

Student Handbook

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Chicago Theological Seminary



Chicago Theological Seminary
Student Handbook
2011-2012

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The *Student Handbook* is an announcement of the seminary, is subject to change and is in no way binding upon the seminary. The seminary must reserve the right to change any policy, requirement, or fee when it is deemed necessary. While certain rules, regulations, and academic procedures of the seminary are briefly described, definitive information on these matters will be found in the constitution of the seminary and in the formal actions of the Trustees, Faculty and other competent bodies.

I. Overview of the Seminary

Founded in 1855 by Congregational churches from Wisconsin, Illinois and Michigan, Chicago Theological Seminary has always addressed the critical issues of each generation it has served.¹ The oldest institution of higher learning in the city, Chicago Theological Seminary is a school closely related to the United Church of Christ. It has a mission of preparing persons for ministry within the context of the religious and secular issues which affect the daily lives of all human beings. It was established to be open to all denominations, and currently enrolls students from over twenty Protestant denominations, as well as the Unitarian Universalist, Roman Catholic, Eastern Orthodox, and Jewish traditions. Unintimidated by issues simply because of the controversy they create, the seminary has a distinguished record of setting trends in church life and leadership for over a century.

- A. Vision Statement: Chicago Theological Seminary shall be an international force in the development of religious leadership to transform society toward greater justice and mercy.
- B. Mission Statement: Chicago Theological Seminary, closely related to the United Church of Christ, serves Christ and the churches and the wider faith community by preparing women and men in the understandings and skills needed for transformative religious leadership and ministry to individuals, churches and society.
- C. Commitment Statement: In fulfillment of our Vision and Mission Statements, and being led by the mission and ministry of Jesus and the Spirit of God, Chicago Theological Seminary is a community of faculty, students, alumni and supporters joined in learning from each other and in commitment to preparing persons who will be leaders of ecclesial and social transformation in anticipation of the divine reign of justice and mercy. To this end we undertake the following specific commitments:
 - We are committed to a curricular structure in all degree programs that encourages academic excellence and free inquiry, that focuses on the issues of transformative leadership, and that fosters cooperation between communities of faith and other community-based organizations to promote the power of life against the forces of death.
 - We are committed to confronting the spiritual impoverishment of our time characterized by meaninglessness, lovelessness and hopelessness with the message of the divine call, love and promise.
 - We are committed to enabling communities of faith to effectively engage in public ministry, articulating the cry of the dispossessed, the transcendent claim of true justice and helping to heal the wounds and divisions that disfigure the social body.
 - We are committed, in a world stratified by social and economic class, to liberation from want, homelessness, hunger, and disease as companions with the poor, challenging structures and decisions that cause poverty, while fostering the year of God's favor for all.

¹ For an account of the seminary's history up to the mid-sixties, see *No Ivory Tower* by Arthur Cushman McGiffert, Jr. For an account of the seminary's history from 1960 to 1980, see *Challenge and Response* by Perry LeFevre.

- We are committed, in conscious response to the Holocaust and in recognition of the toll taken by religious division in our world, to fostering better understanding and collaboration among religious traditions, paying particular attention to cooperation between Christianity, Judaism and Islam toward the end of realizing the aims of the prophetic traditions.
- We are committed, in a society riven by racism, to equipping leaders who honor cultural and racial diversity while resolutely combating the forces of division and domination.
- We are committed, in a world in which sexism remains a powerful force, to fostering leadership for gender justice, including developing a more mature masculine spirituality, and engaging feminist and womanist spirituality.
- We are committed, while church and society are threatened by new forces of division under the banner of homophobia, to developing leadership for a more inclusive church and society.
- We are committed, in recognition that the divisions of society are global as well as local and national concerns, to fostering the international collaboration of institutions that have a similar commitment to the transformation of church and society and to the equipping of individuals for this ministry in diverse settings around the world.

D. Informing Principles: Chicago Theological Seminary is committed in its six degree programs (M.A., M.A.R.L., M.Div., S.T.M., D.Min., Ph.D.) to preparation for transformational religious leadership in today's world. The school understands that all forms of ministry involve, in an interrelated fashion, three crucial functions, which are present simultaneously in any act of ministering. The professional degree programs are designed to develop professional competence with respect to each of these.

1. Understanding and Interpreting: Every ministry involves what is technically called hermeneutics. Whether it is a biblical text, an historical event or a movement, the person who ministers is engaged in understanding and interpreting. The one who ministers must have a perspective, a framework for understanding and the skill to discover meaning.
2. Translating and Communicating: Ministry likewise involves making meanings available to others so they can grasp it from their present perspective. The forms of meaning discovered by the skilled interpreter may be foreign to those to whom one ministers. Translating and communicating are necessary if meanings are to be shared and appropriated. Such sharing and appropriation assumes the necessity of dialogue and co-ministry. Such dialogue often reframes the questions and the substance of ministry.
3. Transforming: Ministry moves toward personal and social transformation. Ministry is the human attempt to provide the conditions in which persons and society become responsive to God's transforming presence. Understanding, interpreting, translating and communicating move toward action in which individuals, social groups and communities change and are changed through the agency of God's creative and redemptive spirit. While intentional, the act of ministry is done within the larger vision. Ministry is with God, never a manipulative effort to control God.

II. CTS Organizational Structure

- A. Board of Trustees: The Board meets three times a year. The Board is responsible for the total well-being of the institution. It acts upon recommendations of the President, Academic Dean, and Faculty concerning faculty appointments and promotions, awarding of degrees, and curriculum.

The Board functions through the following committees:

1. The Academic and Student Affairs Committee is responsible for recommendations on policies affecting curriculum and student life. Each year up to three students chosen by the Dean and from among the student representatives to the Academic Council and approved by the President will serve as student representatives to the committee and by extension to the Board of Trustees. Student representatives have voice but not vote.
 2. The Business Affairs Committee is responsible for recommending the budget and policies regarding business and accounting records and systems, financial aid, buildings and grounds, business planning, legal functions, auxiliary enterprises, and non-academic personnel. Through a sub-committee it also supervises the investment of all seminary permanent funds.
 3. The Development Committee is responsible for recommendations or policies concerning the seminary's development programs and public relations efforts.
 4. The Committee on Board Affairs, is responsible for nomination of Trustees and for evaluation of individual Trustees performance, Board structures, and committee performance.
 5. Executive Committee
 - a. Membership: The Executive Committee shall consist of the Chairperson, the President, and other members as determined by the Board.
 - b. Duties: The Executive Committee may exercise the authority of the Board of Trustees in management of the Corporation during the intervals between meetings of the Board of Trustees, subject at all times to the bylaws of the Corporation, and the prior rules, regulations and directives issued, adopted or promulgated by the Board of Trustees. The Executive Committee shall annually evaluate the performance of the President and report its findings to the full Board.
- B. Academic Council: The Academic Council consists of all faculty members including the President. No more than six students, chosen by the student body in the fall semester, participate (at the invitation of the Academic Council) in all official meetings with voice and a collective maximum of two (2) votes. No single student representative, however, may cast more than one (1) vote. Other staff members are invited to Academic Council meetings by the President or the Academic Dean.

The Academic Council meets monthly, with the Academic Dean presiding. It exercises oversight of all academic matters such as curriculum, admissions, awarding of degrees, and

student fellowships. Certain concerns must go to the Board for final action. Final decisions concerning fellowship awards are made by the faculty.

Much of the work of the Academic Council is carried on through committees, most of which have student members. All committee members are posted on the Academic Dean's bulletin board at the beginning of the academic year. Committee assignments are made by the Academic Dean in consultation with the faculty.

- C. The Administrative Council: This body (comprised of the president, the vice president for academic affairs, the vice president of finance and administration, the director of community life, and a faculty member appointed by the academic dean) provides a central location for institutional planning and problem-solving by setting and implementing administrative policies, including financial policies; gathering and analyzing institutional data; coordinating school-wide planning (pre- and post- project/event); and functioning within a culture of ongoing assessment regarding administrative matters. The council meets monthly (and more often, if necessary).
- D. Faculty Caucus: Meeting at least monthly during the academic year, the Faculty Caucus convenes in order to proceed with issues pertaining to CTS's Statement of Mission, Vision and Commitment focusing in particular on educational matters. Few formal votes are taken in the Faculty Caucus; wide-ranging discussions in Faculty Caucus serve as a common point for decision-making. In addition, issues like the M.Div. Middler Review are the focus of certain Faculty Caucus occasions; Middler Review regularly occurs in Spring Semester.
- E. Recognized Student Organizations
 - 1. Receive recognition from Administrative Council as student organizations eligible for CTS funds. New organizations apply to Administrative Council for recognition.
 - 2. Receive equal organizational budgets from seminary funds each academic year. Administrative Council determines this amount yearly.
 - 3. May choose to have a faculty or staff advisor.
 - 4. Must have requisitions for funds approved by the Director of Community Life.
 - 5. Shall lose status as a recognized student organization if no organizational funds are spent for five consecutive years.
 - 6. Affirm (according to criteria established by Town Meeting in the Spring of 1990) that:

"It is the mission of student organizations at Chicago Theological Seminary to foster unity in the body of Christ, to encourage community members from different life experiences and from diverse backgrounds to celebrate unique cultural traditions in worship, service and community life."
- F. Town Meetings: Town Meetings are held to provide opportunity for discussion of issues important to the CTS community. They may be convened to consider policies, aspects of seminary life, events of concern, and other such issues. These meetings are not intended for determining formal action, but for encouraging better communication among students, faculty, staff and administration.

III. Academic Information

1. Admission: Students are admitted to six general degree programs at CTS: the first professional degree (M.Div. or M.A.R.L.), the second professional degree (D.Min.) and academic degrees (M.A., S.T.M., or Ph.D.). Admission to study in one of these degree programs is not equivalent to admission to candidacy. In all cases (except M.A. and S.T.M.) students are required to contract degree proposals, meet performance requirements and/or pass qualifying examinations in order to be admitted to candidacy for a degree. Coursework taken at CTS but applied to a degree received at another educational institution may be applied to a CTS degree subsequently if a petition for transfer credit is approved.
2. Transfers: Because seminary requirements and course work vary considerably from institution to institution, each transfer student is evaluated individually by the Academic Dean and the Director of Studies. In most cases, the final determination of transfer credits is made in connection with a student's degree proposal. Transfer of field education credit is determined by the Director of Field Education. Work done by the student prior to seven years before entering CTS will not be automatically accepted or may be discounted.
3. Policy on Advanced Standing: All petitions for advanced standing for previous degree work must be evaluated by the Academic Dean, the Director of Studies, and the Director of the degree program in which a student seek advanced standing. No official advanced standing will be granted until the student has done at least a semester of work or four courses at CTS. If this course work does not indicate performance at better than a peer level, advanced standing may not be granted. Degrees received prior to seven years before entering CTS, may not be given full credit toward advanced standing. The amount of advanced standing granted depends on the relevancy of the previous degrees received to the CTS degree program in which the student is enrolled, the accreditation of the institutions where the degrees were received, and the academic performance of the student. Specific policies may be set for particular degree programs. In no case will more than one (1) year's advanced standing be granted. In all cases, the amount and nature of the advanced standing is left to the discretion of the Advanced Standing Committee.
4. Student-at-Large (S.A.L.): Enrollment as a Student-at-Large in any category is contingent on completion of an application for admission (according to the instructions for S.A.L. applicants) and acceptance by the Admissions Committee. While there is no obligation on the seminary's part to admit a student into a degree program, if the necessary admissions requirements are met, Categories III and IV offers the applicant the possibility of *full* admission to degree status.
The S.A.L. category implies a non-degree status in one of four categories:
 - a. Category I provides non-degree entrance to the seminary for those persons interested in taking seminary-sponsored courses; this category results in a non-academic certificate of attendance.
 - b. Category II applies to those students with a baccalaureate degree who seek academic credit resulting in an academic transcript but not interested in a formal course of study.

- c. Category III is used by the Admissions Committee when an individual is admitted to an academic program on a probationary basis. Students admitted under this third category are closely monitored by the Director of Studies, evaluated by the faculty, and reconsidered by the Admissions Committee after no fewer than four courses but no more than eight. Note: There is no obligation on the seminary's part to admit a student into a degree program. However, if the necessary admissions requirements are met, this third category offers the applicant the possibility of full admission to degree status.
 - d. Category IV applies to applicants who do not possess a baccalaureate degree but who otherwise can be shown by objective criteria to possess knowledge, academic skill, and ability that prepares them for theological study at the graduate level. A very few candidates in this category are considered for admission each year. Note: Consideration is given to unique life experience, age and potential for ministry.
5. Residence: At least one half of all courses toward a degree must be done at CTS. Students are in residence when they are able to take courses with CTS faculty, use library resources and generally participate in the life of the seminary community during any semester. In order to retain full-time status for financial aid purposes, master-level students must enroll in at least six courses over the academic year and in no semester may they take less than two. Students beginning in the Spring Semester must take three courses in that semester to be considered full-time for financial aid purposes.

Students in the M.A., M.A.R.L., and M.Div. programs may take a portion of their coursework via CTS online offerings. However, students must complete at least one full year of courses through face-to-face course offerings.

6. Class attendance policy is determined by each individual instructor.
7. Leave of Absence/Continuation Fee: Students may arrange to drop out of school for a period of time (be it one semester or longer) without jeopardizing readmission, if the intent to return is clearly stated in writing before a leave of absence is taken. While on leave, students are required to pay a continuation fee for each semester they are on leave (see schedule of fees for amount of fee). A student may not take a leave of absence for more than two years.
- B. Financial Aid: CTS offers some financial assistance to students in the form of merit-based scholarships and need-based institutional grants. These funds are not available for all academic programs. For details concerning eligibility requirements, the application process, and deadlines, students should contact the Office of Admission and Financial Planning. Students who have concerns about financing their education are encouraged to arrange a meeting with the financial aid staff to explore all avenues of assistance, including church and foundation grants, fellowships, and the Stafford loan program.

C. Registration

1. Advising: Students in the M.Div., M.A., M.A.R.L., and S.A.L. programs receive advisement for course selection and planning from the Director of Studies, as part of the registration process. Students in all other degree programs are to consult with their faculty advisor for course selection. Advisement relating to academic and professional formation is offered individually through academic advisors. While faculty members may have formally assigned advisees, all faculty are available to give counsel and guidance to students, and all hold regular office hours for this purpose. Students in the D.Min. Program are assigned advisors by the Director of the D.Min. program. The assignment of advisors is based on educational and professional goals of students and consideration for balancing faculty-student loads. Ph.D. students are assigned an initial advisor by the Ph.D. faculty upon admission, and may petition the Ph.D. Center Faculty for a different advisor after discussion with that person. CTS' expectation is that the initiative in the advisor-student relationship will come from the student.
2. Registration and Pre-registration: The registration process occurs three times a year:
 - Beginning of Fall Semester for new and transfer students;
 - Middle of Fall Semester for J Term and Spring Semester registration;
 - End of Spring Semester for Summer Term registration and pre-registration for the next Fall Semester.
 - a. The week prior to the beginning of the academic year is scheduled for registration by new students. Once enrolled, those students who intend to re-enroll the following term must pre-register for the next semester during a designated registration time.
 - b. In order to pre-register, all accounts (tuition, fees, rents) must be up to date (no balance due). Pre-registration does not necessarily mean pre-payment.
 - c. Pre-registration is recorded as unofficial registration. Conversion of unofficial registration to official registration requires:
 - i. A zero balance, and
 - ii. Payment of tuition and fees for that term. This means that the accounts are either already paid on full or full documentation is in hand concerning approved third party payment (e.g., GSL, Designated Subsidy from church or other institution).
 - d. If tuition and fees are not paid by the second week of the term then late fees will be assessed (see schedule of fees for amount of fee).
 - e. For continuation fees, accounts must be fully paid in order to proceed with formal advisement, scheduling of consultation or examinations, etc.
 - f. There are no exceptions to the above policies save as approved in advance by the Administrative Council.

- g. At the time of all registrations, students may sign up for health insurance coverage. Major medical health insurance coverage is required of all degree students.
 - h. To register, a student first meets with the Director of Studies to discuss his or her choice of courses. No student may register for more than 7½ hours of classes in any one day. Students commuting from a distance may register by e-mail, mail or by phone. Mailed-in registration cards and forms must be received by the Registrar's Office prior to, or during the scheduled registration time. Registration materials received by mail after registration is closed will be charged a late fee, unless the student has made contact with the Registrar.
 - i. A student carrying more than two incompletes at the beginning of a new term will not be permitted to attend classes. (Ph.D. students are not covered by this policy. Contact the Ph.D. Center director for information about practices regarding incompletes for Ph.D. students.)
3. Program Changes: Dropping and/or adding courses may only be done during the first two weeks of a semester. In all cases, the late admission of a student to a course is subject to the approval of the instructor. Students make program changes through the Registrar. Students will be refunded full tuition within the two-week long drop/add period. After that no refunds will be issued except in unusual circumstances to be determined by the Director of Studies and the Academic Dean.
 4. Audit: Students paying tuition for credit courses who wish to audit courses in any given term and have that fact recorded on their transcript, may do so for no additional charge. All others wishing to have a recorded audit will be charged a fee (see schedule of fees for amount of fee). At the conclusion of the term, the instructor must verify to the Registrar that the student did, in fact, audit the course. Students who audit and seek a recorded audit participate in class and do class readings but do not take exams or write papers for the course. There is no fee for an unrecorded audit. The instructor's permission is required to audit whether it is recorded or unrecorded.

C. Course Work

1. Numbering: Introductory courses are usually numbered at the 300 level. Advanced courses are numbered in the 400s. The most advanced seminars are numbered in the 500s and 600s. First degree students are not excluded from advanced courses, but should check with the instructor regarding their readiness for a particular course prior to pre-registration.
2. Required Courses: Courses required for CTS degree programs are generally taken with CTS faculty. If students wish to substitute an ACTS course or a University of Chicago course for a required course, they must receive permission from the faculty member who normally teaches the course. A written statement concerning the substitution (signed by the faculty member) should be placed in the student's file at registration. Substitution is sometimes necessary when certain faculty members are on sabbatical leave. The suggested sequence of required course work found in the viewbook is not binding. Obviously there is a logic in the suggested sequence that students need to recognize, but there may be good reasons from

time to time to alter the suggested order of course work. The suggested sequence also shows students which term the required courses are offered. If a required course is missed in sequence, the student may anticipate that it will be offered in the same term each academic year.

3. Electives: Although many courses are available at CTS, not all courses are offered on a regular basis. Individual faculty members have regular required course offerings, but rotate the electives they offer. A course listing is available from the Registrar's Office, as well as a tentative schedule for upcoming terms of the academic year. Course offerings from all ACTS seminaries can be accessed on the ACTS website (<http://www.actschicago.org/>).
4. Directed Study: The curriculum is divided into three general areas of study: Religious Heritage; Theology, Ethics and Contemporary Culture; and Christian Ministries. In each of these areas, students may enroll for individual study with professors in topics not covered by available course work. Required courses may not be taken in directed study form. Students wishing to enroll in directed study should contact the instructor with whom they wish to work in advance of registration. In all cases, prior presence in a professor's course plus the willingness and permission of the instructor is required.
5. Theological Field Education Units: Students starting in the M.Div. or M.A.R.L. programs normally must confer with the Director of Theological Field Education. See the M.Div. and M.A.R.L. program handbooks for more information regarding this requirement.
6. The Association of Chicago Theological Schools (ACTS): includes the following seminaries in the Chicago metropolitan area: Catholic Theological Union, Chicago Theological Seminary, Garrett-Evangelical Theological Seminary, Lutheran School of Theology at Chicago, McCormick Theological Seminary, Meadville/Lombard Theological School, Mundelein Seminary, North Park Theological Seminary, Northern Baptist Theological Seminary, Seabury-Western Theological Seminary and Trinity Evangelical Divinity School.
7. ACTS Courses: Students are encouraged to select elective course work from offerings of the Chicago area seminaries, either by enrolling in regular electives offered at ACTS institutions or by participation in interdisciplinary ACTS concentrations taught by several faculty from different institutions. Registration for course work taken in any of these schools requires no special procedure or fee other than filling out a few extra forms at the time of registration. Most ACTS courses can be accessed at <http://www.actschicago.org/index.html>.
8. University of Chicago Courses: All degree students may enroll in University courses with the approval of the student's advisor or the Director of Studies. All students are required to pay full bi-registration tuition and fees.
9. CTS Courses: Although CTS encourages students to enroll in ACTS seminaries and the University of Chicago, students are normally expected to take a majority of course work for any degree program under CTS faculty. It is appropriate for the institution awarding a degree to be the primary focus of a student's education. Normally, no more than ½ of the student's courses may be taken at other institutions.

10. **Course Evaluations:** Course evaluations are an important part of the process of curricular assessment at CTS. Course evaluations are normally completed online at the end of each term. Students in online courses may also be asked to evaluate their courses mid-way through the term. Instructions about how to complete course evaluations are provided by email. Delivery of grade reports may be delayed if the student neglects to complete course evaluations.

D. Academic Records

1. **Grading Symbols:** The standard grading evaluation will be A (excellent), B (above average), C (average), D (below average), F (failure), I (incomplete), PI (permanent incomplete), and W (withdrawn). As a whole, and with permission of the instructor, a class may elect to take a course pass/fail.
2. **Grade Reports:** A grade report will be sent to all students after the conclusion of each term, once grades have been received from the professors, as a report of work completed. Final papers are generally available several weeks after the end of the term (please contact the individual professor for the method of return). Delivery of grade reports may be delayed if students neglect to complete course evaluations.
3. **Grade Point Average:** For purposes of computing the GPA (grade point average), the following values will be used: A=4, B=3, C=2, D=1, F=0, PI=0, W=0. Plus and minus grades may be assigned and have a value of +.3 and -.3 respectively.
4. **Transcripts:** Requests for official transcripts must be made in writing to the Registrar by the student (request forms are available in the Registrar's Office). See the Schedule of Fees for amount of transcript fee. Official transcripts will be issued only if the requestor is in good financial standing with the seminary. No transcripts from other institutions will be sent out by CTS.
5. **Transfer of Credits:** Students taking accredited seminary work elsewhere who wish to have that work officially transferred to CTS must make that request in writing to the Director of Studies. Any questions about what is an acceptable transfer credit should be referred to the Director of Studies, who may consult with the Academic Dean or other faculty members. Credits will not be transferred from another institution if those credits were used to fulfill requirements for another degree. Also, work done prior to seven years before entering CTS may not be considered. Such credits may exempt students from required courses, permitting the substitution of electives to fulfill CTS degree requirements.
6. **Incomplete Policy:** If, at the end of a term, a student finds the need to take an incomplete, the following procedures are to be followed:
 - a. Prior to the end of the term, the student obtains from the Registrar's office an "Incomplete Request" form which is to be filled out completely by both the student and the professor and filed with the Registrar. The Registrar sends the student and the professor their copy of the form.

- b. At the time grades are submitted, the professor gives those students who have petitioned for an incomplete an “I” grade. If grade space is left blank, Registrar will follow through with student.
 - c. Incomplete work is always submitted to the Registrar/Director of Studies. If the student submits incomplete work within two weeks into the next term, the course grade is recorded and no “I” appears on the transcript. If the student takes the remaining “incomplete time” (5 weeks in all), an “I” is recorded on the permanent transcript.
 - d. At the end of the 5 week incomplete period, the student turns in incomplete work to the Registrar for distribution to the professor, who has until the end of the term to turn in a grade for that student.
 - e. If the incomplete work is not submitted, the default grade recorded on the Incomplete Request form is recorded as the final course grade. The “I” already recorded on the transcript remains, and is crossed out when final grade is recorded.
 - f. Any exceptions to the above policy will be dealt with by the Registrar/Director of Studies in conjunction with the Academic Dean.
7. Late Course Withdrawals: After the first two weeks of the semester, students are generally not permitted to withdraw from courses. However, students desiring to do so after the first two weeks of the semester must obtain the approval of the course instructor, director of studies and the Academic Dean. A grade of “W” will be recorded for the course on the student’s transcript and no rebate of tuition will be made. The “W” grade carries no grade points. If the course being dropped is a fifth course into which the student has enrolled, the course will not be recorded on the student’s transcript.
8. Student Records: Student records will be kept in the Registrar’s Office for five (5) years except for official transcripts which will be kept indefinitely. See Section IV, “Student Records Policies and Procedures” for information regarding access to student records.

E. Unsatisfactory Academic Performance

- 1. Warning: A warning will be issued to students whose previous term’s academic performance was low, but whose cumulative record is not below the minimum graduation level.
- 2. Probation: Students whose cumulative grade point average (GPA) falls below the minimum standard for graduation in the degree program in which they are enrolled will be placed on academic probation at the beginning of the term following the term in which academic performance fell below the minimum.
- 3. Removal of Probation: If the academic performance of students during the probationary term raises their GPA above the minimum graduation standards, students are removed from probation at the beginning of the next term. If not, students continue on probation for a second term.

4. Separation: Students who, during two successive semesters on probation, do not raise their GPA to minimum graduation standards, will be separated from the seminary. Separated students cease to have student status.
5. Readmission: If students who have been separated wish to re-apply for admission, this may be done, but normally no such application will be considered until the lapse of one year from the time of separation, and under no circumstances before the lapse of a semester. An application for readmission must show due cause why the seminary should reconsider a student. All students readmitted after separation return with probationary status.

F. Graduation and Placement

1. Graduation: Degrees are regularly awarded at Commencement in May. Graduation without ceremony is also possible at the beginning of the Fall and Spring Semesters. Students planning to graduate must file a declaration of intent with the Registrar six weeks prior to graduation. A graduation fee is charged to help cover expenses (see schedule of fees for amount of fee). Graduation announcements are available, approximately a month before Commencement. No student with outstanding debts to the seminary will be allowed to graduate or participate in the graduation ceremony.
2. Placement: M.Div. students are encouraged early in their professional studies to actively affiliate with some ecclesiastical body. Announcements for openings in ministerial positions are posted on bulletin boards in the stairwell near the Finance Office. Announcements for openings in academic positions are posted on the third floor Ph.D. Center bulletin board.

G. Degree Programs

See degree program handbooks for more information about degree requirements.

1. Courses Required: The various degree programs at CTS require the following number of satisfactorily completed courses:

Master of Arts	16 courses
Master of Arts in Religious Leadership	16 courses
Master of Divinity	25 courses
Master of Sacred Theology	8 courses
Doctor of Ministry	10 courses, of which 4 are required intensives
Doctor of Philosophy	14 courses

Most courses give one academic credit (3 semester hours). Exception to this policy will be noted on the course offering schedule. Clinical Pastoral Education may award up to two course credits.

2. Master of Arts (M.A.): Students already possessing a first theological degree may petition the M.A. committee to design a program of study that includes appropriate waivers of introductory-level courses. The following are course requirements:

Interpreting the Hebrew Bible

Interpreting the Gospels
History of Christian Thought
Christian Ethics or Global Sensitivity in Ministry
Systematic Theology
Masters Seminar
10 lectives

3. Master of Arts in Religious Leadership (M.A.R.L.)

The Master of Arts in Religious Leadership (M.A.R.L.) at CTS is a single program with four concentrations. Requirements common to all concentrations:

Interpreting the Hebrew Bible
History of Christian Thought or History of Jewish Thought
Interpreting the Gospels or Interpreting the Epistles
Systematic Theology (or alternate by petition)
Theories of Change for Personal and Social Transformation
Practice of Christian Ministry (two terms)
Project Seminar
1 unit of Theological Field Education
Four free electives
Four courses specific to the concentration, as follows:

Religious Leadership for Word and Worship

1 Preaching Course
1 Worship Course
2 electives in the concentration

Religious Leadership for Spirituality and Pastoral Care

Introduction to Pastoral Care
Stories That Change Lives: Narrative and Religious Imagination in Judaism, Christianity, and Islam
2 electives in the concentration

Religious Leadership for Social Transformation

Christian Ethics OR Dangerous Religious Ideas OR Explorations in Jewish Ethics
Global Sensitivity in Ministry
2 electives in the concentration

Interfaith Engagement

Introduction to Interfaith Studies
Global Sensitivity in Ministry
2 courses in non-Christian religious traditions or in comparative religious studies

4. Master of Divinity (M.Div.): The following are course requirements:

Interpreting the Hebrew Bible
Interpreting the Gospels

Two of the following three:

Interpreting the Epistles

Interpreting the Hebrew Bible II

Bible Elective

History of Christian Thought

Religion in North America

Christian Ethics

Systematic Theology

Constructive Theology (includes an oral exam at conclusion of course)

Theology elective

Global Sensitivity in Ministry

Practice of Christian Ministry

Introduction to Pastoral Care

Preaching or Worship elective

Theories of Change for Personal and Social Transformation

Ministry elective

Two Field Education placements (includes one unit of CPE).

8 electives

4. Master of Sacred Theology (S.T.M.)

- a. Objectives: The S.T.M. is a post-M.Div one-year degree primarily for students who wish to focus their study in a particular aspect of the theological curriculum.
- b. Structures: A flexible program, its focus is designed by each student in tandem with the S.T.M. Director. Students must participate in the Masters Thesis seminar.
- c. See the S.T.M. Director for further program guidelines.

5. Doctor of Ministry (D.Min.)

- a. An advanced professional degree. M.Div, B.D., or their equivalent required for admission.
- b. The course of study is designed to prepare men and women for responsible transformative leadership in a variety of settings. The degree may be undertaken to enhance endeavors, to broaden horizons, or to prepare for a new focus.
- c. A minimum of three years ministry experience between reception of the M.Div. degree and the initiation of the D.Min. program is expected.
- d. An oral exam is held on the Project in Ministry paper.
- e. Consult the D.Min. Program Handbook for further information.

6. Doctor of Philosophy (Ph.D.)

a. The Ph.D. program at CTS has two concentrations, one in Bible, Culture and Hermeneutics (Jewish & Christian Scriptures) and the other in Theology, Ethics, and the Human Sciences.

b. Consult the Ph.D. Program Handbook for further information.

H. Academic Review: The faculty will undertake an academic review of M.A., M.A.R.L., and M.Div. students who have completed four courses, but before the completion of more than eight courses.

I. Candidacy: Admission to study at CTS is not admission to candidacy. All students except M.A. and S.T.M. students must prepare an acceptable degree proposal, or satisfactorily pass a candidacy examination in order to be formally admitted to a particular degree program. See degree program handbooks for details on the candidacy process.

J. Level of Performance Required: All programs require a cumulative B average (3.0) or higher for graduation.

K. Statute of Limitations: Normally, students must complete their degree programs no more than three years beyond the time outlined for a normal degree course. The statute of limitations is as follows:

M.A.	five years
M.A.R.L.	five years
M.Div.	six years
D.Min.(part-time)	six years
S.T.M.	four years
Ph.D.	five years after passing the area examination

L. Doctoral Candidate Status: Students in doctoral programs who have completed course work and continue to work on their dissertation or Professional Paper under faculty supervision must pay a candidacy fee each semester to retain candidate status (see schedule of fees for amount of fee). Students in the Ph.D. program who have completed course work but have not been admitted to candidacy pay a pre-candidacy continuation fee each semester to maintain student status (see schedule of fees for amount of fee). The fee entitles the student to an ACTS library sticker. A student not maintaining status is no longer considered to be seeking a degree and must apply for readmission.

M. Cooperative D.Min. Programs: CTS' D.Min Program offers the option of a student's joint enrollment in any one of a variety of cooperating academic and clinical institutions. Prior approval of the D.Min. Director assures that successful advance work in such a cooperating institution is applied toward the student's D.Min. degree.

1. Cooperating institutions are listed in the viewbook and D.Min. Program Handbook.

2. Students interested in any cooperative program must make separate application to the centers or programs as well as the usual degree proposal at CTS. Admission to the CTS cooperative program is contingent on admission to the cooperating program. Sometimes additional clinical work during the summer preceding entrance into the program and during the summer following the first year may be required. This work is negotiated individually with each student. The cost for summer programs is paid directly to the centers rather than the seminary. Details about requirements must be worked out between the student and the center. In most clinical settings, three courses taken at one of the centers may be applied as electives in the D.Min. Program. Five of the eight required academic courses must be taken with CTS faculty. In addition, students completing a year's CPE residence as part of the D.Min. program may receive up to three course credits (with consent of advisor).

IV. Student Records Policies and Procedures

A. Definitions

1. A college, university or any institution of higher learning is required by Section 99.7 of the FERPA (Federal Educational Rights and Privacy Act) regulations to provide students annual notification of their FERPA rights.
2. For the purpose of this policy, Chicago Theological Seminary (hereafter CTS) has used the following definitions of terms:
 - a. Student - any person who attends or has attended CTS.
 - b. Education records - any record (in handwriting, print, tapes, films, or other medium) maintained by CTS or an agent of the seminary which is directly related to a student, except:
 - i. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
 - ii. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
 - iii. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
 - iv. Alumni records which contain information about a student after he or she is no longer in attendance at CTS and which do not relate to the person as a student.

B. Annual Notification: Students will be notified of their FERPA rights annually by publication in the handbook. Entering students will receive a copy of the FERPA rights in their registration materials.

C. Procedure To Inspect Student Records: Students may inspect and review their education records upon request to the Registrar. Students should submit to the Registrar a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

1. The Registrar will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.
2. When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

- D. Right of CTS To Refuse Access: CTS reserves the right to refuse to permit a student to inspect the following records:
1. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975.
 2. Records connected with an application to attend CTS if that application was denied.
 3. Those records which are excluded from FERPA definitions of education records.
- E. Refusal To Provide Copies: CTS reserves the right to deny transcripts or copies of record not required to be made available by FERPA in any of the following situations:
1. The student lives within commuting distance of CTS.
 2. The student has an unpaid financial obligation to CTS.
 3. There is an unresolved disciplinary action against the student.
- F. Disclosure of Education Records: CTS will disclose information from a student's education records only with written consent of the student except:
1. To school officials who have a legitimate educational interest in the records.
 - a. A school official is:
 - i. A person employed by the seminary in an administrative, supervisory, academic or research, or support staff position.
 - ii. A person elected to the Board of Trustees.
 - iii. A person employed by or under contract to the seminary to perform a special task, such as the attorney or auditor.
 - iv. A student serving a designated official role on the Admissions Committee (Admissions records only).
 - b. A school official has a legitimate educational interest if the official is:
 - i. Performing a task that is specified in his or her position description or by a contract agreement.
 - ii. Performing a task related to a student's education.
 - iii. Performing a task related to the discipline of a student.
 - iv. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

3. To officials of another school, upon request, in which a student seeks or intends to enroll. (CTS will make a reasonable attempt to notify the student of the transfer.)
4. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
5. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
6. If required by a state law requiring disclosure that was adopted before November 19, 1974.
7. To organizations conducting certain studies for or on behalf of the seminary.
8. To accrediting organizations to carry out their functions.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. Directory information so designated by the seminary.
12. The results of any disciplinary proceeding conducted by CTS against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

G. Fee For Copies of Records

1. There is a fee charged per transcript issued (see schedule of fees for amount of fee).
2. There is a per page fee for copies of other documents in a student's file (see schedule of fees for amount of fee).

H. Types, Locations, and Custodians of Education Records: The following is a list of the types of records that CTS maintains, their location, and their custodians.

<u>Types</u>	<u>Location</u>	<u>Custodians</u>
Admissions Records (including immunization forms where applicable)	Registrar's Office	Registrar
Cumulative Academic Records (current students and 5 years after graduation or withdrawal)	Registrar's Office	Registrar
Cumulative Academic Records (former students; over 5 years after graduation or withdrawal)	CTS Storage	Registrar
Financial Records	CTS Finance Office	General Accountant

- I. Record of Requests for Disclosure: CTS will maintain a record of all requests for or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by eligible students.
- J. Directory Information: CTS designates the following items as Directory Information:
1. Student name
 2. Address
 3. Telephone number
 4. Email address
 5. Degree program
 6. Student photograph

Directories may be published at the beginning of the Fall Term and distributed to the CTS community. Students will be asked at their initial registration for classes to fill out a "Directory Information Permission Form" and to either grant or deny permission to publish their directory information for the duration of their course(s) of study at CTS. A student desiring to change the status of permission previously granted/denied should notify the Registrar's Office in writing before the end of the first week of any Fall Term.

- K. Correction of Education Records: Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:
1. A student must ask the appropriate official of CTS to amend a record. In so doing, the student should identify the part of the record they want to change and specify why they believe it is inaccurate, misleading, or in violation of his or her privacy or other rights.
 2. CTS may comply with the request or it may decide not to comply. If it decided not to comply, the seminary will notify the student of the decision and advise them of their right to appeal the decision.
 3. If the student decides to appeal, the student presents a request to the Academic Dean. The Dean will review the information and respond to the student's request in writing.
 4. If the student wishes to continue the appeal, the student may petition the Academic Council. The council will prepare a written decision based solely on the evidence presented. The decision will include a summary of the evidence presented and the reasons for the decision.
 5. If CTS decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in

the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

6. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If CTS discloses the contested portion of the record, it must also disclose the statement.
7. If the Academic Council decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
8. The decision of the Academic Council is final.

V. Anti-Discrimination and Disability Policy

It is the policy of Chicago Theological Seminary not to discriminate on the basis of age, ethnicity, race, gender, sexual orientation, or physical capability in its educational programs, student activities, employment or admissions policies, in the administration of scholarship or loan programs or in any other seminary-administered programs.

Therefore, Chicago Theological Seminary policy is to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any Seminary program or activity. In response to a request made by a qualified student with a documented disability, the Seminary will provide reasonable accommodation and academic adjustments necessary to afford the student with the opportunity for full participation in Seminary programs. Students should report their academic needs to the Registrar, who will communicate with faculty members regarding accommodations to be made. Students should report their general needs to the President's Office.

The person responsible for complying with and carrying out the seminary's responsibilities under the above policy in general matters is the President of the seminary; the person responsible with respect to academic matters is the Academic Dean.

VI. Smoking Policy

Students are required to follow Illinois state law with regard to smoking in public places. The law states, "Smoking in public places, places of employment, and governmental vehicles prohibited. No person shall smoke in a public place or in any place of employment or within 15 feet of any entrance to a public place or place of employment." Therefore, smoking in CTS classrooms, offices, or other indoor spaces is prohibited, as is smoking within 15 feet of any CTS building entrance. This policy covers cigarettes, pipes, cigars, electronic cigarettes and comparable devices.

VII. Non-Academic Discipline Policy

- A. The issues of non-academic discipline or potential dismissal for non-academic reasons include, but are not limited to actions that are disruptive to the educational process and/or violate seminary policies or procedures. The intention of the following procedure is to resolve such issues while providing immediate assistance to those persons so involved while maintaining confidentiality regarding this procedure.
1. Faculty members have the authority to dismiss a student from a class session for disruptive behavior.
 2. Referrals from members of the seminary community can be made to the Academic Dean regarding any student's alleged misconduct, including disruptive actions that may result from the use of alcohol and/or chemical substances.
 3. All concerns and complaints and documentary evidence should be forwarded to the Academic Dean for an initial assessment. The Academic Dean may then consult with outside professional resources including legal counsel in specific cases if necessary, but otherwise, the concern or complaint will be kept confidential within that office.
 4. If possible, the Academic Dean will arrange an informal discussion with the student who is the subject of concern. This student may wish to bring a supportive person to this meeting. The Academic Dean may wish to include the student's faculty advisor and/or the director of the student's program. The focus of an initial meeting will be the student's actions and a discussion of the specifics of any concern or complaint lodged against him or her and to attempt to facilitate a resolution. The person who brought the concern may or may not be present at this initial meeting.
 5. In all cases, the Academic Dean will exercise confidentiality at this stage, holding participants to such confidentiality. A series of such meetings may then occur.
 6. In case the concern or complaint is not resolved, the Academic Dean will report and make recommendations regarding issues of non-academic discipline to the President of the seminary. A copy of the report will also be sent to the student.
 7. The student may be subject to probation, suspension or dismissal, as decided by the President.
 8. If dismissal is warranted, the student may elect to voluntarily withdraw from the seminary. If he or she does not do so then he or she may appeal a dismissal decision to the Administrative Council of the seminary. The Administrative Council, with the President of the seminary participating without vote, except in the case of a tie vote, will decide on cases of dismissal after a hearing. A student ombudsperson elected by the student may participate during the hearing but with no vote. The student facing dismissal shall have the right to be represented by counsel, to present evidence and to confront adverse witnesses during this hearing. Neither the ombudsperson nor the legal counsel will be present during the taking of the deciding vote; said vote will occur during executive session of the Administrative

Council. A written report of the proceedings and the decision of the Administrative Council will be made available to the student.

9. Decisions of the Administrative Council may be appealed to the Academic and Student Affairs committee of the board of Trustees. Appeal is made by filing a written petition to appeal with the Academic Dean who will forward the petition to the Committee. The decision of the Academic and Student Affairs Committee shall be final.

B. Complaint of Sexual Harassment is addressed by the Sexual Harassment Policy.

VIII. Plagiarism Complaint Procedure

- A. Plagiarism is commonly defined as the use of others' ideas or words without acknowledgement or attribution.² Examples include, but are not limited to the following:
1. copying the words of others (whether published or unpublished) without proper indication (quotation marks, for example) or citation (sources, footnotes, etc)
 2. submitting the work of others in one's own name (buying a paper, downloading or copying from the internet, having another person write for you)
 3. failure to acknowledge the source of ideas you are using in your own work
 4. paraphrasing the words of others with only minimal alteration and without attribution.
- B. Plagiarism is unacceptable at Chicago Theological Seminary. It is grounds for disciplinary action, including separation from the school.
- C. **Procedure:** The following procedure represents a specification and codification of the practice of Chicago Theological Seminary.
1. A professor who believes that plagiarism has taken place shall notify the Academic Dean, specifying the terms of the complaint and the evidence. The student shall meet with the Dean to discuss the complaint, the evidence, and the applicable policies.
 2. Depending upon the nature and severity of the complaint, and with the concurrence of the Dean, the professor may choose to resolve the issue directly with the student. This could be appropriate where the plagiarism is both minor and reasonably construed as unintentional or accidental. Examples of such resolution include (but are not limited to) failure for the particular assignment and resubmission of the work, additional work, research on standards for academic writing, ethical reflection, etc.
 3. If, due to the nature and severity of the complaint, direct resolution is not deemed appropriate or possible, either the professor or the Dean may choose to bring a formal charge of plagiarism against the student. This charge shall be provided to the student in writing, with an explanation of the cause of the charge and the reasons for bringing the charge, based upon the definition of plagiarism contained within this policy. The Dean will invite the student to submit a written statement concerning the complaint within two weeks of receiving the charge, including any exculpatory evidence the student desires to be included in faculty deliberations. The student may invite another student or staff person to accompany them for clarification throughout this process. All participants will respect confidentiality. The complaint and evidence will be considered by an executive session of the Academic Council (faculty only). Other persons may be invited to this session by the Dean for cause.

² This discussion draws upon material published by the Purdue University Online Writing Lab (http://owl.english.purdue.edu/handouts/research/r_plagiarism.html). For writing examples and links see this site.

4. The complaint may be either dismissed or upheld. Upon a finding that plagiarism has taken place, the faculty can apply such academic penalties as it sees fit. Such penalties may include, but are not limited to, failure for the course in question at that point (recorded as “Withdrawn/Failure” on the transcript), requirement to repeat the course for graduation (in the case of a required course), leave of absence from the Seminary for a stated period, or permanent separation from the institution. A student may be required to show evidence of changed behavior in order to continue or return to studies. Students permitted to continue studies will be maintained on academic probation until graduation. Appeals follow the procedures described in non-academic discipline.
5. The Dean will provide to the student in writing the rationale for the penalty determined regarding the complaint. Subsequently, the Registrar/Director of Studies will be available to the student to seek and provide clarification regarding specific actions required of the student where they affect their program of study.

IX. Student Complaint Procedures

A. Students wishing to make complaints related to the failure of the Seminary to comply with the accrediting standards of the Association of Theological Schools or the Higher Learning Commission of the North Central Association may address their concerns to the office of the President. Records of such complaints are kept in the office of the President.

B. Students who believe they have an unresolved complaint against the Seminary that may fall within the purview of our accrediting agencies can address such complaints directly to those agencies. The contact information is as follows:

The Association of Theological Schools of North America and Canada
10 Summit Park Drive, Pittsburgh, PA 15275-1103

The Higher Learning Commission of the North Central Association
30 North LaSalle Street, Suite 4000, Chicago, IL 60602-2504

Copies of the accreditation standards and procedures are available from the office of the Seminary President.

X. Sexual Harassment Policy

A. Sexual Harassment Definition

1. Chicago Theological Seminary is committed to fostering the full humanity of all its members. Sexual harassment impugns the full humanity of any human being and for this reason is not tolerated in this seminary. Sexual harassment of employees may also be a violation of Title VII of the 1964 Civil Rights Act. Sexual harassment is defined as follows: unwelcome sexual advances, requests for sexual favors, and other derogatory or demeaning comments of a sexual nature about a woman or a man constitutes sexual harassment when:
 - a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
 - b. submission to or rejection of such conduct by an individual is used as the basis of employment decisions or academic decisions affecting such individual or;
 - c. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.
2. Examples may include, but are not limited to: verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; derogatory or demeaning comments of a sexual nature about a woman or a man; leering at, fondling, pinching, or brushing against another body; offensive sexual language; displaying objects or pictures without clear pedagogical context which are sexual in nature in ways that create hostile or offensive environments. When such conduct is coercive and threatening, it creates an atmosphere that is not conducive to teaching, learning or working. Sexual harassment may occur between persons in different seminary status or between persons in the same seminary status.
3. The policy has been written with the express goal of protecting the rights and concerns of both complainant and respondent. The seminary will make every effort to assure and protect these rights, and shall undertake no action that threatens or compromises them. Those entrusted with administering this policy are advised to look at the individual situation, the totality of the circumstances, and the nature of the acts involved and to use this policy as a guide on a case-by-case basis.

B. Consensual Relationships

1. All members of the community are cautioned against the possible costs of even an apparently consenting sexual relationship in which power differentials exist. For example, a faculty member who enters into a sexual relationship with a student (or a supervisor with an employee) where a professional power differential exists, should realize that if a charge of sexual harassment is subsequently lodged, it may be difficult to maintain innocence on grounds of mutual consent. Codes of ethics for most professional associations forbid

professional-client sexual relationships. In the view of the seminary, the professor-student relationship may often be comparable to the relationship of a professional and client.

2. The seminary cautions its community for the following reasons:
 - a. The real power exercised by persons in supervisory positions (administration, professor, and staff) in regard to evaluations, recommendations, scholarships and awards, etc., greatly diminishes the supervisee's actual freedom in regard to consent, should sexual favors be included alongside legitimate demands.
 - b. As with a therapist or clergy person, the problem of transference or counter-transference can occur. In this example, the person in "authority" is an inappropriate object of sexual desire, advances or relationship.
 - c. Power differentials exist in many forms. The theological education community is composed of administrators, professors, staff, students, therapists, case conference leaders, adjunct faculty, field education supervisors, judicatory officials, home church pastors, youth and children (while not inclusive, this list is meant to suggest that power differentials exist in many situations in which the seminary shares or has responsibility). In each relationship, the individual in the position of greater power should be responsible for setting appropriate boundaries.

C. Structures for Handling Complaints of Sexual Harassment

1. Informal: A Mediation Team drawn from the senior members of the administration and faculty may be appointed at any time by the President to deal with the informal resolution of problems that may arise in this area in which the seminary has all or some responsibility. Its main task is the informal resolution of problems before they become formal complaints. Their work is confidential and is not made a part of the Task Forces minutes unless an attempted resolution is not successful and the complainant decides to file a formal complaint. A written complaint triggers the formal structure. When a formal complaint is made, the President asks a member of the Mediation Team to bring a statement of what has taken place between the complainant and the Team.

Persons seeking such intervention as the Mediation Team might provide may initially approach any member of the Task Force; Task Force Members names are annually posted in public format in the seminary community.

2. Formal: A Sexual Harassment Task Force will be established by the initiation of the President at the beginning of each calendar year. The Task Force has its portfolio from January to January to assure continuity over the course of the academic year. The Task Force will be reappointed by November 1 of each academic year and be trained and ready to function by January 1.
 - a. The Task Force consists of the following members:
 - i. One of the administrators of the seminary, selected for two years, by the President;

- ii. The Director of Community Life;
 - iii. One faculty member elected by the Academic Council for two years;
 - iv. One staff member nominated by staff and appointed by the President for two years;
 - v. Two students; the two students will each serve two years, but be appointed by the President on alternate years from among student representatives to Academic Council.
- b. If members of the Task Force are charged, the President will appoint a replacement to the Task Force; if the President is charged, the Chair of The Board of Trustees will take charge of this appointment process.
 - c. The Core Task Force: In the case of a written complaint by either a complainant or a member of the Task Force who has knowledge of alleged misconduct, the President shall appoint a Core Task Force from among the members of the Task Force. Where the President is either charged or complainant, the Chair of the Board of Trustees will appoint the Core Task Force. The function of the Core Task Force is to gather information, make preliminary determination that harassment has or has not occurred, and if, in their judgment, sufficient evidence exists to move to disciplinary procedures, recommends to the appropriate seminary disciplinary body (as described in the seminary's manuals for students, faculty or employees) for adjudication and final determination.
 - d. Primary Functions: The two main functions of the whole Task Force are to be available to adjudicate formal charges (by appointment to the Core Task Force) and to develop an educational program for the community around these issues. The Sexual Harassment Task Force is not set up to deal with the informal resolution of problems.
- D. Steps in Reporting and Inquiry: Each person wishing to report an instance of sexual harassment may move through the process differently, given the severity of the presenting incident. The following are recommended steps, but they are not lock-steps. An extremely severe incident may be reported first directly to a member of the Task Force.
- 1. If informal interventions of the Mediation Team are not successful, or are judged as inappropriate, written complaint must be delivered in timely manner (by the complainant or member of the Mediation Team) to a member of the Task Force or to the President.
 - 2. The President will appoint an appropriate 2-3 person Core Task Force and deliver to them the written complaint.
 - 3. The Core Task Force will then institute formal proceedings. All parties are expected and required to cooperate. Failure to do so will be taken into consideration in the deliberations of the Core Task Force.
 - 4. Oral and written statements shall be gathered from the parties involved in the alleged harassment, and from others who may have pertinent information.

5. Written complaint from the complainant (presented to the accused) and written response from the accused (presented to the complainant) are expected by the Core Task Force.
 6. In all instances, clear and timely deadlines should be observed by individuals and the Core Task Force.
 7. The Task Force may conclude that while the hearing is in process, suspension (with pay and benefits) from position is warranted until conclusion is reached by both the Core Task Force and the appropriate bodies/officers of the seminary.
- E. Referral: The Core Task Force must deliver written opinion to the appropriate seminary body that:
- in their view no sexual harassment occurred or that the evidence is insufficient to determine whether or not it occurred;
 - in their view sexual harassment has occurred and that disciplinary procedures should be invoked.
1. The appropriate seminary bodies are defined in the Community Handbook for students, in the Employee Manual for employees, and in the Faculty Manual for faculty and, where appropriate, judicatory officials of pastors or supervisors.
 2. These bodies will take action that may include, but is not limited to:
 - a. Formal reprimand, with defined expectations for changed behavior;
 - b. Recommending or requiring psychological assessment and/or counseling;
 - c. Mandatory psychiatric assessment and/or treatment;
 - d. Probationary standing, with the terms of such probation clearly defined;
 - e. Dismissal from the seminary.
- F. Appeals: Normal appeals procedure as outlined in student, staff, administrative and faculty manuals and handbooks of Chicago Theological Seminary will be followed.
- G. Retaliation Prohibited: The seminary prohibits any form of retaliation against any person for bringing good faith complaint of sexual harassment or providing good faith information about harassment, even if evidence is not found to substantiate the complaint. Any person who is found to have engaged in retaliation in violation of this policy is subject to disciplinary action possibly including dismissal from the seminary. Any act of retaliation should be reported in the same manner as acts of sexual harassment and will be investigated using the procedures described above.

H. Seminary Discretion: The seminary reserves the right to interpret this policy and modify it as appropriate in the circumstances of particular case, in its discretion.

XI. Libraries

- A. The purpose of the Library at CTS is to serve the academic needs of the CTS community. Books are checked out and due on a semester basis. The library handbook provides information about use, policies and regulations. Information is also available on the library website, www.ctslibrary.org. Library staff are available to answer students' questions during regular library hours.
- B. ACTS Libraries: As a member of the Association of Chicago Theological Schools, CTS students have access to the collections of the other ACTS libraries.
1. The libraries in Hyde Park are:
 - a. Catholic Theological Union, 5401 South Cornell Ave.
 - b. Meadville/Lombard Theological School, 5701 South Woodlawn Ave.
 - c. Jesuit/Krauss (Lutheran)/McCormick Library, 1100 East 55th St.
 2. Northside libraries are:
 - a. Garrett-Seabury United Library, 2121 N. Sheridan Road, Evanston
 - b. North Park Theological Seminary Library, 5125 N. Spaulding Ave., Chicago
 - c. Trinity Evangelical Divinity School, 2045 Half Day Road, Deerfield
 - d. St. Mary of the Lake Seminary Library, Mundelein
 3. Northern Baptist Theological Seminary Library, located at at 660 E. Butterfield Road, Lombard.
- C. Borrowing Materials: Books may be borrowed from these libraries in two ways.
1. CTS students may go to the ACTS libraries in person. Admittance and checkout privileges are granted when the student shows his/her CTS ID card and a current ACTS Library card.
 2. Special requests may be made online or in person for InterLibrary Loan of books and journal articles not held by the CTS library. These requests will require no less than two days for processing and delivery.
- D. OCLC: The Library participates in the Online Computer Library Corporation (OCLC), which links us to a nation-wide bibliographic database. Searches disclose library holdings throughout the country, including Harvard and Yale Divinity Schools, as well as the ACTS libraries. This information is used in the InterLibrary Loan process, helping to locate requested materials. This database may be consulted via the Internet by members of the CTS community. Ask the library staff for the authorization number and password.
- E. Computer Services: The library has five computer terminals for public use, two in the office and three in the Reading Room. They all provide access to the internet, word processing programs and the ATLA Religion database with full text links to many related periodicals. There are also several CD-Rom based programs for electronically referencing religious and Bible resources. Library staff are always ready to assist patrons in their database searches.

F. University of Chicago Libraries:

1. CTS students who have an CTS ID card can obtain access to the University's library resources. The Joseph Regenstein Library is the graduate research library and contains most of the collection. Reference books and periodicals on religion are located in the fourth floor Reading Room of Regenstein (for those familiar with the Library of Congress classification scheme, these books are between BL and BX).
2. A spouse who wishes to use Regenstein on a regular basis may purchase a reference pass. In order to obtain one, the spouse and the CTS student, with CTS ID card with current ACTS sticker and current ACTS library card, should go to the Library Privileges Office at the entrance of Regenstein. They should have some identification that shows that they are living at the same address. The reference pass allows the spouse access to the stacks; only CTS students with U of C library circulation privileges may check books out of the Regenstein library.
3. Interlibrary borrowing through the U of C Libraries are not available to students who purchase library privileges.

G. Privileges for Spouses

1. Spouses of CTS students are welcome in the CTS library and have the same checkout privileges as CTS students.
2. The ACTS libraries have no formal arrangement for privileges for spouses. Currently, the best advice is for spouses to visit ACTS libraries accompanied by the CTS student. Checkout privileges at other ACTS libraries are limited to those with validated ID cards from ACTS schools.

XII. Facilities and Services

- A. CTS Keycards/ID Cards: Every CTS student is entitled to a CTS keycard/ID card. This card identifies you as a CTS student, provides access to the building, provides borrowing privileges in the CTS library and in the Regenstein Library, and provides access to University of Chicago buses and shuttles. ID cards for new students will be made by the receptionist during new student orientation and during the first two weeks of the semester. To obtain a replacement ID or initial ID made after the second week of your first semester you will have to pay a replacement fee of \$20.00.

- B. Security: Because security is a concern for all, please help keep our community a safe place. Doors which are normally kept locked should not be propped open. Do not share your ID card with non-CTS students. After hours, if you do not know who is trying to get into our buildings and that person does not have a ID card or appropriate identification, please use discretion and caution in combination with courtesy when responding to requests to open the door to strangers.

- C. Insight is the weekly announcement newsletter of CTS community activities and events and is produced by the Office of the Dean during the academic year. Any CTS-connected activity, meeting, announcement, etc., should be printed in Insight. The deadline for announcements is Fridays at 4:30 p.m.; distribution is on Mondays. Announcements for publication should be delivered to the Faculty Assistants or sent by email to facultyasst@ctschicago.edu.

- D. Communications with Students
 - 1. CTS has replaced paper communication with electronic communication wherever practical. All CTS students have an email address. This email account will be available to you for the duration of your studies at CTS and will be provided to you prior to the beginning of classes. If you graduate or otherwise cease to be a CTS student, this account will be deleted by the beginning of the next academic term.

 - 2. If you already have an email account, our system can automatically forward messages from your CTS mailbox to your external mailbox. If you wish to have your mail automatically forwarded so that you only have to monitor one mailbox, please see the CTS Receptionist and complete a Request to Forward Electronic Mailbox form.

 - 3. If you are not often on campus, you can still access your CTS email by connecting to the CTS website and clicking on the Webmail link. If you do not have access to the internet, many public libraries now have free internet services that will permit you to access to your CTS mailbox.

 - 4. There are student mailboxes on the third floor near the Student Commons for those times when something cannot be delivered by email. You should check your mailbox regularly.

- E. Mail: CTS cannot accept first-class mail deliveries or package deliveries on behalf of students.
- F. Emergency Closing Procedure: In the event that CTS needs to be closed due to weather, information will be available at www.emergencyclosings.com.
- G. Parking: CTS has a small open air permit parking lot. There is a free 24-hour community parking lot on the corner of 60th and Stony Island (about 2 blocks east of our building). Street parking is available on the Midway, and on 61st Street--where there is a mix of permit only and free parking. In addition, nearby University of Chicago parking lots are free and open to the public after 4 pm (or as the lot's sign states).
- H. Photocopying and Use of Seminary Office Equipment: There is a copier in the Library for general student use, with payment due to the Library per page copied. Students wishing to use any of the seminary office equipment, such as a photocopier or audio/visual equipment, for seminary class presentations, committee work, or other CTS activities should check this equipment out by inquiring at the Library's front desk. You should be aware of copyright regulations when photocopying documents, and abide by the law. The library staff can assist you if you are uncertain about these regulations.
- I. Room Reservations: Students may reserve seminary facilities for seminary-related events and other activities. Reservations are made with the Facilities Office. One person must be named as responsible for any setting-up and cleaning-up involved, and for picking up and returning of keys. Activities involving the use of facilities by a non-CTS group or organization will require payment of a rental fee. Information on rates for meeting room rentals may be obtained from the Facilities Office.
- J. Seminary Co-op Bookstore
 - 1. The Seminary Co-operative Bookstore was incorporated in 1961 by a group of CTS students and faculty. The Seminary Co-Op Bookstore has locations at 5757 S. University Avenue, at 57th and Kimbark, and in the Newberry Library in Lincoln Park. The Seminary Co-op is owned by 44,000 shareholders. The stores stock around 100,000 titles in the humanities and social sciences and the CTS store also carries textbooks for a variety of graduate courses at CTS and the University of Chicago.
 - 2. The bookstore discounts all books to all shareholders at 10% off the list price at the time of purchase. In addition, according to the charter under which the store was incorporated, all profits, if any, must be distributed annually to the shareholders in the form of a dividend on stock and a patronage refund. See the schedule of fees for the current cost of a share of stock in the store.
 - 3. The Co-op is open from 8:30 A.M. to 9:00 P.M., Monday through Friday; 10:00 A.M. to 6:00 P.M. on Saturday; and 12 noon to 6:00 P.M. on Sundays. (telephone: 773.752.4381; website: www.semcoop.com).

XIII. Use Of University of Chicago and ACTS Facilities

- A. ACTS Facilities: CTS students with an CTS ID that is validated with a current ACTS sticker and an ACTS Library Card may use the facilities and libraries (including checkout privileges) of ACTS institutions.
1. ACTS institutions in Hyde Park are
 - a. Catholic Theological Union,
 - b. Chicago Theological Seminary,
 - c. Meadville/Lombard Theological,
 - d. McCormick Theological Seminary and
 - e. Lutheran School of Theology at Chicago.
 2. Northside institutions are:
 - a. Garrett-Evangelical Theological Seminary,
 - b. Seabury-Western Theological Seminary,
 - c. North Park Theological Seminary; and
 - d. Trinity Evangelical Divinity School.
 3. ACTS also includes St. Mary of the Lake Seminary and Northern Baptist Theological Seminary.
 4. Please note: U of C is not a member of ACTS, so the ACTS sticker does not entitle you to the use of University of Chicago facilities such as libraries, gym, health service, etc.
- B. University of Chicago Student Privileges
1. Fees: University of Chicago (U of C) uses a quarterly academic year. All fees are paid in relation to their quarterly calendar. See the schedule fees for quarterly fees for Major Medical Insurance, Student Health, Library, and Athletic Facilities.
 2. University Health Service
 - a. For a per quarter fee students may have access to the U of C Student Health Services if they carry major medical insurance through the University (see schedule of fees for amount of fee). Those that take advantage of this service are required to file a medical history form with the Student Health Clinic prior to using it. This does not require a physical exam. Forms are available from the Student Health Clinic. The University Student Health Clinic is located at 5901 S. Maryland, between 58th and 59th streets. The Health Insurance Office is adjacent to the Health Clinic. The room number for the Clinic is L300. A brochure describing all aspects of the Student Health Service is available in the Registrar's Office.
 - b. Students may not use the Student Health Clinic prior to the first day of the academic year, except for emergencies; in such cases, emergency out-patient care must be paid for

- by the student. Students arriving on campus early for orientation and intensives, please note that you are not eligible to use the Student Health Service, except for emergencies, until the first official day of U of C's Fall Quarter.
- c. Students are entitled to one quarter of off-quarter Student Health Service privileges per year, for a quarter of non-enrollment. To be eligible, the student must have been a registered student the previous quarter and must be expected to be a registered student the following quarter. Off-quarter coverage is handled through the CTS Registrar. When the Student Health Service is closed, students in need of medical care should go to the Emergency Room at Mitchell Hospital. The entrance to the Emergency Room is on 58th and Maryland or through the hospital.
3. Student Hospital Insurance Plan: Enrollment in the Student Hospital Insurance Plan is required of all students except those with coverage under another insurance plan. All students are eligible for coverage under this plan. Enrollment and payment in the Insurance Plan are done on a quarterly basis at the time of registration. Coverage begins on the first official day of U of C's Fall Quarter and extends through interim periods for students in continuous enrollment. Off-quarter coverage is available on the same basis for the Hospital Insurance Plan as for Student Health Services privileges. Students will not be allowed to register without proof that they have such coverage. Degree students not carrying their own insurance may get the U of C Major Medical coverage for a quarterly fee. If you do not carry major medical insurance from an outside company, you must purchase student health privileges in addition to Major Medical coverage (see schedule of fees for amount of fee).

XIV. 2011-2012 Schedule of Fees

(All charges listed are subject to change without notice.)

- A. Tuition
1. M.A. and M.Div. S.A.L., per course.....\$1605
Cost for one-year full-time study = \$12,840
 2. S.T.M., per course\$1851
 3. D.Min., per course\$1515
 4. Ph.D., per course\$2607
 5. Recorded Audit, per face-to-face course (if not registered for other courses).....\$500
 6. Recorded Audit, per face-to-face course, for alumni/ae\$250
 7. Recorded Audit, per online course (if not registered for other courses)\$700
 8. Recorded Audit, per online course, for alumni/ae\$350
- B. Semester Fees
1. Student Activity Fee\$125
 2. Technology Fee (beginning **1/31/12**)
For students taking 6 or more hours (2 or more courses).....\$200
For students taking fewer than 6 hours (1 course).....\$100
 3. Online Course Fee (per course, beginning **1/31/12**)\$160
 4. Tuition Late Payment Fee..... 10% of amount owed
Fees are due by the last day of the drop/add period or two weeks into the term.
 5. Fee for **Approved Leave of Absence** (LOA).....\$125
 6. Master's Continuation Fee (not registered for classes, no approved LOA)\$534
 7. D.Min. Continuation/Candidacy Fee\$282
 8. Ph.D. Not Registered Fee (no approved LOA).....\$534
 9. Ph.D. Pre-Candidacy Fee.....\$1413
 8. Ph.D. Candidacy Fee\$1905
- C. Other Non-Refundable Fees and Deposits
1. Application Fee\$50
 2. Matriculation Fee\$150
 3. Late Registration Fee.....\$50
 4. Graduation Fee.....\$140
 5. Transcript Fee..... \$10 for 1st, \$5 for each additional copy
 6. Photocopies of other documents from student's file..... \$2/page
 7. Parking Pass (off-street, uncovered parking, subject to change) \$170/term
 8. I.D. Card Replacement Fee\$20
- D. University of Chicago Fees (*Fees subject to change*)
1. Major Medical Insurance and Student Health (per U of C quarter)
Basic plan – student and dependents.....\$1435/quarter
(Other plans available – contact the Registrar)
 2. Athletic Facilities, per year.....\$225 or \$155/year
 3. Tuition and Fees*
 - a. One course\$2702
 - b. Two courses\$4664
 - c. Three courses\$6524
- *Plus a \$260/quarter student life fee.

XV. Academic Calendar

FALL SEMESTER 2011	
Orientation Retreat	August 25-28
Orientation Week	August 29 – September 2
Registration Fall Term NEW STUDENTS	August 30
<i>CLASSES BEGIN</i>	September 6
Last Day to Drop/Add	September 16
Last Day to Pay Tuition & Fees	September 23
Late fee charged –(10%)	September 26
Reading Week	October 10-14
Registration “J” & Spring Terms	November 7-18 (two weeks)
Registration Late Fee charged	>>November 21
Thanksgiving Recess	November 24-25
Fall Semester Ends	December 16
2011 WINTER “J” TERM	
Term Begins	January 9
M.L. King Day (no classes)	January 16
Term Ends	January 27
SPRING 2011 SEMESTER	
<i>CLASSES BEGIN</i>	January 30
Last day to Drop/Add	February 10
Last Day to Pay Tuition & Fees	February 17
Late fee charged –(10%)	February 20
Reading Week	March 19-23
Registration Summer & Fall Terms	April 9-20 (two weeks)
Registration Late Fee charged	>>April 23
Spring Semester Ends	May 11
Commencement	May 12

Daily

Library hours: (while classes in session)

Mon.-Wed. - 8:30 a.m. to 8:30 p.m.; Thurs. - 8:30 a.m. to 5:30 p.m., Fri. – 8:30 a.m. to 4:30 p.m.

Sat. 1:00 p.m. to 4:00 p.m.

Hours during breaks and reading weeks will be posted in InSight.

Weekly

Community Worship on Wednesdays at noon in the Chapel; followed by **Community Lunch** in the Dining Room.

Monthly

The **Ph.D. Center** faculty meets the 1st Thursday of the month at 12:30 p.m. in room 217.

Academic Council meets the 1st Thursday of month at 2:00 p.m. in room 214.

Faculty Caucus meets the 2nd Thursday of the month from 12:30-2:00 p.m. in room 217.

The **M.Div./MARL Committee** meets the 2nd Thursday of the month at 2:30 p.m. in room 216.

The **D.Min. Committee** meets the 4th Thursday of the month at 2:00 p.m. in room 216.

The **Administrative Council generally** meets the 2nd Thursday of the month at 11 a.m.