

BOSTON THEOLOGICAL INTERRELIGIOUS CONSORTIUM

Students enrolled at Gordon-Conwell have the unique opportunity to take classes through the [Boston Theological Interreligious Consortium](#) (BTI), a consortium of nine seminaries and theological schools in the Boston area. In addition to Gordon-Conwell, schools in the consortium include:

- Boston College - Department of Theology
- Boston College - School of Theology and Ministry
- Boston University Graduate Program in Religion
- Boston University School of Theology
- Hartford seminary
- Harvard Divinity School
- Hebrew College
- Holy Cross Greek Orthodox Seminary
- Saint John's Seminary

Gordon-Conwell students may take selected courses at any of these member schools. Cross registration is arranged through the Gordon-Conwell Registration Office and such courses must be completed within the time limits as stated for each course. In any given semester a student must register for at least half of his or her coursework at Gordon-Conwell. BTI cross registration procedures are not followed during the summer. At that time of year, students must register directly at the BTI school involved.

Gordon-Conwell students have access to the library facilities as well as major lectureships and interdisciplinary conferences of all member institutions.

CAROLINA THEOLOGICAL CONSORTIUM

The consortium consists of four member schools in the Carolinas: Gordon-Conwell-Charlotte, Reformed Theological Seminary-Charlotte, the Seminary & School of Missions of Columbia International University, and Erskine Theological Seminary. The consortium allows for cross-registration and library privileges amongst the member schools. Gordon-Conwell students who cross-register and take courses at any of the three member institutions are billed at the current Gordon-Conwell tuition rate.

Courses taken through this agreement will be transcribed as Gordon-Conwell courses; cross-registered courses do not affect the allowable number of transfer courses. Interested students need to seek pre-approval by completing the Cross-Registration form available in the Registration Hub. Digital (SEML), counseling (CO designation) and D.Min. courses are excluded in this agreement. Students in the M.Div. program are limited to a maximum of eight courses that can be completed through the consortium; all other programs are limited to six. Students who take advantage of this resource are bound by the academic policies and deadlines of the hosting school.

ACADEMIC POLICIES

INFORMATION & POLICIES

The seminary expects students to give themselves seriously to conscientious study, research, and evaluation. This same academic diligence must also extend beyond the classroom environment to the policies and procedures that support learning at Gordon-Conwell. In the Academic Life section of this handbook, we outline seminary-wide policies and some procedures. Consult individual offices and/or campuses for complete details of a specific policy. The Registration Office administers most policies, and questions regarding them can generally be answered there.

ACADEMIC COMMUNICATIONS

The seminary's primary means of academic communication with students is via student Gordon-Conwell email accounts and the CAMS Student Portal website. Students are responsible for checking their Gordon-Conwell email accounts regularly. Furthermore, students must log into their student portals to see important academic information (e.g., schedules, grades, etc.).

Students are obligated to provide the Registration Office with their most current mailing address(es) in the event the seminary sends paper communication. This can be updated directly in the CAMS Student Portal.

ACCREDITATION

Gordon-Conwell is accredited by the Commission on Accrediting of the Association of Theological Schools (ATS) in the United States and Canada, the New England Commission of Higher Education (NECHE), and the Council for Accreditation of Counseling & Related Educational Programs (CACREP).

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

New England Commission of Higher Education
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
Phone: 781-425-7700

Council for Accreditation of Counseling & Related Educational Programs
500 Montgomery Street, Suite 350
Alexandria, VA 22314
Phone: 703-535-5990

For students in North Carolina 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>

ADVANCED STANDING

The seminary may grant students advanced standing credit for specific courses based on proven competence in a particular subject area. In particular, the seminary offers students an opportunity to display competency in Biblical Studies through bible and language competency exams. In some cases, the seminary may offer advanced standing in the areas of Biblical Studies, Christian Thought, and Practical Theology for students with significant prior coursework in these areas from approved schools. An assessment is required for each student and any credit granted is assessed on a case-by-case basis. No more than one-fourth of the total required credits in a degree may be earned through advanced standing. In addition, the following degrees are not eligible to receive advanced standing: Master of Theology (Th.M.).

ADVISORS

The Registration Office provides academic advising for any student and has ultimate responsibility in confirming that students have completed their degree program requirements. Appointments for advising will be scheduled upon student request. Faculty advisors are also assigned to all students, with many programs having a specific director. The directors of those programs must be consulted concerning program structure and approval as necessary. All students are encouraged to seek out faculty in their area of study for additional educational, vocational, and spiritual counsel.

APPLICATION OF POLICIES, PROCEDURES, AND DEGREE PROGRAM REQUIREMENTS

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

When a student changes degree programs, the handbook in effect at the time the student is admitted into the new program will govern the degree program requirements. Students whose enrollment lapses more than two years are required to reapply to the seminary and will be governed by the degree program requirements in effect at that time. When a new catalog reveals a change in degree program requirements, current students may petition the Registration Office during that academic year in order to be governed by the new requirements. Students may not petition to be governed by degree program requirements of a previous handbook.

ATTENDANCE POLICIES

Students are expected to attend all class meetings. All professors require attendance and participation but each sets class attendance policies noting how attendance is graded and whether excused absences are allowed. Professors will announce these requirements at the beginning of the course or in the course syllabus.

AUDITING COURSES

The seminary offers two different types of audit: Courtesy audit and official audit. All auditors are restricted to non-participating member status in classes. In other words, auditors may not participate in class discussion (except as authorized by the instructor according to the terms included in the course syllabus), nor submit written work, nor sit for exams. Limited courses are not available to auditors except by written permission from the professor and the Registration Office (see Limited Courses). Some courses, such as online courses, may only be available as official audits. All audits must be registered by the registration deadline for the term (online registration via CAMS is not available for audits). See the respective audit forms for details.

COURTESY AUDIT

The seminary extends to each current student, staff, faculty and their respective spouse, one courtesy audit per semester at no charge. In addition, alumni and local, full-time pastors are eligible to register as courtesy auditors. A limited number of local residents may courtesy audit selected courses. All interested parties must submit a courtesy audit petition through the Registration Office prior to attending class. Courtesy auditing privileges are only available to students during the semester in which the student enrolls for credit. Courtesy audits are not recorded on a transcript. Since courtesy auditors will not have access to the student portal for the audited course, documents and resources posted there will be unavailable to them. As a result, online courses are not eligible for courtesy audit.

OFFICIAL AUDIT

Current students may officially audit courses by submitting the respective audit registration form, receiving approval from the Registration Office, and paying the audit fee. Individuals not enrolled in a degree program and wishing to enroll as

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

BIBLE COMPETENCY EXAMS

Since proper use of the Bible is central to all types of Christian ministry, Gordon-Conwell requires every student to become proficient in the knowledge and use of the Bible. The seminary offers survey courses (OT500, Exploring the Old Testament and NT501, Exploring the New Testament) for the purpose of providing a systematic and integrative overview of the content of the Bible.

All candidates for the M.A. and M.Div. degrees are required to demonstrate their Bible competency by 1) satisfactorily completing the Old and New Testament survey courses or 2) demonstrating competence through the appropriate examination(s). The seminary invites new incoming students to sit for these exams prior to their first semester as a student. The exams are generally given 1 month prior to each major term. Degree seeking students are allowed to sit for the exams only once (certificate, non-degree seeking, and official auditors are not eligible). A passing score is 75%. An individual who passes the exam(s) does not need to enroll for the respective survey course(s); rather they will receive advanced standing for the course(s) OT 500 and NT 501. Since these survey courses are corequisites for many courses, they must be taken early in a student's program in order to ensure that the student will not be hindered in his or her progress toward degree completion.

BIBLICAL LANGUAGES

The seminary is deeply concerned with educating students who can preach and teach confidently from the Scriptures. We consider knowledge of the original biblical languages to be invaluable for this task. It is our judgment that competence in biblical study will be markedly enhanced by an acquaintance with Hebrew and Greek.

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

CONSORTIUM SCHOOLS

Gordon-Conwell students may register for selected courses at designated consortium schools (Boston Theological Interreligious Consortium and Carolina Theological Consortium). Cross-registration is arranged through the Gordon-Conwell Registration Office on the home campus. Such courses must be completed within the time limits as stated for each course (earlier deadlines must be established for graduating seniors.) Students must carefully observe all registration rules at both schools. By default, consortium courses fulfill elective credits only. To fulfill degree core requirements and concentration requirements, permission for waiver must be granted (see Waivers).

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

CAMPUS TRANSFERS

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

CANCELLATION OF CLASSES

In the event that classes are cancelled (e.g., due to inclement weather or a national emergency), information will be made available through local television stations, seminary website, and email. In some cases of severe weather emergency on campus, students may be notified via the campus emergency alert notification system (Send Word Now). When the seminary chooses not to cancel classes due to weather conditions, students must use their own judgment regarding travel safety. If a student decides it would be unsafe to travel to the seminary, the student remains responsible for deadlines, coursework, and missed lectures.

Charlotte Make-Up Weekend: If a weekend class is cancelled due to weather, professor emergency or the like, the class will be made up during the scheduled Make-Up Weekend (see the course schedule for the designated dates). The seminary assigns a make-up weekend for each term and reserves the right to reschedule a cancelled class during this time. Students should note the assigned make-up weekend and plan accordingly. In other words, you should keep this weekend free in the event a weekend class is rescheduled; approved absences will not be considered if conflict arises with your personal schedule.

CHEATING & PLAGIARISM

(See Violations of Academic Integrity)

COURSES CHANGES: ADD, DROP, WITHDRAWAL

All course changes made at any time for any reason must be initiated through the Registration Office either through online registration (CAMS Student Portal) or on the proper form. Deadlines noted on the Academic Calendar (and in the Registration Hub) determine tuition refunds (if any) for dropped/withdrawn courses. Note that the refund schedule applies to tuition refunds. Fees are not refunded for withdrawn courses.

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

COURSE CREDITS

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

COURSE ELEVATIONS

Some programs require that standard master’s courses be elevated to a higher level. Students desiring to elevate a master’s-level course must meet with the directing professor in order to negotiate additional reading and writing requirements that the professor deems appropriate. These assignments must also be approved by the appropriate Program Director. Elevated courses are subject to all the policies, deadlines and procedures governing other “standard” courses. Course elevations will be noted on the transcript.

COURSE DELIVERY MODES & FORMATS

Gordon-Conwell courses are offered in a variety of teaching modalities: in-class, fully online, or a combination of these methods, depending on specific degree program requirements. See also Digital-Live section.

- Digital courses are delivered fully online with all learning and interaction occurring through an online learning platform.
- Digital-Live courses provide students the option of in-class or online attendance, both with real-time participation.
- Live, in person courses that meet at a Gordon-Conwell campus or site.

Gordon-Conwell courses are also offered in a variety of meeting formats including weekly meetings, weekend intensives, and shorter intensive formats ranging from one to four weeks.

COURSE REPEATS

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

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

If a course has been attempted twice with resulting failing grades, special permission will be required from the Registration Office before the student registers for the same course a third time. When students have received permission to register a third time for the same course, and that course is completed with a passing grade, the final passing grade will replace both failed attempts in the cumulative GPA and credit hour calculations, although all grades will remain on the transcript.

CREDIT HOURS

Gordon-Conwell operates on a semester-hour system. For most courses, one semester hour typically represents one hour of classroom or directed faculty instruction and a minimum of three hours of out-of-class student work. Mentored Ministry rotations (and some introductory courses) represent one credit hour. Depending on the campus schedules, the following apply:

- In the fall and spring semesters, one semester hour typically represents one hour of classroom or directed faculty instruction and a minimum of three hours of out-of-class student work each week for approximately fourteen weeks. This includes two reading weeks at Hamilton & Boston campuses each fall and spring semester (see Reading Weeks), which are special times dedicated to intense out-of-class student work (i.e., reading, research, writing, etc.).
- In a weekly format: three credit hours typically represent one three-hour class per week for fifteen weeks.
- Intensive courses: Three credit hours typically represent a full week of classroom time.
- Directed studies will meet on different schedules but will comprise an equivalent amount of work and academic engagement.
- In the weekend format courses generally meet for the equivalent of three weeks within one weekend. Language courses often add a fourth weekend while remaining three credit hours.

DEGREE AUDITS

The Registration Office provides each student with a degree audit (checksheet) indicating courses required and courses completed. The Registration Office retains an official copy for consultation upon request. Students who have completed ten or more courses will typically receive an updated copy of their degree audit each year. The student is responsible to make sure all graduation requirements are met. Graduating students are issued a special graduation audit upon submission of a graduation application.

DIGITAL LIVE COURSES

Digital Live courses allow students to participate in a real-time seminary classroom anywhere in the world with a high-speed internet connection (via Zoom video conferencing). Students are able to engage live with their professor and classmates, receiving the same teaching through live feeds from the professor and participating in classroom discussion. Digital-live does not mean students can complete the course online at their own convenience. It means that students can participate virtually from a distance at the time the course is being taught. The expectation is that students will be present at every meeting of the entire course.

DIRECTED STUDY COURSES

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

DISABILITY ACCOMMODATION POLICY

The Seminary is in compliance with the provisions of the Americans with Disabilities Act. The 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 – Southeast

Such 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.

DISMISSAL

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

DUPLICATION OF COURSE REQUIREMENTS

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

EXAMINATIONS

Final examinations must be taken no later than the final week of the term. Take-home final exams may be distributed at any point by a course professor and are due no later than the last day for written work as designated in the Academic Calendar. Rescheduling exams before the last day for written work will be granted only for substantial reasons and only with the concurrence of the course professor. Rescheduling exams after the last day for written work must be done via formal extension petition (see Extensions for Late Coursework).

EXTENSIONS FOR LATE COURSEWORK

The extension policy grants additional time to students facing an unforeseen circumstance, emergency, or extenuating

event within the semester (for Service members and reservists, this includes temporary absences or interruptions due to service requirements). Requests for time lost due to ministry, job, wedding, trips, or course overload will not be considered. Please note that pre-existing medical conditions are foreseeable. Students who require ongoing extensions for medical or physical reasons should review the Disability Accommodations Policy outlined above and contact the appropriate home campus office.

Students who wish to submit coursework after the last day for written work must receive prior approval by formal petition, regardless of where the course is offered (e.g., another GCTS campus or consortium school). Petitions must be filed before the last day for written work as specified in the Academic Calendar. Courses on extension do not contribute toward a student's enrollment status (e.g., full-time, part-time). Students should consult the Extension Petition for details that outline criteria, length of extension, penalties. Extensions will not be granted for more than one year.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

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

1. The right to inspect and review the student's education records within 45 days of the day the Seminary receives a written request for access.
 - Students should submit to the Registrar, Academic Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Seminary official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Seminary official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
 - Students may ask the Seminary to amend a record that they believe is inaccurate or misleading. They should write the Seminary official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Seminary decides not to amend the record as requested by the student, the Seminary will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Seminary in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the Seminary has contracted (such as an attorney, auditor, collection agent, pastor, or mentor, and the National Student Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Seminary may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The Seminary may disclose personally identifiable information from education records to appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
5. The Seminary reserves the right to release, without consent, personally identifiable information (PII) that is designated as Directory Information. If the student does not wish to have all or part of this information released without consent, he or she must notify the Registration Office, in writing, and the request will be honored within the academic year the letter is received. Students must re-petition at the start of each academic year.

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

- Student's Name
- Spouse's Name

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

6. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which a student's education records and personally identifiable information (PII) contained in such records; including the student's Social Security Number, grades, or other private information, may be accessed without the student's consent.
- First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to a student's records and PII without the student's consent to any third party designated by a Federal or State Authority to evaluate a Federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to a student's education records and PII without the student's consent to researchers performing certain types of studies, in certain cases even when Gordon-Conwell objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive the student's PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without a student's consent PII from the student's education records, and they may track the student's participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.
7. The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Gordon-Conwell Theological Seminary to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
- Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
8. Written request for review and/or amendment of record(s) should be made to the director of the office, which contains the record being sought. Education records are located in the following offices

Type of Education Record	Custodian of Records	Office & Location
Academic Records & Judicial Committee Records	Registrar	Registration,
Mentored Ministry Records	Director of Mentored Ministry	Mentored Ministry,
Counseling Program Records	Coordinator of Counseling Program	Counseling Department,
Financial Accounts	Director of Student Financial Services	Student Accounts,
Financial Aid Transcripts & Scholarship Records	Director of Student Financial Services	Financial Aid,
Student Employment Records	Director of Human Resources	Human Resources,
Judicial Appeals & Byington Applications	Academic Dean	Academic Dean,

Guidance Committee Records & Community Life Reports	Dean of Students	Student Life Services,
Incident Reports	Campus Safety	Campus Safety,
Housing Leases, Dormitory Contracts & Rent Records	Housing Manager	Housing Office,

FULFILLMENT OF RESPONSIBILITIES

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

GRADE APPEALS

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

Appeal Process:

1. After attempting to resolve the issue directly with the professor who issued the grade, the student will submit a written petition to the Registrar concerning the grade in question.
2. Within three business days, the Registrar will give written notification to the professor that the grade has been appealed to the Judicial Committee.
3. The professor will have no more than 10 business days to respond in writing with his/her comments. This response must be directed to the Registrar.
4. The Registrar will gather all appropriate information and present it to the Judicial Committee for action.
 - a. The Judicial Committee will have 10 business days to review the case and render a decision.
 - b. The student has the right to appear before the Judicial Committee to defend his/her case and may do so by making a written request to the chair of the Judicial Committee prior to the meeting.
 - c. The Committee may decide to uphold the original grade or change the grade.
5. Within three business days of receiving the Judicial Committee's decision, the Registrar will send written notification of the decision to the professor, the student, and all appropriate offices.
6. If the student so desires, he/she may appeal the Judicial Committee's decision by submitting a written petition to the Academic Dean within 10 business days.
7. Within 10 business days, the Academic Dean will send written notification to the student and all appropriate parties of his/her decision to uphold or change the Judicial Committee's original decision. The Academic Dean's decision is final.
8. If a student is scheduled to graduate while an appeal is in process, and the grade in question could impact a student's eligibility for graduation, the above process will be accelerated if reasonably possible. If the appeal is not fully resolved at the time of graduation, the student will be permitted to participate in the graduation exercises, but he/she will not receive a diploma until the issue has been resolved.

The above durations are typically extended during the January and summer sessions depending on the availability of the faculty members involved. If a pending decision will affect future enrollment (e.g., prerequisites), the student should contact the Registrar for guidance. Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to the student may result.

GRADING SCALE

Grade A is given for meeting with conspicuous excellence the demands which can fairly be made in relation to the requirements of the course. These demands would normally include unusual accuracy in fact, completeness in detail, perfection in form of work, independence of method, grasp of the subject as a whole and constructive imagination.

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

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

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

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

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

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

Degrees requiring a minimum 3.0 GPA for graduation: MACC, MACO, MATS, THM, DMIN

Degrees requiring a minimum 2.0 GPA for graduation: MDIV, MACM, MAGL

GRADUATION

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

Application for Graduation

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

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

Eligibility for January Graduation

Students who have completed all of their coursework by December, and whose grades have been received by the Registration Office by the posted deadline, are eligible for January graduation (see the Academic Calendar). January graduates will have a January graduation date listed on their final transcripts and diplomas.

Eligibility for May Graduation

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

Eligibility for October Graduation

To be eligible to participate in commencement exercises as a pending October graduate, students must have maintained at least the minimum cumulative GPA required for graduation within their programs by the Monday prior to commencement

exercises. In addition, by the Monday prior to commencement exercises, pending October graduates must have met all financial requirements, have no more than two degree requirements outstanding and be registered for their final courses in the summer. The early submission of spring term coursework is required for October graduates so that the necessary grades are received by the Registration Office no later than the Monday stated above (see the Academic Calendar). All remaining academic and financial requirements must be completed by the last day of the full-summer session. October graduates who fail to complete their requirements during the summer must delay their official graduation and will pay an additional graduation fee at the conclusion of their program. Graduation honors (e.g., Cum Laude) will not be awarded until all coursework is complete and final grades have been received. October graduates will have an October graduation date listed on their final transcripts and diplomas. Diplomas will be mailed in October. NOTE: Students in cohort-based programs such as the Doctor of Ministry, are not eligible for October graduation term (January and May only).

HONORS

The following standards for honors are maintained:

3.700 - 3.849 = Cum Laude

3.850 - 3.924 = Magna Cum Laude

3.925 - 4.000 = Summa Cum Laude

If an M.Div. student uses more than two pass/fail grading options, he/she will be disqualified for consideration for the above graduation honors. Please note that this limit does not include courses which are graded on a mandatory pass/fail basis (e.g. denominational standards courses or some Mentored Ministry).

IMMUNIZATIONS

Gordon-Conwell students must comply with state immunization laws (if applicable). Students under 30 years of age, taking courses on a full-time basis in the Commonwealth of Massachusetts must present written documentation from a medical professional confirming appropriate immunizations. Failure to provide proper immunization documentation will prohibit students from registering for courses. Gordon-Conwell students studying in North Carolina, Florida, or online are exempt from immunization requirements.

INCOMPLETES

The seminary does not issue grades of "I" meaning Incomplete. Students unable to complete a course should withdraw by the final withdrawal deadline (see Academic Calendar) or petition for an extension to complete coursework. (See Extensions for Late Coursework and Grading Scale)

LANGUAGE COMPETENCY EXAMS

Students with prior knowledge of Greek and/or Hebrew may be allowed to waive the language requirement(s) by successfully passing the language competency exam(s). Language competency exams are offered three times annually at the start of fall, spring, and summer semesters. Each test consists of translation and parsing and can be prepared for by reviewing an introductory grammar (e.g., Basics of Biblical Hebrew by Gary Pratico or Basics of Biblical Greek by William Mounce). Students who pass the exams will be granted advanced standing for the respective courses (e.g. GL501/502 Greek I and II and/or OL501/502 Hebrew I and II), reducing the number of required courses for their program where applicable. Alternatively, students who test out of Greek and/or Hebrew may wish to take additional elective courses of their choice from within the Division of Biblical Studies. Students may request not to receive advanced standing and take Biblical Studies electives instead.

Since a firm knowledge of the biblical language(s) is foundational for performing competent exegesis required in many upper-level courses, students must verify proficiency by passing the exam(s) before any credit (transfer credit or advanced standing) will be granted

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

In all cases, students must successfully pass the competency exam before they enroll in courses with the language prerequisite.

LEAVE OF ABSENCE

(See Withdrawal/Leave of Absence)

LOAN DEFERMENTS & VERIFICATIONS

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

MENTORED MINISTRY

Mentored Ministry is the "clinical" side of preparation for ministry and is an academic requirement for M.Div. and some M.A. students. Its primary objective is to provide a context for integration of theory with practical field experience. By means of the mentoring relationship with an approved pastor (or qualified staff member of a parachurch ministry) and the various experiences provided within the church, students will be able to test their vocational commitments, broaden their empirical and experiential knowledge, develop ministry skills, nurture personal identity, enhance self-directed learning and engage in spiritual formation.

All Mentored Ministry requirements must be officially registered and are subject to the same academic policies governing all courses. See Academic Calendar for dates. Each student's participation in the program will be graded and recorded on the official transcript of the seminary.

OUT-OF-SEQUENCE COURSES

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

Out-of-sequence courses are subject to all the policies, deadlines and procedures governing standard course offerings. They require approval of the directing professor and the Registration Office before permission to register is granted. Petitions should be submitted early (forms available from Registration). Requests most likely will not be approved once the semester begins. It is the student's responsibility to initiate the first meeting with their professor, which must take place within ten days of the first day of classes for that semester.

OVERLOAD

Sixteen and a half semester hours is the maximum a student may take in any fall, spring, or full-summer semester without formal approval by the Registration Office. Generally, students who have maintained a cumulative grade point average of 3.0 or better will be granted permission to enroll for an additional three semester hours. In intensive sessions (J-term and smaller summer sessions), students are typically limited to one course per session. However, in unusual cases, students may register for a maximum of two courses in such a session without formal petition to the Registration Office.

OVERSEAS MISSIONS PRACTICUM

The Overseas Missions Practicum (OMP) seeks to challenge students in the areas of servanthood, team and cross-cultural ministry, spiritual formation and global vision applied to the local church. These goals are pursued in particular areas of ministry during the WM721 Overseas Missions Practicum course. The field experience gives the theoretical its needed practical application. Here the student learns from the team, local Christians, the wider society and by serving others, which often results in lifelong lessons that are applicable to future ministries at home or abroad.

Students enrolled in a program requiring a world missions course may take WM721 Overseas Missions Practicum to meet the WM requirement.

PASS/FAIL POLICY

Students may elect pass/fail grading in courses according to the guidelines published below. A total of four such courses are allowed in the M.Div. program, three in the DMIN, and two in all other Gordon-Conwell degree programs (with the exception of the Th.M. which allows for no pass/fails). Non-degree students are allowed no pass/fail options. These limits include courses such as certain consortium courses, and other offerings that are graded on a pass/fail (or satisfactory/unsatisfactory) basis. These limits do not include denominational standards courses or mentored ministry

courses. Students are advised to plan ahead, as these limits, including such courses, cannot be exceeded. Furthermore, students who elect to use more than two pass/fail options within a degree program (excluding denominational standards courses) will not be eligible for graduation honors (e.g., Cum Laude, etc.). MACC students are not permitted to take any of the Counseling (CO) courses required for their degree as Pass/Fail

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

Students must request pass/fail grading by petition through the Registration Office by the dates announced in the Academic Calendar. The election of pass/fail grading is irrevocable after the stated deadlines. Faculty members will submit the grade earned (A+ through F), and the Registration Office will convert grades of "D-" or better to "P" (pass). Pass/fail courses will not be considered in determining the cumulative grade point average except when failed. When more than one course is required in a given teaching area, no more than half of the course requirements may be taken on a pass/fail basis (excluding GL501 and 502 and OL501 and 502).

PROBATION

The Registration Office routinely reviews academic records at the close of each fall and spring semester and at the end of the summer sessions upon request. The student whose cumulative grade point average falls below the cumulative grade point average required to graduate from the student's degree program is automatically placed on academic probation. A student admitted to the seminary on academic probation will be considered as being enrolled in his/her first semester of academic probation. A student placed on first-semester academic probation will be limited to enrolling in no more than nine credit hours (sometimes less) until the student is removed from academic probation. A student placed on second-semester academic probation, in addition to being limited in the number of credits, will not be permitted to access financial aid (see Satisfactory Academic Progress).

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

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

PROJECT COURSES

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

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

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

READING AND RESEARCH COURSES

The divisions may make available as part of their offerings courses of independent reading or research to be directed by a member of the faculty. For example, TH760 Reading in Theology or TH860 Research in Theology. Such a course is treated

in accord with usual academic, institutional. and divisional criteria.

A precise course description, outline of study, and bibliography are to be drawn up by the directing instructor and student in the form of a mini-syllabus and submitted to the Registration Office for approval. Reading courses require 2,500-3,000 pages of reading, and research courses require a paper no fewer than 20 pages long. Students must meet a minimum of four hours with their directing professor as part of their course framework. Requests to have an instructor other than a full-time Gordon-Conwell faculty member must be made in writing to the Academic Dean and can accompany or precede the course petition.

Special students, visiting students and auditors are ineligible to enroll in directed study courses. The Registration Office grants approval on the basis of reasonable petition, the formal permission of the divisional chair, and agreement by the faculty member involved. The work will be evaluated by examination, a final paper or a series of reports submitted within normal semester deadlines (see the Academic Calendar).

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

READING WEEKS

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

RECORD RETENTION

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

REGISTRATION

Most registration functions (course registration, add/drops and withdrawals) are available to students online through their CAMS Student Portal. Some courses (e.g. Directed Study, Reading/Research courses, official audits, etc.) are not available for online registration. For these courses, students should submit the proper petitions available online. In most instances, these courses require faculty approval by signature. Once a student has submitted the proper paperwork with the appropriate signatures, the Registration Office will complete the registration process. Once these courses are registered, students will be able to drop or withdraw the course online via the CAMS Student Portal.

The Academic Calendar includes beginning registration dates. After registration, students can make schedule changes using online registration or add/drop forms. Students who submit paper forms after the last day to register will be charged an improper registration fee if the forms are accepted (see the Academic Calendar). Students are not allowed to register retroactively for work completed in a previous semester.

SATISFACTORY ACADEMIC PROGRESS

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

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

SAP: Evaluating Financial Aid Satisfactory Academic Progress

The financial aid satisfactory academic progress evaluation will take place once a year and will begin 5 weeks after the end

of the spring semester. This evaluation process will use three benchmarks: Qualitative Measure, Pace, and Maximum Timeframe.

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

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

Maximum timeframe. Students are expected to complete their program within the normal time for completion (96 credits M.Div. and 60 credits M.A.). However, there may be special circumstances like program change or an illness that would prevent the students from completing their program of study within the normal time frame.

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

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

SAP: Treatment of Special Academic Course Situations

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

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

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

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

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

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

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

considered not “earned” credits.

Repeated courses. Repeated courses are always included in the cumulative credits attempted and maximum timeframe calculation. The original course will be included in the GPA until the course is successfully completed. Once successfully completed only the passing grade will be included in the GPA calculation. Both the original and repeated course will be considered in the cumulative “attempted” calculations, but only the repeated (passed) course will be considered in the cumulative “earned” calculations.

Second degree. For a second degree that starts after the completion of the first, all of the same policies apply as the first degree. If a second degree is being added prior to the completion of the first, then please refer to dual degrees.

Transfer credits. Transfer credits are included as both “attempted” and “completed” credits when measuring Pace and are included in the maximum timeframe calculation. All transfer credits accepted by Gordon-Conwell will be used in determining when the “maximum timeframe” requirement has been reached.

Withdrawn courses. Courses that the student withdraws from after the 100 percent refund period will be assigned a “W” and will be included in the cumulative credits attempted and the maximum timeframe.

SAP: Failure to Meet Minimum Satisfactory Academic Progress Standards

Students who are not meeting the minimum satisfactory academic progress standards will become ineligible for federal financial aid and will have their financial aid eligibility terminated. Students whose financial aid eligibility has been terminated may appeal the termination.

SAP: Appeal of Financial Aid Termination

Students who fail to meet financial aid satisfactory academic progress standards and lose financial aid eligibility can appeal this decision. The appeal must be made in writing and submitted to the Financial Aid Office for review with the appropriate supporting documentation. The Financial Aid Office may consult with other departments during the review process.

Appeals must address (1) the reason why the student failed to make satisfactory academic progress, (2) a description of any special circumstances to be considered that relate to this failure and if there have been any changes in these circumstances that would assist in making satisfactory academic progress and (3) the plan of action to make and maintain satisfactory academic progress. Students who have successfully appealed the termination will be placed on financial aid probation. This status will allow the student to receive financial aid for one additional term.

If, during the appeal process, it is determined that it is impossible for the student to meet the minimum satisfactory academic progress standards after one term, then the institution and the student may agree upon an academic plan to monitor the student’s academic progress for more than one term. The academic plan will outline the necessary steps for successful completion of the student’s degree requirement. The institution will use the academic plan as the benchmark for satisfactory academic progress for the length of time specified in the academic plan. Students who fail to fulfill the requirements of the academic plan become ineligible for financial aid.

SAP: Student Notification

Students who are not meeting the minimum financial aid satisfactory academic progress standards will be notified by the Financial Aid Office of termination status. Students who submit an appeal will be notified by the Financial Aid Office of their financial aid probation, financial aid academic plan probation, or financial aid termination status. Students whose financial aid status had been probation or terminated status, but who are now meeting minimum financial aid satisfactory academic progress standards, will be notified of the change in their status.

Students who graduated during the term that is being reviewed for satisfactory academic progress and are not registered for the subsequent term will not be notified of changes in satisfactory academic progress status.

SAP: Regaining Eligibility

Students whose financial aid was terminated due to the lack of satisfactory academic progress may choose to enroll

without benefit of financial aid. If the standards are met, financial aid eligibility is restored for subsequent terms of enrollment. Students should consult with the Financial Aid Office if they have any questions about this policy, the appeal process, or reinstatement of financial aid eligibility.

SAP: Interpretation and Enforcement

The Director of Student Financial Services will have primary responsibility for the interpretation and enforcement of this policy.

SECOND DEGREE

Students who have already completed one Gordon-Conwell degree and are admitted to a second degree program may be eligible for shared credit between the two degrees. Shared credit between Gordon-Conwell degrees is treated similar to transfer credit

SPECIAL STUDENTS

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

STUDENT DISCIPLINE & TITLE IX PROCEDURES

The seminary takes seriously its responsibility to the church and to society to review and evaluate both the academic progress of its students as well as their personal and professional development. The institution, therefore, reserves the right to require a student to withdraw from school for a period of time to address particular concerns, with readmission possible upon satisfactory resolution, or to dismiss a student if the circumstances warrant dismissal with no readmission possible.

Grounds for disciplinary action include a breach of academic integrity (such as cheating on examinations or plagiarism in written work), a violation of the standards of the Community Life Statement or inadequate development of professional skills. Disciplinary action shall include either an admonition (an oral or written statement that an institutional standard has been violated), a warning (an oral or written notice that continued action of a specific nature will result in required withdrawal or dismissal), required withdrawal or dismissal.

In cases involving an alleged breach of academic integrity, notice shall be made to the Judicial Committee, which shall determine the facts of the case and make a final decision on a penalty or course of action. The Registrar shall notify the student of the decision of the committee. The student retains the right of appeal to the Academic Dean, who has authority to uphold or change the committee's decision. Further appeal may be made to the President if the student disagrees with the decision of the Academic Dean (see Violations of Academic Integrity). The Guidance Committee and the Dean of Students process matters other than those of academic integrity and take action deemed appropriate. The student retains the right to appeal the decision to the President.

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.

PROCEDURES FOR STUDENT DEPARTING THE SEMINARY

If suspension or dismissal occurs during the course of the semester, tuition may be refunded to the student according to Federal policy.

1. 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.

2. 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).
3. 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 & 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 meditation.
6. The standard used to determine whether a violation has occurred is **whether it is more likely than not** that the respondent did so. This is referred to as a "Preponderance of Evidence" standard. Evidence must be submitted during the investigation and will be available for examination by both parties.

7. Both parties must have an advisor of their choice present during a hearing. GCTS 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 or 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.

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.

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>

STUDENT'S RIGHTS OF PRIVACY AND ACCESS TO RECORDS

Gordon-Conwell accords to all students the rights outlined under the Family Educational Rights and Privacy Act of 1974 as amended. General information, which the seminary may give out at its discretion, is listed under the Directory Information portion of the Family Educational Rights and Privacy Act section. If the student wishes any of this information withheld, he or she may write to the Registration Office, and the request will be honored within the academic year the letter is received. Students must re-petition at the start of each academic year.

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

STUDENT STATUS

Current Student

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

Full-Time Status

A master's student must take at least seven semester hours in a fall or spring term or six hours in the full-summer semester to qualify as a full-time student in that term. Three credit hours constitutes full-time status in the January, Summer 1, Summer 2, and Summer 3 intensive sessions. Neither summer nor January session courses are included in calculating full-time status for the fall and spring semesters. Students enrolled in programs not requiring 1 credit hour courses must register for at least nine semester hours to be considered full-time. Doctor of Ministry students who are enrolled in 15 credits per year and are considered full time.

Part-Time Students

The seminary welcomes part-time students. In order to be considered half-time in the fall, spring, or full-summer semesters a student must be registered for at least four semester hours. Students enrolled in less than four hours are part-time. Students enrolled in programs not requiring 1 credit hour courses must register for at least six semester hours to be

considered half-time.

Non-Current Student

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

STYLE GUIDELINES FOR PAPERS AND THESES

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

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

SUMMATIVE EVALUATION

For students in the MA in Theological Studies program a summative evaluation is required and may take one of the following forms:

1. An oral examination before a faculty member of the respective division. This examination is based on the content of the courses the student has taken in the major field of study, either at Gordon-Conwell or at other schools if the student has transferred to Gordon-Conwell, and it is intended to be integrative in nature.
2. A summative reflection paper reviewing questions concerning integration of curriculum, intellectual development, worldview, spirituality, vocational calling, and a plan for lifelong learning.
3. A thesis on a topic approved by the division where the degree is located (see Thesis Courses).

With the exception of pending October graduates, students will not be able to graduate or participate in graduation ceremonies until all Summative Evaluation requirements have been completed. Upon division approval, October graduates may complete their Summative Evaluations in the summer.

THESIS COURSES

Thesis (M.A.)

M.A. theses are permitted only upon invitation by the respective academic division. Interested students should check with their respective program director for deadlines and instructions on preparing a thesis proposal for consideration. Students may choose to write a one or two semester thesis. Students writing two-semester theses must register for the two parts of their theses concurrently or back-to-back. A one-semester thesis is limited to 40 to 50 pages, receiving one course (three hours) worth of credit. The two-semester thesis is limited to 80 to 100 pages, receiving two courses (six hours) worth of credit. Page limits may only be exceeded by special exemption.

Thesis (Th.M.)

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

exemption.

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

Once the thesis is completed, students are required to submit an electronic copy to the Registration Office. In addition, students must sign and submit Gordon-Conwell's Copyright Release Form for Deposited Student Works and copyright release forms for selected vendors (e.g., TREN). Guidelines for thesis preparation are attached to the M.A. Thesis Course Petition found online and in the Registration Office. A student intending to graduate in January or May must submit a completed thesis to the advisor and reader four weeks from the end of the semester of expected completion. A final, fully corrected copy must be emailed to the Registration Office by the date specified in the Academic Calendar. The Registration Office will note completion and forward to the Library for uploading to TREN/Archive.org.

TIME LIMITS FOR DEGREES

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

TRANSCRIPTS

Transcript Requests

All requests for academic transcripts must be made to the Registration Office through Gordon-Conwell's online ordering system. Both paper and secure electronic transcripts may be requested. Transcripts will never be e-mailed directly to a recipient. But pdf copies can be delivered to email via secure electronic delivery. Details about the request process, requirements, options, and fees are on the Gordon-Conwell's website at <https://www.gordonconwell.edu/registration/transcripts/>. Transcripts will not be released to/for currently enrolled or former students who have outstanding account balances with the seminary.

Transcript Records

In accordance with the accepted standards and practices of institutions of higher education in the United States, Gordon-Conwell Theological Seminary will not alter the recording of any course on a transcript once the course has been completed. Further, the seminary will not alter a grade recorded on a transcript unless requested to do so by the relevant faculty member, Judicial Committee or Academic Dean upon approval of an appeal of the grade by the student. Students concerned about their academic progress in a given course should consider withdrawing from that course. If a student withdraws from a course after the add/drop deadline occurs, the course will appear on the transcript as a withdrawal (W). Courses withdrawn after the add/drop deadline are subject to the usual refund policy stated in the Financial Information section of the Student Handbook (see also the Academic Calendar).

TRANSFER BETWEEN DEGREE PROGRAMS

Students wishing to transfer between degree programs must do so through the Admissions Office, from which complete instructions and required forms may be obtained. Such an application requires the following: an application questionnaire; a written recommendation from a Gordon-Conwell faculty member; a recommendation from a church official (required for M.Div. program only); a personal statement of 350-500 words indicating the reasons why a change in status is desired; and an official copy of the student's Gordon-Conwell transcript. Some programs may have additional requirements; please contact the Admissions Office for details.

Students granted a change of degree status will then fall under the requirements stipulated by the catalog in effect at the time of program change.

TRANSFER CREDIT

A student may receive credit toward graduation by transfer of academic work taken at other accredited graduate schools.

No transfer credit is permitted in the Master of Theology or Doctor of Ministry programs. For all other degrees no more than 50% of a student's Gordon-Conwell program can be fulfilled through transfer credit, shared credit, or advanced standing.

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

Transfer evaluations are performed by the Registration Office upon receipt of a request by the student and typically take four weeks to process. To be considered for transfer credit, a grade of "C" or better is required. Transfer courses graded on a pass/fail or satisfactory/unsatisfactory basis may be accepted as long as the student still has some pass/fails remaining in his/her Gordon-Conwell degree program. Such transfer courses will reduce the number of pass/fails the student has available at Gordon-Conwell and may limit eligibility for graduation honors (see Pass/Fail Policy). Transferred grades will not be displayed on the transcript nor be used in the computation of the GPA. Transfer credit is not granted for work completed more than ten years prior to matriculation at Gordon-Conwell.

TUBERCULOSIS SCREENING

Students attending the Hamilton campus are required by the Town of Hamilton to undergo mandatory tuberculosis (TB) screening. In order to enroll in courses, every student must review the state's [Tuberculosis Fact Sheet](#) and must submit a completed [Adult TB Risk Assessment & Screening Form](#) (available from the school's website or in the Registration Office). Failure to provide a completed TB screening form will prohibit a student from registering for courses.

VETERANS AFFAIRS EDUCATION BENEFIT

Gordon-Conwell cooperates with the federal and state governments in supporting veterans (active duty and reserve) and their dependents eligible for education benefits. These include Department of Defense federal tuition assistance, state tuition assistance, and Department of Veterans Affairs benefits under the Montgomery GI Bill® and the Post-9/11 GI Bill®.

Gordon-Conwell is a Yellow Ribbon-approved school. Applications and information regarding eligibility for benefits may be found at www.gibill.va.gov. For further information regarding enrollment certification, contact the Veterans Services Office.

Gordon-Conwell complies with the requirements of 38 USC 3679(e) Veterans Benefits and Transition Act of 2018 with respect to covered individuals entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits as follows:

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

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

- Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
- Submit a written request to use such entitlement.
- Provide additional information necessary to the proper certification of enrollment by the educational institution.

- Make additional payment for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

Gordon-Conwell complies with the Veterans Access, Choice, and Accountability Act of 2014 in that it is a private educational institution and does not charge different tuition rates for in-and out-of-state students.

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

VIOLATIONS OF ACADEMIC INTEGRITY

The seminary considers all breaches of personal and academic integrity to be serious offenses. As such, the seminary has zero tolerance for such behaviors.

Cheating involves, but is not limited to, the use of unauthorized sources of information during an examination. Duplication of course requirements involves the submission of the same (or substantially same) work for credit in two or more courses without the knowledge and consent of the instructor (see Duplication of Course Requirements). Plagiarism involves the use of another person's distinctive ideas or words, whether published or unpublished, and representing them as one's own instead of giving proper credit to the source.

All allegations of cheating and plagiarism are referred to the Judicial Committee. The Judicial Committee is a sub-committee of the Academic Affairs Committee with representatives from the faculty of all three academic divisions. The Judicial Committee is chaired by the institutional Registrar of the seminary.

Allegations and Appeals Process:

1. A faculty member will identify and substantiate a suspected violation of academic integrity. The faculty member has the prerogative to meet with the student for clarification concerning the suspected violation of academic integrity.
2. As soon as is reasonably possible, the faculty member will present the allegation to the Registrar.
3. Within three business days, the Registrar will give written notification of the allegation and due process to the accused student.
4. The student will have the option to respond in writing to the allegations within no more than ten business days of the Registrar's notification. This response must be directed to the Registrar.
5. The Registrar will gather all appropriate information and present it to the Judicial Committee for action. The Judicial Committee will have ten business days to meet, review the case and render a decision. The student has the right to appear before the Judicial Committee to defend his/her case and may do so by making a request to the chair of the Judicial Committee prior to the meeting.
 - A. Those who violate the seminary's policy on cheating and plagiarism will be subject to one or more of the following penalties: a failing grade on the assignment in question, a failing grade for the course, suspension from the seminary, dismissal from the seminary, or revocation of degree. Other penalties, if any, may be assigned at the committee's discretion.
 - B. Matters may also be referred to the Guidance Committee and/or the Dean of Students at the discretion of the Judicial Committee.
6. Within three business days of receiving the Judicial Committee's decision, the Registrar will send written notification of the decision to the student and all appropriate parties.
7. If the student so desires, he/she may appeal the Judicial Committee's decision by submitting a written petition to the Academic Dean within ten business days.
8. Within ten business days, the Academic Dean will send written notification to the student and all appropriate parties of his/her decision to uphold or change the Judicial Committee's original decision.
9. If the student so desires, he/she may appeal the Academic Dean's decision by submitting a written petition to the President within ten business days.
10. Within ten business days, the President will send written notification to the student and all appropriate parties of his/her decision to uphold or change the Academic Dean's original decision. The President's decision will be final.
11. If a student is scheduled to graduate while an allegation is in process or under appeal, the above process will be accelerated if reasonably possible. If the allegation is not fully resolved at the time of graduation, the student will

be permitted to participate in the graduation exercises, but he/she will not receive a diploma until the issue has been resolved.

The above durations are typically extended during the January and summer sessions, depending on the availability of the faculty member(s) involved. If a pending decision will affect future enrollment (i.e., prerequisites, etc.), the student should contact the Registrar for guidance. Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to the student may result.

VISITING STUDENTS

Students planning to attend the seminary for the sole purpose of transferring credits to another school may be admitted as visiting students. Visiting students are classified as non-degree-seeking students and are ineligible to register for reading and research courses, out-of-sequence courses, and other types of directed studies. It is entirely the responsibility of the student to check with his/her home school to ensure the school will accept the course(s) taken at Gordon-Conwell as transfer credit.

VOTER REGISTRATION

Some state laws require educational institutions to make available mail-in affidavits for student voter registration. Students should contact their home Registration Office for details or the appropriate state election official to receive the appropriate state form. For out-of-state students wishing to vote in a state other than their home campus state, the federal mail-in affidavit of voter registration or a mail-in registration form supplied by that state may be used.

WAIVERS FOR COURSE REQUIREMENTS

Waivers allow a student to substitute a different course within the curriculum for one specifically required in the student's program. The substituted course must normally be within the same department as the original requirement. Typically, waivers are granted to students who have done similar work at other institutions, either at the graduate or undergraduate level. When meeting with the appropriate professor, the student should be prepared to discuss content that was covered in the previous coursework, either by producing syllabi, course descriptions or transcripts showing completed work.

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

Waivers will not be granted for reasons such as convenience to a student's schedule, lack of proper planning on the part of the student, change of degree program late in the student's academic career, or because of previous experience gained outside a classroom setting. Waiver petitions are available from the Registration Office. Waiver requests require approval of the appropriate division and/or professor and Registrar.

WITHDRAWAL/LEAVE OF ABSENCE

A student who does not enroll at the seminary for one semester or more is considered withdrawn.

Students intentionally withdrawing from the school should submit the official notification form (found online) to their Registration Office. If an officially withdrawn student desires to return within two years from the date of last enrollment, reinstatement may be requested by sending a request to the Registration Office. In some instances, the Registrar may request an interview. Upon reinstatement, the student will be permitted to register for courses. Students requesting a leave of absence for a limited time should submit the official notification of leave of absence form (found online) to their Registration Office. A student remaining withdrawn or inactive for a period extending beyond two years from the date of last enrollment must reapply through the Admissions Office. Service members and reservists who suspend their studies due to service requirements may request a leave of absence for these reasons and may return to complete their programs without restriction.

GORDON  CONWELL
THEOLOGICAL SEMINARY