

Anderson University Seminary

Student Handbook

Academic Years
2018-2021



**ANDERSON UNIVERSITY SEMINARY
STUDENT HANDBOOK**

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INTRODUCTION

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

Admitted 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 life and learning at Anderson University Seminary. 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!

MaryAnn Hawkins, Dean
Anderson University Seminary and Christian Ministry

Our Commitment to You...

The mission of Anderson University Seminary is to form women and men for the ministry of biblical reconciliation. 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 Seminary, 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 **whenever my life intersects with Anderson University**, 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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INTRODUCTION

Intentionally Replicated Page: Admitted students are expected to return this page of this Student Handbook. By signing, the student acknowledges that he or she has read this introduction to the Handbook.

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Name - Please Print

Signature

Please return to the Office of the Dean.

Date _____

STUDENT HANDBOOK
ANDERSON UNIVERSITY SEMINARY
ANDERSON, INDIANA 46012

ACADEMIC POLICIES

Academic Integrity

Anderson University Seminary seeks to support and promote qualities of academic honesty and personal integrity. The seminary regards cheating, plagiarism and all other forms of academic dishonesty as serious offenses against the school's community. Such offenses will be dealt with in an appropriate manner. See Appendix E on "Policy on Academic Integrity."

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 Admissions and Enrollment Coordinator. 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

Academic Probation

Students may be released from the Seminary at any time when academic performance indicates inability or unwillingness to achieve normal progress toward a degree. Typically, however, students not in good academic standing are placed on academic probation for a maximum of two consecutive semesters.

Anderson University Seminary 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 Academic Standards Committee 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. scale in all course work. The following material

indicates the course of action when a student's cumulative grade point average is below 2.5 in various scenarios:

- A. Each student whose grade point average falls below the required 2.5 **in any given semester** will:
 - Be notified by the Dean of the Seminary and Christian Ministry.
 - Meet with the assigned faculty curriculum counselor to discuss academic progress.
 - 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 minimum **in academic year (September-April)** will:
 - Be notified by the Dean of the Seminary and Christian Ministry.
 - Meet with the assigned faculty curriculum counselor to discuss academic progress.
 - 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, and the 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 do not submit an acceptable plan for improvement of their academic status will be denied further registration in the Seminary until such time as an acceptable plan is developed.
 3. Students who have developed and submitted an acceptable plan for improvement but show no evidence of satisfactory progress in academic standing after one academic year will be denied further registration in the Seminary for one semester.
 4. Students, who apply for readmissions after having been barred once, are expected to comply with Section B (above) and attain a 2.5 GPA in their next 12 hours and must continue to achieve or make substantial progress toward the stated minimal standards in order to continue. If they are barred a second time, it will be for at least two years. Any subsequent readmission will be regarded as a final opportunity to continue studies at Anderson University Seminary. The Dean of the Seminary may review and make recommendations regarding individual cases when necessary. Extenuating circumstances may justify the continuation of students whose cumulative grade point average falls below the standard standards.

Academic Progress Policy for Financial Aid

Federal regulations mandate that colleges and universities establish standards of satisfactory academic progress for students who receive federal financial aid. In order to maintain a consistent policy for all students receiving financial assistance, Anderson University has adopted these same standards in the administration of all institutionally awarded funds as well.

Annual Review

A review of students' Satisfactory Academic Progress (or SAP) status will be made annually at the end of semester II with such determined status effective beginning with semester I of the following academic year. The University Office of Financial Services and the Registrar will make this review along with the Seminary Office of Admissions and Enrollment Coordinator.

Maximum number of attempted hours allowed

Students are eligible to receive financial aid, provided all other requirements of the Satisfactory Academic Progress policy are met, so long as the number of attempted hours does not exceed 150 percent of the number of hours required for their degree. Transfer hours that apply towards the degree will be considered as attempted hours. Once a student's number of attempted hours exceeds 150% of the number of hours required for their degree the student is no longer eligible to receive financial aid. (See Financial Aid Appeals below)

Example: For a degree that required at least 48 credit hours a student may attempt no more than 72 hours (48 time 150%) and still remain eligible to receive financial aid.

Minimum Cumulative Grade Point Average (GPA) required

Students are eligible to receive financial aid, provided all other requirements of the Satisfactory Academic Progress policy are met, so long as they maintain the minimum cumulative GPA as required for graduation. Students who fall below the required minimum cumulative GPA will be placed on financial aid probation. (See Financial Aid Probation below).

Minimum Number of Earned Hours required

Students are eligible to receive financial aid, provided all other requirements of the Satisfactory Academic Progress policy are met, so long as they earn at least 68 percent of attempted hours. Students who do not earn at least 68 percent of their attempted hours will be placed on financial aid probation. (See Financial Aid Probation below).

Financial Aid Probation

Students who fail to maintain cumulative GPA or earn the required minimum number of earned hours will be placed on Financial Aid Probation for a period of one academic year to include the summer term. While on Financial Aid Probation students are considered to be making satisfactory academic progress and continue to have eligibility for financial aid.

Students who have been placed on Financial Aid Probation will be required to earn at least 68 percent of all attempted hours **and** earn at least a 2.5 GPA during their probationary period. Students who fail to meet both of these requirements will be denied financial aid. (See Financial Aid Appeals and Reinstatement of Financial Aid below).

Financial Aid Appeal

Students who wish to appeal their denied status may request a review by the Seminary Academic Cabinet and should contact the Dean to make that request. Students are required to make their *appeal in writing* and, if they wish, may also appear personally before the Cabinet. The student should state clearly the extenuating or mitigating circumstances which contributed to their failure

to make satisfactory academic progress. Should a student's appeal be approved such approval will be for one semester. During this semester the student will be required to earn at least 68 percent of their attempted hours and earn at least a 2.5 GPA for those hours in order to continue to remain eligible for financial aid.

Reinstatement of Eligibility

Students who fail to meet satisfactory academic progress are not eligible to receive financial aid but are eligible for reinstatement of their financial aid eligibility following the completion of at least 12 credit hours and by earning at least a 2.5 GPA for those hours. Such course work can be completed at any accredited college or university. Students who have their eligibility for financial aid reinstated are placed on probation and will be required to earn at least 68 percent of all attempted hours and earn at least a 2.5 GPA while on probation.

Academic Records

All students and their advisors are able to view their academic records and their cumulative academic work completed via AccessAU. 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>. You may login by using the initials of your first and middle names, and your complete last name (e.g., jksmith). For the password use your student identification number. Then follow the steps to access your academic records.

Accreditation of the Seminary

Anderson University Seminary is accredited by the Commission on Accrediting of the Association of Theological Schools (ATS) in the United States and Canada, and the following degree programs are approved:

- Master of Divinity
- Master of Arts in Christian Ministry
- Master of Theological Studies

Anderson University Seminary is approved for a Comprehensive Distance Education Program which allows both the Master of Divinity and the MA in Christian Ministry to be offered 100% online as well as on campus.

The Commission contact information is:

The Commission on Accrediting of the Association of Theological Schools in the United States and Canada

10 Summit Park Drive

Pittsburgh, PA 15275

USA

Telephone: (412) 788-6505

Fax: (412) 788-6510

Website: www.ats.edu

Additionally, the Seminary has received accreditation of all its degrees from the Higher Learning Commission, North Central Association. Membership is also held in several other organizations devoted to quality education.

For more information on the Higher Learning Commission, North Central Association, phone (312) 263-0456 or visit their website at <http://www.ncahigherlearningcommission.org>.

Students may also [view the “Statement of Effectiveness” of the seminary](#).

Admissions

See the current Anderson University Seminary Catalog

Admission to Graduating Status

See the current catalog under “Graduation Policies”. NOTE: Seniors participating in May Commencement must have all “I” or INCOMPLETE grades removed and all credits on file in the Office of the Registrar by April 1 of the year of graduation.

Advanced Standing

According to ATS standards, institutions may admit students with advanced standing if they so choose. This may be done (1) *without credit* by exempting students from some courses but NOT reducing the total number of academic credits required for the degree, or (2) *with credit* by reducing the number of hours for the degree. The term “Advanced Standing” in these standards, is distinct from “transfer of credits” and refers to decisions about students’ demonstrated competence when no transcript of graduate credits are presented.

Advanced Standing is normally examined for languages of either Hebrew or Greek. A student wishing to be considered for Advanced Standing with Credit must complete a proficiency test, provide a copy of the syllabus for these courses, and have a conversation with the seminary faculty member teaching these courses. Students who have taken language courses as undergraduates from AU SOT seminary faculty may be granted Advanced Standing based on their proficiency attested to by the seminary faculty member.

All requests for Advance Standing will be evaluated by the Dean of the Seminary according to ATS standards. This decision to review materials will be at the discretion of the Dean.

If a student requests Advanced Standing, the course(s) must come from upper division courses only, the student must have received a minimum grade of B for that course, and the student must demonstrate proficiency at the graduate level for the subject matter.

There will be a maximum of six (6) hours of Advanced Standing *with credit* for the Master of Divinity Degree and a maximum of three (3) hours of Advanced Standing *with credit* for the MACM or MTS degrees.

There will be a maximum of nine (9) hours of Advanced Standing *without credit* for the Master of Divinity Degree and a maximum of six (6) hours of Advanced Standing *without credit* for the MACM or MTS degrees.

Advising Process

Please see the current catalog under [Academic Policies](#) under section “Advising and Registration.”

Following admission to the AU Seminary, a student is assigned to a Faculty Curriculum Counselor. This person assists in immediate and long-range course planning and approves class schedules for each semester. 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.

Students are responsible for understanding when they will be assessed a change of schedule fee. The student should access the [university schedule](#) for these dates. Failure to meet these dates is the sole responsibility of the student.

NOTE: If a student WITHDRAWS from all classes after classes have begun, or reduces the number of hours carried, they might be entitled to a reduction in charges for tuition. The scale used if withdrawal or schedule revision occurs on or before the end of:

- First week of classes 90% reduction
- Second week of classes 80% reduction
- Third week of classes 60% reduction
- Fourth week of classes 40% reduction
- Fifth week of classes 20 % reduction
- Sixth week of classes NO reduction

For questions about withdrawing from classes, please see your advisor or the Office of Admissions and Enrollment Coordinator. Students should be aware that reduction of course hours from full time to part time may impact their Scholarships and Financial Aid.

Guidelines for Special Arrangement Courses

- Arrangements for a reading course must be made with the appropriate full-time Seminary 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.
- The student must first seek to arrange the course with the full time Seminary 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.
- 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.
- A course may NOT be taken by special arrangement during the semester in which it is offered on a regular schedule.
- Only students with at least 24 semester hours completed who have a cumulative grade point average of 3.0 or above may request special arrangement courses.
- 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.

- Grades of INCOMPLETE 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.
- For all arranged courses, the student must complete the appropriate form available in the Office of Admissions and Enrollment Coordinator.
- Courses are not offered during regular semesters by special arrangement except in unusual circumstances, and with the approval by the appropriate full time Seminary instructor.

Auditing Courses

A student may audit courses of interest to them. A student may take the course as Recorded or Informal. A Recorded Audit means a student attends all class sessions, completes all assignments, and completes all reading for the course. The faculty member then notifies the Registrar of audit completion. A Recorded Audit appears on the student's transcript. An Informal Audit means a student may or may not complete assignments outlined in the syllabus for the course. The student receives no notations on their transcript for being in the course.

A full time student (taking more than 12 semester hours) may audit once course per semester without additional fees. A student taking less than 12 semester hours must pay all appropriate audit fees.

Attendance and Residency

Attendance is expected for all classes. Attendance is also expected in all chapel services, lectureships, and special programs sponsored by the Seminary. Please be aware that many professors require regular attendance in classes and grades are often based on class participation. When in doubt, please contact individual professors.

Because of the importance of a comprehensive community of learning, degrees offered by the Seminary are not viewed simply as an accumulation of courses or of individual independent work. Therefore, to ensure an appropriate educational community, at least one year of full-time academic study or its equivalent (24 semester hours) must be completed within the Anderson University Seminary curriculum.

Attendance Policy for classes

The following is the class attendance policy used by the seminary faculty. This policy is a coordination of the Seminary Catalog and the Faculty Handbook.

Class attendance is fundamental to the teaching/learning process and a crucial element of effective, quality teaching and learning at the university level. With this rationale in mind, the following policy serves as the guide on class attendance.

It is the student's obligation to personally notify the individual course instructor(s) about any absence, in advance if possible. *Students may be directly penalized only after the number of absences exceeds the number of class meeting hours per week (e.g., a student may miss one class in a semester as it relates to the block schedule).* Where a student misses more than the number of classes stated above, the course instructor has the discretion to allow for the completion of missed work and determines how such work will be evaluated, including possible penalties.

The individual instructor is responsible for setting the specific course policy for each class regarding: make-up work, sanctions for missed classes (after the student misses more than the number of class meeting hours per week), missed course examinations, laboratory session, field experience, class presentations, and special class events. *Whatever specific policy a given instructor adopts for a class will be clearly documented in the course syllabus and reviewed with students at the beginning of each semester.*

Attendance is also expected in all chapel services, lectureships, and special programs sponsored by the Seminary.

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. A student's catalog expires six years after matriculation and course work expires 10 years after matriculation. The student, however, may elect to follow the statement of requirements in the catalog current by completing a form "Change of Catalog Obligation" available in the Office of Admissions and Enrollment Coordinator, whereupon appropriate change of checklist and perhaps advisor will be made. A student can only change to a new catalog, never to a previous catalog.

Clinical Pastoral Education (CPE) and Field Education (THFE)

Clinical Pastoral Education

The Seminary is a member of the Association for Clinical Pastoral Education (ACPE), an organization of accredited clinical pastoral training opportunities for theological students and clergy. There are more than 350 approved CPE sites in the United States in clinical, medical, and psychiatric hospitals, parishes, prisons, and other settings. A basis unit of CPE consists of at least 300 clinical hours and 100 classroom hours (Total of 400 hours). The basic unit is available in a variety of forms to meet a student's scheduling concerns:

- Traditional: daily, 40 hours per week for 10 weeks
- Extended: 16-20 hours per week for 20-24 weeks
- Other variations

Academic credit is given for the satisfactory completion of such an accredited program.

Field Education

Master of Divinity students will complete two Field Education courses (6 credit hours), depending on the goals of the student. Choices may come from the following: THFE 7750 and THFE 7760, Congregational Immersion I & II, PAST 7820 Internship in Educational Ministry, PAST 7840 Clinical Pastoral Internship, THFE 7740 Level II CPE, THFE7810 Internship in Pastoral Ministry, or THFE 7820 Missional Internship. Each course will immerse the student in the life of a congregation, classroom, cross-cultural venue, or hospital; if the student is not serving in a pastoral role, the Director of Field Education will assign the student to an appropriate congregation. Each student will work with a Pastoral Mentor, chosen and trained by the Seminary to guide learning experiences.

All of the above courses will emphasize leadership in the church, church administration; and theology and leadership of worship, evangelism, and biblical reconciliation. These courses are built on the CPE model, with didactics, clinic experiences, and peer group reflection. Students will develop a portfolio to demonstrate their competencies in leadership, administration,

worship, evangelism, biblical reconciliation, etc.; the portfolio will be valuable when seeking placement in ministry.

Declaration of Degree(s)

At the time of matriculation, each admitted degree-seeking graduate student will formally declare the particular graduate degree being pursued by completing the *Declaration of Degree Candidacy* form. The faculty assumes that the student's attention will be given singularly to that degree program until its completion.

In the event that a student decides to change degree programs, a second formal *Declaration of Degree Candidacy* form must be completed and submitted to the Office of Admissions and Enrollment Coordinator so that appropriate paperwork can be placed in the student's file. A student who changes degree programs (e.g., from a MDV to an MTS or MACM) must move to the requirements of the current catalog at the time of the submission of the *Declaration of Degree Candidacy*.

Guidelines are available that regulate the conditions under which multiple degrees may be pursued. See section on "Multiple Degrees."

Multiple Degrees

The Seminary 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 must be made and an advisor assigned to assist student.
- Students who hold Master of Divinity degrees and who are seeking admission into Master of Arts degree 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 Master of Divinity degree program for students holding a Master of Arts degree. Petitions for such advanced standing will be considered on a case-by-case basis.
- Student may be either simultaneously or sequentially enrolled in two masters' programs as long as each degree program has a clear integrity and meets the stated standards. The programs may in some instances use the same resources and be overlapping. The total time required will be determined by the demands of the two degrees combined but must conform to the stipulations on shared credit in degree programs as stated in ATS standards.

Distinctions

At the time of graduation, the faculty recognizes exemplary graduate work in areas termed distinctions. The following distinctions are given to students by vote of the faculty: Pastoral Theology, Preaching, Theology and Ethics, Biblical Studies, Biblical Languages, Intercultural Service. These distinctions will be noted in the commencement brochure and on the student's transcript.

Exegetical Papers in Foundational Courses

The Seminary believes it to be of high importance that students learn to do competent biblical research and exegesis, and to competently express his or her results in writing. Thus, the seminary affirms that a student must achieve a grade of C or above on exegetical papers in the following classes to be considered for a passing grade in these courses. The courses are: Faith and Life Through the Hebrew Bible, New Testament Seminary: Jesus and the Caesars, and two elective Biblical Studies courses.

Grade Appeal

At times, students might believe themselves to be subject to unfair academic evaluation. Students with such grievances have the right to make an appeal and receive a fair hearing. Please see Appendix D which outlines the appropriate procedures for grade appeal.

Guide for Written Work

One of the criteria for evaluating student performance is the ability to communicate clearly and effectively in writing. In January 2003, the Anderson University Seminary faculty adopted the following manual as the definitive guide on correct style for all papers and is a standard reference for work submitted in the Anderson University Seminary. Students are to use the latest available edition of *A Manual for Writers of Term Papers, Theses, and Dissertations*, by Kate L. Turabian, Chicago: University of Chicago Press.

Thesis Procedures

Candidates for any degree may elect a thesis within the framework of allowed elective hours in their degree program. The thesis carries three hours of academic credit consisting of a two-part "package" which includes the one-hour course in Research Design, followed by enrollment in the thesis (two hours). A thesis fee is required at that time of registering for this course to cover the costs of library printing and binding. Registration in the course automatically activates the Thesis Fee. A thesis is required to contain between 25,000 and 30,000 words. The thesis must be completed, approved, typed and ready to be bound on 20 lb. rag content paper by **April 15 of the year in which the student intends to graduate.** Thesis students will follow this sequence of dates to insure completion of the thesis: March 1--Defense copy to Committee and Librarian; March 24-- Last day to complete defense; April 15--Library copies (minimum 2) to library.

Thesis candidates may find the [guidelines for a Thesis Proposal online](#). A full guide of the thesis work will be provided to the student by the thesis coordinator.

The typical sequence for research and writing a thesis is as follows: Register for the thesis course in the fall semester of the academic year a student intends to graduate. Research and write the thesis during this fall semester. The student may complete the thesis by the end of fall semester. However, if the student does not complete the thesis in the fall semester, they must register for the

Thesis Continuation Course. The student will then have until April 15 of the spring semester of the year the student intends to graduate to complete all requirements for the thesis.

If a student has not completed all requirements of the thesis by April 15, they may not participate in graduation of that academic year. The student will then be required to enroll in the Thesis Continuation Course for one hour to finish their thesis work in the fall of the coming academic year. Thus, a student has three semesters in which to complete his or her thesis. The sequence is registration for thesis (one semester), and two semesters of continuation. Thesis continuation is available only fall and spring semester.

A student may only register for the Thesis Continuation Course twice. If the student is not able to complete their thesis within these two semesters, they must submit a formal appeal to the Academic Cabinet.

Transcripts

Students seeking transcripts of their university work must present a written request to the Office of the Registrar. All non-current financial obligations, including tuition, fees for room and board and similar fees, outstanding fines, for lost library books for unpaid rent, parking tickets, and all obligations of whatever nature owed by the student to the university, must be paid before transcripts will be released. Contact the Registrar's Office at 765-641-4161 for the process and cost of obtaining an official university transcript. [Request them online.](#)

Re-Enrollment

There are times that students make choices to 'stop out' for a period of time in their academic work. This may involve a semester or a year. If a student has a semester break or longer (i.e., does not continue from semester to semester causing a break in their academic progress), the student must complete a Re-Enrollment/ Reinstatement Form available in the Office of Admissions and Enrollment Coordinator or on the Seminary website. The form will be sent through the Seminary Admissions Committee as part of the Re-Enrollment/ Reinstatement Process. The University Business Office and the Office of Financial Services must also clear a student in order to be re-enrolled or reinstated to the seminary. This form is also needed to re-enter the student into the Anderson University registration system. A student reenrolling will come under the catalog in which they matriculated (if not expired; 6-year maximum), or change to the current catalog in place at the time of reinstatement.

A student's original date of matriculation is used to determine the maximum amount of time the student has remaining in completing his or her program and the catalog requirements. If a student takes more than six years, they must petition the Academic Cabinet for an extension. (See ATS Standards for detailed information)

COMMUNITY LIFE

Seminary Community

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

Inclusive Language Covenant

Anderson University Seminary, 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 various aspects of the business of the seminary community, helps coordinate Task Forces, and oversees the planning of events and other special activities.

The Community Council is made up of student representatives from the SOTCM, two (one undergrad/one seminary) will be selected by the Council to serve as representatives to the faculty. The Dean will appoint a faculty representative who will also serve as a member of the Council. This group elects a chair and a secretary.

The chair of the Community Council will preferably have served at least one semester with the Council before becoming eligible to be chair. This term is for a period of two semesters or one full year. 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 or as needed. 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 the Dean. Any Task Force that needs funds must submit their requests for funds to the Dean.

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 are 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. When any Task Force 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 \$200.00 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.

Qara: Women in Ministry

This group seeks to provide opportunities for Anderson University Seminary and Christian Ministry women to become an integral part of the seminary community and the church. Additionally, it helps women in ministry 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. Alumna Randy Doe coordinates this group. Important information about Qara may be located at: anderson.edu/theology-christian-ministry/women

Alumni Association

The Alumni Association of the Anderson University Seminary consists of all graduates and former students of the Seminary. A cabinet, under the direction of the Anderson University Alumni Association, provides leadership for its activities, which include:

- strengthening the ministry of the church by supporting and enriching the Seminary;
- aiding the Seminary in the development and implementation of its program by providing a forum for general support;
- seeking to interpret the needs of the church to the Seminary and the needs of the Seminary to the Alumni; and
- identifying recipients for various ministry awards given annually.

The Seminary holds a gathering of alumni and friends during the Church of God Conventions for the purpose of sharing the accomplishments of the seminary and recognizing award recipients.

Engaging Family in Seminary Life

Strengthening marital and family bonds is just as much a part of personal and professional development as any class or other activity. The seminary experience is a family commitment, as well as a commitment by an enrolled student. Married students and spouses are strongly urged to involve themselves in a Marriage Enrichment Program during their seminary experience. Local churches often provide such programs; the seminary also offers such programs on occasion.

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 seminary encourages and facilitates small group life among students as possible.

PERSONAL AND PROFESSIONAL DEVELOPMENT

Anderson Area Churches

The Church of God (Anderson) and other churches in the Anderson area are eager to minister to Seminary students and to involve them in meaningful ministry. These congregations, ranging from small to large, 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 Seminary.

Center for Pastoral Learning

The Center for Pastoral Learning is a continuing education program of the Anderson University Seminary. This program, established in 1972 by the General Assembly of the Church of God (Anderson) is designed to:

- create and offer non-degree courses for ministerial students, lay leaders, pastors and anyone seeking personal development in their discipleship;
- serve as a repository of Continuing Education Units (CEU's) for courses or studies completed by Center participants; and
- assist church leaders, pastors, or laity become equipped for kingdom service through directed, independent studies in Bible, leadership, and Christian ministry.

For detailed information on the Center, visit the website at: <https://ausot.cpl.global/>

Chapel

Worship is at the heart of preparation for ministry; thus, it is at the center of life in the Seminary. The community worships together at 11:00am on Thursdays, 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.

Chapels typically feature preaching by faculty members, local church leaders, other guests and students. 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 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. It is coordinated by the Dean of the Chapel.

Counseling

Anderson University Seminary 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. The Deans serves as the resource person for referral to mental health and professional counseling resources as appropriate. Students who feel the need for counseling should contact the Dean's office for assistance at 765-641-4500.

Internships

The internship program provides opportunities for Seminary 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 before entering into internships for any credit. See the current Seminary catalog for academic requirements.

In-Service Opportunities

The Dean of the Chapel 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 Dean of the Chapel for any recent notices of openings provided to the seminary by the community. Also, students should regularly review the bulletin board in Warren Lounge for notices. Opportunities for occasional preaching are also coordinated through the office of the Dean of the Chapel.

Ministries of the Church of God

As the seminary of the Church of God, the Seminary is fortunate to be in close proximity to Church of God Ministries, Inc. (Anderson), which effectively carries out programs of leadership for ministry to congregations of the Church of God. The General Director of Church of God Ministries, Inc. Reverend James Lyon, is the senior executive officer responsible for coordinating the work of the Church of God Ministries, Inc., the Ministries Council, and all Ministry Teams. Church of God Ministries may provide valuable assistance to seminary students in a wide variety of ways. If you are interested in more information, please visit their website: <http://www.jesusisthesubject.org/>

Placement

Candidates for graduation are encouraged to work with their respective church polity for potential placement. Students are encouraged to visit their denominational websites that may instruct them

on placement. Church of God (Anderson) students should open a file with the office of Congregational Ministries, Church of God Ministries.

ACTIVITIES

Anderson University Activities

The Anderson University Seminary is privileged to be a part of the larger 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 Seminary students.

Community Luncheons

The seminary community joins together occasionally throughout the academic year for fellowship, sharing and eating together following the SOTCM Chapel. Students, faculty, staff and spouses are invited to attend at a minimal cost to cover the cost of food. Other events of interest to the seminary community are also offered on occasion during the academic year following chapel.

Dramatic Productions

The Anderson University Theatre Studies Department sponsors several productions, plays, and musicals each year. Seminary 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.

New Student Orientation

The Seminary is a graduate professional school preparing persons for the ministries of the Church. There is concern for each individual in his or 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 one day immediately preceding the beginning of classes. Each incoming student and other students who have not previously participated in orientation are expected to attend. Additionally, all students are required to participate in the one-credit hour "Orientation for Theological Studies" online course.

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.

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

Tri-S Program

The Tri-S program provides opportunities for students, faculty and staff to Serve, Study and Share while experiencing other cultures. These learning/service programs take place during spring break, summer vacation, and international term (late December through mid-January). Projects include construction, maintenance, teaching nursing, music, athletics, evangelism, urban ministry and varied learning programs. Tri-S trips have traveled to Africa, Europe, Asia, Latin America, the Caribbean and the Middle East, and have worked with Native Americans and other ethnic groups in the United States. 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. Interested students should contact the Tri-S office, Decker Hall 132 or call ext. 4170.

SERVICES

Campus Bookstore

The campus bookstore is located in the lower level of the University Student Center. The bookstore carries textbooks, greeting cards, imprinted sportswear, school and office supplies, student life merchandise, music, grocery items, and books for general reading. Books and music not in stock may be ordered through the bookstore.

Books and supplies may be purchased with cash, check, or credit cards. Students may also order books on line at www.andersonbookstore.com.

Cashier's Office

The Cashier's Office will cash checks up to \$100, accept and credit tuition and fee payments, accept deposits, make change, sell postage, money orders and give refunds for vending machines. An after-hours drop box is located under the cashier's window. This service is located at the Mail Distribution Center (the lower level of Decker Hall, called "The Commons;" Decker room 007, extension 4120).

Computer Labs: General Information

Computer labs are intended for use exclusively by Anderson University faculty, staff, and students for university-related purposes. Commercial or for-profit use is strictly prohibited. Questions about appropriate lab use should be directed to James Bell, Student Information Services Manager, at ext. 4281 or jcbell@anderson.edu.

Computer Lab and Warren Lounge: The Anderson University Seminary

The seminary computer lab is located on the ground floor of the seminary near the Library. The lab hours are 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. Warren Lounge is open to the campus during the mornings and afternoons. SOTCM 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 Security Office. The deposit for the card will be \$10.00. This amount will be returned to you at the time the card is turned into the Security Office.

You are responsible for this electronic card. When a card is lost or misplaced please notify the office. (When a card is reported missing the card can be deactivated and a new card issued.) This will help assure that only SOTCM students have access to Warren Lounge.

NO food or drinks are allowed in any of the computer labs. Please do not leave the lab unattended. If you are the last person to leave, please close and lock the door.

Computer Labs: Other Locations (*labs equipped with PC-compatible computers*)

There are other computer labs on the Anderson University campus. They are:

- *University Library Lab* (Byrd Hall, directly east of reference section; equipped with computers, printers, scanner, and wireless access for students.) Hours are the same as library hours.
- *Kissinger Center for Academic Excellence Lab* (Kissinger Center in the Nicholson Library) For use by students using the services of Kissinger Center.
- *Library Lab* (Library 049): Primarily for bibliographic instruction for students. Secondary use for general student computing needs. This 24-hour lab is proximity card access after the library is closed.

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 the student's first initial, middle initial and last name (e.g., jksmith). The password is the student's (seven-digit) AU ID number.

You may activate your RavenMail Account by following the instructions located <http://its.anderson.edu/>. Use the sidebar of this site that will direct you to setting up your E-mail.

Important note concerning E-mail information: *Faculty and staff will use your Anderson University E-mail account for all official communications regarding courses, assignments, and other important matters. You should check this account every day during the school term. Class announcements and other official information of the seminary will NOT be sent to additional email addresses other than your AU account. If you desire to have announcements sent to a specialized account, you must forward your RavenMail Account to this account. Neither the seminary nor University will make this forwarding.*

If you have questions or problems with any items related to setting up your RavenMail Account or forwarding your E-mail, please visit Information Technology Services at <http://its.anderson.edu> or contact Tim States at thstates@anderson.edu.

Financial Assistance through Scholarships and/or Direct Loans

Financial assistance consists of two parts for all seminary students: private gift aid and direct loans. Private gift aid is comprised of money available from donors and endowments for the purpose of assisting with the education of seminarians. Direct loans come from governmental sources or other entities and are arranged for through the Office of Student Financial Services. Together these two parts comprise what is often termed your “financial aid package.”

The Student Financial Services office administers the distribution of all private gift aid and endowed scholarship funds. These scholarship amounts are determined by the seminary, and are based on available funds from both endowments and private gifts. Students are notified annually about the scholarships that will be available. *The seminary does not determine or distribute government loans. If a student wishes to receive any financial aids, they must complete a FAFSA and work with the Office of Student Financial Services.*

The Office of Student Financial Services also administers the Blackwelder Tuition Assistance funds for students coming from the Church of God (Anderson) tradition. There are funds available for tuition assistance and a modest loan fund for special need. Eligible students receive a predetermined percentage of tuition costs as a grant from this fund. The percentage comes either wholly from this fund or is granted in combination with other private endowed scholarships. Detailed guidelines for eligibility and distribution of Blackwelder Fund are available separately. See Appendix C for more information.

For federal direct loans or deferment of federal loans, students need to contact the Office of Student Financial Services, Graduate Division at the University. They have the appropriate information for applying for these services and facilitate distribution of funds.

Food Service

Anderson University Dining Services is managed by Chartwell’s Dining Services. The dining hall and snack bar facilities are located in the University Student Center. Students should check hours of operation with Chartwell’s Dining at <http://www.dineoncampus.com/anderson/>.

There are four dining options on campus. Please visit the dining services website for detailed information.

The University Dining Services offers a variety of meal plans. These plans are available to commuter students and graduate students.

Health Insurance

Anderson University expects that all students have medical insurance to help pay unanticipated medical expenses. If you do not have health insurance coverage through parents, spouse, or personal employment, the Office of Human Resources has information about a reasonably priced major medical plan for students through Guidestone, a company providing a range of financial services for the evangelical Christian community.

International students are required to carry approved health insurance coverage and show proof of such. Contact the International Student Office to purchase insurance if needed anderson.edu/crc/iss.

Anderson University and its directors and officers are not liable for any injuries, illnesses, claims, damages, charges, bills, and/or expenses related to health or accident issues while involved in a university-sponsored activity.

Housing

Seminary housing at York Seminary Village is available for matriculated and registered Seminary students only. A student must be registered for 6 hours of course work to be eligible for this housing complex. Please view the seminary [web site for more information](#) or check with the Office of Mr. Joe Royer jmroyer@anderson.edu for availability, cost and qualifications. There is often a waiting list for these this seminary owned complex; we encourage you to plan accordingly. You can check the bulletin board near or in Warren Lounge for advertisements related to housing. Students are responsible to secure their own housing.

Identification Cards

Each student who registers and makes a down payment receives an identification card from the office of Police/Security Services located in the basement of Hardacre Hall (ext. 4154). This card is required for book checkout in the University Library and entrance to most Anderson University venues, such as athletic events, the Wellness Center, etc.

Visit the Office of Police/Security Services to obtain an ID card and/or to replace lost ID cards.

Kissinger Center for Academic Excellence

The Kissinger Center for Academic Excellence (KCAE) assists all AU students, including Seminary students, in achieving their academic goals through individual and group-oriented resources, including self-directed audio, audiovisual, and computer-assisted materials. In addition, KLC offers face-to-face and online peer tutoring and study groups for many courses as well as assistance to students with disabilities. KCAE is located in the Nicholson University Library. Call: 641-4225

Lockers

There are lockers available for Seminary students to use on a first come first serve assignment. There is a \$5.00 deposit required. You will need to furnish your own lock. Please see the Office of Admissions and Enrollment Coordinator for assignment.

Lost and Found

The lost and found for the entire university campus is located at the package window in the Mail Distribution Center in Decker Commons. Found articles should be taken promptly to the Mail Center and lost articles may be reported there.

Mail Distribution

All full-time and part-time Seminary students are assigned a mailbox located in the Seminary building. These mailboxes are located in the lower level of the Seminary. These are locked enclosures and require an individual key for opening. Students may pick up their box assignment and key from the SOTCM Administrative Assistant. There is a \$1.00 key deposit, which will be refunded upon return of the key at the end of the semester or summer term. Mailboxes are labeled with a student's name and are in alphabetical order; however, with late registration and dropouts this may vary. Mail is picked up in the morning and afternoon Monday through Friday from the University's Mail Distribution Center located in Decker Commons. If students wish to have a letter or correspondence put in the mail for delivery to the Mail Distribution Center located in Decker

Hall, there is a deposit box in each bank of boxes and in the Office of Admissions and Enrollment Coordinator. The university mail center also distributes intercampus notes among students, faculty and staff at no charge. The university operates a mail center in Decker Commons that offers most of the services of a U.S. post office.

Along with E-mail, campus mail is a primary means of communication within the campus community. Students are expected to check their campus mailboxes at least weekly. Students will be held responsible for information, deadlines, etc. sent through campus mail.

VERY IMPORTANT: Anytime you change addresses, phone numbers, both home and cell, PLEASE notify the SOTCM Administrative Secretary as this will enable proper contact in case of emergency.

Students Who DO Not Retrieve Mail from Seminary provided Campus Mailbox

If a period of one month has gone by without students clearing their SOT mailbox, staff are authorized to take the following steps:

- U.S. Mail will be marked “Return To Sender” and sent back.
- Campus Mail with return address will be returned to sender.
- Mail not in an envelope and without a return address will be thrown away.
- Mail in an envelope without return information will be opened to determine if it can be returned to the sender.
- Students will be sent an E-mail from the SOTCM Administrative office to inform them that their campus mailbox has been cleared.

Police/Security Services

The Department of Police/Security Services oversees the safety and welfare of the campus. The department also manages the parking enforcement program and the student identification card program. Some of the services provided by them includes escorts, vehicle unlocks and jumpstarts, door unlocks, light surveys, fire and tornado drills, building checks and various safety and crime prevention programs. To report a crime, contact Police/Security Services at 641-4154 or call 61-4819 to report a crime anonymously. They are located in the basement of Hardacre Hall (East Fifth Street below the Falls School of Business). anderson.edu/security/

Printing Services

Printing options are available throughout the campus.

Robert A. Nicholson University Library (<http://library.anderson.edu>)

The former undergraduate Wilson Library and the Seminary Byrd Library were combined in 1989 for creating an extensive library resource essential to effective ministerial education. The mission of the Robert A. Nicholson Library is to support and enhance the environment in which instruction, collaboration, and research thrive. The library facilitates the user’s quest in independent study, discovery, and lifelong learning. The library collection includes over 250,000 books (in-print and electronic), approximately 900 periodical subscriptions, more than 50 periodical databases, a selective depository collection of United States government publications, and the Anderson

University and Church of God Archives. Two computer labs, including the 24/7 computer lab, are located in the Library.

The Nicholson Library Catalog identifies materials located in the Nicholson Library, the Archives, and other campus locations. Catalogs of other Indiana libraries are linked through the “Indiana Libraries” link of the Nicholson Catalog. The “Reserve Desk” feature of the catalog includes the full text of materials placed on reserve by various professors. The library subscribes to more than 50 periodical databases, many of which include the full text of indexed articles and electronic journals. All electronic resources are available to current AU student both on-and off-campus.

Librarians are available during most hours to assist with information and research needs. Think of the librarian as your “ultimate” search engine. An “Ask a Librarian” link is conveniently located on the Library’s Website. Class, small group, and individual instruction in research skills and strategies are available. In addition, the librarians create and maintain electronic subject resource guides for virtually every major on campus.

Need something not owned by the Nicholson Library? Materials may be borrowed from other libraries located anywhere in the country. You may request materials through Inter-library Loan (ILLiad) by e-mail to ill@anderson.edu or in person at the library’s reference desk. In-person borrowing privileges are available at the Anderson Public Library with a current class schedule and a valid Anderson University ID. In-person borrowing privileges are available at the Bracken Library at Ball State University with an Academic Libraries of Indiana card and your current Anderson University ID.

Sixty-nine Indiana academic libraries are members of the Academic Libraries of Indiana (ALI) consortium and allow in-person borrowing privileges with a special borrower’s card. You may obtain your special borrower’s card and a list of member libraries at the Circulation Desk of the Nicholson Library.

Nicholson Library hours are posted on the library’s homepage at <http://library.anderson.edu>

Telephones

A telephone for student use is provided in Warren Lounge, which is located on the lower level of the Seminary 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.

University Communications

The Office of University Communication disseminates news and information about Anderson University to the public and various media outlets. The office also manages the university’s main web information.

In case of emergencies, weather related closing, etc. Please visit the main university website for listings of location television stations that will carry items related to weather issues or closings.

Students are also encouraged to sign up for the RavenAlert system for weather updates or other communication related to the security of the campus. Security at: <http://www.anderson.edu/security/> RavenAlert at <http://ras.anderson.edu/>

Vehicle Registration

All motor vehicles operated on campus, whether automobiles, van, trucks, motorcycles, motor scooters, motorbikes, etc., must be registered *annually* with the Office of Police/Security Services and must display the appropriate decal in the proper manner. Security at: [anderson.edu/security/](http://www.anderson.edu/security/)

[Parking permits ordered online](#)

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.

CAMPUS FACILITIES

Map of Buildings

See Appendix A, the Seminary Catalog, or [anderson.edu/about/map](http://www.anderson.edu/about/map)

The Anderson University Seminary Building

The Seminary building was constructed in 1961 and extensively remodeled in 1974. In 1989, the Seminary was connected to the Robert A. Nicholson University Library. The Seminary 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.

Tallen Hall

Tallen Hall is the large lobby area of the Seminary outside of the Miller Chapel. This is often used as a gathering area for students, faculty and staff. There is comfortable seating in this area for meeting and sharing with guests. Classrooms may be entered from this lobby area. Additionally, portraits of former Seminary Deans are displayed in this area of the Seminary.

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 SOTCM students and a kitchen with microwave oven for student use.

Robert A. Nicholson University Library

The former undergraduate Wilson Library and the Seminary 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 Seminary 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.

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, registered students must complete a housing reservation form and submit the required fee. Forms are available in the Office of Admissions and Enrollment Coordinator at the Seminary or [on the web](#). To request a form by mail, contact Mr. Joe Royer, Anderson University, York Seminary Housing, 1100 E. 5th St., Anderson, IN, 46012. Or request a form by e-mail to jmroyer@anderson.edu

As a resident of York Seminary Village, you will need two types of parking permits. One is a residential permit for the complex. The second is a commuter parking permit as you are technically considered a commuter to the Anderson University campus. Both permits are available in the Office of Safety and Security.

The York Seminary Village has a Community Room designed primarily as a student gathering place for those who live in the Village. The Community Room may be reserved for occasional or one time functions. The Community Room may not be reserved for an extended time, but may be reserved as needed. If there is interest in holding a function in the Community Room, it must be reserved through the SOTCM Administrative Assistants Office.

Anderson University Facilities

The Seminary benefits from being part of the larger Anderson University campus. 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 man 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
- **South Campus/Tara East/Fair Commons:** Apartment-style living for junior and senior undergraduate students.

Academic/Administrative Facilities

- **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 Center for Academic Excellence:** 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 350 seat proscenium theatre. A campus landmark once used formerly for basketball games and physical education classes. East of Olt 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.
- **York Performance Hall:** Completed in 2012, the York Performance Hall seats approximately 600 people. This performance hall is used by the Theater Performance and Music Department of Anderson University.

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.

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 Seminary.

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 University Seminary.

Harp Professor in Residence

The Harp Professor in Residence is a program that brings a guest professor to the Seminary. The Harp Professor is selected because of their academic preparation and how their knowledge base will add to the overall instruction of the seminary. The Professor in Residence is identified and selected by the Dean of the Seminary related to the overall curricular objectives of the institution.

Senior Chapel

Senior Chapel occurs the Friday evening just before Graduation each year. This chapel honors all graduating seminarians. 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.

Revisions and Update July 31, 2011

Revisions and Update June 7, 2012

Revisions and Updated August 6, 2013

Updated July 29, 2015/May 16, 2018

APPENDIX A

[SEE MAP](#)

ALSO AVAILABLE IN SEMINARY CATALOG

APPENDIX B COVENANT TO USE INCLUSIVE LANGUAGE

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 Seminary 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 Seminary

JCG/blw

Enclosure

Covenant to Use Inclusive Language Statement

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 Seminary, 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 Seminary Faculty
January 9, 1986
Approved by Consensus

APPENDIX C

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 Seminary 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 2.5	1 – 14 hours 2.5	1 – 14 hours 2.5
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 Seminary 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 Anderson University Seminary 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 Seminary
(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 Seminary.
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 Seminary may initiate such a change if the instructor(s) will not do so and there appear to be compelling reasons for such action.

Seminary Faculty
November 2, 1987

APPENDIX E

POLICY ON ACADEMIC INTEGRITY

Anderson University Seminary 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 Seminary 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.

Revised 6/23/06

Anderson University Seminary Policy on Plagiarism

1. All students in the Seminary are required to read Appendix E, "Policy on Academic Integrity," in the Student Handbook (above).
2. All students in the Seminary are required to read Turabian 4.2.3 and 7.9 (including all of its subsections, 7.9.1 through 7.9.4).
3. All students in the Seminary are required to comply with this Policy on Plagiarism.

Simply put, plagiarism consists of using someone else's words or ideas as if they were your own. If you copy verbatim words from an author, you must put those words within quotation marks (or within a block quotation) and footnote them properly, according to Turabian. Not doing so constitutes plagiarism.

Plagiarism is a very serious issue. It is academic dishonesty; it is stealing intellectual property that belongs to someone else and passing it off as if it were your own. It is incumbent upon you to use sources properly and responsibly, giving credit to the author whose words or ideas you are using.

When you violate this policy even one time in any written assignment you submit, your professor will proceed as follows (reprinted here from Appendix E of the Student Handbook):

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 penalty for a first time offense shall be having to rewrite the assignment with a grade no higher than a C.
2. 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 Seminary. Following two such reports against a particular student, disciplinary action will be initiated and may lead to dismissal of the student from the Seminary.

As Turabian notes in 4.2.3 and 7.9, many instances are “Inadvertent Plagiarism.” Your professor has the authority to judge whether an instance of plagiarism is inadvertent or intentional. You are advised not to treat this lightly; you should avoid all instances of plagiarism: inadvertent and intentional. Follow Turabian’s procedures for avoiding inadvertent plagiarism (4.2.3 and 7.9).

For further reflections and explications on plagiarism, [read Georgetown University’s definition of plagiarism](#).

Bibliography

Seminary, *Student Handbook*. Anderson: Seminary, 2013-2014.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed. Chicago: University of Chicago Press, 2013.

Plagiarism Policy Adopted by the Anderson University Seminary Faculty
September 4, 2013

APPENDIX F

DISMISSAL

Students who do not comply with the standards of the Anderson University Seminary, 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 Seminary. 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

*Revised:
July 2009*

APPENDIX G

SEXUAL MISCONDUCT/HARASSMENT POLICY

Anderson University Seminary is subject to overall University Policies and this policy is as follows:

POSITION STATEMENT

Anderson University affirms its commitments to Christian higher education and a work/learning environment that encourages and enables individuals to strive for excellence. Behaviors which inappropriately assert personal characteristics (i.e. gender or physical attributes) as relevant to staff, faculty, or student performance are damaging to this environment and are a violation of law and university policy. Sexual misconduct in any form will not be tolerated and will be dealt with promptly by the university. The university reserves the right to refuse employment or re-employment, and to dismiss or suspend from employment any staff or faculty member who violates this policy. The university reserves the right to suspend or dismiss any student who violates this policy.

DEFINITIONS

Sexual misconduct is any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other university activity;
- submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive university environment (See Section 703, Title VII of the Civil Rights Act of 1964).

Sexual misconduct can take many forms. Some of these are overt and unambiguous while others may be more subtle and indirect. Direct forms of sexual misconduct include sexual assault and sexual advances accompanied by an offer of reward or threats of reprisal. Such behavior constitutes serious misconduct, and a single incident establishes grounds for complaint. Other forms of sexual misconduct include sexual conduct, physical or verbal, that is repeated and unwanted such as, but not limited to:

- sexual innuendoes; suggestive comments; repeated sexually oriented kidding, teasing, joking, or flirting; or offensive crude language;
- derogatory or demeaning gender-based comments and/or conduct;
- leering; whistling; touching; pinching; brushing against another person's body; making obscene gestures; or displaying objects or pictures which are sexual in nature that would create hostile or offensive work, learning, or living environments.

Procedures for reporting sexual misconduct are listed in the following section and are also published in the faculty and staff handbooks. These procedures may also be obtained in the Department of Student Life, Health Services, or Counseling Services.

COMPLAINT PROCEDURES

Reporting a Complaint

Any person who believes that he or she has been sexually harassed (the complainant) is encouraged to bring the matter to the attention of the appropriate university official. The complainant should present the complaints as promptly as possible after the alleged misconduct occurs, normally within 30 days.

- a) *By a faculty member toward any student, staff, or other faculty member:*
The complaint should be reported to the Office of the Vice President of Academic Affairs and Dean of the College and will be handled by the vice president's office. If a formal charge is filed, the investigation and disciplinary action, if any, will be resolved in a manner similar to other violations of university rules and regulations as outlined in the *Faculty Handbook*.
- b) *By a staff member toward any student, faculty, or other staff member:*
The complaint should be reported to the director of Human Resources and will be handled by the Office of Human Resources in the same manner as other violations of university rules and regulations as outlined in the *Staff Handbook*.
- c) *By a student toward any other student, staff, or faculty member:*
The complaint should be reported to the dean of students and will be handled by the Department of Student Life in the same manner as other violations of university rules and regulations as outlined in the *Student Handbook*.
- d) *By an individual not currently enrolled as a student or not employed as a faculty or staff member:*
The complaint should be reported to the immediate supervisor if involving an employee, or to the Department of Student Life if involving a student. These persons will determine the appropriate response.
- e) Any individual wishing to report a complaint but uncertain how to proceed is encouraged to contact the Office of Counseling Services or the Office of Human Resources for assistance.
- f) The Office of Human Resources will be informed of all informal and formal complaints of sexual misconduct. Human Resources will retain the records of investigation and resolution with the exception of complaints involving students only.

RESOLUTION OF A COMPLAINT

1. The initial discussion between the complainant and the university official will occur without formal written record; notes may be taken. The discussion will be handled in a professional and confidential manner. No formal action on the alleged complaint will be taken at this time unless initiated by the complainant.
2. The university official will notify the alleged offender of the complaint and provide an opportunity for the alleged offender to respond.
3. Promptly after the initial conversations with the complainant and the alleged offender, the university official may initiate whatever steps he or she deems appropriate to affect an informal resolution of the complaint acceptable to both parties.
4. If the complainant or the alleged offender is dissatisfied with the informal resolution, either party may pursue formal procedures, normally within 90 days of the alleged incident. Formal procedures are as follows:

- a) a written statement must be submitted by the complainant, or taken by the university official and signed by the complainant;
- b) an investigation of the complaint will be conducted in an expeditious manner and at a minimum will include the following:
 - i) a fact finding interview with the complainant;
 - ii) an interview with the alleged offender in which he/she has an opportunity to respond to allegations;
 - iii) interviews with all witnesses, individually;
 - iv) a written record of all interviews maintained in a confidential file.
- c) the university official will review all the findings of the investigation and determine if the complaint is valid;
- d) if the complaint is determined to be valid, university actions may include, but are not limited to: 1) reprimand, 2) disciplinary sanction, and/or 3) termination/expulsion. When determining appropriate disciplinary action, consideration will be given to the misconduct complaint as a whole, the record of the accused individual(s), and the totality of the circumstances, including the nature of the conduct and the context in which it occurred. If possible, the university official will seek the agreement of concerned parties in the resolution of a sexual misconduct/conduct complaint.

CONFIDENTIALITY

Any form of **sexual misconduct** is a sensitive issue that may potentially affect any member of the university community. Every attempt will be made to maintain the confidentiality of the parties involved in an allegation and the nature of the allegation. Decisions to release information will be made on a need-to-know basis and include consideration for the university's legal obligation to investigate allegations when such allegations are brought to the university's attention and/or to take corrective action. Once a complaint has been resolved, the record will be maintained as confidential.

NON-RETALIATION

Any attempt by a member of the faculty, staff, or student body to penalize or retaliate in any way against a person bringing a **sexual misconduct** allegation is prohibited. Retaliation may be any behavior, attitude, or conduct which is believed to be the result of filing a complaint and adversely affects an individual's employment or creates an intimidating, hostile, or offensive environment. A complaint of retaliation will be treated as a separate incident and investigated as such.

PROTECTION OF THE ACCUSED

During the investigation of a formal complaint, the accused will be informed of the allegations, the identity of the complainant, the facts surrounding the allegations, and will be given the opportunity to respond. Persons interviewed during the investigation process will be advised that the investigation is confidential and they may be personally liable for the unauthorized release of any information. In the event the allegation is not substantiated, all reasonable steps will be taken to restore the reputation of the accused if damaged by the investigation process. A complainant found to have been intentionally dishonest in making an allegation, or to have made an allegation

maliciously, is subject to the full range of the university's disciplinary procedures from official reprimand to dismissal. The university reserves the right, however, to report a complaint to the police and/or prosecutor if the complaint involves possible commission of a misdemeanor or felony.

CONSENSUAL RELATIONSHIPS AND COMPLAINTS OF MISCONDUCT

There exists a unique relationship between students and faculty/staff members, with the faculty/staff member serving as educator, counselor, employer, and/or evaluator. Because this relationship has the possibility of being abused or may have the appearance of being abused, the university will generally view it as inappropriate and inadvisable for a faculty/staff member to engage in romantic relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. In keeping with this position of the university, if a complaint of sexual misconduct is made, it will not be a defense to allege that the relationship was consensual.

GENERAL

It is clear in the EEOC rules that the employer, its agents, or supervisory employees are responsible for acts of misconduct in the workplace/school where the employer, its agents, or supervisory employees knew or should have known of the conduct, unless the employer can show that it took immediate and appropriate corrective action. All forms of misconduct are a serious matter; it is the responsibility of each administrator to assure that this policy and the consequences for harassing behavior are communicated to all students and staff and faculty members in their respective areas.

DISTRIBUTION

The university shall communicate this policy to faculty and staff by including it in their respective handbooks. The university shall communicate this policy to students by inclusion in the *Student Handbook* that is distributed to all students each year.

Date of Adoption: April 16, 1997

APPENDIX H

RACIAL HARASSMENT POLICY

Anderson University Seminary is subject to overall University Policies and this Racial Harassment Policy is as follows:

The purpose of this policy is to help ensure all members of the Anderson University community understand the prohibition against racial discrimination and/or harassment. All members of the university community are encouraged to reflect upon the issue of discrimination and harassment as it might affect the lives and conduct of others. Further, anyone who may be the victim of racial discrimination or harassment should be aware of the procedure for reporting such incidents.

PHILOSOPHY

Anderson University asserts that all members of the university community are entitled to and shall be afforded an environment devoid of both overt and subtle racism. Therefore, members of the Anderson University community will not tolerate racial discrimination or harassment in any form. The increased incidents of racial discrimination and harassment on college and university campuses nationwide suggests that information alone has not abolished this behavior. Consequently, a more aggressive stance must be assured. To this end, Anderson University has adopted a policy addressing racial discrimination and harassment which applies to all members of the community.

POLICY

Behavior that constitutes racial discrimination or harassment is prohibited by Title VII of the 1964 Civil Rights Act, including but not limited to racial/ethnic slurs, coarse jesting with racial and/or ethnic overtones, and other forms of communication resulting in disparagement or intimidation. Also see the Anderson University Judicial Code Section 4.30 *Acts of Discrimination/Intimidation*.

REPORTING PROCEDURE

The Anderson University Diversity Committee has developed a form that AU community members may use to report an incident of racial discrimination/harassment. That form may be found at anderson.edu/diversity/incident. Once the form is completed, it may be submitted to any member of the Diversity Committee. For more information and to find out who serves on the Diversity Committee, please see anderson.edu/diversity/committee. Also, the vice president for student life and dean of student's office, the director of multicultural *student services office*, the associate dean of students office, and any residence hall director stand ready to help you. They can walk through the process with you. Please know that you may also contact any faculty or staff member whom you trust to walk with you throughout the reporting process.

CONSEQUENCES OF VIOLATIONS

Any Anderson University student who commits racial discrimination and/or harassment is subject to disciplinary action including disciplinary probation up to dismissal from the university. Students

allowed to remain in the university community, in addition to disciplinary sanctions, may also be subject to educational and/or developmental requirements.

Conversely, since the university takes such charges of discrimination and harassment seriously, should the results of an investigation reveal a complaint of racial discrimination or harassment that is frivolous or groundless, the complainant may be subject to the same disciplinary action as described in the previous paragraph.

APPENDIX I

Guiding Statement for Worship

CHAPEL AND SPIRITUAL LIFE COMMITTEE AND SOT CHAPLAINS

DEFINITION AND PURPOSE

Corporate worship is a designed celebration which expresses the church's participation within and response to our covenant relationship with the Triune God. Its shape is influenced by the relationship that each Christian Fellowship has to Scripture, to the church's liturgical traditions and practices, to its own cultural contexts, and to its resources.

We the Anderson University Seminary gather to worship in Miller Chapel regularly to the end that...

...we share in corporate adoration, praise, and thanksgiving to the Triune God;

GOD

...we unite in prayers of gratitude, repentance, petition, intercession, and commitment in response to what God has done, is doing, and will do in Christ;

PRAYER

...we are instructed, strengthened, judged, forgiven, and healed by Jesus Christ as his gospel is proclaimed in Word and Deed by the power of the Holy Spirit;

GOSPEL

...we are being formed into a community of the Lord Jesus Christ — a community of devotion to God, love for others, and disciplined involvement in the divine mission;

COMMUNITY

...we are formed spiritually as person-within-community, with each contributing his or her gifts to the well-being of the whole seminary community and the community contributing to the well-being of each member;

**SPIRITUAL
FORMATION**

...we increase our appreciation of the richness of the Christian heritage in worship — a heritage with a long History and many diverse expressions including those Church traditions and perspectives that find representation in our seminary community;

HERITAGE

...we are renewed in our commitment to the Kingdom of God, within a seminary setting that includes the disciplines of study, analysis, spiritual formation, reflections and dialogue and the regular practice of the ordinances, for the purpose of Christian ministry;

**MINISTRY
COMMITMENT**

...we hold the beauty of God's holiness and beauty of God's work in creation, history, and redemption;

BEAUTY

...we grow in appreciation of a variety of artistic expressions and symbols of the Christian faith.

SYMBOLS

Working Principles of the Chapel and Spiritual Life Committee

1. We view regular chapel attendance as a discipline that is essential to the spiritual, intellectual, and missional character of our life together.
2. We pray that we will be intentionally sensitive to the Holy Spirit's development of new forms of corporate worship that are unique for us.
3. We desire to stay in touch with our own church heritage as a seminary.
4. We hold that Christian worship should lead to Christian mission and mission should lead to worship.
5. We work on the assumption that the worship of a community of faith is most creative when there is a balance between regularized elements and occasional elements, between the familiar and unfamiliar, between the traditional and the non-traditional.
6. We seek to maintain openness to the suggestions, criticisms, and observations of the whole community.
7. As we plan and lead worship we have the responsibility to think in terms of ministry to every person in the community.
8. We recognize that no one type or mode of worship can satisfy the diverse preferences of our community.

9. We intentionally introduce diverse and creative worship expressions and resources that will be helpful to students' current and future ministries.
10. We work toward both the increase of congregational participation in worship and the decrease of performance aspects.
11. As a seminary community, we desire to learn about worship and to develop skills in facilitating meaningful worship, even as we plan and lead chapel services.
12. We seek for breadth in perspectives and variety in leadership when designing the chapel schedule. Our intention is to be inclusive as "we reach our hands in fellowship."
13. We intend to participate in the Lord's Supper monthly, and feet-washing annually.
14. We will seek to provide other worship opportunities throughout the semester.

We understand our work to be in harmony with the statement in the Student Handbook:

Worship is at the heart of preparation for ministry; thus, it is at the center of life in the Seminary. The community worships together...in Adam W. Miller Chapel...All students and faculty are expected to attend regularly. During these chapel hours, sermons are given by ministers, faculty members, local church leaders, other guests and students. Faculty and students share worship leadership. Creative forms of worship bring new ways to experience God and Christian community.... The Chapel and Spiritual Life Committee plan and maintain oversight of chapel programming and other events and concerns which may be developed for the regular cultivation of the spiritual life of all who comprise the seminary community. This committee is composed of both students and faculty.

This document was originally developed and published by the Chapel and Spiritual Life Committee, in 1985; it has, most recently, been adopted and revised by the Chapel and Spiritual Life Committee 2007, in consultation with the Seminary Chaplains.

