergency that requires the Boston Police Department, Fire Department, or an ambulance, always dial 911, immediately.

For more information and online forms, please visit Campus Safety's webpage on the Gordon-Conwell website at: <http://www.gordonconwell.edu/boston/current/Boston-Campus-Safety.cfm>

Campus Emergency Notification System (Send Word Now)

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.

Community Event Calendar

A Gordon-Conwell Community Event Calendar with information for all campuses is available on Gordon-Conwell's website. The Student Organization may submit requests for events to be included in the calendar through their faculty advisor.

Employment

Student Employment

There are limited positions available on campus for students. Potential positions could be available for both work-study eligible students and non-work-study students. Work-study students secure these positions once they begin their studies on campus. Typical positions include receptionists, office assistants, general maintenance workers, and library assistants. Student employees may work no more than 20 hours per week in total. The most common way to locate positions is to contact the Campus Operations Manager.

Staff Employment

Students and student spouses may apply for any open, full or part-time position. Regular full-time staff positions come with an excellent benefit package.

Casual Labor

Student spouses are eligible to work in a short-term capacity under casual labor arrangements. These opportunities are subject to certain earning limitations, and are on an as-needed basis by various seminary departments.

Off Campus

Community jobs are posted on the bulletin board in the student lounge when available.

Information Technology Services

The department consists of the IT Service Desk, 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 Boston campus' IT Technician provides support for classroom technology, audio/visual technology and video-teleconferencing. Wireless internet is available to all students, staff and faculty throughout the building. 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 the IT department, visit the IT Service Desk website at <http://it.gordonconwell.edu>, call 978-646-HELP (4357), or email servicedesk@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 Wi-Fi connectivity throughout 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.

Gordon-Conwell User Account

At matriculation, students receive a GCTS user ID and password. Student user ID and password are used to access email, CAMS, Canvas, printing and library resources. In most cases, the student user ID is the student's first initial plus last name. For example, John Smith's user ID would be *jsmith*, and his email address would be *jsmith@gordonconwell.edu*. Instructions for logging into systems are provided during the matriculation process, as well as during new student orientation.

Along with their user ID 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 180 days in support of information security and privacy.

For more information, visit our website at <http://it.gordonconwell.edu>.

IT Service Desk

Contact IT Service Desk			
Location	Phone	Email	Walk-Up
Boston	617-318-1630	servicedesk@gordonconwell.edu	CUME 211
Hamilton	978-646-4357 (HELP)		Kerr 328

Bruce Jackson Library Computers and Printing

There are several computers available for student use. Students can log in using their Gordon-Conwell user ID and password. The library provides a printer for printing and copying at 10 cents per page. A dedicated scanner is also available to produce high quality page scans that can be emailed or saved to a USB drive. When scanning, we recommend checking your email or USB drive to confirm each scan has arrived before leaving the library.

International Students (F-1)

The Boston Campus has a person designated as the Designated School Official (DSO) and the International Student Advisor. In addition to helping F-1 students with all immigration related matters, the Boston DSO hosts an orientation for new F-1 students and provides support and guidance for adjusting to life in the United States. 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. The Boston DSO 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 (9 credit hours or more) and authorized on-campus employment.

Library

The Bruce Jackson Library is open on days when there are classes held on campus. Please call the front desk or check the posting on the Library door if you would like to use the library on a day that there is not a class offered. Typically the schedule is as follows:

Sunday	Closed
Monday	12:00pm – 5:00pm*
Tuesday-Thursday	2:00pm – 9:00pm*
Friday	Closed
Saturday	9:00am – 4:00pm

**Hours may change during holidays or when there are breaks between semesters. Please call the front desk or check the schedule posted on the door to confirm.*

Lost and Found

The Front Desk maintains a Lost & Found collection for the benefit of the seminary community. The Lost & Found is located across from Room 213. Items will be kept for 30 days, after which they may be considered abandoned property and disposed of in an appropriate manner.

Medical Insurance

Massachusetts law requires that all Gordon-Conwell, Boston students enrolled in 6 or more credit hours 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. Boston 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. Boston 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 Registration Services. All reservations must be made well in advance.

Outside groups are allowed access to campus facilities when space is available. Fees will be charged to cover maintenance costs, custodial services and security for use of campus facilities by approved outside organizations, with reduced rates for personal use by students. Fees range based upon type of occasion/facility. All reservations from non-seminary affiliates must be made through the Campus Operations Manager.

Hours for Administrative Offices

The Boston campus administrative offices are open from 10:00am-5:00pm M-F. During the summer months, offices typically close at 3:30pm on Friday. Occasionally, the hours of operation for an office will vary, and in which case the Front Desk will be notified.

Parking

Students may use the Urban League parking lot to park during evening and Saturday classes. This parking lot is located behind the Boston Campus building on Warren Pl. and is available for student use between 5-10pm during week days and 8-4pm on Saturdays. Parking is also available on streets surrounding the Boston Campus – check signs for details on availability.

If students are coming to the campus during regular business hours they must find available street parking or obtain a Visitors Parking Pass. If using a parking pass please park in available spots in the parking lot towards the back of the lot typically reserved for staff.

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 a Safety & Security Report (Clery Act) to inform the campus community of important fire and life safety information pertaining to campus.

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

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

Safety & Security Report, Boston Campus

Paper copies of the most recent Safety & Security Report, Boston Campus may be obtained by contacting the Campus Operations Manager.

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.

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 frequenting 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 building.
- DO promptly report ALL crimes and/or suspicious activity to the Department of Public Safety, Campus Safety, or to the Boston 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 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 secure bikes with a quality lock when parked outside.

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.

Publicity Postings

All student event notices or other public postings may be posted on the bulletin board in the Student Lounge. All posting of flyers on campus must be authorized by the Associate Director of Administration prior to posting.

Student Accounts

Boston Campus students can submit tuition payments in the form of cash or check at the Boston Campus. They also are able to submit payments in Hamilton at the cashier's window. The window is open from 9:00 am to 3:30 pm, Monday-Friday, and closed daily for lunch from 1:00-2:00pm. Wednesday it is closed 11 am – 12 pm for chapel. 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 addressed to "Student Accounts." Credit card payments for student account balances can be made at any time by logging into the CAMS Student Portal and linking to "My Ledger." For payment information, deadline dates, Student Account forms and answers to frequently asked questions, please visit our website at www.gordonconwell.edu, click on "Current Students" and then "Student Accounts". Students may also contact the Student Accounts Office by emailing finserv@gcts.edu or calling 978-646-4049.

Student Lounge

Students may use the Student Lounge on the second floor of the Boston Campus whenever the campus is open. A refrigerator and microwave are available for students' use. Food kept in the refrigerator must be labeled and the refrigerator will be cleaned out weekly. Any questions about the lounges should be directed to the Campus Operations Manager.

Vending Machines

Vending machines offering beverages and snacks are located in the first floor of the Boston Campus building. Cash and credit card are accepted.

POLICIES AND PROCEDURES

Disability Accommodation Policy

The seminary is in compliance with the provisions of the Americans with Disabilities Act (ADA). The following policy statement describes the procedures the seminary will follow in accommodating persons with disabilities.

1. It is the student's responsibility, after being informed of admission, to inform the institution through the Student Support Office of his or her disability and of the need for accommodation. The Student Support Office will work with the appropriate offices to make necessary accommodations. 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: <http://www.gordonconwell.edu/boston/current/Disability-Support-Services.cfm>
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: <http://www.gordonconwell.edu/boston/current/Disability-Support-Services.cfm> for specifics.
4. Documentation requirements vary by situation. The Student Support Coordinator or the Disability Services Coordinator will talk to the student about documentation during the initial conversation. No student should delay the meeting out of concern for not having appropriate paperwork.
5. Documentation must be submitted to the Student Support Office prior to the first class for which the student is requesting accommodation. The Student Support Office will keep the documentation in the student's permanent file.
6. A formal meeting must be scheduled between the student seeking accommodations and the Student Support Coordinator to collaboratively explore previous educational experiences, past use of accommodations, and what has been effective and ineffective in providing access.
7. The Student Support Coordinator, in consultation with the 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 the Student Support Coordinator 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 they are provided with a copy of the documentation describing the disability.

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

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
8. 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 Boston campus:

Type of Education Record	Custodian of Records	Office & Location
Academic Records & Judicial Committee Records	Registrar	Registration Services, CUME Building
Mentored Ministry Records	Director of Mentored Ministry	CUME Building
Semlink+ Records	Director of Education Support Services	Education Support Services Office, Academic Center (Hamilton)
Counseling Program Records	Coordinator of Counseling Program	CUME Building
Financial Accounts	Director of Student Financial Services	Student Accounts, Kerr Building (Hamilton)
Financial Aid Transcripts & Scholarship Records	Director of Student Financial Services	Financial Aid Office, Kerr Building (Hamilton)
Student Employment Records	Director of Human Resources	Human Resources Office, Kerr Building (Hamilton)
Judicial Appeals & Byington Applications	Campus Dean	CUME Building
Incident Reports	Campus Safety	CUME Building

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

Policy on Alcohol Use and Smoking on Campus

The use of alcoholic beverages is not permitted on the campus. A smoke-free environment is desired at Gordon-Conwell for the benefit of all members and guests of our community. Consequently, smoking is not permitted in any on-campus buildings or in any off-campus offices and classrooms.

Policy 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 reserves the right to discipline a student who is found in violation of any aspect of the *Community Life Statement* or any other institutional code of conduct that interferes with or limits the student's, as well as the community's, ability to fulfill their academic goals.

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

Procedure for Conducting a Misconduct Review

1. The Pastoral Guidance Committee will conduct an investigation of the allegations brought against a student. The investigation will include the following steps:
 - a. Confirm the name of the student in question.
 - b. Gather all material facts.
 - c. Determine alleged infraction as stated in the *Community Life Statement* or other published institutional 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 Pastoral 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 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 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 Dean's Office (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 limited to providing legal advice to the respective student. It will be done in a quiet manner that is not disruptive to the proceedings. A reasonable effort will be made to accommodate the schedule of any representative or advisor allowed to assist the student.
 - d. The accuser, if present in the 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's 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 a 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's 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 Services 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.)

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, fellow-students, faculty or staff members, spouses, area clergy, campus police, etc. Procedure for disciplinary action will be observed.
- II. Faculty
The process involving faculty shall follow the Faculty Handbook.
- III. Staff
The process for staff and administration is contained in a separate statement and is available in the Human Resources Office as part of the Staff Handbook.

Summary of Legal Sanctions Covering Alcohol and Drug Abuse

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

Cities and towns in Massachusetts 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

Bay Cove Substance Abuse Center

Address 66 Canal St. Boston, MA 02114

Telephone 617-371-3030

Website <https://www.baycove.org/bcexternal/index.cfm>

Boston ASAP Counseling

Address 29 Winter St. Boston, MA 02108

Telephone (617) 482-5292

Website <http://www.bostonasap.org>

Bureau of Substance Abuse Services

Department of Public Health

Address 250 Washington St. Boston, MA 02108

Telephone (617) 624-5599

Website <http://www.mass.gov/eohhs/gov/departments/dph/programs/substance-abuse/>

MA Substance Abuse Helpline

Telephone (800) 327-5050

Website www.helpline-online.com

Biennial Review of the Program

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

To determine the effectiveness of the above stated Drug-Free Schools and Campuses Program, Gordon-Conwell Theological Seminary has established a Drug-Free Schools and Campuses 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
- 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 the Dean's Office; 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: <http://safesupportivelearning.ed.gov/training-technical-assistance/education-level/higher-education>
- 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 <https://gordonconwell.edu/community/campus-safety/overview/#boston>). 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 its 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 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.

Sexual Violence

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.

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.

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 <https://gordonconwell.edu/community/campus-safety/overview/#boston>

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 Boston 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:

<http://www.gordonconwell.edu/hamilton/current/Womens-Services-Unit.cfm>

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: jholiday@gordonconwell.edu

Questions about title IX can be directed to the Title IX Coordinator or to the Office of Civil Rights (OCR, <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>) 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 <https://gordonconwell.edu/community/campus-safety/overview/#boston>. Once the form is completed it may be submitted to Campus Safety, the Dean of Students, or the Dean of Boston 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:

Students: 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.

Non-student Community Resident: 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.

Hazing

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

Following is a copy of Chapter 269, Sections 17, 18 and 19 of the general laws of the Commonwealth of Massachusetts regarding hazing. The Board of Regents of Higher Education has stipulated that this information must be distributed to all full time students and 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 www.gordonconwell.edu/resources/documents/TechnologyManual-AUP.pdf.

Policy on the Reproduction of Gordon-Conwell Theological Seminary's Copyrighted Materials

Details can be accessed at <http://www.gordonconwell.edu/about/Seminary-Policies.cfm>.

Policy on Sales & Services on Campus

Permission to exhibit, and/or sell materials anywhere on campus must be obtained from the Dean of the Boston Campus. 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 <http://www.gordonconwell.edu/about/Seminary-Policies.cfm>.

STATEMENTS OF COMPLIANCE

The following Statements of Compliance can be accessed at
<http://www.gordonconwell.edu/about/Statements-of-Compliance.cfm>

- Campus Security Act of 1990 (Clery Act)
- Civil Rights Act of 1964
- Drug Free Schools and Campuses Act.
- Family Education Rights and Privacy Act
- 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 Services, 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 Services for complete details regarding any specific policy.

Registration Services

Gordon-Conwell Theological Seminary

90 Warren Street

Boston, MA 02119

Phone: (617) 427-7293 Fax: (627) 541-3432

Email: cumereg@gcts.edu

Website: <https://www.gordonconwell.edu/boston/current/Registration-Office.cfm>

Academic Communications

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

Periodically written communication will be sent to students in the mail. Students are expected to provide the Registration Services with their most current mailing address(es).

Academic Advising

Each student is encouraged to set up one appointment per semester (or as needed) with their academic advisor. Advisors will be automatically assigned to students based on the program of enrollment. Appointments for advising will be scheduled upon student request. To schedule appointments students must email the assigned academic advisor. All students are encouraged to seek out faculty in their area of study for additional educational, vocational and spiritual counsel. The faculty advisors based on degree program are as follows:

Master of Divinity – Prof. Quonekuia Day (qday@gordonconwell.edu)

Master of Arts in Counseling – Dr. Jacqueline Dyer (jdyer@gordonconwell.edu)

Master of Arts in Urban Ministry Leadership – Dr. Virginia Ward (vward@gordonconwell.edu)

Diploma in Urban Church Ministry (English) – Professor Cherry Gorton (cgorton@gordonconwell.edu)

Diploma Program (Portuguese) – Marcela Bernardeli (mbernardeli@gordonconwell.edu)

Diploma Program (Spanish) – Rev. Lucrecia Rodriguez-Lynch (mrodriguez1@gordonconwell.edu)

Advanced Standing

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 the week prior to the start of the semester. 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, Master of Arts in Counseling students are not eligible to receive advanced standing. 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.

Application of Policies, Procedures and Degree Program Requirements

The policies stated herein are not intended to be comprehensive. Please consult the Registration Services 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 Services during that academic year in order to be governed by the new requirements. Students may not petition to be governed by degree program requirements of a previous handbook.

Attendance Policies

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

Auditing Courses

The seminary offers two different types of audit: Courtesy audit and official audit. All auditors are restricted to non-participating member status in classes. In other words, auditors may not participate in class discussion (except as authorized by the instructor according to the terms included in the course syllabus), nor submit written work, nor sit for exams for the purpose of receiving an evaluation. Limited courses are not available to auditors except by written permission from the professor and the Registration Services (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 Services 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 Roxbury residents may courtesy audit selected courses. All interested parties must submit paperwork through the Registration Services 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 Services. Individuals not enrolled in a degree program and wishing to enroll as official auditors must complete a formal application with the Admissions Office. Official audits will be recorded on transcripts. Students must attend at least 75% of the class meetings in order to receive a grade of 'AU' on their transcripts, indicating that they satisfactorily audited the course. Auditors will be responsible for verifying their attendance by submitting a written statement to the professor affirming that they did attend at least 75% of the class meetings. It is solely the auditor's responsibility to submit this verification, and it must be submitted no later than the last day for written work for that semester. Official auditors who do not submit attendance verifications on or before the deadline for written work, or who do not attend at least 75% of the classes, or who withdraw from the course after the deadline listed in the *Academic Calendar* will receive a grade of 'W' (Withdrawn) for the course in question.

Bible Competency Exams

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

All candidates for the M.A. and M.Div. degrees are required to 1) demonstrate their Bible competency through the appropriate examination(s), or 2) enroll for and satisfactorily complete the Old and New Testament survey courses at the beginning of their studies. Those who opt to demonstrate their Bible competency must sit for and pass the scheduled exam(s) the week prior to the start of the Fall and Spring semesters. An individual who passes the exam(s) does not need to enroll for the respective survey course(s). Students with low but passing scores are encouraged to complete the survey courses. OT 500, Old Testament Survey and NT 501, New Testament Survey will only count as elective credit. Since these survey courses are corequisites for many courses, they must be taken early in a student's studies in order to ensure that the student will not be hindered in his or her progress toward degree completion.

Biblical Languages

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

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

For those who have already begun their study of either of these languages, competency 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 for these languages, are required to take these exams (see *Language Competency Exams*).

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 Institute

Gordon-Conwell students may register for selected courses at other Boston Theological Institute member schools. BTI cross-registration is arranged through the Gordon-Conwell Registration Services, 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 are limited to taking no more than 6 courses of their degree requirements through the BTI. Contact the Registration Services 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 Services.

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 Services webpage).

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
- In some cases of severe weather an emergency on campus, students may be notified via the campus emergency alert notification system (Send Word Now)

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

Cheating and Plagiarism

(See *Violations of Academic Integrity*)

Checksheets

(See *Degree Audits*)

Computer Use During Exams

Computers are not allowed in the classroom while students are taking course examinations. 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 Services either through online registration or on the proper form. There are deadlines for receiving refunds for dropped/withdrawn courses (see the *Academic Calendar* on the Registration Services webpage).

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 Services (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 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 Services. 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 Services 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.

Cross-Campus Registration

Students of the Boston campus (except Diploma Program students) 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 in the special spot provided. Students registered at other campuses must continue to process all registration-related actions through their home campus' Registration Services (e.g., adds, drops, withdrawals, pass/fail petitions, extension requests, etc.). Students should follow the deadlines for the campus at which the class is held. Students will always be billed based on the tuition at their home campus.

Students enrolled in the Master of Divinity and the Master of Arts in Urban Ministry Leadership degrees are limited to take up to one-third of their degree requirements outside of the Boston Campus, including Hamilton, Charlotte, and Jacksonville campuses, as well as classes taken on Semlink+. Students must complete 2/3 of their classes at the Boston Campus. If a student transfers into the Boston Campus the 2/3 requirement is applied to the classes they take upon transferring. The classes they have completed prior to transferring will not be counted towards the courses they are able to take outside of the Boston Campus.

Degree Audits

Upon request, the Registration Services can provide a student with a degree audit (a.k.a. checksheet) indicating courses required and courses completed. It is the responsibility of the student to see that all graduation requirements are met. Graduating seniors will be issued a special graduation audit upon submission of a graduation application.

Denominational Standards

The seminary does not require students to take denominational standards courses. However, a number of these courses are offered on a regular basis, 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 Studies

Directed studies are offerings that appear in the [catalog of courses](#), have established titles and course numbers, but are taken independently, outside the classroom. Whenever possible, students should take standard courses within the classroom setting. Permission to register for a directed study 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 directed study courses.

Directed studies are subject to all the policies, deadlines and procedures governing standard course offerings. They require approval of the directing professor and the Registration Services 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.

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 Services. Student concerns regarding academic issues will be dealt with by the campus Judiciary Committee. Questions regarding violations of the *Community Life Statement* or professional development may be addressed to a student's Program Advisor (see *Advisors*) and will be addressed by the campus Pastoral Committee.

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 Services. 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 Services (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 Services with a formal petition. Students must petition the Registration Services of their home campus, regardless of where the course is actually offered. Additional time, without penalty, will be granted only to those students who are able to document a serious illness or emergency. Additional time, with penalty, is available on a limited basis in the form of 'avoidable extensions.' 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 Services 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.). Students submitting an Extension Petition will be charged a \$20 processing fee. Students in Master of Divinity program are limited to six (6) total petitions and MA students are limited to four (4) total petitions.

Field-Based Mentored Ministry

CUME values Contextualized Theological Education, by which students engage with the city—its people, systems and churches—as essential to the seminary curriculum. As such, CUME's Field-Based Mentored Ministry Program provides degree students with practical and reflective training in the context of urban ministry.

The Field-Based Mentored Ministry classes, MM 649 and 650, are 6-credit hour courses designed to facilitate the development of expertise in an urban ministry specialization area and process leadership skills among students using an action learning approach. As students develop essential leadership skills in their area of interest, mentors facilitate transformational learning through skill-building, personal formation and theological integration.

Each semester, the course is broken into two segments: modular learning and project-based learning. In the modular learning hours, community leaders teach on various aspects of leadership development and ministry planning skills. The topics change each semester, depending on specialization focus. In the second segment of the course, students work in small groups with project mentors to address a real challenge or program development need presented by a hosting partner from the community. Students present a pastoral program proposal, or project report to host partners, mentors and director.

This required class should be taken in the final year of studies for both Master of Divinity and Master of Arts students. Students have the option of taking the course more than once according to student training needs.

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 transcribed by the College but not the Seminary. Interested students must complete a special cross-registration form supplied by the Seminary Registration Services, 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 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.

Once grades are due for a course, each student must be graded or an official extension approved by the Registration Services. Any student for whom a grade is not received will be assigned an F.

The following numerical values are assigned to the letter grade evaluations for purposes of determining grade point average:

A+ = 4.0; A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.7; D+ = 1.3; D = 1.0; D- = 0.7; F = 0.0. Grade point averages are never rounded off. No exceptions are granted to this method of computing a student's grade point average.

Graduation

Gordon-Conwell has one commencement ceremony each year in May. This ceremony is for students who completed their work by the previous December (January graduates) or in April (May graduates), as well as those who have no more than two courses (six credit hours) outstanding which will be completed during the summer (October graduates). Participation in the 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 Services 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 Services by the posted deadline, are eligible for January graduation (see the *Academic Calendar* on the Registration Services webpage). 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 Services no later than the Monday stated above (see the *Academic Calendar* on the Registration Services webpage). Pending May graduates who do not complete all requirements by this deadline but who have two or fewer courses (six credit hours) 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, pending October graduates must have met all financial requirements, have no more than two courses outstanding (including extensions, Semlink+ courses, transfers, BTI courses, etc.), and be registered for their final courses in the summer (or have Semlink+ courses 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 Services no later than the Monday stated above (see the *Academic Calendar* on the Registration Services webpage). 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 full graduation fee at the conclusion of their program. Graduation honors (e.g., *Cum Laude*) will not be awarded until all coursework is complete and final grades have been received. October graduates will have an October graduation date listed on their final transcripts and diplomas. Diplomas will be mailed in October.

Honors

The following standards for honors are maintained:

3.700 - 3.849 = *Cum Laude*

3.850 - 3.924 = *Magna Cum Laude*

3.925 - 4.000 = *Summa Cum Laude*

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 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 Services. Proof of meeting these requirements should be submitted prior to registration. Failure to provide proof of the proper immunizations will prohibit a student from registering for courses.

Incompletes

(See Extensions for Late Coursework and Grading Scale)

Language Competency Exams

Students with prior knowledge of Greek and/or Hebrew may be allowed to waive the language requirement(s) by successfully passing the language competency exam(s). Language competency exams are offered twice annually, before the start of the semester 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). Credit hours are not earned for waivers. However, students may substitute elective courses of their choice from within the Division of Biblical Studies to meet the total number of hours required for graduation.

Students wishing to audit language courses with the intention of refreshing their skills before attempting the exams may do so with the permission of the instructor and Registration Services, 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.

Leave of Absence

(See Withdrawal/Leave of Absence)

Limited Courses

In an effort to service all students at Gordon-Conwell, most courses do not have limited enrollment. However, there are certain courses whose pedagogical methods require a smaller class size. Students who desire to be enrolled in a limited course should register early in order to obtain a seat *(see the Academic Calendar on the Registration Services webpage)*. Once a course is filled, students may add themselves to the course's waiting list.

If students drop a limited course before the last day to drop courses *(see the Academic Calendar on the*

Registration Services webpage), 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 Services for special exception. The Registration Services 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 Services.

Overload

Sixteen and a half semester hours is the maximum a student may take in any fall, spring, or full-summer 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.

Pass/Fail Policy

Students may elect pass/fail grading in courses according to the guidelines published below. A total of four such courses are allowed in the M.Div. program, and two in all other Gordon-Conwell degree programs. Non-degree students are allowed no pass/fail options. These limits includes 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, shared and/or advanced standing credits. Students receiving 16 to 33 hours of credit will lose one pass/fail, while those receiving 34 hours or more will lose two. Furthermore, students who transfer in courses that were graded on a pass/fail or satisfactory/unsatisfactory basis will lose one pass/fail for each of these courses.

Students must request pass/fail grading in writing through the Registration Services 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 Services 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. Petition forms may be obtained online or outside the Registration Services 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 Services 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 and the Master of Arts in Urban Ministry Leadership degree is 2.0. The cumulative grade point average required to graduate with the Master of Arts in Counseling degree 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.

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.

Record Retention

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

Registration

The Registration Services will notify all students when registration for current students is open for the subsequent semester. New students are required to register by filling out a paper registration form at their orientation. Returning students are encouraged to register online through their CAMS student portal. The Registration Services will automatically register students in the Diploma cohort for their classes.

After registration, schedule changes can be made using online registration or an add/drop form (found online or outside the Registration Services). 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 Services webpage). 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 Services so students are not charged for courses that have not yet begun (see also *Cross-Campus Registration*; see also *Payment of Bills* under *Financial Information*).

Residency Requirements

A student is considered "in residence" when she or he first enrolls in an on-campus Gordon-Conwell course. For any degree program, a student must complete at least half of his or her coursework in residence at Gordon-Conwell. In addition, the final four courses (twelve credit hours) must normally be completed at Gordon-Conwell rather than by transfer credit. Students who wish to complete their last courses away from Gordon-Conwell must obtain permission from the Registration Services 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 Services). However, if the student can demonstrate that the denomination or judicatory makes strong insistence that it is the final year which should be spent in a denominational school, Gordon-Conwell may allow the student to graduate with its degree if all other requirements are met.

Satisfactory Academic Progress (SAP)

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

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

SAP: Evaluating Financial Aid Satisfactory Academic Progress

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

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

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

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

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

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

SAP: Treatment of Special Academic Course Situations

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

Boston Theological Institute (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 Services 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 courses 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*.

Semlink+

Semlink+ is the name for Gordon-Conwell's online learning program. Both residential and non-residential 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-third of any degree program may be completed through Semlink+ courses. Students in the Master of Divinity program may not take more than 10 Semlink+ courses. Master of Arts students may not take more than six Semlink+ courses. Transfer credit can sometimes reduce the number of Semlink+ courses that a student is permitted to take; see *Transfer Credit* for details.

Special Students

Qualified students not wishing to enter a specific degree program may be permitted to enroll for classes. Application for permission to enroll as a special student should be made to the Admissions Office. Credit is earned, and standard tuition costs prevail. Special students are not eligible to enroll in specialized courses, such as Field-Based Mentored Ministry and directed studies without written permission from the Registration Services. 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 Dean of the Boston Campus. Without written details, no action will be taken. The Dean of the Boston Campus 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 High Education

One Ashburton Place, Room 1404

Boston, MA 02108

Phone: 617-994-6950

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 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 Dean (see *Violations of Academic Integrity*). The student retains the right to appeal the decision to the President (see *Procedures for Disciplinary Action under Student Life Services*).

Student Grievance against a Faculty Member

For information regarding the contest of a course grade, students should refer to *Grade Appeals* above. For situations involving a student's personal grievance against a faculty member, the student should first seek to resolve the matter in private discussion with the relevant faculty member. If resolution fails, the matter should be referred in writing to the Dean. Without written details, no action will be taken. The Dean will 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 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 Services, 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 Services webpage).

Student Status

Current Student

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

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

Full-Time Status

A student must take at least seven semester hours in a semester to qualify as a full-time student in that term. Three credit hours constitutes full-time status in the January, Summer I and Summer II intensive sessions. Full-time status for the full Summer semester classes (classes which run from May to August) is six credits. Neither summer nor January session courses are included in calculating full-time status for the fall and spring semesters.

Part-Time Students

Students enrolled in at least three semester hours in any semester are considered part-time students.

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

The approved style manuals for Gordon-Conwell papers 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*.

Substitutions

(See *Waivers*)

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*)

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 degrees. Please see *Satisfactory Academic Progress* for time limits on completion of degree programs to maintain eligibility for federal financial aid.

Transcript Requests

All requests for academic transcripts must be made to the Registration Services through Gordon-Conwell's online ordering system (accessed through the [Student Portal](#) or directly via <https://iwantmytranscript.com/gcts>). All requests require proper authorization by the student, either through portal authentication or a written request with the student's signature uploaded through the online request system. Both paper and secure electronic transcripts may be requested. Transcripts will never be e-mailed to recipients.

More details about the request process, requirements, options, and fees can be found on Gordon-Conwell's website at <http://www.gordonconwell.edu/hamilton/current/Transcript-Information.cfm>.

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

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 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 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 Services webpage).

Transfer between Campuses

(See Campus Transfer)

Transfer between Degree Programs

Students wishing to transfer between degree programs must do so through the Admissions Office, from which complete instructions and required forms may be obtained. Such an application may require the following: an application; a written recommendation from a Gordon-Conwell faculty member; a personal statement of 300-500 words indicating the reasons why a change in status is desired. Some programs may have additional requirements; please contact the Admissions Office for details.

Admissions will grant all degree program changes for the following semester (i.e. if a student applies during the fall semester, the change will go into effect in the spring semester). Students must be in good standing and fulfill GPA requirements.

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

Transfer Credit

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

Transfer evaluations are performed by the Registration Services 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.

Veterans Affairs Education Benefit

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

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 Pastoral Committee at the discretion of the Judicial Committee.
6. Within three business days of receiving the Judicial Committee's decision, the Registrar will send written notification of the decision to the student and all appropriate parties.
7. If the student so desires, he/she may appeal the Judicial Committee's decision by submitting a written petition to the Campus Dean within ten business days.
8. Within ten business days, the Campus 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 Campus 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 Campus 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 Services.

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

Waiting Lists

(See *Limited Courses*)

Waivers

Waivers allow a student to substitute a different course within the curriculum for one specifically required in the student's program. The substituted course must normally be within the same department as the original requirement. (For example, waiver of the required course 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 Services. 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 Services 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 Services. 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 Concentration in Urban Church Ministry

Graduation Requirements

Students participating in the Master of Divinity degree must complete 28 courses (84 credit hours), the Field-Based Mentored Ministry component (6 credit hours), maintain a grade point average of 2.0 or higher and be present for graduation exercises. No more than eight courses may be taken at other schools in the Boston Theological Institute. Students in the Master of Divinity program may not take more than ten Semlink+ courses (30 credit hours).

Degree Requirements

Core Requirements:

Candidates are required to complete 10 courses in the area of Biblical Studies, 7 courses in Christian Thought and 8 courses in Practical Theology.

General Electives:

Each student must complete three elective courses.

Field-Based Mentored Ministry:

Students must complete the Mentored Ministry requirement (see *Field-Based Mentored Ministry*).

Spiritual Formation Modules

Students are required to complete the spiritual formation sessions each semester. These modules are zero credit classes.

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 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*).

Checksheet:

Please consult the following checksheet for a breakdown of course requirements.

Biblical and Theological Core Courses (10 courses/30 credits)

- OL 501 Hebrew I
- OL 502 Hebrew II
- OT 511 Interpreting the Old Testament
- OT 600-Level Hebrew Exegesis Course (OT 600-670)

- OT 750 OT Prophetic Books or OT 770 OT Poetical Books
- GL 501 Basic Greek I
- GL 502 Basic Greek II
- NT 502 Interpreting the New Testament
- NT Narrative Book Exegesis (NT 611-619)
- NT Epistle Exegesis (NT 620-649)

Christian Thought Core Courses (7 courses/21 credits)

- TH 501 Theology Survey I
- TH 605 Systematic Theology II
- TH 607 Systematic Theology III
- CH 501 Church to the Reformation
- CH 502 Church since the Reformation
- SE Course: Christian Ethics & Social Issues (SE 502, SE 571)
- WM Course: World Missions (WM601, WM671, EV/WM 627)

Urban Ministry/Practical Theology Core Courses (8 courses/24 credits)

- PR 601 Principles & Practice in Preparing Relevant Biblical Sermons
- PR 602 Preaching for Modern Listeners
- EM/MC 801 Strategies, Leadership, and Ministry Management
- MC 683 Compassionate and Holistic Youth and Family Ministry
- MC/SE 602 Church & Community: Intro to Public Ministry of the Church
- EM Course: Educational Ministries (EM 502, EM 654, EM 656)
- PC 521 Pastoral Counseling for Urban Ministry
- EM/MC 605 Introduction to Theological Studies: Research and Writing

General Electives (3 courses/9 credits)

- OT 500 Old Testament Survey*
- NT 501 New Testament Survey*
- Open Elective: SE/MC/EV/YM/WM

**Note Bible competency requirement above.*

Spiritual Formation Modules (5 modules/0 credits)

- IS 521: Practices of the Word-Centered Life
- IS 522: Practices of the Virtuous Life
- IS 523: Practices of the Compassionate Life
- IS 524: Practices of the Spirit-Empowered Life
- IS 525: Practices of the Sacramental Life

Field-Based Mentored Ministry (1 course/6 credits)

- MM 649 Field Based Mentored Ministry: Urban Ministry Development

Master of Divinity Degree Goals

1. To gain competency with the biblical languages in order to develop exegetical and hermeneutical skills using the Hebrew text of the Old Testament and the Greek text of the New Testament
2. To understand the basic content and themes of the Old and New Testaments in their historical and cultural settings, as well as the historical and theological dimensions of the Christian faith
3. To expound and proclaim effectively the biblical message of redemption

4. To develop skills appropriate for church leadership as a pastor, teacher, counselor, evangelist, chaplain, church planter, missionary or other role as a leader
5. To foster love for God and his Word and therefore to cultivate the practices of spiritual maturity and Christ-like character, and to understand the Christian's ethical responsibility in church and society
6. To acquire a biblical perspective and Christian worldview on the forces in our culture and to learn to engage those as they are at work both outside and inside the life of the church
7. To develop a global vision for the Christian faith so as to foster an appreciation and commitment to the worldwide proclamation of the gospel
8. To cultivate an appreciation for and a commitment to the personal and community sharing of the gospel

MASTER OF ARTS IN URBAN MINISTRY LEADERSHIP

Children, Youth and Families Concentration & Church & Leadership Mobilization Concentration

Graduation Requirements

Students participating in the Master of Arts in Urban Ministry Leadership degree must complete 17 courses (51 credit hours), the Field-Based Mentored Ministry components (two 6 credit hour classes), maintain a grade point average of 2.0 or higher and be present for graduation exercises. No more than eight courses may be taken at other schools in the Boston Theological Institute. Students in the Master of Arts program may not take more than six Semlink+ courses (18 credit hours).

Degree Requirements

Core Requirements:

Candidates are required to complete 9 courses in the area of Biblical Studies, 7 courses in the area of Urban Ministry, and 2 modules of Mentored Ministry.

General Electives:

Each student must complete one elective course.

Field-Based Mentored Ministry:

Students must complete the Mentored Ministry requirement (*see Field-Based Mentored Ministry*).

Spiritual Formation Modules

Students are required to complete the spiritual formation sessions each semester. These modules are zero credit classes.

Concentrations

MAUML students may choose to concentrate in Children, Youth, and Families or Church and Leadership Mobilization. The differences in the course requirements are reflected below.

Bible Competency:

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

Checksheet:

Please consult the following checksheet for a breakdown of course requirements.

Children, Youth, and Families Concentration

Biblical and Theological Core Courses (9 courses/27 credits)

- EM/MC 605 Introduction to Theological Studies: Research and Writing
- In-Depth Bible (NT or OT)
- OT 500 Old Testament Survey
- NT 501 New Testament Survey

- Any New Testament Course
- Any Old Testament Course
- TH 501 Theology Survey I
- TH 502 Theology Survey II
- CH 501 or CH 502 Church to/since the Reformation

Urban Ministry Concentration (7 courses/21 credits)

- EM/MC 801 Strategies, Leadership, and Ministry Management
- YM 689 Theological Issues and Models or YM 695 Effective Relationships in Youth Min
- MC 689 Compassionate, Holistic Youth and Family Ministry
- MC/SE 602 Church & Community: Intro to Public Ministry of the Church
- SE 571 Christian Ethics and Social Issues
- WM 661 Missions and the Local Church or WM 627 The Gospel, the World and the City
- MC 670 Working with Marginalized Groups and Urban Poor

Field-Based Mentored Ministry (2 courses/12 credits)

- MM 649 Field-Based Mentored Ministry: Comparative Case Studies
- MM 650 Field-Based Mentored Ministry: Specialization Area in Ministry

General Electives (1 course/3 credits)

- Open Elective: SE/MC/EV/YM/WM

Spiritual Formation Modules (5 modules/0 credits)

- IS 521: Practices of the Word-Centered Life
- IS 522: Practices of the Virtuous Life
- IS 523: Practices of the Compassionate Life
- IS 524: Practices of the Spirit-Empowered Life
- IS 525: Practices of the Sacramental Life

Church & Leadership Mobilization Concentration

Biblical and Theological Core Courses (9 courses/27 credits)

- EM/MC 605 Introduction to Theological Studies: Research and Writing
- In-Depth Bible (NT or OT)
- OT 500 Old Testament Survey
- NT 501 New Testament Survey
- Any New Testament Course
- Any Old Testament Course
- TH 501 Theology Survey I
- TH 502 Theology Survey II
- CH 501 or CH 502 Church to/since the Reformation

Urban Ministry Concentration (7 courses/21 credits)

- EM/MC 801 Strategies, Leadership, and Ministry Management
- EM 654 Leadership in Ministry
- EM 656 Leadership Development
- MC/SE 602 Church & Community: Intro to Public Ministry of the Church
- SE 571 Christian Ethics and Social Issues
- WM 661 Missions and the Local Church or WM 627 The Gospel, the World and the City

- MC 670 Working with Marginalized Groups and Urban Poor

Field-Based Mentored Ministry (2 courses/9 credits)

- MM 649 Field-Based Mentored Ministry: Comparative Case Studies
- MM 650 Field-Based Mentored Ministry: Specialization Area in Ministry

General Electives (1 courses/3 credits)

- Open Elective: SE/MC/EV/YM/WM

Spiritual Formation Modules (5 modules/0 credits)

- IS 521: Practices of the Word-Centered Life
- IS 522: Practices of the Virtuous Life
- IS 523: Practices of the Compassionate Life
- IS 524: Practices of the Spirit-Empowered Life
- IS 525: Practices of the Sacramental Life

Master of Arts in Urban Ministry Leadership 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 urban ministry and self-understanding in context of the city
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 demonstrate an awareness of national, racial, ethnic and cultural factors that impinge upon the teaching and modeling of biblical truth, and to develop the capacity for a critical evaluation of important cultural change
7. To develop a global and urban vision for the Christian church

MASTER OF ARTS IN COUNSELING

Mental Health Licensure Track

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. No more than eight courses may be taken toward the MACO at other schools in the Boston Theological Institute. Students in the Master of Arts program may not take more than six Semlink+ courses (18 credit hours).

Degree Requirements

Core Requirements:

Candidates are required to complete 8 courses in the area of Biblical Studies, 9 courses in the area of Urban Counseling, 5 courses in the area of Youth and Family Ministry, and 9 courses related to internships in the field.

Spiritual Formation Modules

Students are required to complete the spiritual formation sessions each semester. These modules are zero credit classes.

Eligibility for Licensure:

Students who are seeking counseling licenses in the state of Massachusetts must complete the courses noted below for fulfilling mental health licensure requirements.

Bible Competency:

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

Checksheet:

Please consult the following checksheet for a breakdown of course requirements.

Biblical and Theological Core (8 courses/24 credits)

- OT 500 Old Testament Survey
- NT 501 New Testament Survey
- OT/NT 517 Interpreting the Bible
- Any Old Testament or New Testament Course
- CH 501 The Church to the Reformation or CH 502 The Church since the Reformation
- TH 501 Theology Survey I
- TH 502 Theology Survey II
- SE 571 Christian Ethics and Social Issues

Counseling in the Urban Context Core (9 courses/27 credits)

- CO 500 Introduction to Counseling: The Urban/ Multicultural Context
- CO/SF 610 Lifespan Development: Implication for Counseling
- CO 611 Theories of Personality

- CO 699 Research Methods & Design
- CO 710 Psychopathology
- CO/PC 711 Group Process
- CO/WM 712 Multicultural Diversity in Counseling
- CO 735 Assessment in Counseling
- CO 790 Professional Standards & Ethics

Special Treatment in Urban Youth and Family Ministry Area (5 courses/15 credits)

- CO 614 Family Systems Theory
- CO 714 Family Counseling or CO 716 Couples Counseling
- CO/PC/YM 725 Counseling the Adolescent
- MC 683 Compassionate and Holistic Youth and Family Ministry
- MC/SE 602 Church and Community: Intro to the Public Ministry of the Church

Field Courses: Practicum, Internship, & Professional Seminars (8 courses/24 credits)

- CO 867 Clinical Counseling Practicum (Field experience and seminar, 300 hrs)
- CO 868 Clinical Counseling Internship 1 (Field experience and seminar, 300 hrs)
- CO 869 Clinical Counseling Internship 2 (Field experience and seminar, 300 hrs)

Integrative Seminars (1 course/3 credits)

- CO 801 A&B Integrative Seminar (each is a "half course" of 1.5 credit hours)

Spiritual Formation Modules (5 modules/0 credits)

- IS 521: Practices of the Word-Centered Life
- IS 522: Practices of the Virtuous Life
- IS 523: Practices of the Compassionate Life
- IS 524: Practices of the Spirit-Empowered Life
- IS 525: Practices of the Sacramental Life

Pastoral Care Track

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. No more than 6 courses may be taken toward the MACO at other schools in the Boston Theological Institute.

Degree Requirements

Core Requirements:

Candidate are required to complete 8 courses in the area of Biblical Studies, 8 courses in the area of Urban Counseling, 4 courses in the area of Pastoral Care, and 1 elective.

Spiritual Formation Modules

Students are required to complete the spiritual formation sessions each semester. These modules are zero credit classes.

Bible Competency:

All MACO students must demonstrate Bible competency either by successfully completing the Old and/or New Testament survey courses, or by passing the Bible competency exams. Those who do not pass the

competency exams, or elect not to sit for the exams, will be required to complete OT 500 Old Testament Survey and/or NT 501 New Testament Survey (see *Bible Competency Exams*).

Checksheets:

Please consult the following checksheet for a breakdown of course requirements.

Biblical and Theological Core (8 courses/24 credits)

- OT 500 Old Testament Survey
- NT 501 New Testament Survey
- OT/NT 517 Interpreting the Bible
- Any Old Testament or New Testament Course
- CH 501 The Church to the Reformation or CH 502 The Church since the Reformation
- TH 501 Theology Survey I
- TH 502 Theology Survey II
- SE 571 Christian Ethics and Social Issues

Counseling in the Urban Context Core (9 courses/27 credits)

- CO 500 Introduction to Counseling: The Urban/Multicultural Context
- CO 610 Lifespan Development: Implication for Counseling
- CO 611 Theories of Personality
- CO 614 Family Systems Theory
- CO 710 Psychopathology
- CO/PC 711 Group Process
- CO/WM 712 Multicultural Diversity in Counseling
- CO 714 Family Counseling or CO 716 Couples Counseling

Special Treatment in Pastoral Care (4 courses/24 credits)

- EM/MC 801 Strategies, Leadership, and Ministry Management
- MC/PC608 Pastoral Care in the Urban Church
- MC/PC 606 Pastoral Care in Crisis Situations or
MC 611 Healthy Relationships & Conflict Resolution in Christian Organizations
- MM 650 Field-Based Mentored Ministry (6 credits)

Elective (1 course/3 credits)

- Open Elective

Spiritual Formation Modules (5 modules/0 credits)

- IS 521: Practices of the Word-Centered Life
- IS 522: Practices of the Virtuous Life
- IS 523: Practices of the Compassionate Life
- IS 524: Practices of the Spirit-Empowered Life
- IS 525: Practices of the Sacramental Life

Master of Arts in Counseling 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 demonstrate academic excellence in the ability to communicate effectively materials from the study of psychology and the biblical, historical and theological disciplines

3. To integrate psychological theory with biblical truth so that the knowledge and skills learned in studies and practice will be realized in professional application
4. To evidence a commitment to the authority of Scripture in personal and community relationships, as well as a personal commitment to spiritual formation
5. To foster love for God and his Word and therefore to cultivate the practices of spiritual maturity and Christ-like character, and to understand the Christian's ethical responsibility in church and society
6. To gain experience in an understanding of cultural backgrounds toward effective expression of biblical truth, with the goal of ministering to Christians and to those who are not Christian believers
7. To demonstrate an awareness of national, racial, ethnic and cultural factors that impinge upon the teaching and modeling of biblical truth, and to develop the capacity for a critical evaluation of important cultural changes within the discipline of counseling

NON-DEGREE PROGRAMS

DIPLOMA IN URBAN CHURCH MINISTRY

Completion Requirements

Students in this program must complete six courses (18 credit hours) with a grade point average of 2.0 or more. Note: This program does not lead to the formal awarding of a degree; instead, upon completion of the six specified courses, a certificate on completion will be issued.

Diploma Program Coordinator

Students pursuing the Diploma in Urban Church Ministry will work with the Diploma Program Coordinator in conjunction with the Boston Campus student services staff.

Certificate Requirements

Area of Concentration:

Students pursuing the Diploma in Urban Church Ministry must take six specific courses as part of a cohort learning model. Upon successful completion of the six courses students will receive a Certificate of Completion and recognition for their achievement at a ceremony with their peers.

Students who wish to continue their studies in a master's program must apply and be admitted to the graduate program. Gordon-Conwell awards full graduate credit for courses successfully completed in the Diploma Program, and will transfer courses into the Master of Divinity, Master of Arts in Urban Ministry Leadership, or Master of Arts in Counseling – Pastoral Care Track. Students may also apply to degree programs at other GCTS campuses (Hamilton, Charlotte, and Jacksonville).

Diploma in Urban Church Ministry (6 courses/18 credits)

- OT 500 Old Testament Survey
- NT 501 New Testament Survey
- EM/MC 508 Critical Thinking and Writing
- TH 501 Theological Survey I
- PC 521 Pastoral Counseling in Urban Ministry
- MC/SE 602 Church & Community: Introduction to the Public Ministry of the Church

CERTIFICATE PROGRAMS

The Boston campus offers two different certificate programs designed for lay people who want to be better informed and better prepared to serve in Christian ministry and in their workplaces. These programs are open to students who possess a bachelor's degree and who successfully complete the admissions process. All classes taken as part of the certificate program are transferable to into a master's degree. If a student would like to apply into a master's degree program they can begin the admissions process at any point.

Certificate Requirements

Graduate Certificate in Bible

6 Courses (18 hours)

- Old Testament Survey
- New Testament Survey
- Interpreting the Bible
- Any additional in-depth Bible Course
- One history or theology course
- One course in ministry or ethics

Graduate Certificate in Christian Studies

6 Courses (18 hours)

- Old Testament Survey or New Testament Survey
- Any Church History course
- Any Theology course
- Church & Community
- One course in Ethics/Work
- Strategies, Leadership, Ministry Management

FINANCIAL INFORMATION

Tuition Rates

All degree and non-degree programs at the Boston Campus have a scholarship automatically applied to the tuition. The amount of scholarship varies based on program.

The tuition rates for 2019-2020 (subject to change) are as follows:

\$700 per credit hour
\$2,100 per 3-credit course

Master of Divinity and Master of Arts in Urban Ministry Leadership Programs

\$1,020 CUME Scholarship per 3-credit course
Final Cost: \$1,080 per 3-credit course

Master of Arts in Counseling Program:

\$660 CUME Scholarship per 3-credit course
Final Cost: \$1,440 per 3-credit course

Diploma Program

\$1,440 CUME Scholarship per 3-credit course
Final Cost: \$660 per 3-credit course

Special Fees

Student Services Fee	
Fall.....	\$175 per term
Spring.....	\$175 per term
Summer I, II, III.....	\$100 per term
January.....	\$0
Audits (official)	\$150 per course
CO 801A/ 801B.....	half reg. tuition/ea
Payment Plan Fee (charged once per semester – Fall & Spring)	\$50
Graduation Fee	\$150
Late/Improper Registration Fee.....	\$50
Extension Request Fee.....	\$20 per course
Semlink+ Services Fee	\$175 per course

Medical Insurance

Massachusetts law requires that all Boston campus students enrolled in 6 or more credit hours 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.

Tuition Payment Deadlines

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 one payment deadline in the Fall, Spring, and Summer semesters. If students are not paid in full by the first deadline, they will be automatically added to a Payment Plan and charged a one-time \$50 fee. The payment plan deadlines fall on the first or the tenth of the subsequent months (i.e. April 1, March 1, and May 1). If they are not paid in full by the final deadline, students will be deregistered from classes, a hold will be applied to their account, and they are at risk of being sent to collections. To avoid collections, a student must set up an official payment plan with the seminary. If your account is sent to collections, you will be responsible to reimburse Gordon-Conwell the fees of any collection agency, which may be based on a percentage at a maximum of 33 1/3% of the debt, and all cost and expenses, including reasonable attorney's fees we incur in such collection efforts. Please view the *Academic Calendar* on the Registration Services webpage for specific dates and details.

Tuition Refund Policies

Not attending classes does not guarantee a refund. Formal application for drop/withdrawal must be made to and approved by the Registrar. A student who withdraws totally from the seminary after registration without advice and consent of the Registration Services, 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 Services 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 Services. If the student fails to notify the Registration Services 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 Services webpage for specific dates and details.