

INTRODUCTION

This Student Handbook has been designed to assist students in understanding and relating to the life and mission of Anderson University School of Theology. The many aspects of seminary life are created in the interest of granting awareness about student privileges and responsibilities as sharers in this educational setting that the Church of God (Anderson, IN) sponsors and supports.

The seminary students are expected to read and digest the contents of this Handbook so that it is understood, appreciated, and honored in the interest of a truly responsible life together.

I invite you to open the door of the life and learning at Anderson School of Theology. This is a community of faith and mission committed to excellence in preparing leaders for Christian service. Come on in and make our place your place!

David L. Sebastian, Dean
Anderson University School of Theology

Our Commitment to You...

The mission of Anderson University School of Theology is to educate at the graduate professional level both men and women for Christian ministry. To this end, we are committed to being a community of scholars who are church-related, and in whose character and servant hood the following are vitally linked: biblical faith, academic integrity, Christian spirituality, love for persons and a responsible relation with the created order and all humankind.

And Your Agreement with Us

If admitted to Anderson University School of Theology, I will

- Earnestly seek to grow intellectually and spiritually.
- Strive to uphold, in both spirit and letter, the regulations and standards of the University as set forth in the Student Handbook.
- Strive to make a positive contribution to the University community.
- Attend the regular chapel services.
- Refrain from possessing or participating in the use of alcoholic beverages, illegal drugs, tobacco products in any form, gambling, sexual misconduct, foul language, theft or any conduct considered inconsistent with the goals and traditions of the institution.

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Name - Please Print

Signature

Please return to the Office of Student Services

Date _____

STUDENT HANDBOOK

ANDERSON SCHOOL OF THEOLOGY
ANDERSON, INDIANA 46012

I. ACADEMIC POLICIES

Admissions

The Office of Student Services processes all applications, evaluates transcripts, and checks references before preparing a student folder for the Admissions Committee. Formal approval by the Admissions Committee is necessary to complete final admission into the School of Theology.

A student admitted on a provisional basis must meet the standards established by the Admission and Academic Standards Committee. Admission to the School of Theology does not mean admission to a particular degree program.

The Seminary has a “special student” application in place to expedite an admission process and to allow a “seeker” student the opportunity to register for up to nine (9) semester hours. After one completes nine (9) semester hours, if that student wishes to continue, they must then complete the full application process and become a degree-seeking student.

Multiple Degrees

The School of Theology offers several masters-level degree programs, allowing students to qualify for more than one degree. Guidelines for seeking multiple degrees include:

- Formal declaration of the particular graduate degree being sought. Attention will be given singularly to that degree program until its completion. To pursue a second-degree program, a second formal declaration of degree candidacy is required after completion of the first degree.
- One degree must be completed prior to pursuance of another.
- The M.Div. should precede the M.A. if this combination of programs is anticipated.
- Students who hold M.Div. degrees and who are seeking admission into specialized M.A. programs may be allowed up to 20 hours of advanced standing when similar required courses are involved. However, this will allow electives to be taken to complete the requisite hours for the desired degree program. Each petition for such advanced standing will be considered on a case-by-case basis.
- As many as 20 hours may be allowed, either in required courses or as electives, toward advanced standing in the M.Div. program for students holding M.A. or M.R.E. degrees. Petitions for such advanced standing will be considered on a case-by-case basis.

- Students may be simultaneously or sequentially enrolled for M.A. and M.Div. degrees providing that each degree program has a clear integrity and meets the stated standards. In no case will the time involved to meet the demands for the two degrees be less than a total of four years of full-time study.
- Students will be granted only one graduate degree per commencement.
- After completing one degree program, students may qualify for another by satisfying all stated requirements for the additional degree program (courses accomplished in the first program are applicable to the second, where appropriate) and fulfilling the additional residency requirement as stated below.

New Student Orientation

The School of Theology is a graduate professional school preparing persons for the ministries of the Church. There is concern for each individual in his/her personal and professional development. In order to acquaint incoming students with this philosophy of education and to give information regarding the variety of services, available to students, the seminary offers a new-student orientation. The orientation is held each fall for three days immediately preceding the beginning of classes. Each incoming student and other students who have not previously participated in orientation are expected to attend.

During the orientation new students are informed of academic policies, campus services and facilities, the advising process, use of the library, community life and organizations, and the variety of programs aimed at personal and professional student development. Worship is an important aspect of the orientation. Informal times are scheduled as well so that new students have opportunities to get acquainted with faculty members and administrative staff persons.

During orientation, students are also instructed in the use of computers for mandatory testing required of all degree-seeking students in the School of Theology.

Communication Skills

The School of Theology values the development of a high level of competency in communication skills. We seek to provide opportunities for students to improve their communication skills in writing, reading, research, speaking, listening, and personal relationships.

The word “communication” comes from the Latin word communicare, to share or to impart or to partake. It has the same basic meaning as “communion,” referring to the Lord’s Supper and also to an act of sharing.

For Christians, this close relationship between communication and the central act of worship is not an accident of linguistics. It represents the historic centrality of effective

communication for Christian service. Christian witness, evangelism, preaching, teaching, counseling, pastoral care, church administration, and missions are all acts of communication.

The Good News is communicated by sharing the faith, by personal evangelism, by stewardship of life, by preaching, teaching and writing; by involvement in Christian mission, and by effective personal relationships. The School of Theology pledges its best resources to the development of these skills for Christian ministry.

Advising Process

Following admission to the School of Theology, a student is assigned to an Academic Advisor. This faculty advisor assists in immediate and long-range course planning and approves class schedules for each semester or term. Although the student is directly responsible for meeting graduation and other requirements, he or she is urged to consult frequently with the faculty advisor concerning the procedures and sequences in registration.

Registration

The registration process involves the following steps:

1. Obtain a Schedule of Classes form (these are placed in prominent locations during registration time and may also be obtained from the Office of Student Services), then complete the form, and obtain the signature of the academic advisor;
2. File the Schedule of Classes in the Registrar's Office for placement in courses;
3. Make financial arrangements with the Office of Student Financial Services. A student is not officially registered in any class until all three steps are completed.

Continuing students participate in full-year registration in the spring (Schedules for Summer, Semester I, and Semester II are filed at the same time).

Changes in registration require a Change of Schedule form signed by the advisor and filed in the Registrar's Office.

****NOTE: There is a \$30 fee for filing 'change of schedule' as of September 10, 2007 and January 23, 2008.**

Students should refer to the current School of Theology catalog for more information regarding Registration Policies.

Guidelines for Special Arrangement Courses

1. Arrangements for a reading course must be made with the appropriate full-time School of Theology faculty member; that is, the person who is regularly the instructor of the course under consideration by the student or responsible for course offerings in a given degree program or concentration.
2. The student must first seek to arrange the course with the full-time School of Theology instructor who normally teaches the course. However, if that instructor is not available to provide such instruction, the student may seek, with the approval of that instructor, another person to guide the study.
3. Regular academic standards apply in the case of reading courses in that the instructor will prepare a written syllabus. Requirements should be stated as to compensate for the lack of regular classroom participation.
4. A course may not be taken by special arrangement during the semester in which it is offered on a regular schedule.
5. Only students of middler or senior status who have a cumulative grade point average of 3.0 or above may request special arrangement courses.
6. Core courses are not available on a reading basis. Faculty members may also choose to exclude other courses they deem not adaptable to an individualized format.
7. Incompletes are not given in special arrangement courses. If course requirements are not met within the term of registration, the registration is canceled with no record kept and no tuition refund made.
8. For all arranged courses, the student must complete the appropriate form available in the Office of Student Services.
9. Courses by special arrangement are not offered during regular semesters except in unusual circumstances and with the approval by the appropriate full time School of Theology instructor.

Personalized Distance Learning Courses

Personalized distance learning (PDL) courses use print, audio, video, or computer communication as primary resources for instruction. Distance learning allows you to study at your own pace when and where it is most convenient for you.

Students register for PDL courses at the regular time of registration and have one semester in which to complete their coursework..

Students who register for PDL courses must complete all requirements prior to registering for any additional PDL courses. Students who carry an incomplete in a PDL will not be permitted to register for another PDL course.

Online Master of Arts in Christian Ministries

This 45-hour degree is offered primarily via the Internet, and you can do most of your course work on your own schedule.

There is an on-campus component of each course requiring ten hours of face-to-face interaction with your professor and other members of your class. You must attend all ten hours of the on-campus component for each course – if you miss even one hour of the on-campus component you will not pass the course. You will travel to Anderson University in Anderson, IN for the on-campus component, and you will be responsible for your own lodging and meals during this time.

In each semester (Fall and Spring) you will be able to take one, two or three courses. The on-campus component of all three courses will be held during the same week, so you would make only one trip to campus per semester, whether you are taking one course or all three.

This degree has been approved by both of our accrediting agencies, The Association of Theological Schools and the Higher Learning Commission of the North Central Association.

There are times when a residential student may need to take a particular course and it is only offered online. In this case a student may file a petition with the Academic Cabinet requesting to be allowed to register for an online course.

For further information, please contact Dr. John Aukerman, Director of Distance Learning.

Employment Guidelines

Most seminary students, by necessity, are employed in church or secular work while they are engaged in graduate studies. In many instances such work can complement seminary training. However, we suggest that students be aware of the number of hours required for study and adjust work accordingly.

Declarations and Change of Degree Declarations

At the time of matriculation, each regularly admitted graduate student will formally declare the particular graduate degree being pursued by completing the DECLARATION OF DEGREE CANDIDACY form. However, every student must declare a degree after completing twelve (12) semester hours. The faculty assumes that the student's attention

will be given singularly to that degree program until its completion. Guidelines are available that regulate the conditions under which a second degree may be attained upon completion of the first degree. Students should refer to the **MULTIPLE DEGREES SECTION IN THE CURRENT** School of Theology catalog. In the event that a student decides to change degree programs, a second formal **DECLARATION OF DEGREE CANDIDACY** is required and should be given to the Office of Student Services so that the student's records and check-sheets can be changed accordingly.

Continuation Policy

Anderson School of Theology is committed to academic excellence. Although not the sole measure of academic excellence, the student's cumulative grade point average is one indicator of academic progress.

The faculty reviews the academic standing of each student regularly. The purpose of such review is to provide guidance for students as they plan their degree program.

A student must establish a cumulative grade point average of 2.5 or higher in the first year and maintain that average throughout the course of study. Students are required to achieve a cumulative grade point average of 2.5 on a 4.0 scale in all course work.

- A. Each student whose grade point average falls below the required 2.5 in any given semester will:
 1. Be notified by the Dean of the School of Theology.
 2. Meet with the assigned faculty advisor to discuss academic progress.
 3. Be expected to modify his or her academic program the following semester in light of faculty counsel.

- B. Each student whose cumulative grade point average falls below the required 2.5 in any academic year (September-April) will:
 1. Be notified by the Dean of the School of Theology.
 2. Meet with the assigned faculty advisor to discuss academic progress.
 3. Develop a written plan for improvement of academic status during the next semester of study. The plan must include course load, specific courses to be taken, relationship of pertinent information.

- C. Continuation process:
 1. All students submitting plans judged by the Admissions and Academic Standards Committee to be acceptable shall have their

- academic progress monitored by their faculty advisor to insure that the proposed plan is followed.
2. Students who have developed and submitted an acceptable plan for improvement but after one academic year, show no evidence of satisfactory progress in academic standing will be denied further registration in School of Theology courses.
 3. Students who do not submit an acceptable plan for improvement of their academic status will be denied further registration in School of Theology courses until such time as an acceptable plan is developed.

Catalog Obligation

A student is obligated to meet degree requirements as stated in the catalog current in the year of his or her initial matriculation into that degree program. The student, however, may elect to follow the statement of requirements in the catalog current in the year of his or her graduation. If a student entered a degree program more than six (6) years ago requirements will be those in the catalog current in the year of graduation.

Academic Records

All students and their advisors are able to view their academic records and their cumulative academic work completed via Access AU. It is the student's responsibility to monitor progress in relation to catalog requirements in the appropriate degree program. View records at <http://accessau.anderson.edu>. Log in by using the initials of your first and middle names and your complete last name. For the password use your student identification number. Then follow the steps to access your academic records.

Admission to Graduating Status

The student must apply for graduation at least one full semester in advance of the anticipated completion of a degree program. Following such application the Office of Student Services will verify the applicant's status with respect to the degree program in question. It is crucial that verification take place while there is one semester remaining in which to complete any requirements that may have been overlooked in the student's planning.

Candidates for all degree programs are required to participate in the annual commencement exercises in order to receive their diplomas. Should an extraordinary circumstance require that a student graduate in absentia, a petition must be filed with the Dean of the School of Theology at least 60 days prior to the scheduled commencement

exercises. Permission to graduate in absentia is granted only in extraordinary circumstances.

Students regularly enrolled in summer term for all remaining requirements in a degree program may participate in regular commencement exercises that May, with the degree being granted at the conclusion of the summer session. Normally, no more than six (6) semester hours of academic work may be incomplete at the time of commencement if this privilege is to be granted. In no case will a student with a thesis or project requirement yet outstanding be permitted the privilege of such special participation in commencement.

Seniors participating in May Commencement must have all “I” (Incomplete) grades removed and all credit on file in the Registrar’s Office by **April 1**.

Academic Petition For Waiver of Required Courses

Because of the varying interests, academic backgrounds and professional goals of students, some individualizing of degree requirements may be justified in particular instances. A special form has been developed for this purpose, and may be obtained from the Office of Student Services. When completed it should be forwarded to the Dean’s Office and addressed to the Academic Cabinet which is empowered to judge such requests within standing faculty guidelines. Often requests seek the waiver of a required course because of equivalent work already accomplished. Typically, after such equivalency is demonstrated, the Academic Cabinet will waive the requirement and, if the previous work was at the undergraduate level, will direct that the graduate hours released be taken in graduate elective work in the same field of study.

PAST 5230 Spiritual Formation

Today’s generation of emerging pastoral leaders places high value on experience of God and practice of ministry that flows out of one’s abiding relationship with God. PAST 5230: Spiritual Formation invites students into an intentional process of discernment of their vocation and commitment to spiritual formation as a lifelong pattern for ministry. The intent of this course is to help create a spiritual climate that will foster growth across all of students’ learning experiences in seminary and in contexts of ministry. NOTE: Must be taken during student’s first semester.

Thesis, Project, and Course Paper Procedures

Candidates for any degree may elect a thesis or project within the framework of allowed elective hours in their degree program. The thesis project carries six (6) hours of academic credit consisting of a two-part “package” which includes the three-hour course in Research Design, followed by enrollment in the thesis or project course. The thesis must be completed, approved, typed and ready to be bound by **April 15**.

Guide for Written Work

Ability to communicate clearly and effectively in writing is one of the criteria for evaluating student performance. The following manual, as adopted by the Anderson School of Theology faculty in January 2003, is considered the definitive guide on correct style for all papers and is a standard reference for work submitted in the Anderson University School of Theology.

A Manual for Writers of Term Papers, Theses, and Dissertations, sixth edition, by Kate L. Turabian. Chicago: University of Chicago Press, 1996. ISBN: 0-226-81627-3.

II. COMMUNITY ORGANIZATIONS

Seminary Community

Students, administration, faculty and staff of the Anderson School of Theology are members of the “Seminary Community” in which all individuals participate as full and equal members.

Inclusive Language Covenant

Anderson School of Theology, by consensus of faculty and staff, adopted as of January 9, 1986 the following inclusive language covenant:

- “We seek to be inclusive in language, attitude, and actions.”
- “We covenant to use, in non-gender related statements, inclusive or non-sexist language in all seminary communications, publications, and literature.”

A more complete documentation of this covenant is found in Appendix B.

Community Council

The Community Council exists to handle much of the business of the community, helps coordinate Task Forces, and oversees the planning of events and other special activities.

The Community Council is made up of student representatives, two (2) of whom will be selected by the Council to serve as representatives to the faculty, and two (2) faculty representatives. The coordinator of student services is also a member of the Council by virtue of that office. From this group a chair and a secretary are elected.

The chair of the Community Council will preferably have served one semester before becoming eligible to be chair. This term is for a period of two semesters or one full year. (NOTE: If this person will over-extend his or her three semester term then the term will be automatically extended.) The secretary will be elected from within the Council as needed. The length of term will be three (3) semesters (one and a half years).

Community Council Meetings

The Community Council meets on a monthly basis. In the absence of the Chair, the members present may select a Chair pro tem. Special called meetings of the Council may be held at the discretion of the Chair as needs and concerns develop.

The budget for the Community Council is administered through the Office of Student Services. Task Groups that need funds must submit their requests for funds to the Coordinator of Student Services.

Student Representatives to Business Sessions of the Faculty

The students in this community are granted a unique privilege through representation in faculty meetings where school policy is decided each year. The Council chooses two of their members to serve in this capacity. The opinions of these students are highly valued by faculty. This representation establishes a direct line of communication between students and faculty on key policy decisions.

Task Forces

Task Forces have been created within the seminary community to meet specific needs. Each Task Force is composed of concerned students willing to serve in special ministries. New Task Forces are created as needs arise. The concept is that, as a community of love, we serve one another. When any Task Group is created, it voluntarily becomes responsible for the completion of its task or on-going responsibilities, and is accountable to the Council for its part of the agenda of each Community Council meeting.

Student Fees

Each semester a mandatory fee of \$20.00 is assessed for students carrying six (6) hours or more. This money is used for community expenses throughout the year, including honoraria for special speakers or special forums as well as expenses incurred by various Task Forces and other student activities. The students assess this amount on themselves in order to handle these community expenses.

Women in Ministry

This group seeks to provide opportunities for Anderson School of Theology women in ministry to become an integral part of the seminary community and to relate with all individuals within this community; to reflect on what it means to be a woman and a minister in God's church; and to explore and communicate crucial issues regarding all persons in the ministry.

Alumni Association

The Alumni Association of the School of Theology consists of all graduates and former students of the School of Theology. A Cabinet directs the activities which include: 1) strengthening the ministry of the church by supporting and enriching the School of

Theology; 2) aiding the School of Theology in the development and implementation of its program by providing a forum for general support; and 3) seeking to interpret the needs of the church to the School of Theology and the needs of the School of Theology to the Alumni Banquet held during the International Convention of the Church of God.

III. PERSONAL AND PROFESSIONAL DEVELOPMENT

Center for Christian Leadership

The Center for Christian Leadership is a continuing education program of the Anderson University School of Theology. This 30 year old program is designed to: 1) create and offer non-degree courses for ministerial students, lay leaders, pastors and anyone seeking personal development in their discipleship; 2) serve as a repository of CEU's for courses or studies completed by Center enrollees; 3) assist church leaders, pastors, or laity become equipped for kingdom service through directed, independent studies in Bible, leadership, and Christian ministry. The Center also oversees the Newell Lectures in Biblical Studies and the Harp Scholar in Residence..

Chapel

Worship is at the heart of preparation for ministry; thus, it is at the center of life in the School of Theology. The community worships together at 11:00am on Tuesdays, in Adam W. Miller Chapel, named for an outstanding teacher and the second dean of the seminary. All students and faculty are expected to attend regularly.

During the chapel hour faculty members, local church leaders, other guests and students give sermons. Faculty and students share worship leadership. Creative forms of worship bring new ways to experience God and Christian community. Singing in beautiful Miller Chapel is an inspiration to all. Periodically, special seasons are recognized with carefully prepared worship plans honoring the season. The Seminary Chorus adds to worship life, as do the individual gifts within the student body.

The Chapel and Spiritual Life Committee plans and maintains oversight of chapel programming and other events and concerns which may be developed for the regular cultivation of the spiritual life of all who members of the seminary community. This committee is composed of both students and faculty.

Internships

The internship program provides opportunities for School of Theology students to work under the direct supervision of approved resident pastors or supervisors. These experiences are to be practical in order for the student to be given opportunities in a wide range of ministerial functions. In all instances, students must apply to the director of field education. See the current School of Theology catalog for academic requirements.

In-Service Opportunities

The Office of Student Services seeks to maintain contact with churches in the area for student placement as associate ministers or student pastors. Most of these positions provide only partial financial support, but usually offer a good opportunity for experience

and growth in ministry. Interested students should inquire with the Office of Student Services. Opportunities for occasional preaching are frequent and are coordinated through the office of the Director of Field Education.

Counseling

Anderson School of Theology is committed to a holistic approach to ministerial education. As such, we provide a support network for students to assist on a need basis with pastoral counseling and counseling referral for adjustment, personal, and relational problems students may encounter. Dr. Guy Brewer serves as the resource person on the SOT faculty for pastoral counseling of students including referral to mental health and professional counseling resources as appropriate. Students who feel the need for counseling should contact Dr. Brewer for assistance.

Marriage Enrichment

Although an increasing number of single students are attending the School of Theology, the majority of students are married. Strengthening marital and family bonds is just as much a part of personal and professional development as any class or other activity. Therefore, married students and spouses are strongly urged to involve themselves in a Marriage Enrichment Program during their seminary experience. The seminary regularly sponsors marriage enrichment workshops. Watch for further details.

Small Groups

Small groups are frequently initiated and developed by students. These groups, growing out of a sense of need, focus on a variety of purposes. There are prayer groups, Bible study groups, fellowship groups, growth groups, and groups that center on a specific cause or interest. They may be composed of students and faculty, students only, married couples, single students only, men only, women only, or any other combination. It is hoped that every student will be part of a small group during his or her seminary career. The Coordinator of Student Services with other faculty members encourages and facilitates small group life among students.

Anderson Area Churches

The Church of God and other churches in the Anderson area are eager to minister to School of Theology students and to involve them in meaningful ministry. These congregations, ranging from very large to small, offer a variety of worship styles and mission opportunities. When possible, local internships are arranged and local pastors are utilized in the programming of the School of Theology.

Ministries of the Church of God

As the seminary of the Church of God, the School of Theology is fortunate to be in close proximity to the offices of Church of God Ministries, Inc. which effectively carries out programs of leadership for ministry to congregations of the Church of God. In 1999, a new organizational structure designated the three divisions that lead the Church of God. The divisions are Outreach Ministries, led by Al Grant; Congregational Ministries led by Reverend Jeanette Flynn; and Resource and Linking Ministries,(Director to be named). The General Director of Church of God Ministries, Inc. Reverend Ronald V. Duncan, is the senior executive officer responsible for coordinating the work of the Church of God Ministries, Inc., the Ministries Council, and it's Ministry Teams. These offices are located in close proximity to the seminary and give valuable assistance to seminary students in a wide variety of ways.

Placement

Candidates for graduation are guided and assisted with placement efforts. Potential graduates prepare a placement resume. Church of God students also open a file with the office of Congregational Ministries. The student's resume is sent to interested churches and efforts are made to secure appropriate placement for all graduates. Students should contact the Office of Student Services for assistance in placement.

IV. ACTIVITIES

Community Luncheon

During the academic year the community joins in a time of fellowship, sharing and eating together every week following seminary chapel. Students, faculty, staff and spouses are invited to attend.

Tri-S Program

Tri-S (Study, Serve and Share) is a program that sends Anderson University and School of Theology students on missions across the country and around the world. The Director of International Education at Anderson University oversees this program, working with missionaries in all parts of the world to make these experiences valuable, cultural, educational, and spiritual. In this brief mission role, which lasts two to five weeks, the student is expected to work with the people and to gain a better understanding of their way of life. As the student returns to campus, a sharing of experiences enriches other students. Past programs have included evangelism in Italy, Christian education in the West Indies, construction projects in Africa, cross-cultural experiences in Japan, and many others.

Interested students should contact the Director of International Education at Anderson University. If approved in advance, such experiences may be utilized for mission internships or other academic requirements for which arrangements are made.

Seminary Chorus

Under the direction of a faculty member, a student, or a local minister of music, the Seminary Chorus has for several years contributed to the worship of the School of Theology. In some years the chorus has visited local churches or even toured in the Midwest to sing and witness. The chorus sings several times per year in chapel. Special services include those at Christmas and Easter, as well as others. Rehearsals for the chorus are scheduled for one hour per week. Students may register for the chorus and receive one hour credit for each semester's participation. Involvement is an educational experience, a fellowship opportunity, and a service to the seminary community.

Anderson University Activities

Because the School of Theology is situated on Anderson University campus, seminary students often join in aspects of the full university calendar. Sports, concerts, films, lectures, recitals, plays and other events fill the social calendar.

The Anderson Symphony Orchestra and the Indianapolis Symphony Orchestra, individual guest artists and ensembles perform on campus, often at discount rates for students. The Raven's Haven, the snack bar in the Student Center, is a favorite place for School of Theology students.

Intramural Sports

School of Theology students join with Anderson University students in year-long participation in intramural sports. Taking such names as “Yahweh’s Finest,” these students play touch football, basketball, softball, and volleyball. Occasionally a faculty member can be persuaded to join in one of these sports!

Dramatic Productions

The Anderson University Theatre Studies Department sponsors several productions, plays, and musicals each year. School of Theology students are welcome to audition for acting roles or for one of a variety of other backstage or promotional responsibilities. Announcements for auditions are made on campus for each production.

V. SERVICES

Banking

Checking and savings accounts may be opened at local banks in Anderson. Students may cash checks at the cashier’s window on the lower level of Decker Hall in the Mail Distribution Center.

Campus Bookstore

All School of Theology textbooks, as well as other books and supplies may be purchased through the university bookstore. Students may also order books on line at www.andersonbookstore.com.

The bookstore also carries a supply of incidental items such as cosmetics, stationary and paperback books. Some items not stocked may be ordered through the bookstore.

Campus Security

The campus is patrolled by full-time security officers whose duty it is to protect students and campus property and to enforce campus standards. If necessary, they may call city police officers to their aid.

Financial Aid

The Admissions and Academic Standards Committee of the School of Theology administers the distribution of all private gifts and Endowed Scholarship funds, as well as the Blackwelder Tuition Assistance funds. There are funds available for tuition assistance and a modest loan fund for special need. Application forms for requesting financial aid are available in the Office of Student Services. Church of God students may apply for a tuition grant by submitting the proper form for the Boyce W. Blackwelder Tuition Fund to the Office of Student Services. Eligible Church of God students receive a predetermined percentage of tuition costs as a grant from this fund along with private Endowed Scholarship funds. Detailed guidelines for eligibility and distribution of the Blackwelder Fund are available separately. See Appendix C for more information

All government loans and deferment papers are processed through Anderson University Office of Student Financial Services. Mrs. Nelda Ely is usually the designated person in that office who works with School of Theology Students.

Food Services

Dining hall and snack bar facilities are located in the Olt Student Center. A variety of meal plans are available and all meals are on an *a' la carte* system. Information is available in the Office of Student Services or at the Student Center.

Health Services

Anderson University has limited health services available and has generously made these services available to our graduate students also. The Health Clinic, located north of Third Street Residence Hall provides treatment for ordinary illnesses and accidents during the academic year. The college nurses keep regular clinic hours. In order to be eligible for

these services, you must be a registered School of Theology student for five (5) or more hours; and you must submit a Health Examination Form completed by a physician. There is a charge of approximately \$80.00 per semester for this service.

S.O.T. Mail Service

Each student who is registered for classes in the School of Theology (be it one (1) hour or sixteen (16) hours) will be assigned a mailbox. This is a major source of communication and we expect students to check their mailbox often for messages, announcements, etc., including grades.

These boxes are located in the lower level of the seminary building. They are locked enclosures and require an individual key for opening. Students may pick up their box assignment and key from the Office of Student Services secretary. A \$1.00 key deposit is required and will be refunded upon return of the key at the end of the semester or summer term. Mailboxes will be in alphabetical order; however, with late registration and dropouts this will vary. Mail is picked up at 10:00 a.m. and 3:00 p.m., Monday through Friday from the University Post Office. If students wish to have a letter or correspondence put in the mail for delivery to the AU Post Office, there is a deposit box in each bank of boxes. However, there is no provision for large envelopes or packages. The AU Post Office sells stamps by the book or individually and has UPS service available. The hours are 9:30 a.m. to 4:30 p.m. Monday through Friday. When school is in session Saturday hours are 9:30 a.m. to noon.

Computer Lab

The computer lab is located in the library hallway behind the mailboxes. The lab hours will be the same as Nicholson Library. You must have a computer key card to gain access to this secured facility. The card is used for entrance to the computer lab and Warren Lounge. The computer lab will be kept closed at all times to allow use by School of Theology students **only**. Warren Lounge is open to the campus during the morning and afternoon. SOT students use it in the evenings and at that time will need to use their key card for admittance. You may pick up your key card from the Office of Student Services.

The deposit for the card will be \$10.00 for the **semester**. This amount will be returned to you at the time the card is turned in to the Office of Student Services.

You are responsible for this card. When a card is lost or misplaced please notify the office to report the missing card. (When a card is reported missing the card can be deactivated and a new card issued.) This will help assure that only School of Theology students have access to computer lab.

No food or drinks are allowed in the computer lab. Please do not leave the lab unattended—if you are the last person to leave please close and lock the door!

E-mail and Internet Services

Once a student is officially registered at Anderson University, he or she is assigned an e-mail address. The user ID name is student's first initial, middle initial, and last name. The password is the student's (six-digit) AU ID number.

To access your e-mail from your home computer go to <http://gww.anderson.edu>. AOL/CompuServ users need to connect to AOL; then minimize AOL browser and use Internet Explorer.

Services that students will use to obtain grades, obtain class schedules, correspond with others, access a directory, etc. include the following:

accessau: <http://accessau.anderson.edu>
webct: <http://webct.anderson.edu>
directory: <http://directory.anderson.edu>

If you have questions or problems with any of this, please visit Information Technology Services at <http://its.anderson.edu>. or contact Janet Schmidt at jschmidt@anderson.edu. Her telephone number is 765-641-4595.

Lockers

We have lockers available for students to use on a first come first served assignment. There is a \$5.00 deposit required. You will need to furnish your own lock. See the Office of Student Services secretary for assignment. Watch for further information.

Housing

There are ample apartments and rooms in the surrounding community. The Office of Student Services seeks to maintain a list of available rooms and apartments, but the student is responsible to secure his or her own housing. Seminary housing is also available in York Seminary Village. See Campus Facilities in this handbook for more information. Contact Student Services for availability, cost and qualifications.

I.D. Cards

Each student who registers and makes a down payment receives an identification card from the Office of Police/Security Services located in lower level of Hardacre Hall.. This

card allows entry to most Anderson University events, some dramatic productions and other activities. The ID card is required for book checkout in the University Library.

Visit the Office of Safety and Security Services to obtain an ID and or to replace lost cards. The ID card is your identification as a student and as such is a valuable document. Most businesses accept the ID card for check cashing.

Vehicle Registration

All motor vehicles operated on campus, whether automobiles, vans, trucks, motorcycles, motor scooters, motorbikes, etc., must be registered with the Office of Police/Security Services and must display the appropriate decal in the proper manner. Students, employees, faculty, and staff members are expected to observe campus traffic regulations as listed in the Vehicle Registration pamphlet obtained when one registers a vehicle. The spouse of a student shall abide by the same regulations as students. If for any reason the spouse of a student is responsible for a violation, the fine will be assessed against the student's account in the Business Office.

Lost and Found

The Anderson University Mail Distribution Center maintains a lost and found service. If you lose an item, it is advisable that you check the lost and found for at least a month since finders are sometimes slow in returning things. Valuable stolen or lost items should be reported to the Office of Police/ Security Services.

Physical Plant Department

This department seeks to keep all campus grounds, buildings, and equipment in good condition. They may also be hired to help student organizations prepare for major programs. At the beginning and end of each school year this department is on hand to help move large items.

Publicity

The director of university communication is responsible for all publicity released to off-campus newspapers, magazines, and broadcasting companies. The director of university communication who has access to city papers and radio stations should handle any statement on a campus activity.

In case of Emergencies, weather related closings, etc. please tune into the Anderson University Radio Station, WQME, 98.7 FM (a shade above normal) for information.

Printing Services

The services of Anderson University Printing Services are available to School of Theology students. (Printing is located by the loading dock at Decker Hall.) These services include printing, cutting, padding, and folding copies.

Each registered student is assigned a pin# for printing and making copies. You will receive your assigned pin # in your campus mailbox. When you go to a copy machine on campus, you enter your six-digit ID# first and then your four-digit pin#. Each student is given \$2.00 on this card for making copies and printing. When that is depleted you may go to Printing Services or the Library and put more money on your account for printing and copying. If you have problems with this, please see the coordinator of Student Services for assistance.

Several copy machines are available for student use in the University Library. Ditto masters and paper may be purchased in Printing Services or in the Instructional Materials Center. Once typed, these dittos may be duplicated at no charge on the machine located in the Instructional Materials Center (Decker Hall Room 341).

Reduced student rates for duplicated materials required for class may be obtained by filling out a special requisition signed by the instructor. These requisition forms are available from the Faculty Secretary's Office.

Telephones

A telephone for student use is provided in Warren Lounge, which is located on the lower level of the School of Theology building. For LOCAL CALLS, dial 9 for an outside line, then the local number.

LONG DISTANCE calls must be made collect or with a personal billing number. In order to make a long distance call, dial 9 plus "0" for the operator.

Change of Address or Telephone

Please notify the Office of Student Services, the Registrar's Office, and the Post Office of any change in your address or your local telephone number. This will enable proper contact in case of emergency.

VI. CAMPUS FACILITIES

Map of Buildings

See Appendix A.

The School of Theology Building

The School of Theology building was constructed in 1961 and extensively remodeled in 1974. In 1989, the School of Theology was connected to the Robert A. Nicholson University Library. The School of Theology building houses administration and faculty offices, classrooms, a student lounge, and other facilities important to the educational environment.

Adam W. Miller Chapel

The Adam W. Miller Chapel was opened in 1974 as a sanctuary for the worship of God. It provides a functional worship context for seminary training with spiritual insight as well as academic rigor. Chapel is held weekly throughout the academic year in this facility.

B.E. Warren Lounge

Warren Lounge is located on the lower level of the seminary across from the mailboxes. Students use the lounge for fellowship, studying, and relaxing between classes. The lounge has a telephone available to seminary students and a kitchen with microwave oven for student use.

Robert A. Nicholson University Library

The former undergraduate Wilson Library and the School of Theology Byrd Library were combined in 1989 for creating an extensive library resource essential to effective ministerial education. The Robert A. Nicholson University Library collections include periodicals and books directly supporting graduate theological programs. The library holds membership in the American Theological Library Association (ATLA) and the Indiana Cooperative Library Services Authority (INCOLSA) and participates in Online Computer Library Center (OCLC), a nationally shared bibliographic data network. The School of Theology is physically connected to the main university library.

Church of God Archives

The archives of the Church of God (Anderson, Ind.), together with the archives of Anderson University and Charles E. Wilson, are housed in a separate area within the Robert A. Nicholson University Library, under the direction of the archivist. The Church of God archives provide a resource for ministers and scholars researching the heritage of the Church of God.

Gustav Jeeninga Museum of Bible and Near Eastern Studies

This teaching museum houses a large collection of artifacts from ancient Near Eastern cultures. The museum exhibits artifacts ranging from 3000 BCE to 200 CE. These exhibits consist of authentic pieces, such as cuneiform texts, pottery, seals, and coins, and replicas of major artifacts, including the Shalmenesar Obelisk, Mesha Stele, Hammurabi Law Code, Rosetta Stone, Sunnecherib Prism, Gilgamesh Epic, and the Siloam Inscription. The museum displays a large collection of authentic pottery from the Bronze Age settlement of Bad edh-Dhra, located in modern day Jordan.

Computer Lab

A fully equipped, 8-station computer lab is available for the exclusive use of School of Theology students. Internet and on-line services, along with the full package of software, provide students with up-to-date technical services.

York Seminary Village

In Summer 2006, Anderson University dedicated the York Seminary Village, which provides apartment-style housing for seminary students. Four buildings were dedicated in the first phase of construction. Phase two was completed in summer of 2007, providing an additional four buildings.

Standard amenities include two parking spaces for each unit; wired and wireless Internet access provided through the university's computer network; cable television access, which residents must pay for if they choose to order it; refrigerator, stove, dishwasher, in-sink garbage disposal, "instant hot water" faucet, washer and dryer, and central air-conditioning; telephone service with voice mail provided; all-electric/no gas (residents required to pay their own electric bills); and water and sewage bills paid by the university.

Available floor plans include:

- One-bedroom unit (530 square feet; eight units available) for one student, a single parent with one pre-teen child, or a married couple.
- Two-bedroom unit (1,050 or 1,260 square feet; seven units available) for two same-gender single students, a single parent with children, or a married couple with children.
- Three-bedroom unit (1,280 or 1,500 square feet; three units available) for three same-gender single students, a single parent with children, or a married couple with children.

To apply for housing in York Seminary Village, students must complete a housing reservation form and submit the required fee. Forms are available in the Office of Student Services at the School of Theology or on the Web at www.anderson.edu/sot. To request a form by mail, contact Connie Allbaugh, coordinator of student services, Anderson University School of Theology, 1100 E. 5th St., Anderson, IN, 46012. Or request a form by e-mail to clallbaugh@anderson.edu or by phone at 765-641-4030.

Anderson University Facilities

The School of Theology benefits from being part of Anderson University. Through this relationship, our students may make full use of Anderson University's extensive educational services and recreational facilities. These include The Kardatzke Wellness Center, lounges, swimming pool, tennis courts, gymnasium, athletic field and track, Instructional Materials Center, Kissinger Learning Center, Reardon Auditorium for the performing arts, post office, bookstore, Olt Student Center, snack bar, The Krannert fine Arts Center, Byrum Hall for theatrical presentation, and many other services and facilities.

Residential Facilities for Undergraduate Students

- **Dunn Hall:** Completed in 1954, renovated in 1999; houses 190 men
- **Martin Hall:** Completed in 1958; houses 183 women
- **Morrison Hall:** Completed in 1949, renovated in 2007; houses 183 women
- **Myers Hall:** Completed in 1970; houses 112 men and women
- **Rice Hall:** Completed in 1966; houses 234 women

- **Smith Hall:** Completed in 1964; houses 205 men
- **Mansfield/South Campus/Tara East/Fair Commons:** Apartment-style living for junior and senior undergraduate students.

Academic/Administrative Facilities

- **Broadcasting Center:** Home to Covenant Productions, WQME 98.7 FM, production facilities, a TV studio, editing bays, offices, and class labs.
- **Decker Hall:** Completed in 1970, expanded in 1994; houses classrooms, faculty offices, administrative offices, Information Technology Services, the Mail Distribution Center, the Welcome Center, and the Café Ole' snack bar.
- **Hardacre Hall:** Dedicated in 2001; houses the Falls School of Business, the School of Adult Learning, Police/Security Services, and Physical Plant Department.
- **Hartung Hall:** Opened in 1964 and renovated and expanded in 1993; houses classrooms, laboratories, faculty offices, and a lecture hall.
- **Kissinger Learning Center:** Houses offices, a computer lab, and other resources to assist students in their academic work.
- **Krannert Fine Arts Center:** Completed in 1979; houses the Art & Design and Music departments, the Wilson Art Galleries (which include the Warner Sallman collection), classrooms, faculty studios, practice rooms, ensemble rehearsal rooms, recital venues, a recording studio, a listening center, and a MIDI lab.

Recreational Facilities

- **Athletic Complex:** Includes Macholtz Stadium, Raven Park (baseball), softball field, and tennis courts. Located north of the Kardatzke Wellness Center.
- **Bennett Natatorium:** Completed in 1972 and connected to the Kardatzke Wellness Center in 2002; houses a six-lane, collegiate-size swimming pool, one-meter diving board, and men's and women's locker areas. Open to students, faculty, and staff.
- **O.C. Lewis Gymnasium:** Completed in 1962, connected to the Kardatzke Wellness Center in 2002, and renovated in 2004; houses athletic facilities for intercollegiate basketball and volleyball.
- **Olt Student Center:** Completed in 1963; houses the Marketplace cafeteria, Raven's Haven snack bar, Mocha Joe's café, the Corner Pocket games and recreation area, the university bookstore, private dining facilities, and the undergraduate Student Activities and Student Government offices.
- **Soccer Field:** Home to the Raven men's and women's intercollegiate soccer teams.
- **Kardatzke Wellness Center:** Completed in fall 2002 and connected to the Bennett Natatorium and the O.C. Lewis Gymnasium; houses a large field house, weight room, fitness center, indoor tracks, athletic training facilities, classrooms, intercollegiate athletic offices, and the office of the Department of Kinesiology.

Auditoriums/Performance Facilities

- **Byrum Hall:** Completed in 1908, renovated in 1974. Houses a 530-seat proscenium theatre. A campus landmark once used formerly for basketball games and physical education classes. East of Old Student Center on University Boulevard.
- **Reardon Auditorium:** Completed in January 1983. Seats 2,200. Used primarily for chapel/convocation. Also used by the university and the Anderson community for performance events and conferences. At Fifth Street and College Drive.

Other Facilities

- **Bolitho House:** Houses the Office of Student Health Services.
- **Boyes House:** Completed in 1968; home to the president of Anderson University
- **Morrison House:** Houses the spiritual Life and Counseling Services offices.
- **Smith House:** Houses the Offices of Publications and Media & Electronic Communications.

VII. TRADITIONS

Homecoming

The traditional Homecoming with its football game, concerts, dorm decorations, and many other activities brings hundreds of families, friends, and alumni to campus. Many guests take this opportunity to visit the School of Theology.

Thanksgiving Banquet

Sponsored by the Family Fellowship, the Thanksgiving Banquet offers the seminary community the opportunity to celebrate together family style. Everyone brings food that is served potluck. This banquet, usually held in one of the local churches, also presents fine entertainment.

Lectureship in Biblical Archaeology

Each April, the Gustav Jeeninga Museum of Bible and Near Eastern Studies (directed by David Neidert and housed in the School of Theology building) sponsors a lectureship.

Newell Lectureship in Biblical Studies

The Newell Lectureship has been established to bring to campus annually a significant specialist in the field of biblical studies. It was established in honor of Helen Newell, a 1981 graduate of Anderson School of Theology. The Center for Christian Leadership serves as administrator for the lectureship.

Senior Chapel

Senior Chapel occurs near the end of the spring semester each year. This chapel honors all graduating seniors. An outstanding guest leader in theological education is invited to speak. All students and their spouses are urged to be present for this special occasion.

Spring Banquet

The big social event of the year for the School of Theology is the Spring Banquet. This dress-up affair culminates a year of study and hard work and provides an opportunity to relax, have fun, tease faculty and students, and present some of the talent in the community.

APPENDIX A

SEE MAP IN POCKET OF FOLDER

APPENDIX B

February 11, 1986

MEMO

TO: All Members of the S.O.T. Community

FROM: Dean Jerry C. Grubbs

SUBJECT: Covenant to Use Inclusive Language

In its January 9, 1986 meeting, the Anderson School of Theology faculty approved by consensus a covenant statement on inclusive language. A copy of this statement is attached.

This statement will be included in both the Faculty Handbook and the Student Handbook. You are encouraged to read it carefully and to seek personal understanding and application of the spirit of this covenant.

Office of the Dean
Anderson School of Theology

JCG/blw

Enclosure

COVENANT TO USE INCLUSIVE LANGUAGE

I. PREAMBLE

Language makes a difference. We use language to foster relationships and to communicate the content of these relationships. In a context such as Anderson School of Theology, it is important to cultivate and to use inclusive language where appropriate rather than exclusive language. Many women and men no longer find such words as man, men and mankind acceptable as generic terms. Such exclusive language, though once normative in our speaking and writing, now tends increasingly to alienate a substantial group of people.

We are constantly adapting our language in order to be responsible and effective communicators. Patterns of language that may be doing harm even when harm is inflicted unconsciously and without intention need to be challenged. Persons desiring to support human equality find ways to avoid exclusive language, which may express or encourage discrimination within the church and society.

II. COVENANT

We covenant to use, in non-gender related statements, inclusive or non-sexist language in all seminary communications, publications, and literature.

III. IMPLEMENTATION

Members of this community are invited to enter into a covenant among themselves to implement this policy at every level of our life together: our publications, literature and communications; our classroom work; our chapel prayers; and our writing endeavors whether by students, staff, administrators, or faculty. The intention is not to be legalistic but rather to establish a covenant for growth in sensitivity to the inappropriateness of gender language when human inclusiveness is intended.

This covenant is intended to guide current usage and not to judge spoken or written materials from the past.

The use of inclusive language can be achieved without surrender of acceptable style. The Publication Manual, Change Sheet Two, published June, 1977, by the American Psychological Association shall serve as a guideline for the use of inclusive language in the seminary's publications, literature and communications.

Anderson School of Theology Faculty
January 9, 1986
Approved by Consensus

APPENDIX C

ANDERSON SCHOOL OF THEOLOGY

POLICY OF SATISFACTORY ACADEMIC PROGRESS FOR PURPOSES OF DETERMINING ELIGIBILITY FOR FINANCIAL AID

Federal guidelines mandate colleges and universities to establish standards of satisfactory academic progress for students receiving financial aid. Anderson University School of Theology makes these standards applicable to all institutionally awarded funds for the purpose of maintaining a consistent policy for all students receiving financial assistance.

Graduate students are eligible to receive financial aid for a maximum of semesters depending on the student's anticipated degree (Master of Divinity = 10; Master of Theological Studies = 5; Master of Arts = 5) at a full-time status provided that all other requirements of the policy of satisfactory academic progress are met. The period of eligibility for part-time students will be pro-rated.

To be considered making satisfactory academic progress, full-time students must earn a minimum of 24 credit hours per academic year, excluding summer school and Tri-S, and

maintain a cumulative grade point average according to the graduated scaled listed below:

| MDIV | MTS | MA |
|-------------------|-------------------|-------------------|
| 1 – 29 hours 2.0 | 1 – 14 hours 2.0 | 1 – 14 hours 2.0 |
| 30 – 59 hours 2.5 | 15 – 29 hours 2.5 | 15 – 29 hours 2.5 |
| 60 – 90 hours 2.5 | 30 – 45 hours 2.5 | 30 – 45 hours 2.5 |

If enrolled part-time, students must earn the following minimum credit hours per academic year, excluding summer term and Tri-S, and maintain a cumulative grade point average according to the graduated scale listed above.

| Semester Hours Enrolled | Semester Hours That Must Be Earned |
|-------------------------|------------------------------------|
| 1-5 | Total Enrolled |
| 6-8 | 6 |
| 9-11 | 9 |

With the exception noted in the following paragraph, students who fail to meet the required number of credit hours or grade point average will automatically be placed on probation. During this probationary status the student will be eligible for financial aid on a semester by semester basis, provided the student earns the required number of credit hours with a 2.5 grade point average for the semester. **NOTE: STUDENTS WHO ARE IN A SENIOR STATUS ACCORDING TO THEIR DEGREE DECLARATION MUST EARN A 2.5 AS STATED IN THE GRADUATED SCALE.** At such time that the student equals or exceeds the cumulative minimum credit hours and grade point average requirements she or he will no longer be considered on probation. Students on probation are considered to be making satisfactory academic progress. Please see “Continuation Policy” in the School of Theology Student Handbook.

No probationary status will be granted to students whose cumulative grade point average is less than 1.5 or who have failed to earn at least 12 credit hours during the academic year as a full-time student. The student is therefore ineligible for financial aid. (See reinstatement of financial aid.)

Students on probation, who do not earn the required number of credit hours with a 2.5 grade point average during the semester, will not be eligible for financial aid in subsequent semesters. (See reinstatement of financial aid.)

Repeated courses and letter grades of “I”, “F”, “U”, “W”, and “NC” are not considered in the calculation of credit hours earned.

The first review of the student's satisfactory academic progress will be following the completion of two semesters and then annually at the end of Semester II.

REINSTATEMENT

Students who are denied financial aid for failure to make satisfactory academic progress become eligible for reinstatement following the completion of 12 credit hours with a 2.5 grade point average. During this time of bringing up the grade point average, the student is not eligible for financial aid. The student would then be placed on probation and be eligible for financial aid on a semester by semester basis provided the student earns 12 credit hours (pro-rated, if part-time) with a 2.5 grade point average for each semester that they are on probation.

APPEAL PROCESS

Students who wish to appeal financial aid decisions may request a review by the School of Theology Academic Cabinet. Arrangements are made by contacting the Dean. The student must appeal in writing and may, if desired, appear before the Cabinet. In the appeal, the student should state clearly the extenuating or mitigating circumstances, which contributed to his or her failure to make satisfactory academic progress.

Financial Aid Committee
Anderson School of Theology
(Effective date January 1, 1986)
(Revised May 1992)

APPENDIX D

PROCEDURE FOR STUDENT APPEAL OF GRADES OR OTHER GRIEVANCES CONCERNING EVALUATION POLICIES OR PROCEDURES

Students may at times believe themselves to be subject to unfair academic evaluation. Students who have any such grievances have the right to make an appeal and to receive a fair hearing.

The following procedure outlines the steps to be taken by a student (or a group of students) in making appeals and the manner in which complaints will be handled:

1. A student who has a grievance is normally expected, first to attempt to resolve the issues through consultation with the instructor(s) with whom the grievance exists. This should be done during the semester at the time the grievance occurs unless it is in reference to the semester grade, final examination, or grades or other information not known to the student before the end of the semester. In the latter instances, the consultation with the instructor(s) should occur no later than 30 days after the aggrieved student receives notice of the semester grades but in no case no later than the end of the fourth week of the subsequent semester. A

student who is some distance from campus and no longer within the community at this time may consult with the instructor(s) by telephone or by letter. It is conceivable that extenuating circumstances may be such that it would not be feasible or advisable for the student to register a complaint with the instructor(s). In such unusual circumstances, the student may present the grievance directly to the Dean of the School of Theology.

2. A student who is unable to reach a satisfactory agreement with the instructor(s) or one who for reasons stated above has not conferred with the instructor(s), may then file a petition (in person or by letter) with the Dean requesting a review of the complaint. Such petition is to be filed within 15 days following the discussion with the instructor(s) or, if the contact has been by letter, 15 days following the receipt of the instructor's reply. In filing said petition, the student must state the grievance clearly, indicate the date or dates on which the instructor(s) was (were) consulted, and give a brief statement as to his/her interpretation of the outcome of the discussion.
3. Upon receiving a petition for review of a grievance, the Dean may seek additional information from the student (through interview or by letter) in an attempt to understand as fully as possible the nature of and the justification for the complaint. The Dean will then confer with the instructor(s) and may talk with both the instructor(s) and student together.
4. If the Dean is unable to resolve the issue to the satisfaction of the student, the Dean will call a special meeting of the Academic Cabinet for its consideration of the case. The Academic Cabinet will review all the information available to the Dean and will give a hearing to the student (if on campus or in the community) and also the instructor(s). The Academic Cabinet may consult with other students who are or were in the same course and also with other faculty members when deemed appropriate. If a Cabinet member is the instructor involved in the grade petition, that Cabinet member will not participate in the review.
5. When the Academic Cabinet has made a thorough review of the case and has reached a decision about the grievance presented, it shall make its decision and recommendations known, in writing, to the student making the complaint, to the instructor(s) against whom the complaint is filed, and to the Dean. If it is the conviction of the Academic Cabinet that the complaint is either partially or totally justified, they may make whatever recommendations appear appropriate to the instructor(s) regarding reassessment of past performance or readjustment of future procedures. If a semester grade is in question, the Academic Cabinet may recommend to the instructor(s) that a change of grade be considered. In unusual circumstances, the Dean of the School of Theology may initiate such a change if the instructor(s) will not do so and there appear to be compelling reasons for such action.

School of Theology Faculty

November 2, 1987

APPENDIX E

POLICY ON ACADEMIC INTEGRITY

Anderson School of Theology seeks to support and promote qualities of academic honesty and personal integrity and regards cheating, plagiarism and all other forms of academic dishonesty as serious offenses against the seminary community. Such abuses are viewed further as contrary to one's calling in service to the church. Such offenses will be dealt with in an appropriate manner.

Cheating or academic dishonesty is defined as the deception of others about one's own work or about the work of another. Examples of cheating include but are not limited to:

1. Submitting another's work as one's own or allowing another to submit one's work as though it were his or hers.
2. Failure to properly acknowledge authorities quoted, cited or consulted in the preparation of written work (plagiarism). In September 2005, the School of Theology Faculty adopted the definition of plagiarism that is located on the Georgetown University's website; www.georgetown.edu/honor/plagiarism.html.
3. Violation of copyright laws including computer software, photocopying of printed material and copying of video and audio recordings.

4. The use of a textbook or notes during an examination without permission of the instructor.
5. The getting or giving of unauthorized help on assignments.
6. Tampering with experimental data to obtain a “desired” result or creating results for experiments not done.
7. Tampering with or destroying the work of others.
8. Lying about these or other academic matters.
9. Submitting substantial portions of the same academic work for credit or honors more than once without permission of the present instructor.

Students who are guilty of such academic violations can expect to be penalized. The course instructor shall have the authority to deal with instances of academic dishonesty in whatever way he or she deems appropriate within the following guidelines:

1. The maximum assessable penalty for a first time offense shall not exceed double the original value of the assignment plus no option to make up the work in question.
2. Alternate courses of action may include, but are not limited to the following:
 - (a) Work may be redone for full or partial credit.
 - (b) Alternate assignments may be given for full or partial credit.
 - (c) Work may not be redone and no credit will be given for that particular assignment
3. In all instances of academic dishonesty, instructors are urged to counsel offenders. Students who, in the judgment of the instructor, have committed an act of academic dishonesty are reported to the Assessment and Nurture Committee of the School of Theology. Following two such reports against a particular student, disciplinary action will be initiated and may lead to dismissal of the student from the School of Theology.

The student has the right to appeal actions under this policy through regular channels as established by the grade appeal process.

Grounds for appeal are:

1. Insufficient evidence of dishonesty.
2. Penalties assessed in excess of those allowed under the above guidelines.
3. Provisions of grade appeal cited in the Student Handbook.

Revised 6/23/06

APPENDIX F

DISMISSAL

Students who do not comply with the standards of the School of Theology, either for academic or personal reasons may be recommended for dismissal, suspension, or probation while determining fitness for remaining in the school, by the Assessment and Nurture Committee and/or the Academic Cabinet, and/or the Admissions and Academic Standing Committee. Reasons for dismissal include, but are not limited to: plagiarism, inability to make satisfactory progress toward the degree, failure to maintain a minimum GPA or successfully complete Field Education, nonpayment of tuition, or harassment of students, faculty or staff. A student has a right to appeal this decision to the Dean of the School of Theology. Further, if the result of that appeal to the Dean is not to student's

satisfaction, a subsequent appeal may be initiated by the student to the University President.

August 17, 1995