

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

The Student Handbook is an official document that is essential and binding for all students. It is based on the current structure and policies of the seminary. We have tried to make it user friendly, and hope that students will take it seriously and use it as a reference guide to academic and student life at Gordon-Conwell. It contains information regarding policies and procedures that have a direct influence on students. Each student is held responsible for the information contained in the Student Handbook.

Policy and procedure changes that might be made during the year will be expeditiously conveyed. When changes are made, it is the policy of the seminary to give such notice as will ensure adjustment without undue inconvenience. However, the right to make whatever changes may be deemed necessary at any time is specifically reserved.

As reflected in the Student Handbook, the seminary takes seriously its role in helping students to be prepared as whole persons who are called to various forms of ministry in God's world. We extend a warm welcome to new and returning students. May God grant us all his grace and mercy as we encourage one another to seek first his kingdom and his righteousness, trusting that all that is needed to accomplish his purpose he will provide!

Brad Howell
Executive Director of the Southeast Region

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

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

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

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PRESIDENT'S MESSAGE

Welcome to the community that is known as Gordon-Conwell Theological Seminary. As you probably know, we are a seminary that is both northern (Hamilton and Boston, Massachusetts) and southern (Charlotte and Jacksonville), both urban and rural. We are a diverse community of Christians committed to the best in academic scholarship in service of God's Kingdom.

In my months before coming into the presidency, I listened to the all of the faculty and many adjunct faculty members, as well as most of the staff on four campuses and many of the alumni. What is it that makes Gordon-Conwell special? Here, I list the main characteristics that were mentioned by most people:

- Pervasive and respectful study of the Bible — all the Bible
- Commitment to God's global mission — for all of us
- Diversity of evangelicalism and diversity of cultures and peoples
- Renewal and planting of new churches in North America
- Renewal of the church through the unity of Christians
- High academic standards and deep piety

I think you and your ministry will benefit greatly from your involvement in such a seminary. Our core commitments revolve around the saving work of Jesus Christ, and the Holy Scriptures that point to Him and his work. Our common concern is that God's mission be carried out in both renewal of churches in the West and reaching the unreached in the rest. We trust that you will grow in humility and gentleness even as you grow in wisdom and knowledge. If this happens, we can feel that we have carried out our duties faithfully.

We are aware that most students today are studying while they are working, many are in the midst of ministry while they are studying for ministry. Knowing this, we are trying to make theological education available in multiple ways using technology and creative teaching methods. We also hope that you will learn from others in your classes, as well as from the faculty and from course resources. May God bless richly your studies at Gordon Conwell Theological Seminary!



Scott W. Sunquist
President and Professor of Missiology

ACADEMIC CALENDAR 2020-21

Fall Semester 2020

Sep 3, 2020	GCTS-Jacksonville Night of Prayer (ONLINE)
Sep. 8 – Dec. 21	Fall Semester Dates (15 weeks total)
Sep. 11	Last day to register for Fall 2020 courses (including Mentored Ministry)
Sep. 18	Last day to drop Fall 2020 courses (100% refund)
Sep. 19	New student orientation
Oct. 2	Withdrawal deadline for Fall 2020 courses with 80% tuition refund
Oct. 9	Pass/fail grading petition deadline
Oct. 16	Withdrawal deadline for Fall 2020 courses with 50% tuition refund
Dec. 11	Written work due for January graduates
Dec. 11	Last day to withdraw from Fall courses (no refund)
Dec. 21	Semester ends, last day to submit written work and petition for an extension

Spring Semester 2021

Jan. 25 – May 7	Spring Semester dates (15 weeks total)
Jan. 22	Last day to register for Spring 2021 courses (including Mentored Ministry)
Jan. 29	Last day to drop Spring 2021 courses (100% refund)
Feb. 12	Withdrawal deadline for Spring 2021 courses with 80% tuition refund
Feb. 26	Withdrawal deadline for Spring 2021 courses with 50% tuition refund
Apr. 23	Last day to withdraw from Fall courses (no refund)
April 30	Written work due for spring graduates
May 7	Semester ends, last day to submit written work and petition for an extension
May 10	Grades due for spring graduates
May 22	Commencement Service

Summer Term 2021

May 17 – Aug. 20	Summer Term (14 weeks total)
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MISSION STATEMENT

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

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

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

To work with the churches towards the maturing of students so that their experiential knowledge of God in Christ is evidenced in their character, outlook, conduct, relationships and involvement in society.

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

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

INFORMATION GUIDE

Address Changes	CAMS or Registration (Charlotte)
Cancellation of Classes	Dean's Office
Degree Program Change	Admissions (Jacksonville)
Email/CAMS/Canvas issues.....	Helpdesk (Hamilton)
Enrollment Verification	Registration (Charlotte)
Financial Aid	Financial Services (Hamilton)
Graduation	Registration (Charlotte)
Lost and Found	Library
Prayer Requests.....	Student Care Office
Proctoring Exams on Campus.....	Library
Student Handbook.....	Registration (Hamilton)
V.A. Tuition Benefits.....	Beth Isaac, Veterans Services Specialist
Tuition Issues.....	Student Accounts (Hamilton)

COMMUNITY LIFE AT GORDON-CONWELL

Gordon-Conwell is a place where community life is taken seriously and lived out intentionally. Community is the soil in which humans grow and develop. Acknowledging our groundedness within community is an integral part of preparation for ministry. At Gordon-Conwell, all of the aspects of community life stem from the premise that growth and development are shaped by a student's surroundings and that a valuable part of the seminary learning experience is spent outside the classroom. We believe that relational ministry is at the heart of the gospel and that all of us play a role in cultivating authentic human connection within the context of a safe living/learning community. With this in mind, we have developed a set of cultural norms that provide a framework for our Christ-centered community. The Community Life Statement, below, guides and undergirds our life together. Questions pertaining to it may be directed to the Dean Office.

Community Life Statement

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

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

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

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

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

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

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

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

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

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

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

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

Adopted by the Board of Trustees May 24, 1984.

COMMUNITY EVENT CALENDAR

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

PUBLICITY POSTERS

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

PUBLIC AND PERSONAL SAFETY ON CAMPUS

Campus Fire Safety and Right-to-Know

Gordon-Conwell Theological Seminary is concerned about the safety of every individual on campus. Gordon-Conwell Theological Seminary is in compliance with the Campus Fire Safety Right-to-Know Regulations from the Higher Education Act (HR 4137).

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

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

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

Campus Fire Safety and Right-to-Know

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

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

Gordon-Conwell Theological Seminary is in compliance with the Campus Fire Safety Right-to-Know Regulations from the Higher Education Act (HR 4137).

Campus Security Act of 1990 (The Clery Act)

Gordon-Conwell Theological Seminary complies with Title II of the Student Right-to-Know Campus Security Act of 1990, known as the Crime Awareness and Campus Security Act of 1990. The Act requires the institution to collect, publish and distribute to all current students and employees and to any applicant for enrollment or employment upon request certain information regarding campus policies and procedures with respect to campus security and incidents of criminal offenses on campus. Students may access campus crime statistics in the Office Administrator's office. Inquiries concerning compliance with the Campus Security Act of 1990 may be directed to the Director, Department of Public Safety, Campus Safety, Gordon-Conwell Theological Seminary, 130 Essex Street, South Hamilton, MA 01982.

To access the 2019 Campus Safety and Security Report (Clery Act), please go to this web page link: <https://www.gordonconwell.edu/community/campus-safety/overview/#jacksonville> or obtain paper

copies of the 2019 Campus Safety and Security Report, Jacksonville Campus, by contacting the Office Administrator.

Crime Prevention

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

- DO keep in mind that the seminary campus is open to the public and that non-seminary community people have access to the grounds and building.
- DO promptly report ALL crimes and/or suspicious activity to the campus staff and the Jacksonville Sheriff's Office.
- DON'T leave keys or valuables unattended.
- DON'T leave valuables such as laptops, purses, wallets or jewelry in desks or file cabinets unattended unless the desk or cabinet is locked.
- DON'T leave valuables in your vehicle; keep them out of sight, locked in the trunk if possible, and always lock your vehicle.
- DO walk with a friend (or friends) when outside, especially at night. There is safety in numbers.
- DO remember, by always protecting your property, you reduce the opportunity for a thief to commit a crime!

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

STUDENT ASSOCIATION

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

STUDENT SPECIAL INTEREST GROUPS

Occasionally, a student expresses the desire to form an *ad hoc* group. These student interest groups exist at the initiative of students. Their success or failure depends on the demand for them and the ingenuity of the members. To form an interest group at GCTS, please schedule a

meeting with the campus staff and come prepared to submit the following information:

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

The person initiating the group must be an active member of our community (faculty, staff, student, or spouse) and in good standing. The campus staff may refer the person initiating the special interest group proposal to the interim Dean for final approval.

SPIRITUAL LIFE

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

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

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

Chapel is for students and by students. It is currently done approximately once a module during the first half hour of class time. This may expand to more weekends over time. Students have formed a chapel committee under the oversight of the academic staff which plans and executes a chapel experience approximately once a month (or at least once per module) each semester. Chapel will include elements of worship, prayer, and teaching. Students who have been at GCTS at least a year or more are eligible to be on the chapel committee and lead a chapel. Attendance at chapel is mandatory for those in the courses meeting those nights since it meets during class time and is open to all other students and members of the seminary community. Chapel is an opportunity to set aside time between the week and class time to reset perspective and focus on time with the Lord and with one another. Because it is for students and by students, each chapel experience will be unique to the student leading chapel within the parameters of the chapel format.

SERVICES AND RESOURCES

CAMPUS EMERGENCY NOTIFICATION SYSTEM (SEND WORD NOW) Use of Electronic and/or Cellular Communications (as appropriate). Any major emergency announcements or notifications will be communicated through the Send-Word-Now Emergency Alert Notification System in addition to any other means available. The Send-

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

CAREER SERVICES

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

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

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

EMPLOYMENT

Student Employment

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

Staff Employment

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

Casual Labor Opportunities

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

Off-Campus

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

INFORMATION TECHNOLOGY SERVICES

The *Technology Services* department consists of Information Technology (IT) and Media Services. The IT department is responsible for the seminary’s IT equipment and maintenance of the school’s network infrastructure and services. The campus Media Services team provides classroom technology support and audio/visual technology support for meetings and events. Wireless internet is available to all students, staff, and faculty throughout the campus. The IT Service Desk exists to serve the entire Gordon-Conwell community and address technological incidents and requests.

If you need assistance from Technology Services, visit the website at <https://tech.gordonconwell.edu>, call 978-646-HELP (4357), or email tech@gordonconwell.edu.

You can also find helpful resources on the [Technology Services website](#), including the following pages:

- [Get Started with IT](#) – *Overview and introduction to Technology Services at Gordon-Conwell*
- [Passwords & Portals](#) – *Instructions for resetting your password and accessing GCTS portals*
- [Frequently Asked Questions \(FAQs\)](#)

Phone	Email	Office	Website
978-646-HELP (4357)	tech@gordonconwell.edu	Kerr 370	tech.gordonconwell.edu

Internet and Network Access

The GCTS network connects to the Internet and internal resources, including Wifi, CAMS, Canvas, printing, and library resources. 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. All students are expected to abide by the [Acceptable Use Policy](#).

Gordon-Conwell User Account

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

Library Computers

Computers, scanners, and printers for student use are available in the campus library.

Digital copies and scanning are encouraged. There are fees per page for printing.

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

LIBRARY

Hours

Monday-Friday 8:30am – 10:00pm (Students only after 4:30pm) Saturday 8:30am – 2:00pm (Students only)

The library can be accessed by students after office hours by the single door at the back of the library. See the librarian or other staff for the door code. The library is closed on days when the campus offices are closed unless otherwise noted.

MAIL SERVICES

Change of Address

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

On-Campus Mailboxes

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

MEETING ROOM RESERVATIONS

The Office Administrator is responsible for assigning the use of seminary rooms or buildings by campus groups. Those wishing to reserve space for seminary-related and sponsored events, as well as for personal reasons need to complete a request with the that office. All reservations should be made well in advance and are subject to availability.

OFFICE HOURS, ADMINISTRATIVE

The Jacksonville campus administrative offices are open from 8:30am-4:30pm, Monday through Friday. There is usually staff on campus until 6:30pm on weekends when class meets on Fridays. Occasionally, the hours of operation will vary. In such cases, the hours will be posted or communicated through email.

STUDENT ACCOUNTS

Financial and payment information can be found 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.

Credit and ACH payments for student account balances can be made at any time by logging into the CAMS Student Portal and linking to “My Ledger.” Checks may be mailed to:

Student Accounts

Gordon-Conwell Theological Seminary

130 Essex St.

South Hamilton, MA 01982

For payment information, deadline dates, Student Account forms and answers to frequently asked questions, please visit our website at www.gordonconwell.edu, click on “Current Students” and then “Student Accounts”. Students may also contact the Student Accounts Office by emailing finserv@gcts.edu or calling 978-646-4049.

STUDENT GUIDANCE

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

come from faculty, administration, staff or students with or without the affected student’s knowledge. Students experiencing difficulty of one kind or another may also request this help.

POLICIES AND PROCEDURES

DISABILITY ACCOMODATION POLICY

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

1. It is the student’s responsibility, after being informed of admission, to inform the institution in writing through the Registration office (Charlotte Campus) of his or her disability and of the need for accommodation. Such disclosure of need should be done as soon as possible so that the seminary can make necessary plans, **with at least four weeks notification, as a minimum**, requested.
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. Documentation requirements vary by situation. Acceptable sources of documentation for substantiating a student’s disability and request for particular accommodations can take a variety of forms. Contact Registration office for specifics.
4. Documentation must be submitted to the Registration office prior to the first class for which the student is requesting accommodation. The Registration office will keep the documentation in the student's permanent file.
5. The Registration office, faculty members and student, will determine reasonable accommodation in each particular case and for each class. A Disability Accommodation Plan

will be drafted and disseminated to all necessary parties.

6. On the first day of any given class, the student must also notify his or her professor that a disability exists which will require accommodation. The faculty member(s) may request that Registration office provide a copy of the documentation describing the disability.

NOTIFICATION OF PROFESSORS/STAFF FOR STUDENT HOSPITALIZATION

When a student is hospitalized, the student should contact the seminary offices who will then notify the student's professors and other seminary staff, as appropriate. When the student is able, he/she is expected to speak with professors in order to arrange for making up missed work.

POLICY ON ALCOHOL USE AND SMOKING

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

POLICY 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 its students in their theological education. The seminary's commitment to its mission statement requires that all students be guaranteed an environment which promotes intellectual and spiritual growth. To this end, the seminary reserves the right to discipline a student who is found in violation of any aspect of the Community Life Statement or any other institutional standard of conduct which would make it difficult for him/her and others in the community to fulfill their academic goals. The standard of disciplinary action applies to any student behavior on all seminary premises and at all seminary activities/events, whether on or off-campus and unconnected to a seminary activity, as well as to remote study locations, such as international locations.

Jacksonville partners with the Charlotte campus for judicial issues and the committee is chaired by the Dean of Students at the Charlotte campus with representation from Jacksonville campus on the committee.

Procedures for Conducting a Hearing

1. The Judicial 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 standard 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 student will be notified in writing of the following:
 - a. A statement of alleged charges against him/her
 - b. The specific seminary policy or standard of conduct which allegedly has been violated
 - c. The purported evidence supporting the allegation
 - d. The establishment of an informal hearing
3. The Judicial Committee may conduct an interview with the student using the following guidelines:
 - a. The student will be informed of the date, time, and location of the hearing in writing, either by phone or email, at least five business days in advance. This information will also be provided to the person(s) who brought forth the alleged charges in case he/she would desire to be present in the hearing, be required or invited to be present in the hearing. Being present may be done via Zoom video conferencing.
 - b. The entire case file and the names of any prospective witnesses will be available for inspection by the student during normal business hours by contacting the Dean of Students' Office at the Charlotte campus.
 - c. The student may choose to be assisted by a family member or other individual. Those assisting the student will be given reasonable time to ask relevant questions of any individual appearing at the hearing, as well as to present relevant information. The student may also be accompanied by legal counsel, although the role of counsel will be limited to providing legal advice to the respective student. It will be done in a quiet manner that is not disruptive to the proceedings. A reasonable effort will be made to accommodate the schedule of any representative or advisor allowed to assist the student.
 - d. The hearing may be conducted in the absence of the student who fails to appear following proper notice of the hearing date, time and location.
 - e. The hearing shall be transcribed by the Committee. The tape(s) and/or transcription shall be kept with the pertinent case file for as long as the case file is maintained by the seminary.
4. Following the hearing, the Committee will meet for deliberations and render a written decision to the student within five business days after completing the hearing. Confidential copies of the letter will be sent to the Campus Dean and Registrar.
 - a. The Judicial Committee has the authority to issue any of the following decisions:
 - i. Further investigation culminating in another hearing.
 - ii. 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.
 - iii. Disciplinary Probation. A more serious admonition assigned for a definite amount of time. 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.
- iv. Suspension for a Definite Period. Removal from membership in the seminary community including all student privileges for a specified period of time. A suspension is noted on a student's official record only for the duration of the suspension.
 - v. Indefinite Suspension. Removal from membership in the seminary community by suspension, 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. After conditions stipulated by the Committee have been met, the Committee will reconvene to render a final decision.
 - vi. Dismissal. Permanent removal from membership in the seminary community including all student and alumni privileges without possibility of readmission. A dismissal is noted on student's official record.
- b. If the student is suspended or dismissed, the written decision shall be mailed to the student within five business days after the completion of the hearing. It shall contain a statement of reasons for any determination leading to the suspension/dismissal. The student should also be advised as to when a petition for reinstatement would be considered, in cases of suspension, along with any conditions for reinstatement.
 - c. The student shall be asked to sign a form, for the record, indicating his/her understanding of the disciplinary action against him/her.
 - d. Within five business days of receipt of the statement of understanding, the Chair of the Judicial Committee will notify the appropriate offices of the sanction.
5. The Committee shall inform the person (accuser), if any, that the investigation has been completed and that the appropriate action has been taken.

Procedures for Appeal

1. If the student so desires, he/she may appeal the Judicial Committee's decision in writing within five business days to the Charlotte Dean/Interim Dean of Jacksonville.
2. The Dean will present his/her decision within five business days to the student, unless he/she appoints a review committee of his/her choosing, in which case he/she will have 10 business days.
3. The Dean's decision will be final.

POLICY ON DRUG AND ALCOHOL ABUSE (in compliance with Drug Free Schools and Campuses Act Amendment of 1989.

Following is a policy statement regarding this act.

Gordon-Conwell Theological Seminary seeks to provide a safe setting and to protect the public health for all members of the seminary community by securing a drug-free environment in compliance with the Drug-Free Schools and Campuses Act of 1989 (federal law). The law declares that students and employees have the right to study and work in a setting free from

the effects of drug or alcohol abuse. In keeping with the principles outlined in our Community Life Statement and our Christian tradition as a theological seminary that prepares men and women for Christian ministry, the following policies dealing with the illegal and abusive use of alcohol or drugs are adopted in compliance with the law.

Seminary policy prohibits the following:

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

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

1. 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 fellow-students, faculty or staff members, spouses, area clergy, etc. Procedure for disciplinary action will be observed.
2. Faculty: The process involving faculty shall follow the Faculty Handbook.
3. 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.

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 children of becoming alcoholics.

Local Alcohol and Drug Resources

- Northeast Florida Alcoholic Anonymous: <http://neflaa.org/wiktor/>
- First Coast Narcotics Anonymous Helpline: 904-723-LOVE (5683)_
<http://firstcoastna.org/>
- Gateway Rehab: 1-800-472-1177 <http://www.gatewayrehab.org/>
- City Rescue Mission LifeBuilders Addiction Recovery: <http://www.crmjax.org/get-help/lifebuilders-addiction-recovery/>

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:

- Office Administrator, Jacksonville campus
- Registrar, Jacksonville campus

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 September 24, 2018.

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 Office Administrator's 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 of Students (Charlotte campus) 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 Office Administrator, 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)

Gordon-Conwell is in compliance with the legal citation of Title IX of the Education Amendments of 1972, and its implementing regulation 34 C.F.R. Part 106 (Title IX). Title IX prohibits discrimination on the basis of gender. Please see a fuller discussion of this topic under Statements of Compliance on our website.

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://www.gordonconwell.edu/community/campus-safety/overview/#jacksonville>).

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 any harassment and to correct its effects on the complainant and others. Such disciplinary action includes but is not limited to suspension or expulsion from the seminary, termination of seminary employment, and termination of contracts/agreements with that person(s) or group(s). The seminary may also impose other sanctions, including restricting students from certain activities or areas of the campus, requiring that students complete counseling or other programs as a condition of continued enrollment, or any other appropriate sanctions as determined by the seminary in its sole discretion. In addition, the seminary may terminate or suspend its relationship and associated privileges with any perpetrator of interpersonal or intimate partner violence covered by this policy, including but not limited to visitors, volunteers, vendors and other such guests of seminary.

To this end, Gordon-Conwell Theological Seminary expressly reserves its rights to revoke the privilege, right and/or permission to anyone to be physically present on-campus, participate in seminary activities, and use seminary facilities or resources in order to carry out the intent and purposes of this policy.

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

Definitions

Sexual Misconduct

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

Sexual Harassment

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

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.

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 Florida such conduct are felonies. Stalking includes willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking, a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person and makes a credible threat to that person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

(4) A person who, after an injunction for protection against repeat violence, sexual violence, or dating violence pursuant to s. 784.046, or an injunction for protection against domestic violence pursuant to s. 741.30, or after any other court-imposed prohibition of conduct toward the subject person or that person's property, knowingly, willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

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 complainants to ensure that they are well cared for, physically, emotionally, and spiritually. The Seminary will cooperate fully 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 can be made to the Charlotte Dean of Students (for students), Campus Safety, and the Human Resources director (for staff). 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 also may 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 or a different process for resolution. Should the alleged conduct be a Title IX matter, the process outlined by federal government will be followed.

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 respondent, 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.

The reporting student may choose to follow a formal or informal complaint procedure. An informal complaint does not require that the complainant identify him or herself, will include an investigation, and may or may not result in a hearing. Sanctions are possible in an informal procedure. A formal complaint requires that the respondent know who filed the complaint and is a more rigid process including a written complaint, investigation, report of investigation, a hearing, and decision with possible sanctions. The results of the investigation and/or hearing may not be different between the two types of complaints. If both parties agree, a formal process may become informal; one party may request that an informal process become formal.

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

Investigation/Procedures for Reports of Sexual Misconduct

For matters in which a formal process is followed (Title IX and VAWA):

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 complete investigations within the allowable time.
3. Both parties will be provided written 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 a violation has occurred is **whether it is more likely than not** that the respondent did so. This is referred to as a “Preponderance of Evidence” standard. Evidence must be submitted during the investigation and will be available for examination by both parties.
7. Both parties must have an advisor of their choice present during a hearing. GCTS can provide one if the student is not able to find someone.
8. Hearings are live, although complainant and respondent may not be in the same room, and cannot ask questions of each other. Relevant questions will be asked by advisors.
9. Appeals must be based on procedural irregularity that affected the outcome of the matter, new evidence not available at the time of determination, conflict of interest, or another base that is offered to both parties.

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 Jacksonville Sherriff’s Department. The Dean’s office and seminary staff is available to assist in these matters as well.

Local Resources Include:

- Women's Center of Jacksonville
24-hour Rape Crisis Hotline: (904)721-7273
5644 Colcord Ave. |
Jacksonville, FL 32211-7017
(904)722-3000
- Hubbard House (domestic violence)
24-Hour Hotline: (904) 354-3114

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 or titleixcoordinator@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 PROCEDURE 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

<http://www.gordonconwell.edu/hamilton/current/Campus-Safety-Forms.cfm>. Once the form is completed it may be submitted to any campus staff, the Dean of Students (Charlotte), Human Resources (reporting against faculty or staff), or the Executive Director of Jacksonville 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 Jacksonville Sheriff's Office 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.

POLICY AND PROCEDURE ON HAZING

Gordon-Conwell Theological Seminary is in compliance with the State of Florida legislation prohibiting the practice of hazing (Chad Meredith Act (HB 193))

Violators of these regulations will be disciplined in accordance with harassment procedures as set forth in this handbook.

State of Florida's Definition of Hazing

"Hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including, but not limited to, the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution.

"Hazing" includes, but is not limited to:

- Pressuring or coercing the student into violating state or federal law;
- any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that which could adversely affect the physical health or safety of the student;
- Any activity that which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that which could result in extreme embarrassment;
- Other forced activity that which could adversely affect the mental health or dignity of the student.

Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

In the State of Florida, Hazing is a Criminal Offense: A person commits hazing, a ***third degree felony***, when he or she intentionally or recklessly commits any act of hazing upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.

A person commits hazing, a ***first degree misdemeanor***, when he or she intentionally or recklessly commits any act of hazing upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.

It is not a defense to a charge of hazing that:

- The consent of the victim had been obtained;

- The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
- The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

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 Students. This regulation governs any business projects undertaken on campus by students.

Policy on Use of Facilities for Political Activities/Events

Details can be accessed at <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 Office, and questions regarding them can generally be answered there. Please note that the policies contained in the Student Handbook are not comprehensive and students should consult registration personnel for complete details regarding any specific policy.

Registration Office
Gordon-Conwell Theological Seminary
14542 Choate Circle
Charlotte, NC 28273
Email: cha-registration@gordonconwell.edu
(704) 527-9909, ext. 5827; Fax: (704) 940-5827

ACADEMIC COMMUNICATIONS

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

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

ACCREDITATION

Gordon-Conwell is accredited by the Commission on Accrediting of the **Association of Theological Schools** in the United States and Canada and by the New England Commission of Higher Education, a non-governmental, nationally recognized organization whose affiliated institutions include elementary school through collegiate institutions offering post-graduate instruction.

Students with concerns regarding the school's compliance with accrediting standards must submit the concern in writing to the campus Dean. The dean will make appropriate response to the student in writing outlining actions taken. Gordon-Conwell will maintain a record of formal student concerns for review by the Board of Trustees. A student who believes a concern was not resolved appropriately may contact the appropriate accrediting agency or government office below:

New England Commission of Higher Education

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

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>

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 bible and language competency exams during. 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, some programs may not be eligible to receive advanced standing. Advanced standing can sometimes reduce the amount of transfer credit a student can receive and/or the number of online courses a student is permitted to take; see *Transfer Credit* for details.

ADVISORS

The Student Success Team (Charlotte) and Jacksonville staff serve as the primary academic advisors for students. Appointments for advising will be scheduled upon student request. Degree audits are provided upon request at any time. All students are encouraged to seek out faculty in their area of study for additional educational, vocational and spiritual counsel.

APPLICATION OF POLICIES, PROCEDURES AND DEGREE PROGRAM

REQUIREMENTS

The policies stated herein are not intended to be comprehensive. Please consult the Registration Office for further details on any policy. The policies and procedures stated in this handbook apply to all students regardless of the beginning date of their degree program at Gordon- Conwell. However, a student is bound by the degree program requirements listed in the handbook in effect when the student begins coursework.

When a student changes degree programs, the handbook that is in effect at the time the student is admitted into the new program will govern his or her degree program requirements. When a new handbook reveals a change in degree program requirements, students may petition the Registration Office during that academic year in order to be governed by the new

requirements. Students may not petition to be governed by degree program requirements of a previous handbook.

ATTENDANCE POLICIES

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

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

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

AUDITING COURSES

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

Courtesy Audit

The seminary extends to each current student, staff, faculty and their respective spouse, one courtesy audit per semester at no charge. In addition, alumni and local, full-time pastors (or those in other full-time ministry positions) are eligible to register as courtesy auditors. All interested parties must submit paperwork through the Registration Office prior to attending class. Courtesy auditing privileges are only available to students during the semester in which the student enrolls for credit. Courtesy audits will not be recorded on a transcript. Since courtesy auditors will not have access to the Student Portal for the audited course, documents and resources posted there will be unavailable to them.

Official Audit

Current students may officially audit courses by paying the current audit fee and receiving approval from the Registration Office. Individuals not enrolled in a degree program and wishing to enroll as official auditors must complete a formal application with the Admissions Office. Official audits will be recorded on transcripts. Students must attend at least 75% of the class meetings in order to receive a grade of 'AU' on their transcripts, indicating that they

satisfactorily audited the course. Auditors will be responsible for verifying their attendance by submitting a written statement to the professor affirming that they did attend at least 75% of the class meetings. It is solely the auditor's responsibility to submit this verification, and it must be submitted no later than the last day for written work for that semester. Official auditors who do not submit attendance verifications on or before the deadline for written work, or who do not attend at least 75% of the classes, or who withdraw from the course after the deadline listed in the Academic Calendar will receive a grade of 'W' (Withdrawn) for the course in question.

BIBLE COMPETENCY EXAMS

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

All candidates for the M.A. and M.Div. degrees are required to 1) demonstrate their Bible competency through the appropriate examination(s), or 2) enroll for and satisfactorily complete the Old and New Testament survey courses at the beginning of their studies. Those who opt to demonstrate their Bible competency must sit for and pass the scheduled exam(s) during their first semester as a student. A passing score is 75%. Students are ineligible to take advantage of the Bible exams after their first semester. An individual who passes the exam(s) does not need to enroll for the respective survey course(s), rather they may take electives in lieu of OT500 and NT501.

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.

MDiv students are expected to perform exegetical work from the original languages, and the

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

Students who wish to be waived from Greek and Hebrew, or to receive transfer credit for these languages, are required to take language competency 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.

CAMPUS TRANSFERS

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

CANCELLATION OF CLASSES

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

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

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

CHEATING AND PLAGIARISM

(See Violations of Academic Integrity)

COMPUTER USE DURING EXAMS

Computers are not allowed in the classroom while students are taking course examinations. However, when specified, proctored Semlink+ exams may allow the use of computers. This decision was adopted for reasons of fairness to all students and to ensure the security of the examination process.

COURSE CHANGES: ADD, DROP AND WITHDRAWAL

All course changes made at any time for any reason must be initiated through the Registration Office either through web registration in CAMS or on the proper form. There are deadlines for receiving refunds for dropped/withdrawn courses (see the Academic Calendar on the registration website).

No course may be added after the announced deadlines. Courses dropped beyond the announced deadline are considered withdrawn (not dropped) will be recorded with a grade of 'W' (withdrawn), which carries no negative academic connotation. Courses 'dropped' without the official approval of the Registration Office within the announced deadlines will result in a grade of 'F' on the permanent record. Failure to make course changes within the allotted deadlines may result in a fee for improper registration (if the changes are allowed).

COURSE CREDITS

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

COURSE ELEVATION

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

COURSE REPEATS

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

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

If a course has been attempted twice with resulting failing grades, special permission will be required from the Registration Office before the student registers for the same course a third time. When students have received permission to register a third time for the same course,

and that course is completed with a passing grade, the final passing grade will replace both failed attempts in the cumulative GPA and credit hour calculations, although all grades will remain on the transcript.

CREDIT HOURS

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

- In the weekend format: 3 credit hours typically represent 3 weekends of classroom time. Language courses often add a fourth weekend while remaining three credit hours.
- In a weekly format: 3 credit hours typically represent one three-hour class per week for 12-15 weeks.
- Intensive courses: 3 credit hours typically represent a full week of classroom time
- Directed studies and Semlink+ courses will meet on different schedules but will comprise an equivalent amount of work and academic engagement.
- Mentored ministry rotations which carry one credit hour represent approximately 48 hours of work.

CROSS-CAMPUS REGISTRATION

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

DEGREE AUDITS

The Registration Office or Jacksonville staff is able to provide each student with a degree audit (a.k.a. checksheet) indicating courses required and courses completed. Students will typically receive an updated copy of their degree audit each year or when requested. It is the responsibility of the student to see that all graduation requirements are met. Graduating students will be issued a special graduation audit upon submission of a graduation application.

DENOMINATIONAL STANDARDS

The seminary does not require students to take denominational standards courses. Students should be aware of denominational requirements and plan their programs accordingly. Normally courses taken at another ATS accredited seminary can transfer to Gordon-Conwell within certain guidelines. Sometimes courses are offered at one or more of the Gordon-Conwell campuses and can be taken by students from any of our campuses. Students should get approval before taking a class at another seminary if they want to transfer the course(s). Some denominations require their students to study for a portion of their degree at a denominational school (see Residency Requirements).

DIRECTED STUDY COURSES

(See Out-Of-Sequence Courses, Project Courses, and Reading and Research Courses)

DISABILITY ACCOMMODATION POLICY

The seminary is in compliance with the provisions of the Americans with Disabilities Act. The full policy statement and procedures the seminary will follow in accommodating persons with disabilities can be found in the *Policies and Procedures* section located earlier in the *Student Handbook*.

DISMISSAL

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

DUAL DEGREE

Students who have been admitted to two different Gordon-Conwell degree programs may work toward the completion of both degrees simultaneously. Dual degree students may be eligible for shared credit between their two degrees. Shared credit between Gordon-Conwell degrees is treated like transfer credit. To understand how this works, please see Transfer Credit. See also Second Degree.

DUPLICATION OF COURSE REQUIREMENTS

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

EXAMINATIONS (FINALS)

Final examinations must be taken at the time and in the manner announced by course syllabus. The Jacksonville campus does not have an official exam week. Take-home final examinations may be distributed at any point by a course professor and are due no later than the last day for written work as designated in the Academic Calendar.

Rescheduling exams before the last day for written work will be granted only for substantial reasons and only with the concurrence of the course professor. Unless the professor has noted otherwise on their syllabus, rescheduling exams after the last day for written work must be done via formal extension petition to the Registration Office (see Extensions for Late Coursework).

EXTENSIONS FOR LATE COURSEWORK

The professor normally handles extensions during the course of the semester. Additional time, without penalty, will be granted only to those students who are able to document a serious

illness or emergency. Additional time, with penalty, is available on a limited basis in the form of 'avoidable extensions.' Unavoidable extensions are normally subject to a third of a letter day per weekday late.

Students who wish to submit coursework after the last day for written work must receive prior approval from the Registration Office upon formal petition. Students can find the extension petition in the Registration Hub in Canvas. Additional time, without penalty, will be granted in the form of an unavoidable extension only to those students who are able to document a serious illness or emergency. Additional time, with penalty, is available on a limited basis in the form of 'avoidable extensions.' Semlink+ courses (which are about 14 weeks long) are eligible for extensions on the same grounds as other courses.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

See the Statement of Compliance on the Gordon-Conwell website:

<https://gordonconwell.edu/community/community-life/practices-policies/statements-of-compliance/>.

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

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

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

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

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

3. The right to consent to disclosures of personally identifiable information contained in the

student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the seminary in an administrative, supervisory, academic, research or support staff position; a person or company with whom the seminary has contracted (such as an attorney, auditor, collection agent, pastor or mentor, and the National Student Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the seminary may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The seminary may disclose personally identifiable information from education records to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
5. The seminary reserves the right to release, without consent, personally identifiable information (PII) that is designated as Directory Information. If the student does not wish to have all or part of this information released without consent, he or she must notify the Registration Office, in writing, and the request will be honored within the academic year the letter is received. Students must re-petition at the start of each academic year.

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

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

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

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to a student's records and PII without the student's consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to a student's

education records and PII without the student’s consent to researchers performing certain types of studies, in certain cases even when Gordon-Conwell objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive the student’s PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without a student’s consent PII from the student’s education records, and they may track the student’s participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

7. 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:

Type of Education Record	Custodian of Records	Office & Location
Academic Records	Registration office	Jacksonville campus
Mentored Ministry Records	Mentored Ministry Coordinator	Jacksonville campus
Financial Accounts	Director of Student Financial Services	Student Accounts Hamilton campus
Financial Aid Transcripts & Scholarship Records	Director of Student Financial Services	Financial Aid Office Hamilton campus
Student Employment Records	Director of Human Resources	Human Resources Office Hamilton campus
Judicial and Disciplinary Records	Dean of Students	Dean of Students Office, Charlotte campus
Judicial Appeals, Incident Reports	Dean’s office	Dean’s office Charlotte campus

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

FULFILLMENT OF RESPONSIBILITIES

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

GRADE APPEALS

If a student wishes to contest a grade, she or he has six months from the day the grade is issued to do so. The student must first seek to resolve the matter by contacting the professor who issued the grade. If he or she is not satisfied with the professor's response, the student has the right to appeal to the Judicial Committee for further consideration. Requests for appeals after six months are normally not considered.

Appeals Process

1. After attempting to resolve the issue directly with the professor who issued the grade, the student will submit a written petition to the Registrar concerning the grade in question.
2. Within three business days, the Registrar will give written notification to the professor that the grade has been appealed to the Judicial Committee.
3. The professor will have no more than 10 business days to respond in writing with his/her comments. This response must be directed to the Registrar.
4. The Registrar will gather all appropriate information and present it to the Judicial Committee for action.
 - a. The Judicial Committee will review the case and render a decision. The guideline for review is 10 business days.
 - b. The student has the right 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 Dean of the Charlotte campus/Interim Dean of Jacksonville campus within 10 business days.
7. Within 10 business days, the Dean will send written notification to the student and all appropriate parties of his decision to uphold or change the Judicial Committee's original decision. The 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.

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

GRADING SCALE

Grade A is given for meeting with conspicuous excellence the demands which can fairly be made in relation to the requirements of the course. These demands would normally include

unusual accuracy in fact, completeness in detail, perfection in form of work, independence of method, grasp of the subject as a whole and constructive imagination.

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

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

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

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

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

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

GRADUATION

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

Application for Graduation

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

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

Eligibility for January Graduation

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

Eligibility for May Graduation

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

Eligibility for October Graduation

To be eligible for October graduation, students must have maintained at least the minimum cumulative GPA required for graduation within their programs by the conclusion of the fall semester preceding graduation. In addition, by the Monday prior to commencement exercises, pending October graduates must have met all financial requirements, have no more than two courses (6 credit hours) outstanding (including extensions, online courses, transfers, etc.), and be registered for their final courses in the summer (or have coursework extensions approved). The early submission of coursework is required for October graduates so that the necessary grades are received by the Registration Office no later than the Monday stated above (see the Academic Calendar on the registration website). All remaining academic and financial requirements must be completed by the date listed on the academic calendar. October graduates who fail to complete their requirements during the summer must delay their official graduation and will pay an additional full graduation fee at the conclusion of their program. Graduation honors (e.g., Cum Laude) will not be awarded until all coursework is complete and final grades have been received. October graduates will have an October graduation date listed on their final transcripts and diplomas. Diplomas will be available in October. They may be mailed if the student is unable to pick it up.

HONORS

The following standards for honors are

maintained: 3.700 - 3.849 = Cum Laude

3.850 - 3.924 = Magna Cum Laude

3.925 - 4.000 = Summa Cum Laude

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

on a pass/fail basis.

INCOMPLETES

(See Extensions for Late Coursework and Grading Scale)

LANGUAGE COMPETENCY EXAMS

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

Students who are either self-taught or have taken the language(s) at an undergraduate institution, can waive the required language(s) by passing the appropriate competency exam(s). Students who pass the exams may request to receive advanced standing for the respective courses (e.g. GL501/502 Greek I and II and/or OL501/502 Hebrew I and II), reducing the number of required courses for their program where applicable. Alternatively, students who test out of Greek and/or Hebrew may wish to take additional elective courses of their choice from within the Division of Biblical Studies rather than apply for advanced standing.

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

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

In cases where a student has allowed a semester or more to pass before engaging courses with the respective language pre-requisite, the student will be required to take and pass a language competency exam. Students who are unable to pass the exam will not be permitted to register for or continue in classes that have language as their pre-requisite. Please contact the Registration Office for details about this requirement and how to sign-up for the competency exams

LEAVE OF ABSENCE

(See Withdrawal/Leave of Absence)

LIMITED COURSES

In an effort to service all students at Gordon-Conwell, most courses do not have a limited enrollment. However, there are certain courses whose pedagogical methods require a smaller classroom environment. In light of this reality, current students are offered priority registration. This priority may be based on the number of credit which they have completed. Students who desire to be enrolled in a limited course should register early in order to obtain a seat. Students who register after a course has been closed will be placed on a waiting list based on the time of their registration. Courses may be limited for other reasons at the discretion of the Registration office.

If students drop a limited course before the last day to drop courses (see the Academic Calendar on the registration website), or a given professor decides to open up his or her course to accommodate more seats, students will be added to the course according to their position on the waiting list. Students on a waiting list who require a course in order to graduate that semester may petition the Registration Office for special exception. The Registration Office will then consult with the relevant professor in order to accommodate the student, and notify him or her when a decision has been made. An improper registration fee may be assessed if it is determined that the student was wait listed due to the student's own negligence or delay. Waitlisted students are encouraged to attend classes until the add/drop deadline in the hope of admission. In all cases, students are encouraged to plan ahead and register as soon as their registration period begins.

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

LOAN DEFERMENTS AND VERIFICATIONS

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

MENTORED MINISTRY

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

Mentored Ministry is the more practical side of preparation for ministry and is an academic requirement for students in many degrees including the M.Div. Its primary objective is to

provide a context for integration of theory with practical field experience. By means of the mentoring relationship with an approved mentor and the various experiences provided within the church, or other approved ministry setting, students will be able to test their vocational commitments, broaden their empirical and experiential knowledge, develop ministry skills, nurture personal identity, enhance self-directed learning and engage in spiritual formation.

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

OUT-OF-SEQUENCE COURSES

Out-of-sequence courses are offerings that appear in the catalog of courses, have established titles and course numbers, but are taken independently, outside the classroom. Whenever possible, students should take standard courses within the classroom setting. Permission to register for a course out-of-sequence will be granted only when a student can show adequate reason why the course cannot be taken during its regularly scheduled time. Special students, visiting students and auditors are ineligible for out-of-sequence courses.

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

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

OVERLOAD

Sixteen and half semester hours is the maximum a student may take in any semester without formal approval by the Registrar. Generally, students who have maintained a cumulative grade point average of 3.0 or better will be granted permission to enroll for an additional three semester hours. Because of the weekend format of most courses, students are encouraged to take less classes than the maximum.

PASS/FAIL POLICY

Students may elect pass/fail grading in courses according to the guidelines published below. A total of four such courses are allowed in the M.Div. program, and two in all other Gordon-Conwell degree programs. This number does not include denominational standards courses or Mentored Ministry which are graded on a pass/fail basis. Students are advised to plan ahead, as this limit cannot be exceeded. Furthermore, students who elect to use more than two pass/fail options within a degree program (excluding denominational standards courses) will not be eligible for graduation honors (e.g., Cum Laude, etc.).

The maximum number of pass/fails allowed will be reduced for students who have received more than 15 hours of transfer credit, shared credit, and/or advanced standing credit. Students receiving 16 to 33 hours of credit will lose one pass/fail, while those receiving 34 hours or more will lose two. Furthermore, students who transfer in courses that were graded on a pass/fail or satisfactory/unsatisfactory basis will lose one pass/fail for each of these courses.

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

PETITIONS

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

PROBATION

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

Progress).

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

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

READING AND RESEARCH COURSES

The divisions may make available as part of their offerings courses of independent reading or research to be directed by a member of the faculty. For example, TH 760: Reading in Theology or TH 860: Research in Theology. Such a course is treated in accord with usual academic, institutional and divisional criteria. A precise course description, outline of study and bibliography are to be drawn up by the directing instructor and student in the form of a mini-syllabus.

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

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

Petitions must include a complete course outline, paper (or other requirement) outline and a detailed bibliography. Reading courses require 2,500-3,000 pages of reading, and research courses require a paper no fewer than 20 pages long. Students must meet a minimum of four hours with their directing professor as part of their course framework. Requests to have an instructor other than a full-time Gordon-Conwell faculty member must be made in writing to the Dean and can accompany or precede the course petition.

RECORD RETENTION

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

REGISTRATION

Registration for current students is done through the CAMS portal. After registration, schedule changes can be made using web registration or contacting the Registration Office. 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 must be done through the Registration Office so students are not charged for courses that have not yet begun (see also Cross-Campus Registration; see also Payment of Bills under Financial Information).

When registering, you must sign the following statement: *I have read and understand the registration instructions on this form. I have read and agree to abide by the Community Life Statement and the policies and deadlines in the current Gordon-Conwell Student Handbook. By submitting my registration, I agree to pay tuition and fees and accept all applied penalties and fees, including interest charges on unpaid balances, should I not adhere to the policies and deadlines regarding registration and payment of my student account. I further acknowledge that I agree to reimburse Gordon-Conwell Theological Seminary the fees of any collection agency, which may be based on a percentage at a maximum of 33 1/3 percent of the debt and all costs and expenses, including reasonable attorney's fees, Gordon-Conwell Theological Seminary would incur in such collection efforts.*

RESIDENCY REQUIREMENTS

A student is considered "in residence" when she or he first enrolls in an on-campus Gordon-Conwell course. For any degree program, a student must complete at least half of his or her coursework in residence at Gordon-Conwell (exception MACL 67% can be done online). In addition, the final four courses (twelve credit hours) must normally be completed at Gordon-Conwell rather than by transfer credit. Students who wish to complete their last courses away from Gordon-Conwell must obtain permission from the Registration Office to do so.

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

degree if all other requirements are met.

SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

SAP: Evaluating Financial Aid Satisfactory Academic Progress

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

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

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

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

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

Students become ineligible for financial aid at the time that it is determined that they are unable to complete their degree within the maximum timeframe. Transfer students should request that

only the credits that apply to their program of study are accepted by Gordon-Conwell to ensure that they do not exceed the maximum timeframe prior to completing their program of study, and therefore become ineligible for financial aid.

SAP: Treatment of Special Academic Course Situations

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

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

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

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

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

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

Repeated courses. Repeated 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 like transfer credit. To understand how this works, please see Transfer Credit. See also Dual Degree.

SEMLINK+ and Other Online Options

Semlink+ is the name for most of Gordon-Conwell's online learning opportunities. 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 summer semesters. Semlink+ courses have fixed add, drop, withdrawal, and refund deadlines as posted in the Academic Calendar. There are sometimes other online options which follow the same policies and procedures. When considering a student's enrollment status (full-time, half-time, etc.), a Semlink+ course will only contribute to a student's enrollment status for the dates of the semester under which the course is registered.

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

No more than one-half of any degree program may be completed through online courses (exception: MA in Christian Leadership). Students in the Master of Divinity program may not take more than 15 online courses. Master of Arts (other than MACL) students may not take more than 10 online courses. MA in Christian Leadership Students may take up to 67% of their

degree online or no more than 13 courses online. Transfer credit can sometimes reduce the number of Semlink+ courses that a student is permitted to take; see Transfer Credit for details.

SPECIAL STUDENTS

Qualified students not wishing to enter a specific degree program may be permitted to enroll for classes. Application for permission to enroll as a special student should be made to the Admissions Office. Credit is earned, and standard tuition costs prevail. Special students are not eligible to enroll in specialized courses, such as Mentored Ministry, directed studies and project courses without written permission from the Registration Office. The number of applicable credit hours earned as a special student shall not exceed one-third of any given degree program. In other words, no more than 30 credit hours as a special student can be applied to the M.Div. program, and no more than 18 credit hours towards any of the M.A. programs. Special students may later apply for degree candidate status through the Admissions Office.

STUDENT CONCERNS REGARDING ACCREDITING STANDARDS

Students who have concerns regarding the school's compliance with accrediting standards should submit a written record of their concerns to the Academic Dean. Without written details, no action will be taken. The Academic Dean will then take appropriate action to respond to the issue. A written response addressing the concern and any actions that have or may be taken will be issued to the student. Gordon-Conwell will maintain a record of such formal student concerns for review by the Board of Trustees.

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

Association of Theological Schools

The Commission on Accrediting

10 Summit Park Drive

Pittsburgh, PA 15275-1110

Phone: 412-788-6505

Fax: 412-788-6510

<https://www.ats.edu/uploads/accrediting/documents/commission-policies-and-procedures.pdf>

New England Commission of Higher Education

3 Burlington Woods Drive, Suite 100

Burlington, MA 01803-4514

Phone: 781-425-7700

Fax: 781-425-1001

Massachusetts Department of Higher Education

One Ashburton Place, Room 1401

Boston, MA 02108

Phone: 617-994-6950

<http://www.mass.edu/forstufam/complaints/complaints.asp>

STUDENT DISCIPLINE

Statement of Standard for Disciplinary Action

The seminary reaffirms the biblical principles set forth in its Community Life Statement as it seeks to support its students in their theological education. The seminary's commitment to its mission statement requires that all students be guaranteed an environment which promotes intellectual and spiritual growth. To this end, the seminary reserves the right to discipline a student who is found in violation of any aspect of the Community Life Statement or any other institutional standard of conduct which would make it difficult for him/her and others in the community to fulfill their academic goals. The standard of disciplinary action applies to any student behavior on all seminary premises and at all seminary activities/events, whether on or off-campus and unconnected to a seminary activity, as well as to remote study locations, such as international locations.

Procedures for Conducting a Hearing

6. The Judicial 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 standard 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.
7. The Chair of the Judicial 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 standard of conduct which allegedly has been violated
 - c. The purported evidence supporting the allegation
 - d. The establishment of an informal hearing
8. The Judicial Committee may conduct an interview with the student using the following guidelines:
 - a. The student will be informed of the date, time, and location of the hearing in writing, either by phone or email, at least five business days in advance. This information will also be provided to the person(s) who brought forth the alleged charges in case he/she would desire to be present in the hearing, be required or invited to be present in the hearing.
 - b. The entire case file and the names of any prospective witnesses will be available for inspection by the student during normal business hours in the Registrar's Office where non-academic student files are maintained.
 - c. The student may choose to be assisted by a family member or other individual. Those assisting the student will be given reasonable time to ask relevant questions of any individual appearing at the hearing, as well as to present relevant information. The student may also be accompanied by legal counsel, although the role of counsel will be limited to providing legal advice to the

respective student. It will be done in a quiet manner that is not disruptive to the proceedings. A reasonable effort will be made to accommodate the schedule of any representative or advisor allowed to assist the student.

- d. The hearing may be conducted in the absence of the student who fails to appear following proper notice of the hearing date, time and location.
 - e. The hearing shall be transcribed by the Committee. The tape(s) and/or transcription shall be kept with the pertinent case file for as long as the case file is maintained by the seminary.
9. Following the hearing, the Committee will meet for deliberations and render a written decision to the student within five business days after completing the hearing. Confidential copies of the letter will be sent to the Campus Dean and Registrar.
- a. The Judicial Committee has the authority to issue any of the following decisions:
 - i... Further investigation culminating in another hearing.
 - ii... 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.
 - iii... Disciplinary Probation. A more serious admonition assigned for a definite amount of time. 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.
 - iv... Suspension for a Definite Period. Removal from membership in the seminary community including all student privileges for a specified period of time. A suspension is noted on a student's official record only for the duration of the suspension.
 - v... Indefinite Suspension. Removal from membership in the seminary community by suspension, 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. After conditions stipulated by the Committee have been met, the Committee will reconvene to render a final decision.
 - vi... Dismissal. Permanent removal from membership in the seminary community including all student and alumni privileges without possibility of readmission. A dismissal is noted on student's official record.
 - b. If the student is suspended or dismissed, the written decision shall be mailed or personally delivered to the student within five business days after the completion of the hearing. It shall contain a statement of reasons for any determination leading to the suspension/dismissal. The student should also be advised as to when a petition for reinstatement would be considered, in cases of suspension, along with any conditions for reinstatement.
 - c. The student shall be asked to sign a form, for the record, indicating his/her understanding of the disciplinary action against him/her.
 - d. Within five business days of receipt of the statement of understanding, the

Chair of the Judicial Committee will notify the appropriate offices of the sanction.

10. The Committee shall inform the person (accuser), if any, that the investigation has been completed and that the appropriate action has been taken.

Procedures for Appeal

4. If the student so desires, he/she may appeal the Judicial Committee's decision in writing within five business days to the Charlotte Dean.
5. The Dean will present his/her decision within five business days to the student, unless he/she appoints a review committee of his/her choosing, in which case he/she will have 10 business days.
6. The Dean's decision will be final.

STUDENT GRIEVANCE AGAINST A FACULTY MEMBER

While conflict may be inevitable, our hope is that any differences can be resolved in such a way that growth occurs. We are a learning community, and as such our posture ought to be in readiness to experience the formation that God intends. We will live according to biblical principles, seeking to exhibit the fruit of the Spirit as we walk with each other. The following process is meant to guide us toward resolution and growth.

Regarding a Personal Grievance:

- Seek to resolve the matter in private discussion with the relevant faculty member.
- In such cases where this is not possible, appropriate, or wise, students are encouraged to bring another student or the Dean of Students. (If the grievance is regarding sexual harassment or assault, the student should speak with the Title IX Coordinator.)

Note: Gordon-Conwell encourages students to dialogue with faculty members directly about grievances, but should that prove to be unadvisable, the student may bring his or her concerns to the Dean of Students without first going directly to the faculty member.

- After taking this step, if resolution is not reached, the matter should be referred in writing to the Campus Dean and Dean of Students (or equivalent person). Without written details, no action will be taken.
- The Dean will then refer the matter either to the Faculty Personnel Policies Committee (FPPC) or the Academic Affairs Committee (AAC) 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 to investigate the particulars and recommend action. When a subcommittee is used, the full committee shall act on the grievance, with written conclusions given both to the faculty member and the student (with a copy to the Campus Dean and Dean of Students). The decision of the committee shall be final; however, in the case of procedural inconsistency or new information, the matter can be appealed to the Campus Dean and, if necessary, the President.

Regarding Grades or Academic Performance:

As stated above, the matter first shall be addressed by the student to the relevant faculty member. If resolution is not reached at that level, the student may appeal in writing to the Campus Dean, who will refer the matter to the Judicial Committee, a subcommittee of the Academic Affairs Committee. If the student is dissatisfied

with the decision of the AAC, he/she may appeal in writing to the Campus Dean, whose decision shall be final. (For information regarding the contesting of a course grade, students should refer to [Grade Appeals](#).)

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. See Statement of Compliance with FERPA on the Gordon-Conwell website: <http://www.gordonconwell.edu/about/Statements-of-Compliance.cfm>

STUDENT SERVICES FEE

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

STUDENT STATUS

Current Student

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

Full-Time Status

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

Part-Time Students

The seminary welcomes part-time students. In order to be considered half-time in a semester, a student must be registered for at least four semester hours.

Non-Current Student

A student who does not register for classes in a given semester and does not officially withdraw will be considered a non-current student. This includes a student who is completing coursework from a previous semester or session and does not register for the current semester. A non-current student will be permitted to register during the stated priority registration periods. Non-current status will not continue beyond two years.

STYLE GUIDELINES FOR PAPERS AND THESES

Gordon-Conwell Thesis Guidelines are attached to the thesis course petition available online and in the Registration Office. These guidelines are required of every student who writes a

thesis, except as noted below. The approved style manuals for Gordon-Conwell papers and theses are the latest edition of *A Manual for Writers of Term Papers, Theses and Dissertations*, by Kate L. Turabian; the latest edition of the *MLA Handbook for Writers of Research Papers*; and *Form and Style: Theses, Reports, Term Papers* by William Giles Campbell, Stephen Vaughan Ballou, and Carole Slade. One should be chosen by the student and followed consistently. Turabian or MLA may be supplemented by the latest edition of *The Chicago Manual of Style*. The *SBL Handbook of Style for Ancient, Near Eastern, Biblical, and Early Christian Studies* shall be the required guide for all theses in the areas of Bible and theology, and is the recommended guide for papers in Bible and theology classes. For papers and theses in the field of counseling and psychology, an approved alternative to Turabian and MLA is the latest edition of the *Publication Manual of the American Psychological Association*.

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

SUBSTITUTIONS

(See Waivers)

SUMMATIVE EVALUATION FOR M.A. STUDENTS

For students in the Masters of Arts (Christian Thought) degrees, a summative evaluation is required and may take one of the following forms:

1. An oral examination before two members of the respective division. This examination is based on the content of the courses the student has taken in the major field of study, either at Gordon-Conwell or at other schools if the student has transferred to Gordon-Conwell, and is intended to be integrative in nature. Failure to sustain a passing grade on the exam requires a re-examination no earlier than three months from the time of the original examination, during which time remedial study, as recommended by the examiners, may take place. Students will also be required to submit an integrative paper as part of their Summative Evaluation. This paper will deal with questions concerning integration of curriculum, intellectual development, worldview, spirituality, vocational calling and a plan for lifelong learning. Students should contact the Chair of the Division of Christian Thought with questions concerning the integrative paper. A grade of passing will be recorded on the student's transcript at the time the examination is successfully sustained.
2. A thesis on a topic approved by the division where the degree is located (see Thesis Courses).

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

SWITCHING DEGREE PROGRAMS

(See Transfer Between Degree Programs)

THESIS COURSES

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

Thesis (M.A.)

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

A student's complete thesis (including title page, introduction, conclusion, and bibliography) must be submitted to his/her thesis advisor by the appropriate deadline. Upon approval by the thesis advisor, the student will submit the thesis to his/her assigned second reader. The thesis must be submitted to the second reader at least two weeks before the thesis defense. Failure to sustain a passing grade on the thesis, including the required oral defense, will result in a rewriting of the thesis, or a portion thereof, for re-submission as specified by the first and second readers, and may also include a rescheduled oral thesis defense.

Once the thesis is completed, students are required to submit two unbound finished copies (see Style Guidelines) to the Registration Office. The Registration Office will forward them to the program director for final approval before binding. In addition, students must sign and submit Gordon-Conwell's Copyright Release Form for Deposited Student Works and copyright release forms for selected vendors (e.g., TREN), as well as pay the appropriate binding fee (see Special Fees). Guidelines for thesis preparation are attached to the M.A. Thesis Course Petition found online and in the Registration Office. A student intending to graduate in January or May must submit a completed thesis to the advisor and reader 4 weeks from the end of the semester of expected completion. Two completed, fully-corrected copies (see above) must be submitted to the Registration Office by the date specified in the Academic Calendar.

TIME LIMITS FOR DEGREES

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

TRANSCRIPTS

Official Transcript Requests

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

Transcript Records

In keeping with the accepted standards and practices of institutions of higher education in the United States, it is the policy of Gordon-Conwell Theological Seminary not to alter the recording of any course on a transcript once the course has been completed. Further, the seminary will not alter a grade recorded on a transcript unless requested to do so by the relevant faculty member, Judicial Committee or Academic Dean upon approval of an appeal of the grade by the student.

Students who are concerned about their academic progress in a given course should consider withdrawing from that course. If a student withdraws from a course after the add/drop deadline occurs, the course will appear on the transcript as a withdrawal (W). Courses withdrawn from

after the add/drop deadline are subject to the usual refund policy stated in the Student Handbook (see the Academic Calendar on the registration website).

TRANSFER BETWEEN CAMPUSES

(See Campus Transfer)

TRANSFER BETWEEN DEGREE PROGRAMS

Students wishing to transfer between degree programs must do so through the Registration Office, from which complete instructions and required forms may be obtained. Such an application may require the following: an application questionnaire; a written recommendation from a Gordon-Conwell faculty member; a recommendation from a church official (required for M.Div. program only); a personal statement indicating the reasons why a change in status is desired. Students who are granted a change of degree status will then fall under the requirements as stipulated by the Student Handbook in effect at the time of program change.

TRANSFER CREDIT

A student may receive credit toward graduation by transfer of academic work taken at other accredited theological graduate schools. For all degrees except the MA CL, 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. For the MA CL, the limit on transfer

credit, shared credit, advanced standing is still 50%, but when Semlink+ and other online course are added in the overall limit cannot 67%.

If a degree was completed at another school accredited by the Association of Theological Schools, up to half of the credits of the completed degree or the Gordon-Conwell degree (whichever is smaller) may be applied to a Gordon-Conwell degree as transfer credit. Unaccredited graduate work is occasionally accepted at partial value, although the general rule is that no more than nine elective hours will be given for such work. Exegesis courses are never transferred.

Transfer evaluations are completed by the Registration Office upon receipt of a written request by the student and typically take four to six weeks to process. To be considered for transfer credit, a grade of "C" or better is required. Transfer courses graded on a pass/fail or satisfactory/unsatisfactory basis may be accepted as long as the student still has some pass/fails remaining in his/her Gordon-Conwell degree program. Such transfer courses will reduce the number of pass/fails the student has available at Gordon-Conwell (see Pass/Fail Policy).

Transferred grades will not be used in the computation of the GPA. Transfer credit is not granted for work completed more than ten years prior to matriculation at Gordon-Conwell.

VETERANS AFFAIRS EDUCATION BENEFIT

Gordon-Conwell cooperates with the federal government in supporting veterans (active duty and reserve) and their dependents eligible for education benefits under the Montgomery GI Bill® and the Post-9/11 GI Bill®. Gordon-Conwell is a Yellow Ribbon-approved school. Applications and information regarding eligibility for benefits may be found at www.gibill.va.gov. For further information regarding enrollment certification, see the Veterans Services Specialist (isaac@gcts.edu).

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. See Student Discipline for procedures for handling cases.

VISITING STUDENTS

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

WAITING LISTS

(See Limited Courses)

WAIVERS

Waivers allow a student to substitute a different course within the curriculum for one specifically required in the student's program. The substituted course must normally be within

the same department as the original requirement. (For example, waiver of the required course EM 502 would allow the student to take another course within the area of “Educational Ministries” but not one in the area of “Pastoral Counseling.”)

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

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

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

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

WITHDRAWAL/LEAVE OF ABSENCE

A student who does not enroll at the seminary for one semester or more must officially withdraw. Such a student will be considered as taking a leave of absence unless the student indicates that he or she is permanently withdrawing. A student withdrawing from the seminary must secure the proper withdrawal form online or from the Registration Office and complete the instructions therein. If an officially withdrawn student desires to return within two years from the date of last enrollment, reinstatement may be requested by sending a letter to the Registration Office. In some instances, the Registrar may request an interview. Upon reinstatement, the student will be permitted to register for courses, retaining the seniority they had upon official withdrawal. A student remaining withdrawn for a period extending beyond two years from the date of last enrollment must seek re-admission through the Admissions Office.

Degree Programs

MASTER OF DIVINITY

Graduation Requirements

Students participating in the Master of Divinity degree must complete 28 courses and 6 rotations of Mentored Ministry (90 credit hours), maintain a grade point average of 2.0 or higher and be present for graduation exercises. Students in the Master of Divinity program may not take more than 15 Semlink/online courses (45 credit hours). All coursework applied to the Master of Divinity program must be completed within a ten-year period.

Degree Requirements

Core Requirements:

Candidates are required to complete 11 courses in the area of Biblical Studies, 7 courses (Christian Thought), 8 courses in Practical Theology, and 2 general electives*

Mentored Ministry:

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

Denominational Standards:

Some denominations require a course in denominational standards. This is not a seminary requirement, but the student should carefully observe the relevant requirements of his or her denomination.

Bible Competency:

All M.Div. students must demonstrate Bible competency either by successfully completing the Old and/or New Testament survey courses, or by passing the Bible competency exams. Those who do not pass the competency exams during their first semester, or elect not to sit for the exams, will be required to complete OT 500 Old Testament Survey and/or NT 501 New Testament Survey as electives (see Bible Competency Exams). *General electives are therefore only available if a student passes one or both of these exams.

Biblical Studies (11 courses)

- Hebrew I: OL 501
- Hebrew II: OL 502
- Interpreting the Old Testament: OT 511
- Hebrew Exegesis in a Historical Narrative
- Hebrew Exegesis in Old Testament Prophets/Poetry
- Basic Greek I: GL 501
- Basic Greek II: GL 502
- Interpreting the New Testament: NT 502
- Greek Exegesis in the Gospels/Acts
- Greek Exegesis in the Epistles/Revelation
- Biblical Theology Seminar: OT/NT 795

Christian Thought (7 courses)

- The Church to the Reformation: CH 501
- The Church Since the Reformation: CH 502
- Theology Survey 1: TH 501
- Theology Survey 2: TH 502
- Theology Elective (any course with prefix TH or AP):
- Christian Thought Elective (any course with prefix AP, CH, CT, ET, or TH):
- Ethics Elective: ET 501 (or approved substitute)

Ministerial Studies (8 courses and 6 rotations of Mentored Ministry)

- Foundations for Ministry/Leadership: MC/CL 503
- Preaching: Principles Practices: PR 601
- Preaching for Modern Listeners: PR 602
- World Missions/Evangelism: EV 510 (or approved substitute)
- Spiritual Formation for Ministry: MC 501 or Dynamics of Spiritual Life: CH/SF 591
- Two elective courses in ministerial studies (any course with prefix CL, EM, MC, PC, SF, YM):
- MC 850: Readiness for Ministry Exit Seminar
- MM 511, 512, 611-612, 711, 712: 6 Rotations in Mentored Ministry

General Electives (2 courses)

- OT Survey (if OT comp. exam not passed) or General Elective
- NT Survey (if NT comp. exam not passed) or General Elective

Master of Divinity Degree Goals

1. To gain competency with the biblical languages in order to develop exegetical and hermeneutical skills using the Hebrew text of the Old Testament and the Greek text of the New Testament
2. To understand the basic content and themes of the Old and New Testaments in their historical and cultural settings, as well as the historical and theological dimensions of the Christian faith
3. To expound and proclaim effectively the biblical message of redemption
4. To develop skills appropriate for church leadership as a pastor, teacher, counselor, evangelist, chaplain, church planter, missionary or other role as a leader
5. To foster love for God and his Word and therefore to cultivate the practices of spiritual maturity and Christ-like character, and to understand the Christian's ethical responsibility in church and society
6. To acquire a biblical perspective and Christian worldview on the forces in our culture and to learn to engage those as they are at work both outside and inside the life of the church
7. To develop a global vision for the Christian faith so as to foster an appreciation and commitment to the worldwide proclamation of the gospel
8. To cultivate an appreciation for and a commitment to the personal and community sharing of the gospel.

MASTER OF ARTS in Christian Leadership

Graduation Requirements

Students participating in the Master of Arts in Christian Leadership degree must complete 19 courses and 3 rotations of Mentored Ministry (60 credit hours), maintain a grade point average of 2.0 or higher and be present for graduation exercises. Students in the Master of Arts in Christian Leadership program may not take more than 13 Semlink/online courses (39 credit hours).

Degree Requirements

Core Requirements:

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

Mentored Ministry:

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

Bible Competency:

All students must demonstrate Bible competency either by successfully completing the Old and/or New Testament survey courses, or by passing the Bible competency exams. Those who do not pass the competency exams during their first semester, or elect not to sit for the exams, will be required to complete OT 500 Old Testament Survey and/or NT 501 New Testament Survey as electives (see Bible Competency Exams). Bible electives in the respective testament are therefore only available if a student passes one or both of these exams.

Checklist:

Biblical Studies (5 courses): *Other than Surveys, other English Bible course are usually offered online or as group directed studies only*

- English Bible Elective
- English Bible Elective
- New Testament Survey (may substitute another NT course if pass competency exam)
- Old Testament Survey (may substitute another OT course if pass competency exam)
- Interpreting the Bible: OT/NT 517

Christian Thought (7 courses)

- The Church to the Reformation: CH 501
- The Church Since the Reformation: CH 502
- Theology Survey I: TH 501
- Theology Survey II: TH 502

- Ethics Elective: ET 501 (or approved substitute)
- World Mission/Evangelism: WM 601 or EV 510 (or approved substitute)
- Christian Thought elective

Ministerial Studies (6 courses and 3 rotations of Mentored Ministry)

- Foundations for Leadership: CL 503
- Three of the following Courses in Christian Leadership:
 - The Person of the Christian Leader: CL 630
 - Managing Conflict: CL 640
 - The Christian Leader as Communicator: CL 650
 - Managing the Non-Profit Organization: CL 660
 - Team and Team Building: CL 670
- Ministerial studies elective
- Readiness for Ministry Seminar: MC 850
- 3 Mentored Ministry Rotations (1 credit each): MM 511, 512, 611

Program Intent

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

MASTER OF ARTS (CHRISTIAN THOUGHT)

Graduation Requirements

Students participating in the Master of Arts (Christian Thought) degree must complete 20 courses (60 credit hours), maintain a grade point average of 3.0 or higher, and be present for graduation exercises. Students in the Master of Arts (Christian Thought) program may not take more than 10 Semlink/online courses (30 credit hours).

Degree Requirements

Core Requirements:

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

Bible Competency:

All students must demonstrate Bible competency either by successfully completing the Old and/or New Testament survey courses, or by passing the Bible competency exams. Those who do not pass the competency exams during their first semester, or elect not to sit for the exams, will be required to complete OT 500 Old Testament Survey and/or NT 501 New Testament Survey as electives (see Bible Competency Exams). These additional general electives are therefore only available if a student passes one or both of these exams.

Summative Evaluation:

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

Checklist:

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

- Hebrew I: OL 501
 - Hebrew II: OL 502
 - Interpreting the Old Testament: OT 511
 - Hebrew Exegesis in a Historical Narrative
 - Hebrew Exegesis in Old Testament Prophets/Poetry
 - NT English Bible Elective
- OR
- Basic Greek I: GL 501
 - Basic Greek II: GL 502
 - Interpreting the New Testament: NT 502

- Greek Exegesis in the Gospel/Acts
- Greek Exegesis in the Epistles/Revelation
- OT English Bible Elective

Christian Thought (9 courses)

- The Church to the Reformation: CH 501
- The Church Since the Reformation: CH 502
- Theology Survey I: TH 501
- Theology Survey II: TH 502
- Ethics Elective: ET 501 (or approved substitute)
- World Mission/Evangelism: WM 601 or EV 510 (or approved substitute)
- Three electives in Christian Thought

Ministerial Studies

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

Electives (3 courses)

- OT Survey (if don't pass the OT comp. exam) or General Elective
- NT Survey (if don't pass the NT comp. exam) or General Elective
- General Elective

Capstone Project

- Summative Evaluation (including Research/Reading course) or Thesis. May substitute OT/NT 795 as capstone course.

Program Intent

The Masters of Arts (Christian Thought) explores theology and the history of Christianity, probing tough questions and engaging in thoughtful discussion about the relationship between the Gospel and the surrounding culture. Christian Thought students are typically interesting in teaching ministries in the church, schools, colleges or seminaries. Due to the academic focus of the degree, the MACT is also excellent preparation for students who wish to pursue doctoral work. Other students are pastors or non-ordained staff seeking to increase their ministry effectiveness in the church, workplace or other vocations.

CERTIFICATE PROGRAMS

In addition to fully accredited degree programs, the Jacksonville campus offers certificate programs designed for both lay people who want to be better informed and better prepared to serve in Christian ministry as well as people with a theological master's degree seeking to enhance their educational and ministry preparation in a specific area. These are open to students who possess a bachelor's degree. Students will be granted full graduate credit for courses taken through a certificate program. Those who begin through such a program and wish to continue to any of the master's degrees should seek admission to that degree prior to the completion of their sixth certificate course; courses successfully passed will be transferred wherever possible into the degree. Those who do not have the requisite undergraduate preparation will not be admitted to these programs. Students must complete 18 credit hours (6 courses), and maintain a grade point average of 2.0 or more. The number of fully online courses allowed for Certificate Programs is 100%.

CERTIFICATE IN CHRISTIAN STUDIES

The Certificate in Christian Studies is designed to provide a basic foundation for those who currently serve or plan to serve in some form of ministry, primarily in a lay context. This program is not intended to replace formal training provided through the various degree programs Gordon-Conwell offers, and those considering vocational ministry are encouraged to pursue an appropriate degree program. The Christian Studies program consists of 6 courses from the various divisions of study: 3 in Biblical Studies; 2 in Christian Thought; 1 in Practical Theology.

CERTIFICATE IN CHRISTIAN STUDIES

DEGREE CHECKSHEET – for Students Entering in 2020-21

BIBLICAL STUDIES
OT 500 – Exploring the Old Testament
NT 501 – Exploring the New Testament
NT/OT 517 – Interpreting the Bible
CHRISTIAN THOUGHT
TH 501 – Theology Survey I
TH 502 – Theology Survey II
MINISTRY
MC/SF 501 – Spiritual Formation for Ministry <i>or</i> MC/SF 591 – Dynamics of Spiritual Life

Financial Information

Educational Costs

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

Standard Tuition Rates

The standard tuition for Gordon-Conwell is \$2175 per 3/hour course. Jacksonville students usually are eligible to receive a scholarship which brings the tuition down to only \$1650 per 3/hour course. The tuition rates for 2020-2021 with the scholarship (subject to change) are as follows:

\$525 per credit hour

\$1650 per three-hour class

Special Fees

Student Services Fee/Fall and Spring	\$175/semester
Student Service Fee/Summer.....	\$100/semester
Audits (official) for degree seeking students	\$150/course
Audits (official) for non-degree seeking	\$350/course
Technology Fee.....	\$40/term
Partnership Fee.....	\$500/fall and spring
Payment plan fee (charged once per semester - Fall/Spring).....	\$50
Non-payment fee.....	\$100
Graduation fee.....	\$150
Delay of graduation date fee	\$25
Transcripts (standard processing).....	\$5 ea.
Transcripts (rush processing).....	\$10 ea.

Payment of Bills

There are various payment deadlines for the Fall, Spring and Summer semesters. Please be aware that there are fees and/or account holds associated with these deadlines. There is a pay in full deadline at the beginning of Fall and Spring. Any student not paid in full by the deadline will be assessed a payment plan fee and subject to in-semester payment plan deadlines. Any missed payment plan deadline can result in a late payment fee. If they are not paid in full by the end of the semester, students risk deregistration for future coursework, are ineligible for future registration, may be restricted in access to transcripts and diplomas, and are at risk of being sent to collections. To avoid collections, a student must set up an official payment plan with the seminary. If your account is sent to collections, you will be responsible to reimburse Gordon-Conwell the fees of any collection agency, which may be based on a percentage at a maximum of 33 1/3% of the debt, and all cost and expenses, including reasonable attorney's fees we incur in such collection efforts. Please view the *Academic Calendar* on the registration website for specific dates and details.

Tuition Refund Policies

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

Gordon-Conwell utilizes Federal refund calculations for tuition. The 1998 Reauthorization of the Higher Education Act has changed the way Gordon-Conwell calculates student refunds when a student withdraws or otherwise fails to complete the period of enrollment for which he or she was charged. The law requires that, when you withdraw during a payment period or period of enrollment, the amount of Title IV assistance that you have earned up to that point is determined by a specific formula. If the student withdraws or stops attending classes before completing 60% of the semester or session, a portion of the total federal aid received, excluding Federal Work- Study earnings, may need to be repaid.

The amount of assistance that you have earned is determined on a pro-rata basis. That is, if you completed 30% of the payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all of your assistance. The withdrawal date or last day of attendance for implementing this refund policy is the date the student formally submits an application for withdrawal to the Registration Office. If the student fails to notify the Registration Office of the intent to withdraw, the midpoint of the payment period or period of enrollment will be used in the refund calculation.

The amount of federal aid that the student must repay is determined via the "Federal Formula for Return of Title IV Funds." The refund policy applicable to Gordon-Conwell refers to the

return of student loan funds from unsubsidized Federal Stafford loans and Federal Perkins loan funds. The law specifies the order that the funds will be returned beginning with the unsubsidized loan funds first.

The student may be required to make a repayment when cash has been disbursed from financial aid funds in excess of the amount of aid that was earned based on the date of the total withdrawal. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than Federal Work-Study) for which the student qualified by the percentage of time during the term that the student was enrolled.

- If less aid was disbursed than was earned, you may receive a late disbursement for the difference.
- If more aid was disbursed than was earned, the amount of Title IV aid that you must return (i.e. not earned) is determined by subtracting the earned amount from the amount actually disbursed.

The responsibility for returning the unearned Title IV aid is shared between the seminary and the student. It is allocated according to the portion of disbursed aid that could have been used to cover seminary charges, and the portion that could have been disbursed directly to the student once those charges were covered. Gordon-Conwell will distribute the unearned aid back to the Title IV programs, as specified by law. The student will be responsible for returning any funds that were disbursed directly to the student and which the student was determined to be ineligible for based on the "Federal Formula for Return of Title IV Funds."