



2021-2022

# Student Handbook

GORDON  CONWELL  
THEOLOGICAL SEMINARY

## Welcome to the new academic year!

The GCTS Student Life Team is eager to help support you during your time here. We will work with you toward growth in your personal and ministry life. This handbook is written to help you through this process, whether at you engage at one of our physical campuses (South Hamilton, CUME, Charlotte, Jacksonville), digital campus, or as part of a traditional master's program, the Latino & Global Ministries program, or the Doctor of Ministry Program.

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. Please use this handbook 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 conveyed expeditiously to minimize inconvenience. 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*, Gordon-Conwell takes seriously our role in helping students to be prepared as whole persons who are called to various forms of ministry in God's world. We extend a warm welcome to new and returning students who are here from around the United States and the globe. May God grant us all his grace and mercy as we encourage one another to seek first His kingdom and His righteousness, trusting that all that is needed to accomplish His purposes He will provide!

*Blessings!*

*The GCTS Student Life Services Team*

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.

# INTRODUCTION

## History of Gordon Conwell

The roots of Gordon-Conwell Theological Seminary reach back over 100 years to two urban East Coast schools: the Boston Missionary Training Institute and the Temple Program in Philadelphia. The two schools shared much in common. It was the late 1800s and immigrants were pouring into their cities, only to discover little access to education. Both schools desired to engage these new residents in ministry and prepare them for the church and for missions. What better places than in two urban Baptist churches: the Clarendon Baptist Church in Boston, where Rev. A.J. Gordon served as pastor; and Grace Baptist Temple in Philadelphia, led by Russell Conwell. Opening their doors to men and women of all races and ethnicities, each introduced ministry education designed specifically for people living in the city. Underpinning the education at both schools was a biblical foundation that still animates our Seminary today: a common commitment to the authority of Scripture, the experience of the new birth in Christ, biblical orthodoxy centered in Christ and the Incarnation, and the great theme of missions. Through the years, these schools would thrive and grow, change their names, and ultimately merge in 1969 as Gordon-Conwell. But their commitments to the Bible and to the Gospel mandate steadfastly remained. We are grateful to God for this rock-solid foundation and for the wise men and women who have sustained and nurtured it for more than a century.

## History of the Boston Campus

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

## History of the Hamilton Campus

After the merger of Gordon Divinity School and Conwell School of Theology in 1969, the newly formed Gordon-Conwell Theological Seminary put down roots in South Hamilton, MA. The property was once home to a devout Catholic family who willed their lush 118-acre estate to the Catholic Church. After the owners' death, the Church transformed the inherited estate into a Carmelite Junior Seminary. Relics of that Seminary's days can be seen around campus.

Gordon-Conwell's first students learned, studied, dined, and lived in Kerr Building, one of the

only buildings on campus until the much-needed Goddard Library was constructed in 1971. The Academic Center and 12 residence halls have since been added.

Referred to as the “Holy Hill” by locals, Gordon-Conwell sits at the highest elevation in Hamilton. Our family-friendly campus is situated just north of Boston and a few miles from the ocean, allowing students and families to benefit from New England’s rich heritage and resources.

## **History of the Charlotte Campus**

The Charlotte campus began classes in 1992-93 driven by the vision of contextualized theological education. President Cooley and others of vision in the Gordon-Conwell community wanted to address the specific needs of the church in the Southeast, a stronghold of Gordon-Conwell graduates. The primary objective was to create a program of theological study, which would utilize the context of ministry as a primary ingredient in the teaching-learning process. As a result, the Charlotte program context is identified, described, encountered, and utilized as a principal facet in the curriculum. The classical model of theological education has been integrated with a mentored ministry concept. Thus, theory is moved immediately to practice, and practical application becomes the avenue for engaging theory-theology. Technology is utilized to enhance and facilitate the teaching-learning process. Today, the program has become a model for integrated theological education.

## **History of the Jacksonville Campus**

Gordon-Conwell—Jacksonville was founded in 2006 at the impetus of a committee of alumni pastors in Jacksonville and other church leaders who wanted to bring our commitment to educational innovation, academic rigor, and faithfulness to the Gospel to students already engaged full-time in ministry or the marketplace. Initially an extension site of the Charlotte campus, Gordon-Conwell—Jacksonville is now our fourth campus.

The Jacksonville location, which graduated its first class in 2010, offers three ATS-accredited degrees: the Master of Divinity, the Master of Arts in Christian Leadership, and the Master of Arts (Christian Thought). Its adult learning format, modeled on that of the Charlotte campus, emphasizes both hands-on training and in-class learning.

Classes are offered on weekends, evenings, and in one-week intensives; and students can secure a degree entirely through weekend classes. Students also couple academic learning with practical ministry experience by partnering with a professor and a seasoned Christian leader through apprenticeship at a local church.

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## **GORDON-CONWELL THEOLOGICAL SEMINARY VISION**

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

## **GORDON-CONWELL THEOLOGICAL SEMINARY MISSION**

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

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

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

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

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

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



## 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, MA and Boston, MA) and southern (Charlotte, NC and Jacksonville, FL), both traditional and cohort-based, in-person and online, 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 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*

## INFORMATION GUIDE

Address Changes	<a href="#"><u>Hamilton Registration</u></a>	<a href="#"><u>Boston Registration</u></a>	<a href="#"><u>Southeast Registration</u></a>
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Chapel Schedule			<a href="#"><u>Chapel Office</u></a>
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Denominational Info. / Mentored Ministry	<a href="#"><u>Hamilton</u></a>	<a href="#"><u>Charlotte</u></a>	<a href="#"><u>Jacksonville</u></a>
Disability Accommodations	<a href="#"><u>Hamilton</u></a>	<a href="#"><u>Boston</u></a>	<a href="#"><u>Southeast</u></a>
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Graduation	<a href="#"><u>Hamilton Registration</u></a>	<a href="#"><u>Boston Registration</u></a>	<a href="#"><u>Southeast Registration</u></a>
Hamilton Automobile / Bicycle Registration			<a href="#"><u>Hamilton Mailroom</u></a>
Hamilton Facilities			
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Picnic area/Playground			<a href="#"><u>Physical Plant</u></a>
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Hamilton Publications			
Auto and Public Safety			<a href="#"><u>Student Life Services</u></a>
FridayAM Electronic Publication			<a href="#"><u>FridayAM</u></a> (in Mailroom)
The Hilltop e-Newsletter			<a href="#"><u>Student Life Services</u></a>
Northeast Church Directory			<a href="#"><u>Student Life Services</u></a>
Out and About in the North Shore area			<a href="#"><u>Student Life Services</u></a>
Immunizations	<a href="#"><u>Hamilton Registration</u></a>	<a href="#"><u>Boston Registration</u></a>	
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## COMMUNITY LIFE AT GORDON-CONWELL

Community is the soil in which humans grow and develop. At Gordon-Conwell, our community stems from the premise that growth and development are shaped by our surroundings and that a valuable part of the Seminary learning experience is spent outside the classroom. We believe that relational ministry is at the heart of the gospel and that all of us play a role in cultivating authentic human connection within the context of a safe living/learning community. With this in mind, we have provided a framework for our Christ-centered learning community. The *Community Life Statement*, below, guides our life together.

### Community Life Statement

Our community life at Gordon-Conwell is bounded and illumined by Scripture. We recognize the unique calling we have as an institution of theological education and seek to live faithfully to our mission of forming women and men to serve the global church. We seek to be a thoughtful, loving, and Christ-centered community of global discipleship, whether in-person or in-digital spaces. As such, the following are our commitments to each other for the sake of our love for Christ, and for our sanctification and witness as we seek to thrive and flourish in this place.

1. We affirm that the Scriptures of the Old and New Testaments are the ultimate guide for our values, attitudes, and behaviors in all relationships. Our statement of faith provides our common commitment to Scripture in [What We Believe](#).
2. We will foster the development of spiritual maturity by deepening a personal relationship with Jesus and through participating in corporate worship and prayer and other communal activities.
3. We will keep the unity of the Spirit through the bond of peace, and in gentleness, patience, and humility; we will accept one another in love.
4. We will encourage one another to mature in Christ-likeness by empathetically speaking the truth in love in all areas of our common life.
5. We will value our families, attending to their emotional, spiritual, and physical health and well-being, as well as our own. We will affirm the full value of singleness alongside marriage, childless alongside children; and we will resist actions that threaten these values, such as unaddressed addictions, domestic abuse, and divorce.
6. We will respect and encourage each person's uniqueness in Christ, which includes our diversity of denomination, race, culture, personality, experience, gifts, and goals.
7. We will each become involved individually in a local church and ministering to spiritual and social needs within and beyond our own community. We will practice

hospitality and regular rhythms of rest and worship.

8. We hold to a biblical standard for human flourishing and thus will leave behind all behaviors and desires Scripture calls sin, such as gossip, falsehood, stealing, drunkenness, racism, violence, an unforgiving spirit, and sexual immorality of all types, such as, by example only, pornography, and any sexual activities outside of the covenant of marriage between one man and one woman, including premarital intercourse and adultery.
9. We will seek justice, rooted in an understanding that we, as men and women created in the Imago Dei, will treat each other with respect and love without regard to academic abilities, socio-economic status, race, ethnicity, nationality, age, disability status, or any other God-ordained distinction. Injustice and prejudice have no place at Gordon-Conwell Theological Seminary.
10. 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 truth and peace in love.
11. We will seek to practice a humble attitude of mutual submission according to the mind of Christ, recognizing that at times our personal freedoms must be put aside for the sake of others' conscience and the good of the community. We will do so joyfully.
12. We will seek to encourage the exercise of such spiritual attributes as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Whether we are physically present or in digital spaces, we intend to love our neighbors well.

The Board of Trustees is the final arbiter with respect to determining what is in conformity with the Community Standards. Approved May 2021

## Theology of Diversity, Inclusion, and Equity

As a Christian learning community whose mission is to prepare men and women for ministry, we have a charge “*to work with 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.*” In this work, we are guided by the following theological understanding of diversity, inclusion and equity. The foundation for our understanding of diversity as an essential element in Divine unity is: creation, the Trinity, the Gospel (Luke 4:16-30), the Church’s mission (Matthew 28:16-20), and eschatology (Revelation 7:9-10).

God’s creation is tremendously diverse while also unified in bringing glory to the one, triune God. God’s creation of humans is described as “very good,” and that included the diversity already present (Genesis 1:31). This diversity in image-bearers reflects the Trinity’s unity-in-diversity.

Adam and Eve’s rebellion and the brokenness of the relationship between humans and God has marred all human relationships, including broken relationship between races and ethnicities. God condemns all injustice and oppression, but especially preying on the weak or marginalized (Isaiah 10:1–4). God’s great love brought the incarnation, and its expression on earth culminated in the cross as Jesus died for our sins. Divine love flowed from divine justice toward healing human injustice preeminently through Christ’s self-sacrifice. God’s holiness, justice, and resurrection power is our hope for reconciliation with God and the foundation for our life together as the people of God (Ephesians 2:14–18).

God calls us toward a community of love, justice, and righteousness. As members of the household of faith, we come together in our differences—we cannot be the family of God without those who are different from us (Romans 12:3-8). This inclusionary posture, characterized by love in our communities, our discipleship, and our mission is evidence of life in the Spirit of God (1 Corinthians 12:12-27). Additionally, we must be a just community—one of equity and respect as we serve and honor one another as better than ourselves (Philippians 2:3).

Amid a world that is far from the Garden of Eden, we find easy evidence of evil in the form of corruption, discrimination, abuse, enmity, slander, hatred, and more—both in systems and in individual practices. Therefore, we lament and repent from any way which we have participated in this evil, actively or passively, and pursue the manifestation of God’s love, seeking forgiveness from each other and from the Lord. God intends for us to live in shalom, and we long for the vision of Revelation in which humanity flourishes together worshipping in the unmediated presence of God in His holy city:

*“After this I saw a vast crowd, too great to count, from every nation and tribe and people and language, standing in front of the throne and before the Lamb. They were clothed in white robes and held palm branches in their hands. And they were shouting with a great roar,*

*‘Salvation comes from our God who sits on the throne and from the Lamb!’” (Revelation 7:9-10, NLT)*

While we wait, we are called to pray for and work toward a community that reflects the nature of the triune God: one of love, justice, and righteousness.

## Cultural Awareness Statement

Gordon-Conwell Theological Seminary is a diverse community that reflects cultures present within the United States and across the globe. Because we affirm Christ-centered unity (1 Cor 1:10), we seek to develop our cultural intelligence—our capacity to effectively relate to each other cross-culturally with truth and love. We want to become students of the cultures and histories present within our learning and ministerial communities and to be a place where differences are valued in meaningful and respectful ways. Should there be exchanges where cultural sensitivity is not present, we invite participants to have a conversation about the offense and ask the offender to engage in further learning to better understand. We pray and work towards peacemaking and reconciliation (2 Cor 5), as well as justice and hospitality (Is 1:17, Micah 6:8, Zech 7:9, Col 3:1-17). In this manner, we can serve not only *for* but also *with* those with different backgrounds for the sake of God’s mission in the world.

## Automobile Information and Parking

### ***General Parking Information (Charlotte)***

For security purposes, students taking courses in the evenings are encouraged to park as closely as possible to the building and walk in pairs when leaving the building. In addition, students are encouraged to secure their vehicles while on campus; the Seminary is not responsible for any loss of property or damage to vehicles while on the premises. Overnight parking is permitted provided permission has been granted by the Charlotte Campus Manager; long-term parking is prohibited.

### ***General Parking Information (Hamilton)***

(For complete information on vehicle registration and parking, see [Campus Safety Guide to Automobile & Public Safety Regulations](#).)

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

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

### ***Handicap Parking***

Handicap parking spaces are available around each campus and other locations where classes are held. These spaces are reserved for the exclusive use of vehicles actively transporting handicapped people. An official handicap sign or placard is required and must be visible. For the Hamilton campus, temporary handicap parking passes for short-term use on the Seminary property only are available from the Mailroom/Student Life for members of the Seminary community.

### **Additional Information**

It is the policy of Gordon-Conwell Theological Seminary that all Massachusetts motor vehicle laws (as defined in M.G.L. Chapter 90) will be observed on campus. The Gordon Police will enforce the observance of these laws to ensure the safety of campus drivers and pedestrians.

## **Happenings On-Campus and Off-Campus**

### ***Community Life Hub (Charlotte, Jacksonville, Digital)***

Students have access to a Community Life Hub on Canvas where they can obtain information about student organizations, special events, study resources, spiritual formation groups and Mentored Ministry, and job opportunities.

### ***Happenings Communication (Hamilton)***

#### ***Digital Signage***

Student Life Services is available to advertise on-campus events. To submit an event, please send a .jpeg or .png image to [stulife@gordonconwell.edu](mailto:stulife@gordonconwell.edu) and allow 1-2 days for uploading.

#### ***FridayAM Email Publication***

The *FridayAM* is an official weekly email of the Hamilton campus, and students are responsible for reading and responding to any departmental announcements contained in it. Notices for the *FridayAM* should be submitted by 12:00pm Wednesday of each publication week by e-mailing the [FridayAM](#), using the official announcement form available at Copy Services, or calling (978) 646-4267. Notices must not exceed 35 words in length. The cost for students to submit a notice is 50 cents per week. Payment can be made at the Mailroom window or through the intercampus mail. Items submitted after the deadline will be printed the following

week. In the event of a holiday, the deadlines may change. Changed deadlines will be announced in the *FridayAM*. For additional information, please email the [FridayAM](#).

### ***The Hilltop Weekly e-Newsletter***

*The Hilltop e-Newsletter* is sent out weekly on Monday morning (submissions are due on Wednesday by 4pm the week prior. The Hilltop includes on-campus upcoming events, GCTS resources, and ongoing student support ministry information, which are relevant to community life. Please submit your request directly to [Student Life Services](#).

### ***Posting Flyers***

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 stamped in the Student Life Services office. Approval for posting notices on the following specific bulletin boards must be obtained from the respective offices, as indicated below:

- Campus events and off-campus events (Mailroom, Library Foyer, SLS board, Kerr & AC student lounges, Apartments, and Dorms) by Student Life Services
- Employment (on- and off-campus) by Human Resources Office

If you would like Student Life Services to distribute your flyer to the above-mentioned bulletin boards, please submit a **TOTAL of 20 printed flyers**.

Notices may **not** be placed on walls, door windows, fire doors and entrance doors to the Academic Center, Goddard Library, Kerr Building, Apartment/Dorms, and the Dining Hall.

### ***Out and About in North Shore Resource Booklet***

The [Out and About resource booklet](#) is updated every two years and provides information regarding auto care, banks, beaches and parks, bookstores and libraries, shopping, medical care, restaurants, things to do in the area plus other places of service. It is posted in the New to the Area section on the GCTS website.

## **International Students (F-1)**

GCTS supports our international student community through a variety of services. In addition to helping F-1 students with all immigration related matters, we host an orientation for new F-1 master's level students, provide support and guidance for adjusting to life in the United States. According to United States immigration law, F-1 visa students are required to lawfully maintain their visa status throughout their entire stay in the U.S. GCTS assists F-1 students with this requirement by providing guidance for abiding by all provisions and restrictions pertaining to F-1 (and F-2) visa status, including (but not limited to) full-time enrollment each semester (7 credit hours or more) and authorized on-campus employment. The Registration Office also assists master's level students with applications for practical training and applications for Social Security cards and driver's licenses. The Cohort-Based Education programs are not designed for full-time residency in the USA under an F-1 visa. CBE students are allowed to come in 30 days before a course begins and to stay up to 60 days after a course



ends. It is requested that International Students apply for an I-20 no less than three months or 90 days before a residency begins.

## **Public and Personal Safety on Campus**

### ***Campus Fire Safety and Right-to-Know***

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

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

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

### ***Campus Safety (Boston CUME)***

Campus Safety at the Boston Campus (CUME) involves common sense on behalf of our students and staff. Please lock your car, remove all electronic devices, and bring them into the building with you. Anytime someone enters the Boston Campus building they are asked to sign in and provide identification to the person at the front desk. During regular business hours a receptionist monitors the visitors into the campus, and in the evening hours during classes there is a security guard at the front desk. Our premises are monitored 24-7 by a recorded video-surveillance system both inside and outside our building. It is imperative that if a crime occurs to you within the vicinity of the school, it should be reported immediately, not only to the Boston Police, but also to the administration. Note: In the event of an emergency that requires the Boston Police Department, Fire Department, or an ambulance, always dial 911, immediately. For more information and online forms, please visit [Campus Safety's webpage](#) on the Gordon-Conwell website.

### ***Campus Annual Fire Safety Policy and Report on Student Housing (Hamilton)***

The 2020 Annual Fire Safety Policy and Report on Student Housing, Hamilton Campus, is available on the following [webpage link](#), or obtain paper copies of the *Annual Fire Safety Policy and Report on Student Housing*, Hamilton Campus, by contacting Campus Safety, at the Campus Safety Office in the North Wing of the Kerr Building.

To access the 2020 Campus Safety and Security Report (Clery Act), please go to [this link](#), or obtain paper copies of the *Campus Safety and Security Report*, Hamilton Campus, by contacting Campus Safety, at the Campus Safety Office in the North Wing of the Kerr Building.

### ***Annual Fire Safety Policy and Report (Boston CUME)***

The Boston Annual Fire Safety Policy and Report can be found at [this webpage](#).

### ***Annual Fire Safety Policy and Report (Charlotte)***

The Charlotte Annual Fire Safety Policy and Report can be found at [this webpage](#).

### ***Annual Fire Safety Policy and Report (Jacksonville)***

The Jacksonville Annual Fire Safety Policy and Report can be found at [this webpage](#).

### ***Fireworks***

Fireworks, firecrackers, and any similar explosive or incendiary devices are prohibited under Massachusetts, North Carolina, and Florida state laws, and their possession or use is prohibited on school property.

### ***Residential Security (Hamilton)***

- Keep the door to your residence dorm room or apartment locked at all times.
- Always find out who is knocking before you open the door.
- Do not prop open or tamper with exterior doors. These doors are locked for your protection.
- Do not loan your keys to anyone. They may not be as careful with them as you are and may lose or misplace them. Do not leave your keys lying around in public places! If your door has a key code, keep that number private, and do not share it with anyone.
- When leaving the campus for the holiday break periods, ensure that ground-level windows and windows accessible by exterior fire escapes are locked, also be sure to lock up before you leave.

Report suspicious persons immediately to Campus Safety, by calling Gordon Police at (978) 646-4180.

### ***Crime Prevention***

People living and working 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 our efforts to keep criminal activity at the lowest possible level on campus. By always protecting your property, you reduce the opportunity for a thief to commit a crime.

- Keep in mind that Seminary campuses and other locations where classes are held are open to the public and that non-Seminary community people have access to the grounds and many buildings.
- For the Hamilton campus, promptly report all crimes and/or suspicious activity to Campus Safety (978-646-4180), or to the Police Department (911). For other campuses and class locations, please dial 911 for all emergencies and contact the campus security administrators.  
CUME: 617-427-7293, Charlotte: 704-527-9909, Jacksonville: 904-354-4800
- Mark your valuable property with some sort of permanent identification.

- Don't leave keys or valuables in your coat pockets, if you leave your coat in the coatroom or on a coat rack.
- Don't leave valuables, such as laptops, purses, wallets, or jewelry in or on desks or file cabinets unattended.
- Don't leave valuables in your vehicle; keep them out of sight, locked in the trunk, if possible, and always lock your vehicle.
- Walk with others when outside, especially at night.
- Hamilton: Keep your dorm or apartment door closed and locked at night and when unoccupied.
- Hamilton: Register all bicycles with the Mailroom, and secure them with a lock when parked or stored away.

### ***Weapons***

The possession, use or sale of firearms, ammunition, or any other weapons prohibited by Massachusetts General Law, Chapter 269 Section 10, is forbidden on campus and is subject to Seminary disciplinary action and possible criminal prosecution. Under the North Carolina general statute 14-269.2, it is a **Class I felony** for any person knowingly to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by a school.

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

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

If a firearm or any other proscribed weapon is brought onto campus, it must be surrendered immediately Campus Safety.

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

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

## **Student Association (Hamilton)**

The Hamilton Student Association (SA) is a democratic organization, which serves as a liaison between the master's level students and Seminary administration. Its Executive Officers and Ambassadors work with and assist Student Life Services in our efforts to serve master's level students holistically. SA's executive committee represents student interests through regular meetings with senior leadership and through the Dean of Students, who is a member of the

Cabinet. The President of the Student Association also serves as a representative on the Board of Trustees.

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

## Student Special Interest Groups (Hamilton)

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

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

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

## Student Spouses

At Gordon-Conwell, we believe that preparation for healthy ministry is inclusive of the entire family. Student spouses (both male and female) are an integral part of our community. Therefore, in an attempt to provide opportunities for personal and spiritual development, the Seminary strongly encourages each spouse to become active in the events sponsored by Student Life Services. In addition, spouses are invited to take advantage of certain opportunities made available through the curriculum. Spouses may audit one master's level course courtesy audit per major semester at no expense. The courtesy audit of a class may be limited by space or by professional preference. All such audits must be approved by the Registration Office prior to the beginning of class. Please see the Auditing Courses (courtesy audit) information in the *Academic Student Handbook* or contact the [Registration Office](#) for more information.

Hamilton master's level student spouses also are invited to enroll in the *Seminary Spouses* group offered weekly in the evening each fall and spring semester. For more information, please contact the [Hamilton Student Life Services office](#) or go to the office located in Kerr 318. Male and female student spouses are welcomed to attend.

## Student Wellness Groups (Hamilton)

These peer-led groups allow for accountability and support as students journey through Seminary. The following wellness groups currently exist: Men's Healthy Sexuality and Women's Healthy Sexuality. If you have questions or are interested in joining one of these groups, please contact the Student Life Services office or contact these groups via email directly.

## SPIRITUAL LIFE

We are delighted to be part of the formation God has for you in this season to study as well as to be a part of the Gordon-Conwell Community. One of the joys of this season of life is the privilege of seeing God's work in one another's journey.

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

The common life in Jesus Christ shared by students, faculty, administrators, and staff provides a base for special spiritual fellowship. The varying ecclesiological and personal backgrounds enrich this sharing. A Christian community is enjoyed not only in the classroom, apartments, dormitories, dining hall, and library, but also in a variety of devotional experiences, including corporate worship.

## Chapel

The Seminary community gathers at Kaiser Chapel in Hamilton on Tuesdays and Wednesdays during the Fall and Spring semesters from 11:10am to 12:00pm to worship together as services originate from Kaiser Chapel on the Hamilton campus. We encourage those not physically present to stream the services on the [Chapel website](#) or [Facebook page](#). Each service is led by students, faculty, staff, administrators, and/or special guests. Community worship is the spiritual center of Gordon-Conwell Theological Seminary. Our family-friendly, living, learning gatherings offer an opportunity to reflect and experience the rich diversity of our global community as we share from our vast traditions and cultures. On Tuesdays and Wednesdays

offices and departments are closed during the chapel hour to avail the opportunity for the entire community to gather in worship.

## Other Activities (Hamilton)

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

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

## Denominational Groups

The Career Services Office strongly encourages all students who seek eventual ministerial credentialing (license, ordination) to pray and to consider seriously going under care with a denomination of their choice. Support, networking, and employment opportunities are much greater when working within a denominational family or network. To begin the search, students are invited to browse the online [GCTS Denominational Chart](#) and [Ordination Chart](#). The Career Services Office also has information on various non-denominational credentialing agencies.

Each Fall, the Career Services Office sends out the home church and denominational information of various GCTS staff and faculty. As “ambassadors,” these staff and faculty are available to talk with any interested students about their knowledge and experience in their church and/or with their denomination. Students are encouraged to take advantage of this opportunity to connect with staff and faculty in this way.

Occasionally in any given year, the formation of formal or informal denominational (or denominational family) groups may be initiated by interested students, staff, faculty or local denominational representatives. The Career Services Office desires and is available to help arrange for and advertise these events and/or meetings.

## **Pierce Center for Disciple-Building (Programming for Master's Level Students)**

### ***Vision of the Pierce Center***

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

### ***Mission of The Pierce Center***

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

### ***Strategic Focus***

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

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

- To encourage Gordon-Conwell students to engage in intentional spiritual formation: Increasing in intimacy with Jesus Christ and maturing in Christ-like character and conduct in the context of a loving Christian community (e.g., through habits of the heart/spiritual disciplines of the Word, prayer and reflection, one-to-one discipling relationships, retreats, etc.).
- To equip Gordon-Conwell students to invite others into the biblical, prayerful, transformational disciple-building process (e.g., through Soul Care Groups, Soul Sabbaths, retreats, training events, practical resources, etc.).
- To explore creative and biblical approaches to stimulate disciple building among the wider body of Christ (e.g., through scholarly inquiry and prayerful dialogue, which sharpens the mind, deepens the soul, and prepares the leader for greater effectiveness in ministry).

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

Students can find out more information about the [Pierce Fellowship](#) and related activities available digitally and at various campuses.

## Prayer Rooms (Hamilton)

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

## SERVICES AND RESOURCES

### Athletic Services, Hamilton

#### ***Bennett Center (Wenham, MA)***

The [Bennett Center](#) at Gordon College is available to the Gordon-Conwell community at a reasonable membership fee.

#### ***Disc Golf Course (Hamilton)***

The disc golf course is a 9-hole course located on the campus and is open to all students, staff, faculty, and Seminary guests. The course measures 2,799 feet in length. It is designed to be challenging for experienced players, but still accessible and fun for new or occasional players. For more information, contact [Physical Plant](#).

#### ***Fitness Area (Hamilton)***

The Seminary is pleased to make available a Fitness Area, which is located in Kerr 120. The area is available to students, student spouses, faculty, and staff. For safety reasons, no one under the age of 18 years old is permitted to use the area. All individuals interested in using the exercise facility must review the [exercise area guidelines](#), be trained by one of the student trainers, and complete a waiver form before utilizing the area. Guidelines and waiver forms are in Student Life.

### Bookstore

The Gordon-Conwell Bookstore is committed to: 1) providing quality books and GCTS merchandise at a competitive price to the Gordon-Conwell community, the greater North Shore community, and beyond; 2) assisting students, staff, faculty, and alumni with building their personal libraries, meeting their educational goals, and furthering their ministries; and 3) partnering with pastors and churches to be a resource for Christian education, Bible study, and ministry.



### **Regular Bookstore hours in Hamilton**

Sunday	Closed
Monday-Friday	9:00am - 4:00pm
Saturday	Closed
Hours may vary in the summer.	

### **Regular Bookstore hours in Charlotte**

Sunday	Closed
Mon/Tues/Thurs/Friday	10:00am - 8:00pm
Wednesday	10:00am - 6:00pm
Saturday	9:00am - 5:00pm

The Charlotte Bookstore also features Gordon-Conwell—Charlotte clothing items, basic supplies (pens, binders, notepads) as well as Seminary-wide diploma frames.

Students also may purchase online through the [Gordon-Conwell website](#) and the [Charlotte Bookstore](#).

### ***Return Policy***

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

## **Campus Grounds (Hamilton)**

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

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

For safety reasons, anyone walking or exercising a dog on campus must keep the dog restrained, under control, and on a leash at all times. Any dog waste should be picked up and disposed of properly. Also for safety reasons, playing golf or hitting golf balls on campus is prohibited.

## Campus Safety (Hamilton)

Campus Safety officers are certified in first aid to the First Responder level and professional rescuer C.P.R. Additionally, some Campus Safety officers are state licensed Emergency Medical Technicians.

The Gordon Police Department provides emergency response to our campus year-round with 24-hour patrols of all buildings and grounds. They also serve the community by providing a variety of public services and assistance and are the first to respond to a reported emergency. Their office is located in the North Wing, Room 416 (next to the Great Room) in the Kerr Building. They can be contacted from a campus telephone by dialing Extension 4180 or from an outside line by dialing (978) 646-4180.

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

Some of the services provided by the Campus Safety include the following:

- 24-hour patrol of all buildings and grounds and other services
- Crime prevention and investigation
- Traffic and parking control
- First Responder and CPR Trained Officers for initial response to medical emergencies
- On-campus personal safety escort assistance
- Making emergency notification

For more information and online forms, please visit [Campus Safety's webpage](#) on the Gordon-Conwell website.

### ***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 notify immediately 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 Hamilton Career Services office seeks to be a resource for students in discerning their design and call, as well as give guidance in the job-hunting process. Services offered include, résumé writing and critique, portfolio workshops, interviewing, career-match inventories, and denominational and ordination information. The Career Services office also oversees

informational and recruiting visits from various para-church and church denominational representatives throughout the school year on the Hamilton campus.

As a service to the church, our students, and our alumni, the Career Services office hosts the [Gordon-Conwell job search website](#). Here hundreds of professional ministry positions in churches and ministry organizations in the U.S. and internationally are posted every year. In addition, the *Candidate List* within MinistryList.com is where GCTS degree-holders and graduating students seeking ministry positions may post their ministry profile and upload their resumes, enabling churches and ministries to directly contact those who look interesting to them.

## Children's Playroom (Hamilton)

The Retreat House Playroom (located in the basement of Retreat House) is available during the winter months for parents to take their children (birth through 4 years of age). Individuals wishing to use the Retreat House Playroom should inform themselves of the [Playroom Guidelines](#) prior to using the facility. For any questions, contact [Student Life Services](#), and to reserve the playroom go to [FS Direct](#) on GCTS Website.

## Clothing and Household Goods: Give & Take (Hamilton)

The Give and Take is maintained by student workers and volunteers as a ministry to the entire Seminary community. Donations of clean, stylish clothing, small child-safe toys, books, kitchen items, and small working appliances are accepted. The Give and Take is located in the gray building next to the Rouse Memorial Playground by Graham and Bell. People may drop their donations during hours of operation and are free to take anything they need. Hours are posted on the door, bulletin boards, and digital signage. Questions may be directed to the [Student Life Services](#) office.

## Copy Services (Hamilton)

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

## Counseling Services (Hamilton)

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

## Dining Services (Hamilton)

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

### *Dining Hall Hours of Operation*

Fall, January, and Spring Semesters		Summer Semester
Monday-Friday	7:30am - 3:00pm	
Breakfast:	7:30am-10:30am	
Lunch:	11:30am-1:00pm	11:30am-1:00pm*
Saturday & Sunday	Closed	Closed

\*There may be specified weeks that the dining hall is closed due to vacations in the summer. Advanced notice will be given.

The dining hall is closed on the following holidays:

- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving (closes Wednesday after lunch and re-opens on Monday)
- Christmas Eve through New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day

### ***Meal Plan***

Dorm fees include meal points. For more information, contact the [Housing Office](#).

### ***Campus Recycling/Sustainability***

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

### ***Dining Hall Policies and Procedures***

One of Sodexo's main goals is to provide a pleasant, clean, comfortable, and satisfying dining experience.

### ***Dietary Requirements***

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

### ***Vending Machines***

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

### ***Catering Services***

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

### ***Campus Dining Employment***

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

### ***Contact Us***

Students are invited and encouraged to contact Dining Services with any questions, comments, or suggestions about the Campus Dining Program. Please send comments to [Dining Services](#).

## **Early Childhood Program (Hamilton)**

North Shore Christian School operates an early childhood program on the campus of Gordon-Conwell. This program (8am to 2:30) is for children 2.9 to 5-years-old and operates Monday through Friday. The North Shore Christian School of Lynn and Beverly has been educating children in the context of a Christian Worldview for over 65 years. If you would like to learn more about NSCS or our Early Childhood Program in Hamilton, please contact Christine Saia,

our Admissions Director, at [csaia@nschristian.org](mailto:csaia@nschristian.org) or call her directly at 781-469-0706. You also may visit [nschristian.org](http://nschristian.org) for more information.

## Emergency Student Notification

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

## Employment

### ***Student Employment***

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

### ***Staff Employment***

Students and student spouses may apply for any open, full-time or part-time position. Regular full-time staff positions come with an excellent benefit package. Openings for staff employment also may be found on the [Employment webpage](#).

### ***Casual Labor Opportunities:***

Student spouses are eligible to work in a short-term capacity under casual labor arrangements. These opportunities are subject to certain earning limitations and are on an as-needed basis by various Seminary departments (see *International Students* on F-2 spouse visa and employment).

## Fax Information (Hamilton)

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

## **Fax Information (Charlotte)**

Students may not use the fax machine for sending or receiving documents.

## **Game Room (Hamilton)**

Students can take a break and enjoy a game of ping-pong, foosball, or pool in our game room located on the Mezzanine level of the Pierce Great Hall. We also have bins full of board games for student use in the Mezzanine or Great Hall.

## **Housing Services (Hamilton)**

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

### ***Apartments***

There are about 200 apartments on campus. Married students have priority for apartment housing, but single students are offered apartments as well depending on availability since they also have the dormitory option. Our hope is to provide on campus housing for as many students as possible. The apartments are located within six buildings comprised of studio, one-bedroom, two-bedroom, and three-bedroom apartments. They are equipped with a stove, refrigerator, and some have air conditioning. Parking (one assigned space per apartment, extra unassigned parking is available), laundry facilities, and a small storage area are included in the apartment buildings. Garden plots are available for fee on a seasonal basis. The Seminary does not provide furnished apartments.

### ***Dormitories***

Campus housing presently includes furnished dormitory housing for about 80 men and 25 women. Dormitory rooms for single students include single and double rooms with year-round availability. Students living in the dorm share kitchen facilities with their fellow dorm mates, so each resident will contribute to a clean and healthy communal eating/lounge space.

### ***Residence Life Coordinators***

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



establishing and maintaining a healthy community in each apartment building and dormitory. The *Housing Policy and Manual* in conjunction with the *Community Life Statement* serves to inform residents in their day-to-day living in community.

### ***Commuter Rooms***

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

### ***Off-Campus Housing (Charlotte)***

Although the Charlotte campus does not provide student housing for those who commute from a distance, however, we have made arrangements with local hotels to make rooms/suites available to our students at a discounted rate. For an updated listing, please see the Community Life hub on Canvas or email the [Southeast Community Life](#). Students also may post their lodging needs by email to the [Southeast Community Life](#).

For all campuses, Cohort-Based Students should review the housing materials posted on the DMIN Program canvas site for hotels, discounted rates, other options, etc.

## **Information Technology Services**

The Technology Services department consists of the IT Service Desk, Media Services, Technical Management, Application Management, Operations, and Facilities Management. The department is responsible for the Seminary's IT equipment, maintenance of the school's network infrastructure, and supporting the Instructional Technology Department as needed. Additionally, the campus' Media Services team provides support for classroom technology, audio/visual technology, and video-teleconferencing. Wireless internet is available to all students, staff, and faculty throughout the campus. There are several areas designed as active learning spaces for student collaboration and small group meetings. The IT Service Desk exists to serve the entire Gordon-Conwell community and address technological incidents and requests. If you need assistance from Technology Services, visit the [IT webpage](#), contact IT in one of the methods in the chart below. For more information on our Acceptable Use Policy, please visit our [website](#).

### **IT Service Desk**

#### **Phone**

978-646-HELP (4357)

#### **Email**

[tech@gordonconwell.edu](mailto:tech@gordonconwell.edu)

#### **Hamilton Walk-Up**

Kerr 328

#### **Twitter**

[@itgcts](#)

### ***Internet and Network Access***

The GCTS network connects to the Internet and internal resources, including CAMS, Canvas, printing, and library resources. The campus has Wi-Fi connectivity in various locations on campus. At the discretion of the GCTS IT Department, personal computer access to campus networks may be blocked to ensure the security, integrity, and performance of GCTS systems.



### ***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](mailto: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](#).

### ***Goddard Library Computers and Printing (Hamilton)***

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

### ***Harold Lindsell Library Computer Lab (Charlotte)***

The Seminary maintains a computer lab, located in the library, for student use. The computer lab provides students with word processing capability, internet access, Hebrew and Greek tutors, access to the research databases of OCLC-First Search, and several CD-ROM based research tools. Students can schedule usage with the Library Director and are encouraged to consult with the Library Director or the Student Assistant for Library Technology for assistance with CD-ROM or Internet use. Students are limited to one-hour of usage if there are others waiting to use the workstations. Students are asked not to change computer settings, install software, or disconnect cables to the computers or printers. Students may not connect personal laptop computers to the computers or printers.

By using the Seminary's computing and internet resources, students agree as a condition of use to accept personal responsibility for considerate, ethical, and responsible behavior in their use of the available resources.

### ***Statement of Computer Lab User Responsibilities***

Students are responsible to use the resources in compliance with applicable laws and Seminary standards, policies, and procedures. It is each student's responsibility to determine what restrictions apply and to review the Seminary's online Policy on Responsible Use of Computers.

Students are responsible for using the resources with sensitivity to the rights of others. It is the student's responsibility to avoid intrusions into the privacy of others and/or to avoid creating an atmosphere of discomfort or harassment for others.

Students are responsible for making any back-ups of electronically-stored data that they have created or maintained. The Seminary assumes no responsibility for lost or corrupted data.

Students are responsible for reporting any weakness they might discover in the security of the computing resources to the Computer Center. Students are not to explore a weakness on their own as this may be interpreted as intentionally tampering with the Seminary's computing resources and may thus be treated as a violation of criminal law.

Students are responsible for clearly and accurately identifying themselves in any online communication. If students are acting as the authorized agent of a Seminary group, the communication must be identified as coming from the group.

Students are responsible for taking steps to avoid being a victim or an unwitting distributor of computer viruses or other destructive computer programs. The Seminary assumes no responsibility for avoidance of or for the impact of computer viruses or other such destructive programs.

The Seminary reserves the right to monitor and record user activities without notice upon learning of possible unacceptable use and/or violation of the user's responsibilities. The Seminary may provide the results of such monitoring to appropriate civil authorities. The Seminary reserves all rights to suspend accounts, use and/or access to the resources pending evaluation of a use and/or remedial action.

Students should be aware that electronic files are not necessarily secure and that email is extremely vulnerable to unauthorized access and modification. Therefore, the Seminary does not assume responsibility for the confidentiality of a user's files.

## Library Services

### ***Bruce Jackson Library Computers and Printing (Boston CUME)***

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

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

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

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

### ***Goddard Library (Hamilton)***

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

**Closed:** Wednesdays 11:00am – 12noon (during the academic year for chapel).

**Closed the following holidays:**

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day plus Friday and Saturday
- Christmas through New Year's Day

Students enrolled in a Gordon-Conwell degree program may request up to six library books from Goddard Library, the main Gordon-Conwell library located in South Hamilton, through the following [email address](#). Students must provide the following information: name, address, phone, student ID number. In addition, students must provide the author, title, and call number for each book requested. Goddard Library will fill requests based on availability of books and policies regarding borrowing. Students are responsible for returning books by mail by the due date listed on the inside front cover. Gordon-Conwell students using Goddard Library services are subject to Goddard Library policies, including fines.

### ***Harold Lindsell Library (Charlotte)***

The Harold Lindsell Library contains approximately 65,000 volumes focusing on biblical studies, theology, church history, counseling and psychology, and Christian ministry. The library also features an extensive collection of electronic journals and periodicals that students can access with their GCTS student IDs. Students should review the library module in the online New Student Orientation presentation for instructions on how to access electronic resources.

Sunday	Closed
Monday-Friday	10:00am-6:00pm
Saturday	9:00am-5:00pm

Hours for January, summer session, holidays, and other exceptions will be posted at the library office and on the [Charlotte library page](#) at the Gordon-Conwell Theological Seminary website. The library is normally closed on holiday weekends. Food and open-drink containers are not

permitted in the library at any time. However, beverages in twist-top plastic bottles and those in containers with leak-proof, sealable lids are permitted.

Reference books, materials from special collections, print journals and periodicals, videos, and printed dissertations must be used in the library and may not be checked out for any reason. Books on reserve for specific classes are not available for borrowing. Books in the stacks are available for borrowing.

The library staff is available to help you with a variety of research needs. If you need to see any of the library staff, please call ahead (704-527-9909) to make sure that we will be available when you arrive.

For information on library policies and procedures, see the library information sheet published annually by the library. It is available at the circulation desk.

### ***Library Cards & Borrowing Privileges***

Gordon-Conwell student identification cards function as library cards. Students currently enrolled in Gordon-Conwell may borrow books and are responsible for returning them according to the library policies. All current students are required to read and review the library borrowing policy. If another student needs a book that you have checked out, we reserve the right to ask you to return the book before the semester due date.

The library does not charge fines for overdue books, but books more than four weeks (28 days) overdue are declared lost and students are charged a minimum of \$100 fee per book for replacement and processing costs. Students may not borrow books unless they review and sign the overdue/lost book policy. Also, patrons with overdue Course Reserve materials will be charged \$10.00 per item, per day.

Students from other institutions in the Carolinas Theological Library Consortium (CTLC) may check out up to five books for up to three weeks with one renewal. CTLC students may not borrow books placed on reserve for Gordon-Conwell—Charlotte courses. CTLC students must see the Library Director or an assistant to check out books.

Currently enrolled Gordon-Conwell students have borrowing privileges at member institutions of the Carolinas Theological Library Consortium. Students are responsible for abiding by the policies of member libraries they choose to use. Please consult the library director for information about CTLC member libraries.

### ***Library (Jacksonville)***

Sunday	Closed
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.

Computers, scanners, and printers for student use are available in the campus library. Digital copies and scanning are encourage. There are fees per page for printing.

## **Lost & Found**

### ***(Charlotte)***

The Dean's Office operates the Lost & Found service for the Seminary. Items turned in to "Lost and Found" will be held for 30 days. After 30 days, unclaimed items are considered to be abandoned property and are disposed of in an appropriate manner by the Seminary.

### ***(Hamilton)***

The [Student Life Services](#) office maintains a Lost & Found collection for the benefit of the Seminary community. There also is an informal Lost and Found box for items left in the Academic Center on the main level of the Academic Center by the stairs going to the upper level.

### ***(Boston CUME)***

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

### ***(Jacksonville)***

The Library maintains the Lost & Found for the Seminary community.

## **Mail Services (Hamilton)**

### ***Mail Delivery and Pickup***

The Seminary mailroom processes mail from the U.S. Postal Service (USPS) and other delivery companies, such as UPS, Federal Express, etc. First-class mail is delivered to campus mailboxes before 11:00am Monday-Saturday during the academic year, except on Federal or Seminary holidays. Second- and third-class mail is delivered as soon as possible thereafter, usually before noon. Mail from delivery companies is processed as soon as it arrives. Outgoing mail is picked up at approximately 2:00pm, except on Sundays and Federal holidays.

### ***Intra-Seminary Mail***

There is a drop box for mail delivery to Seminary students and to faculty and staff that is emptied and delivered to campus mailboxes periodically throughout the day. Whenever

distribution must be made to more than five students, please fasten the bundle together in box number order. No individual student or group of students has the privilege of a multiple distribution of material through the campus mail. Inquiries on this matter shall be directed to the Dean of Students in Student Life Services. Students are responsible for reading and responding to administrative notices placed in their boxes.

### ***Hours and Services***

The mailroom will be open for business from 9:00am-4:00pm, Monday-Friday. Hours may vary during the summer. Many of the same items and services purchased at a Federal post office can be purchased in the mailroom, including stamps, priority mail, express mail, media mail, and certified mail services. Students may send faxes (for a small fee) or receive faxes (free) in the mailroom. For complete information about mailroom services and prices, please contact the mailroom at 978-646-4043 during business hours, or by [email](#).

### ***Addresses on Campus***

In compliance with State laws, all students will be assigned a campus mailbox that will be used to deliver intra-campus and USPS mail. In order to be sure that their mail is delivered in a timely fashion, students should adhere to the following USPS address standards:

Name  
GCTS Box \_\_\_\_\_  
130 Essex St.  
South Hamilton, MA 01982

Students living in the on-campus apartments also will have an address assigned by the Housing Office. If a student has a cell phone, the apartment address must be used as the primary address to that cell phone provider, so in the event of an emergency, 911 dispatchers for the Town of Hamilton have an accurate location for any emergency. However, it is recommended for all other incoming mail that the student use their 130 Essex St. address with their campus box number.

All packages (USPS, UPS, Federal Express, etc.) are delivered to students' campus mailboxes for pickup at the window, not at their apartments.

### ***Change of Address***

It is vital that the Seminary have the students' correct mailing address at all times. If, during his or her Seminary career, a student moves or is on a leave of absence, it is imperative that the proper information be given to the mailroom on a change of address form (obtainable from the mailroom during business hours) or on the [Mail Services webpage](#). At that point, all first-class mail will be forwarded; however, intra-campus mail and third-class mail cannot be forwarded and will be returned to the sender. Students who are away for the summer may have first-class mail forwarded, and intra-campus and third-class mail will be held until they return.

### ***Closing of Mailboxes***

Any Gordon-Conwell mailbox belonging to a graduating senior (if the student has not closed the box already) will be closed on July 1st following the date they have graduated, unless they

have re-enrolled for another degree. It is the student's responsibility to notify the mailroom of his or her enrollment in another degree. If a student is not registered for a classroom course in a given semester, their mailbox will be closed after the registration period ends, unless special arrangements are made with the mailroom.

If a student's absence will be longer than one semester, the box will remain closed. Upon re-registration, the student must sign up with Mail Services for a new campus mailbox. There is no guarantee that the student will be assigned the same box. Students taking courses exclusively online or Doctor of Ministry courses will not be assigned a mailbox.

It is the student's responsibility to check his or her campus mailbox regularly, since it is the primary form of communication between the Seminary and the student. If a student's box has been closed, the student is personally responsible for contacting all necessary Seminary departments.

Please note that all returned schoolwork that has not been retrieved prior to closing a mailbox will be sent to the Registration Office to be held for a period of up to one year. After that period, all material will be destroyed. The student will be personally responsible for retrieving this material.

## Media Services (Hamilton)

The Media Services office is open weekdays 8:00am-5:00pm and 6:00-8:30pm (while classes are in session fall and spring semester).

Phone	Email	Hamilton Walk-Up
978-646-4137	<a href="mailto:media@gordonconwell.edu">media@gordonconwell.edu</a>	AC 236

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

### *Viewing Films on Campus*

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

## **Medical Insurance (Hamilton and Boston CUME)**

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

## **Meeting Room Reservations**

Those wishing to reserve space for Seminary-related and sponsored events, as well as for personal reasons, must do so through the FS Direct application on the [SchoolDude](#) system.

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

Outside groups are allowed access to campus facilities when space is available (with the exception of Retreat House). Fees will be charged to cover maintenance costs, custodial services, and crowd control management when necessary for use of campus facilities by approved outside organizations, with reduced rates for personal use by students.

### ***Boston CUME***

Those wishing to reserve space for Seminary-related and sponsored events, as well as for personal reasons, must do so through the Registration Services. All reservations must be made well in advance.

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

### ***Reserving Retreat House (Hamilton)***

The Seminary limits the use of the Retreat House to current Seminary students and their families. Outside guests are not permitted to reserve the Retreat House.



Students (and/or spouses) wishing to reserve the retreat house for social events (baby showers, bridal showers, book clubs) should go through [SchoolDude](#). Students wishing to host events where a significant number of outside guests will be invited (weddings) will need to gain approval. Also, a small fee will be charged for the use of the facility.

## **Notary Public (Hamilton)**

Students who need the services of a Notary Public may inquire in Kerr 378 to make an appointment with [Dorrie Smith](#), or with [Laura Carmer](#), or call 978-646-4035.

## **Office Hours (Hamilton Administrative)**

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

## **Student Accounts (Hamilton)**

The cashier's window is open from 9:00am to 12:30pm, Tuesday and Thursday. Financial and payment information can be found in the cashier's lobby, on the GCTS website and in this handbook. Regular updates and reminders are sent via email throughout the semester regarding payment deadlines, statements, and adjustments made to your student account. Non-cash payments may be made by envelope at any time by submitting payments through campus mail, addressed to "Student Accounts." Credit card and ACH payments for student account balances can be made at any time by logging into the CAMS Student Portal and linking to "My Ledger." For payment information, deadline dates, Student Account forms, and answers to frequently asked questions, please visit the [Student Accounts webpage](#). Students also may contact the Student Accounts Office by [email](#) or calling 978-646-4049.

## **Student Guidance (Hamilton)**

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

The focus of the committee is pastoral. In cases where the committee determines it is in the best interest of the student and the Seminary for the student to seek professional help outside

the school or to require the student to withdraw to attend to personal matters, the committee has the authority to take such action. The student retains the right to appeal the committee's decision.

## **Student Guidance (Charlotte, Jacksonville, and Digital)**

Students needing spiritual and vocational guidance as well as additional forms of support can reach out to their Student Success representative, to the [Community Life office](#), or to the [Dean of Students](#) – Southeast.

## **Student Lounges**

### ***(Hamilton)***

Students have the opportunity to retreat to the Pierce Great Room lounge in the Kerr Building. Students also may avail themselves of the wireless Internet connections. The Pierce Great Room, on rare occasions, will be used for large functions, which requires it to be closed for a day or two. When this occurs, students will be given advance notice. Students also can take a break in the lounge, located in the Academic Center 241 and in Kerr 429, between the Pierce Great Room and the North Wing. Any questions about the lounges should be directed to the [Student Life Services](#) office.

### ***(Charlotte)***

The Charlotte campus offers vibrant community space and quiet study places throughout the campus. Outside community areas are located on the first-floor courtyard; study and gathering areas are located primarily on the second floor.

## **Writing Center**

The Gordon-Conwell Writing Center offers professional revision and editing services for academic and ministerial writing produced by Gordon-Conwell students. Editing services involve detailed, sentence-by-sentence feedback on grammar, spelling, punctuation, word choice, and writing style. (Note that editing does not include specific feedback on formatting.) Revision services involve detailed feedback on "big picture" ideas in a written text, such as: introductions, thesis statements, paragraph development, organization & cohesion, transitions, integration of research, analysis, conclusions, and even visual appeal. The Gordon-Conwell Writing Center will review most types of writing that are produced by Gordon-Conwell students for school or ministry. Such texts might include academic research papers, reflection essays, book reviews, PowerPoint presentations, ministry web pages, written sermons, résumés for ministry positions, church newsletters, Christian non-profit publications, faith-based blog posts, ministry grant proposals, etc. To learn more about Writing Center services and the enrollment process, students should visit the [Writing Center webpage](#). Furthermore, the

Writing Center offers free writing guides to all students; the writing guides can be found on the website above. Please [email](#) the Writing Center with any questions.

## POLICIES AND PROCEDURES

### Disability Accommodation Policy

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

1. It is the student's responsibility, after being informed of admission, to inform the institution through the following offices of his or her disability and of the need for accommodation:
  - Hamilton: [Dean of Students](#)
  - Cohort-Based Education: [Assistant Registrar](#)
  - Boston Campus: CUME- [Assistant Registrar](#)
  - Digital, Jacksonville and Charlotte students: [Dean of Students](#) – SoutheastSuch disclosure of need should be done as soon as possible so that the Seminary can make necessary plans, preferably with at least four weeks notification, as a minimum, requested. For Hamilton students, please complete the Request for Accommodations (RAF) form found at [online](#). For other students, please contact those listed as the appropriate contact.
2. A student having a disability requiring accommodation must provide the Seminary with current and relevant documentation from a specialist certified to diagnose the particular disability.
3. Acceptable sources of documentation for substantiating a student's disability and request for particular accommodations can take a variety of forms. Please visit our [website](#) for specifics.
4. Documentation requirements vary by situation. The Disability Services Coordinator (DSC) designated for the campus/program will talk to the student about documentation during the initial conversation. No student should delay meeting with the DSC out of concern for not having appropriate paperwork.
5. Documentation must be submitted prior to the first class for which the student is requesting accommodation. The designated office will keep the documentation in the student's permanent file.
6. A meeting must be scheduled between the student seeking accommodations and the DSC to explore collaboratively previous educational experiences, past use of accommodations, and what has been effective and ineffective in providing access.
7. The DSC, in consultation with faculty members and student, will determine reasonable accommodation in each particular case and for each class. A formal Disability Accommodation Plan will be drafted and disseminated to all necessary parties.
8. Prior to the start of each following semester, the student must contact the DSC in

writing to ensure the DAP is shared with the relevant faculty member(s) for each particular class.

9. By the first day of any given class, the student also must notify his or her professor that a disability exists that will require accommodation.

## **Policy on Alcohol Use, Marijuana Use and Smoking on Campus**

The use of alcoholic beverages or tobacco products is not permitted on any campus or other locations where classes are being held. Medical and recreational marijuana use is prohibited at Gordon-Conwell as its possession, use, or cultivation is prohibited by Federal law. Smoking is not permitted on any campus or in connection with any school-sponsored activity or in any off-campus offices and classrooms. For more information, please see our [Drug-Free Schools and Campuses regulations](#).

## **Policy and Procedure for Disciplinary Action**

### ***Statement of Standard for Disciplinary Action***

The Seminary reaffirms the biblical principles set forth in its *Community Life Statement* as it seeks to support students in their theological endeavors. The Seminary's commitment to its mission statement requires that all students be afforded an environment, which promotes intellectual and spiritual growth. To this end, the Seminary may engage in investigations, which could result in a process designed to bring about restoration for the student to the community, should he or she be found in violation of any aspect of the *Community Life Statement* or any other institutional code of conduct that interferes with or limits the student's, as well as the community's, ability to fulfill their academic goals.

The purpose of a student disciplinary process is to determine if a student has engaged in misconduct, and in those cases in which it is determined that the student has engaged in misconduct, to impose appropriate sanctions because the goal is always restoration. Romans 2:4 states that it is God's kindness that leads us to repentance and the Seminary seeks to follow the patterns for discipline described in Scripture through campus-specific guidance committees. The following procedures are employed in fulfilling this purpose. Please note that situations that fall under the umbrella of Title IX or VAWA will follow a different procedure.

### ***Procedure for Conducting a Misconduct Review***

1. The campus-specific guidance committee will conduct an investigation of the allegations brought against a student. The investigation includes the following steps:
  - a. Confirm the name/identity of the student in question.
  - b. Gather all material facts.
  - c. Determine alleged infraction as stated in the *Community Life Statement* or other published institutional code of conduct.

- d. If necessary, take any appropriate actions, including government and/or law enforcement agencies.
  - e. Seek legal counsel as deemed appropriate.
  - f. Keep thorough and complete documentation of investigative process.
2. The Chair of the Guidance Committee will notify the student in writing of the following:
  - a. A statement of alleged charges against him or her
  - b. The specific Seminary policy or code of conduct, which allegedly has been violated
  - c. The purported facts/information supporting the allegation
  - d. The establishment of a committee interview with student in question.
3. The Guidance Committee will conduct an informal interview with the student, using the following guidelines:
  - a. The student will be informed of the date, time, and location of the interview, in writing, either by personal delivery or email, at least three business days in advance. This information also will be provided to the person(s) who brought forth the alleged charges in case he or she desires, is required or is invited to be present in the interview.
  - b. The entire case file and the names of any prospective witnesses will be available for inspection by the respondent student during normal business hours in the Student Life Services/Dean of Students' office where non-academic student files are maintained (unless protected from disclosure by FERPA).
  - c. The respondent student may choose to be assisted by a family member or other individual. Those assisting the respondent student will be given reasonable time to ask relevant questions of any individual appearing at the interview, as well as to present relevant information. The student also may 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 complainant student, if present in the interview, also may be assisted by an advisor of his or her choosing.
  - e. The respondent student will be expected to respond to questions asked by the Committee. Students who refuse to answer on grounds of the Fifth Amendment privilege may be informed that the Committee could draw a negative inference from his or her refusal, which might result in his or her dismissal from the Seminary, in accordance with these standards and procedures.
  - f. The informal interview may be conducted in the absence of the respondent student if he or she fails to appear, following proper notification of the interview date, time, and location.
  - g. The interview shall be recorded by the Committee. The recording shall be kept with the pertinent case file for as long as the case file is maintained by the Seminary. (A copy hearing will be made and kept in the Dean of Students' office.)

4. Following the informal interview, the Committee will meet for deliberations and render a written decision to the student within five business days after the completion of the informal interview.
5. The Committee has the authority to render any one of the following decisions/sanctions:
  - a. **Further investigation** possibly culminating in another follow up interview.
  - b. **Admonition.** A formal admonition that an institutional standard has been violated and which does not become part of a student's permanent record, but that may be taken into account in judging the seriousness of any future violation.
  - c. **Disciplinary Probation.** A more serious admonition assigned for a definite amount of time, with the probation to continue until certain conditions stipulated by the Committee have been fulfilled. It implies that any future violation during that time, of whatever kind, may be grounds for suspension, or in especially serious cases, for dismissal from the Seminary.
  - d. **Suspension for a Definite Period.** Removal from membership in the Seminary community, including all student privileges for a specified period of time, with the suspension to continue until certain conditions stipulated by the Committee have been fulfilled. A suspension is noted on a student's official record only for the duration of the suspension. (Required to move out of Seminary housing.)
  - e. **Indefinite Suspension.** Removal from membership in the Seminary community including all student privileges for at least the period of time specified by suspension, with the suspension to continue until certain conditions stipulated by the Committee have been met, after which the Committee will reconvene to render a final decision. A suspension is noted on a student's official record only for the duration of the suspension. (Required to move out of Seminary housing.)
  - f. **Dismissal.** Permanent removal from membership in the Seminary community, including all student and alumni privileges without possibility of readmission. (Required to move out of Seminary housing.) A dismissal is noted on student's official record.
6. If the student is suspended or dismissed, the written decision shall be mailed or emailed to the student within five business days after the completion of the interview. It shall contain a statement of reason resulting in the sanction. The respondent student shall be asked to sign a form, for the record, indicating his or her understanding of the disciplinary action taken by the Committee. The respondent, as well as the complainant, also shall be advised of the appeal process.
7. A confidential copy of the letter to the student(s) will be filed in the Dean of Students Office, and the Registrar's Office will be notified of the decision.
8. The Committee shall inform the complainant, if any, that the investigation has been completed and that a sanction has been imposed but may not be permitted to divulge details.

### ***Procedures for Appeal***

In the event that the response, decision, or action is unacceptable to either party (the respondent or the complainant) due to procedural inconsistencies or new information, which was not available to the committee, formal complaints can be appealed to the Dean of the Campus. Exceptions can apply where the Campus Safety Department advises other action be taken, as required by law.

1. If either student or accuser so desires, he or she may appeal the investigating committee's decision in writing within seven business days, following the notification of sanction, to the Dean of the Campus.
2. The Dean of the Campus will present his or her decision within seven business days to the student (or complainant), unless he or she appoints a review committee of his or her choosing, in which case, he or she will have 10 business days in which to respond.
3. In the event that following this appeal there is further evidence of procedural inconsistencies or new information, which was not available to the Dean of the Campus, either student may appeal to the President of the Seminary in writing within seven business days, following the notification of sanction.
4. The President will present his or her decision within seven business days to the student (or complainant).
5. The President's decision will be final.

For students in North Carolina unable to resolve a complaint through the institution's grievance procedures, they may review the Student Complaint Policy, complete the Student Complaint Form (PDF) located on the State Authorization webpage at:

<https://www.northcarolina.edu/offices-and-services/academic-affairs/licensure-department/>, and submit the complaint to <https://studentcomplaints.northcarolina.edu/form>

or to the following mailing address:

North Carolina Post-Secondary Education Complaints  
c/o Student Complaints  
University of North Carolina System Office  
910 Raleigh Road, Chapel Hill, NC 27515-2688  
Phone: 919-962-4550  
<https://www.northcarolina.edu/complaints>

### ***Procedures for Student Departing the Seminary***

1. If suspension or dismissal occurs during the course of the semester, tuition may be refunded to the student according to Federal policy.
2. Appropriate notation shall be entered on the student's transcript and placed in his or her permanent file. The Registration Office will follow normal procedure to notify the appropriate offices of the student's leave from the Seminary.
3. If the student resides on campus, he or she may be given up to a 30-day notice to vacate the apartment and no more than seven days to move from the dormitory (date of dismissal will take into account the appeal process).

4. In the case of an international student (F-1 visa), as per SEVIS (Student Exchange and Visitor Information System) regulations, he or she must vacate immediately (i.e., no visa “grace period”), following the date of dismissal (date of dismissal will take into account the appeal process).

### ***Deviations from Established Procedures***

Reasonable deviations from these procedures (not to include sanctions) will not invalidate a decision or proceeding unless significant prejudice to the student may result.

## **Policy on Drug and Alcohol Abuse**

(in compliance with Drug Free Schools and Campuses Act Amendment of 1989.)

Following is a policy statement regarding this act.

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

Seminary policy prohibits the following:

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

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

### **I. Students**

Referral for investigation of possible abuse will be made to the Dean of Students for the specific campus or Vice-President of CBE (for CBE). Referral may come from a number



of sources, such as residence life coordinators, fellow-students, faculty or staff members, spouses, area clergy, campus police, etc. Procedure for disciplinary action will be observed.

## **II. Faculty**

The process involving faculty shall follow the Faculty Handbook.

## **III. Staff**

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

### ***Summary of Legal Sanctions Covering Alcohol and Drug Abuse***

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

Cities and towns in Massachusetts, Florida, and North Carolina, specifically Hamilton, MA, prohibit public consumption of alcohol and impose fines for violations. The Massachusetts Department of Conservation and Recreation (DCR) also prohibits public consumption of alcohol in its parks around Boston. In North Carolina, if you become disruptive in public (violent, insulting, using profanity, urinating) as a result of being drunk, you can be fined up to \$50 and spend up to a month in jail.

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

Massachusetts, Florida, and North Carolina have criminal penalties for use of controlled substances or drugs, with penalties varying with the type of drug. In general, narcotic, addictive, and drugs with a high potential for abuse have heavier penalties. In North Carolina, possession of illegal drugs can send you to jail for up to five years or cost you fines of up to \$2,000. Selling illegal drugs to others carries a jail term of up to 10 years.

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

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

serious drug conviction. Sale and possession of “drug paraphernalia” is illegal in Massachusetts.

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

Under Federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college (Seminary) or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs, if death or serious injury occurs from use of the substance.

### ***Health Risks and the Effects of Alcohol***

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening.

Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, also can lead to permanent damage to vital organs, such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Nationwide resources in the fight against alcohol and drug abuse can be found at [www.findhelp.org](http://www.findhelp.org).

### ***Massachusetts Local Alcohol and Drug Resources***

#### **BayCove Substance Abuse Center**

66 Canal St., Boston, MA 02114

<https://www.baycovehumanservices.org>

617-371-3000

**Beth Israel Lahey Health Behavioral Services**

199 Rosewood Drive, Suite, Danvers, MA 01923

<http://www.nebhealth.org/>

978-968-1700

**Boston ASAP Counseling**

25 Kingston St., 3<sup>rd</sup> floor, Boston, MA 02111

<https://www.bostonasap.org/>

617-482-5292

**Bridgwell**

117 N Common St., Lynn, MA 01902

<http://www.projectcope.com>

781-581-9270

**Bureau of Substance Abuse Services, Department of Public Health**

250 Washington St., Boston, MA 02108

<https://www.mass.gov/orgs/bureau-of-substance-addiction-services>

617-624-5111

**CAB Health & Recovery**

111 Middleton Rd., Danvers, MA 01923

<https://detoxstorehab.com/>

978-777-2121

**Lahey Health Behavioral Services**

110 Green St., Lynn, MA, 01902

<https://sobernation.com/listing/lahey-health-behavioral-services-tss-lynn-ma/>

781-593-9434

**MA Substance Abuse Helpline**

<https://helplinema.org/>

800-327-5050

**McLean Hospital**

115 Mill St., Belmont, MA 02478

<https://www.mcleanhospital.org/treatment/smhp>

800-333-0338, 617-855-3141

***North Carolina Local Alcohol and Drug Resources***

**Alcoholics Anonymous**

1427 Elizabeth Ave., Charlotte, NC 28203

<http://www.charlotteaa.org/>

704-332-4387, 704-377-0244

**Charlotte Rescue Mission: Dove's Nest for Women and Families**

2855 West Blvd., Charlotte, NC 28208

<http://charlotterescuemission.org/>

704-333-4673

**Charlotte Rescue Mission: Rebound**

907 West 1st St., Charlotte, NC 28202

<http://charlotterescuemission.org/>

704-333-4673

***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 to the current program, if needed.

Members of this team are the following:

- Campus Safety
- Dean of Students, Hamilton Campus
- Housing Manager, Hamilton Campus
- Campus Manager, Charlotte Campus
- Dean of Students, Southeast

A review of the program was completed on July 15, 2020, for the Hamilton campus. Members of the Charlotte Campus Review Team met on September 21, 2019, to review the policy and discuss any violations of the policy since the inception of the Drug Free Schools and Communities policy.

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.

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

***Distribution of Drug-Free Schools and Campuses Regulations Information***

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

- By providing a link to the [official website](#) of the Higher Education Center for Alcohol and other Drug Prevention.

- Each year, prior to October 1<sup>st</sup>, the Seminary 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 Campus Safety, upon request.

### ***Enforcement***

The enforcement of the Drug-Free Schools and Campuses Regulations as put forth in the program and in the Seminary policies rests primarily with Human Resources, Student Life Services, Campus Safety, and the Charlotte Dean's Office. 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 & Procedures on Sexual Misconduct and TITLE IX**

As a Christian institution committed to preparing men and women for ministry, we take our commitment to shaping moral and ethical character seriously. Gordon-Conwell's Community Life Statement maintains that, "*we renounce behaviors, such as distortion of God's Word, deception, falsehood, drunkenness, stealing, and sexual immorality, such as premarital intercourse, adultery and homosexual behavior.*" The Community Life Statement provides us with a set of guiding norms that shape the way we interact with one another. 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 (SaVE) Act, and the Clery Act ([for more information](#)) on the specifics of these Federal laws. 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, faculty, 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 also may 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 the 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 means conduct on the basis of sex if someone's aid, benefit, or service of the institution on an individual's participation in unwelcome sexual conduct (*quid pro quo*).

Unwelcome conduct is determined by what a reasonable person to be so severe, pervasive, and objectively offensive that effectually denies a person equal access to the institution's education

program or activity (hostile environment). Actions, such as these, are prohibited and may 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, 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, under 18 in North Carolina, and under 18 in Florida). 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 or 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. Intercourse is generally considered to be committed by force and against a person's will if: the person is unconscious; the person is asleep; the person is drugged or intoxicated; the person is frightened or intimidated; or the person is mentally impaired or deficient so that he or she cannot agree to the act. Engaging in any form of sexual activity with someone who is incapacitated constitutes sexual misconduct.

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

### ***Domestic Violence (from 42 USC ss 13925):***

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

### ***Dating Violence (from 42 USC ss 13925):***

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

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - (i) The length of the relationship.
  - (ii) The type of relationship.
  - (iii) The frequency of interaction between the persons involved in the relationship.

### ***Stalking (from 42 USC ss 13925):***

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

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress.



In Massachusetts and Florida such conduct are felonies. M.G.L. c. 265 § 43 (Stalking) Aggravated stalking is a felony in North Carolina ([G.S. 14-277.3A](#)). Stalking includes a willful and malicious knowing pattern of conduct or acts over a period of time directed at a specific person, which seriously alarms or annoys the person and which causes a reasonable person to suffer substantial emotional distress and makes a threat with the intent to place the person in imminent fear of death or bodily injury. Stalking can be accomplished by mail, telephone, electronic mail, internet communications, and facsimile. Conduct, which does not include a threat of death or bodily injury, also is illegal and considered harassment by the Seminary and Massachusetts, Florida, and North Carolina law. M.G.L. c. 265 § 43A (Criminal Harassment).

### ***Guidance on Reporting***

Gordon-Conwell Theological Seminary encourages those who have experienced any form of sex discrimination/misconduct to immediately find a safe place, report the incident promptly, seek all available assistance, and to pursue Seminary conduct violation charges and criminal prosecution of the offender. GCTS takes complaints seriously and will work with 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 of sexual discrimination/misconduct can be made anonymously by completing the [Confidential Sexual Assault form](#).

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

If an individual wishes to seek confidential assistance in dealing with a Title IX violation, he or she can speak with their local pastor and/or a Licensed Professional Counselor. The individual 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 himself 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 and this process 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 mediation.
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 will 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 Hamilton Police Department and GCTS Campus Safety. The Student Life Services staff is available to assist in these matters as well. [Click here](#) for a list of other available resources.

### ***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](mailto:jholiday@gordonconwell.edu) or [titleixcoordinator@gordonconwell.edu](mailto:titleixcoordinator@gordonconwell.edu)*

Questions about Title IX can be directed to the Title IX Coordinator or to the Office of Civil Rights ([OCR](#)) of the U.S. Department of Education.

## **Policy and Procedures on Discrimination and Harassment**

The purpose of this policy to help insure all members of the Gordon-Conwell Community understand the prohibition against harassment. All members of the Seminary 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 [online](#). Once the form is completed, it may be submitted to Campus Safety, the Dean of Students, Dorm/Apartment RLC, or the Dean of the Hamilton campus. Reports also may be made via email or in person to the appropriate office or person.

### ***Grievance Procedure on Harassment***

The grievance procedure is available to any Gordon-Conwell Theological Seminary community resident or student who thinks he or she 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 a 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. An investigation will be initiated 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 due to additional information or procedural inconsistencies, formal complaints can be appealed to the President's Office. Exceptions can apply where the Campus Safety Department advises other action be taken by necessity of law.

**Confidentiality:**

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

**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 of the specific campus or the VP of CBE. (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 (or VP or EDO of CBE) 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 of the specific campus (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 or she may appeal in writing to the Campus Dean, whose decision shall be final.

## Hazing

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

***According to North Carolina law*** (NCGS § 14-35):

“It is unlawful for any student in attendance at any university, college or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section Hazing is defined as follows: ‘to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group including any society, athletic team, fraternity or sorority, or other similar group.’ Any violation of this section shall constitute a Class 2 misdemeanor.”

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

### 269.17. ***Hazing Prohibited; Definition; Penalties***

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

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

The term “hazing” as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity, which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

**269.18. *Failure to Report Hazing; Penalty.***

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

Section 18. Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime shall be punished by a fine of not more than \$1,000.

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

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

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections 17 and 18; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections 17 and 18 to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

Each group, team, or organization shall distribute a copy of this section and sections 17 and 18 to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this section and said sections 17 and 18, that each of its members, plebes, pledges, or applicants has received a copy of sections 17 and 18, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution or post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person sections 17 and 18.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full time student enrolled by it of the provisions of this section and sections 17 and 18 and also certifying that said institution has adopted a disciplinary policy

with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report.

## **Policy on Information Technology**

Students must abide by the Seminary's Technology Acceptable Use Policy (AUP). The policy can be accessed [online](#).

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

Details can be accessed [online](#).

## **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 [online](#).

## **STATEMENTS OF COMPLIANCE**

The following Statements of Compliance can be accessed [online](#).

- 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.

Degree program(s) of study offered by Gordon-Conwell in North Carolina have been declared exempt from the requirements for licensure under provisions of North Carolina General Statutes (G.S.) 116-15(d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon any assessment of program quality under established licensing standards.

## FINANCIAL INFORMATION

### Educational Costs

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

### Tuition Rates

The tuition rates for 2021-2022 (subject to change) are as follows:

- \$750 per credit hour
- \$2,250 per 3-credit course

This does not take into account any scholarships that may be applied.

### Special Fees

Student Services fee	
• Fall, Spring	\$175 each
• Summer I, II, III	\$30 each
• January	\$0
Audits (official)	\$150/course for active, degree-seeking
	\$350/course
Partnership Program (scholarship) fee	\$500 (Fall and Spring Semester only)
External Partnership fee	\$200/term
Bookkeeping fee	\$35
CO 863A	half reg. tuition/each
CO 865A/CO865B	half reg. tuition/each
CO 871A	\$75 each

CO 873A/CO873B	\$75 each
CPE	\$75 per credit hour (In addition to hospital fees if any)
CO 735/CO 740	\$100 (lab fee in addition to tuition)
Payment Plan fee	\$50
Non-payment fee	\$100
Graduation fee	\$150
Delay of graduation date fee	\$25
Late/Improper registration fee	\$50
MACC Fee (Charlotte Only)	\$100 per semester
Mentored Ministry fee MM502, MM601, MM602, MM701, MM702	\$150 each (all other Mentored Ministry courses are billed per credit hour)
Technology Fee (per semester)	\$40 each
Transcripts (standard processing)	\$5
Transcripts (rush processing)	\$10 each

## Apartment Rates (monthly) (Hamilton)

The apartment rent rates for 2021-2022 (subject to change) are as follows:

Studio Apartments (A, B, C, E, and F)	\$850
One Bedroom (A, B, C, E, and F)	\$1,070
Two Bedroom ((A, B, C, E, and F)	\$1,325
Three Bedroom	
• C Building	\$1,540
• D Building	\$1,615

## Dormitory Rates (per semester) (Hamilton)

The room rates per semester for 2021-2022 (subject to change) are:

### Men's Dorms

Main dorm Single (large)	\$2,050
Gray/Phippen Hall Single	\$2,425
Gray/Phippen Hall Double	\$2,140

### Women's Dorm

Lamont Hall Single (small)	\$2,185
Lamont Hall Single (large)	\$2,375
Lamont Hall Double	\$1,950

## Medical Insurance

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

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

The following are the 2021/2022 costs for the Seminary health insurance.

<b>Student:</b>	\$7,424 for the entire year (9/1/2021-8/31/2022);	charged in two installments: \$2,475 Fall semester \$4,949 Spring semester
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Fall Semester includes coverage for September 1 to December 31, 2021

Spring Semester includes coverage for January 1 to August 31 2022

## Payment of Bills

There are various payment deadlines for the Fall, Spring, and Summer semesters (or quarters for cohort-based students). Please be aware that there are fees and/or account holds associated with these deadlines. For non-cohort students, 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 billing cycle, students will receive a non-payment fee, risk deregistration for future coursework, are ineligible for future registration, may be restricted in access to transcripts and diplomas, and are at risk of being sent to collections (this includes remaining balances on withdrawn courses). To avoid collections, a student must set up an official payment plan with the Seminary. If your account is sent to collections, the student will be responsible to reimburse Gordon-Conwell the fees of any collection agency, which may be based on a percentage at a maximum of 33 1/3% of the debt, and all cost and expenses, including reasonable attorney’s fees we incur in such collection efforts. Please view the *Payment Deadlines* on the [Student Accounts website](#) for specific dates and details and refer to the *Student Accounts* section of the handbook for payment options

## Student Services Fee

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

## Tuition Refund Policies

Not attending classes does not guarantee a refund. Formal application for drop/withdrawal must be made to and approved by the appropriate Registrar. A student who withdraws totally from the Seminary after registration without advice and consent of the appropriate 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 appropriate Registration Office must approve dropping/withdrawing the course(s) before any refund will be given.

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

**Federal:** The 1998 Reauthorization of the Higher Education Act 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 originally were scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all of your assistance. The withdrawal date or last day of attendance for implementing this refund policy is the date the student formally submits an application for withdrawal to the Registration Office. If the student fails to notify the Registration Office of the intent to withdraw, the midpoint of the payment period or period of enrollment will be used in the refund calculation.

The amount of Federal aid that the student must repay is determined via the “Federal Formula for Return of Title IV Funds.” The refund policy applicable to Gordon-Conwell refers to the return of student loan funds from unsubsidized Federal Stafford loans and Federal Perkins loan funds. The law specifies the order that the funds will be returned beginning with the unsubsidized loan funds first.

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

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

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

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

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