



**CHRISTIAN  
THEOLOGICAL SEMINARY™**  
*Leaders Formed in Faith*

**Student Handbook and Planner  
2010/2011**

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## MISSION STATEMENT

The Mission of Christian Theological Seminary is to form disciples of Jesus Christ for church and community leadership to serve God's transforming of the world.

To this end we:

- Celebrate the presence of the risen Christ in Word and Table;
- Welcome into partnership all who seek God's truth, love, and justice;
- Cultivate the virtues, passions, and practices of Christian leadership;
- Reflect critically on the sources of Christian understanding in scripture, the traditions of the ecumenical church, cultures, and experience; and
- Engage the spiritual and moral issues facing the human community.

This handbook is provided to every student at Christian Theological Seminary and is a guide concerning active and responsible participation as members of this community. The disciplinary regulations and seminary policies in this handbook apply to all students.

It is each student's responsibility to read, understand and comply with all provisions of this handbook. Ignorance of a policy or regulation will not be considered as an excuse for failure to observe it. CTS reserves the right at any time to add to, modify, or revoke any of the regulations and policies contained in this handbook. When changes occur, an effort will be made to notify students and other persons who may be affected. This handbook is intended for informational purposes and is not intended to be all inclusive; it should not be construed as a contract binding upon the seminary.

## HOURS OF OPERATION

Building:	Monday through Friday, 7:00 a.m. to 10:00 p.m.; Saturday, 7:30 a.m. to 4:00 p.m. Offices may be closed during Chapel.
Library:	During the academic year: Monday through Thursday, 8:00 a.m. to 9:45 p.m.; Friday, 8:00 a.m. to 4:00 p.m.; Saturday, 9:00 a.m. to 11:45 a.m. Summer hours are Monday through Thursday, 8:00 a.m. to 9:45 p.m., Friday, 8:00 a.m. to 4:00 p.m., and closed on Saturday.
Bookstore hours:	Monday – Thursday 9:00-5:00 Friday 9:00-12:00. The book store does close for Chapel .
Computer Lab:	The computer lab in room 126 can be accessed any time that the building is open. The lab closes 15 minutes prior to the building closing. To obtain your own key, see Information Services or call 931-2302.
Information Technology Services:	While classes are in session: Monday through Thursday 7:00 a.m. to 6:30 p.m; Friday 8:00 a.m. to 4:30 p.m. Summer hours are Monday – Friday 8:00 am to 4:30 p.m.

### Equal Opportunity

Christian Theological Seminary does not discriminate on the basis of race, religion, color, gender, sexual orientation, age, national origin, handicap, disability or Vietnam era veteran status in employment, admissions or financial aid. (EEO Statement Approved by CTS Board of Trustees, May 4, 2001)

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## DIRECTORY OF PHONE NUMBERS & OFFICE LOCATIONS

Academic Dean	931-2308	145
Admissions	931-2335	G7
Bookstore	931-2377	G13
Business Office / Student Accounts	931-2320	120
Central Services	931-2327	120
Congregational Resource Center	931-2360	Library
Counseling Center	924-5205	1050
Facilities Maintenance	931-2390 (day) 931-2392 (night)	Lower level, under Shelton Aud.
Faculty Secretary	931-2350	216
Field Education	931-2330	176
Financial Aid	931-2318	G7
Human Resources	931-2303	141
Information Services-Help Desk	931-2385	117
Lifelong Theological Education	931-4224	234
Library (circulation)	931-2361	
President	931-2303	140
Registrar	931-2382	147
SCOFE	931-2330	176
Seminary Advancement	931-2319	142
Student Services (admissions, housing, financial assistance)	931-2300	G7
<b>Other important numbers:</b>		
<b>Security guard (Butler police)Emergency</b>	<b>940-9999</b>	
Main Switchboard	924-1331	
Toll Free	1-800-585-0108	
Fax (business office)	923-1961	
Fax (faculty)	931-2399	
Fax (counseling center)	931-2393	

For a complete list of CTS faculty and staff office room numbers, please consult the Community Directory which is published each Fall semester or call the switchboard.

## FROM THE PRESIDENT'S DESK



To the CTS Community:

This letter has special meaning to me because if the current Board led presidential search is successful, this will be my last letter as President. After 13 full years of service, I can say without any fear of contradiction that you have chosen well in becoming or remaining a part of this community. The economy has impacted us, the tensions in the world and the Church universal have at times been evident in our community, and our spirits have been battered by hard and painful losses and loved ones and friends and by hard decisions made by those in leadership. Nevertheless, CTS has shown a remarkable resilience and a dogged determination to continue working toward becoming “the beloved community.”

We have cared for one another in times of grief and illness. We have reached out to the broader community with compassion and a concern for justice. We continue to work hard at preparing ourselves for the ministries to which we have been called. Our staff works at extending hospitality even as they demonstrate dedication and commitment to their work. The faculty continues to dedicate itself to excellence as teachers, scholars, members of this community and in their service to the church and community beyond our walls. And the administration works at making sure the resources are available and well-managed so that CTS can continue to fulfill its mission.

As we begin a new year, I pray that God will bless us and that having been blessed we will be a blessing. May this handbook provide information that will help make this our best year yet.

Sincerely,

A handwritten signature in cursive script that reads "Edward L. Wheeler". The signature is written in dark ink on a light background.

Edward L. Wheeler

## A MESSAGE FROM THE ASSOCIATE DEAN



Colleagues,

I am always pleasantly surprised to find students hanging around the seminary when we're on semester or holiday breaks and no classes are in session. I've come to understand that we are a strong community and that we simply enjoy each other.

As we begin another academic year, I want to encourage you to tap into the joy. Find the time to learn from everyone. Put our chapel worship services as a high priority. Take advantage of the workshops and forums. Most importantly, be a building block yourself to our community.

The Student Services Office is honored to be a part of your journey. Don't hesitate to bring your joys, prayer requests and family news to share with us.

A handwritten signature in black ink, which appears to read "Mary L. Harris". The signature is fluid and cursive, with a large initial "M" and "H".

Mary L. Harris  
Associate Dean for Student Services



## CHRISTIAN THEOLOGICAL SEMINARY / DAILY SCHEDULE

	Monday	Tuesday	Wednesday	Thursday
8:00 am 9:15 am	Practicum	Classes	(8:30-11:15)	Classes
9:30 am 10:30 am				
10:45 am 12:00 pm		Classes	Lunch	Classes
12:00 pm 1:00 pm	Lunch	Lunch	SCOFE (12:30-2:00)	Lunch
1:00 pm 2:00 pm	Committees/ Meetings	Chapel / Service of Word and Table		Knothole/ Forum Hour
2:15 pm 5:00 pm				
5:00 pm 6:00 pm	Dinner	Dinner	Dinner	Dinner
6:00 pm 8:45 pm	Classes	Classes	Classes	Classes

## **SUMMER 2010**

Summer registration is ongoing from March 15, 2010 to the first day of class. Since each class will vary with beginning and ending dates, deadlines will be dependent upon the dates the class meets.

The last day to add a class is the second class meeting; the instructor's permission is required.

Grades are due to the Registrar two weeks after the last class meeting. Incomplete work is due to faculty by the fourth Friday after the last class meeting. Incomplete grades are due to the Registrar one week after that.

*\*Incompletes must be resolved before attendance in a course for which the incomplete course is a prerequisite.*

## **ACADEMIC CALENDAR 2010-11**

### **FALL SEMESTER 2010**

August 24	Orientation for new students
August 30	First day of class
September 6	Labor Day / seminary closed
September 13	Last day to register / last day for continuing students to add a class or to change audit to credit
October 1	Deadline for practicum admission
October 11-15	Reading Week (Monday classes will meet)
Oct 25 - Nov 5	Spring 2011 registration for new (Fall 10) degree/certificate students
November 5	Last day for degree and certificate students to register for Spring 2011 without a late fee
November 12	Last day to drop a course or change to audit
November 22-26	Reading week / Thanksgiving holiday
December 9	Last day of class / last day to file for an incomplete
December 13-17	Examination week / semester ends following last class
January 4	Grades due to Registrar

### **SPRING SEMESTER 2011**

January 13	Orientation for new students
January 14	Last day for students to turn in incomplete work to faculty
January 17	Martin Luther King Jr. holiday / seminary closed
January 18	First day of class
January 21	Fall incomplete grades due to registrar
January 31	Last day to register / last day for continuing students to add a class or to change audit to credit
February 11	Last day to file for graduation
March 1	Deadline for practicum admission
March 7-11	Reading Week (Monday classes will meet)
March 21-April 1	Summer 2011/fall 2011/spring 2012 registration for returning degree/certificate students
April 1	Last day for returning degree/certificate students to register for Fall 2010 without a late fee
April 1	Deadline for submission of D.Min. Projects examination copies for May graduation

April 1	FAFSA for 2011-2012 must be received by federal processor for priority consideration
April 1	Last day to drop a course or change to audit
April 4	Registration opens for non-degree students
April 18-22	Easter Recess
April 28	Last day of classes before exams / last day to file for incompletes
April 28	Last day for seniors to petition the Dean to walk at commencement
May 2-6	Examination week / semester ends following last class
May 9	Graduates' grades due to registrar
May 14	Commencement activities
May 16	Grades due to Registrar
June 3	Last day for students to turn in spring incomplete work to faculty
June 10	Spring incomplete grades due to Registrar

### **SUMMER 2011**

Summer registration is ongoing from March 21, 2011 to the first day of class. Since each class will vary with beginning and ending dates, deadlines will be dependent upon the dates the class meets.

The last day to add a class is the second class meeting; the instructor's permission is required. Grades are due to the registrar two weeks after the last class meeting. Incomplete work is due to faculty by the fourth Friday after the last class meeting. Incomplete grades are due to the registrar one week after that.

*\*Incompletes must be resolved before attendance in a course for which the incomplete course is a prerequisite.*

## GENERAL INFORMATION

### ADVERSE WEATHER POLICY

When it becomes necessary to cancel classes and/or close the building due to inclement weather, that information will be submitted to the following radio and television stations:

**TV:** WTHR 13, WISH 8, WRTV 6, WXIN 59

**AM RADIO:** WIBC 1070, WTLC 1310, WNDE 1260

**FM RADIO:** WFMS 95.5, WSYW 107.1, WTPI 107.9, WTLC 105.7, WFBQ 94.7, WENS 97.1, WNOU 93.1, WYXB 105.7, WHHH 96.3, WYJZ 100.9, WZPL 99.5, WWFT 93.9, WGLD 104.5

However, sometimes radio and TV stations fail to report all closings. Please confirm the cancellation by calling the Seminary main number at 924-1331, as changes of any kind will be recorded on the Seminary's voice mail. You may call after 6:00 a.m. for notification of class cancellations or closing of the building. If you receive the standard message, you may assume that the building will be open and classes will meet as usual.

### ALUMNI ASSOCIATION

There are currently more than 2,000 members of the CTS Alumni Association. They participate in the mission of the Seminary by supporting basic professional education for persons preparing for ministry; recruiting candidates for ministry; and encouraging the financial support of and alumni participation in ongoing Seminary life. For more information, contact Seminary Advancement.

### BOARD OF TRUSTEES

CTS is governed by a Board of Trustees, comprised of up to 35 members including the Seminary president. The Board generally meets at least three times a year to address CTS policies and strategic planning issues. The student council president will be asked to appoint student representatives to various committees of the board. Students have voice but may not vote in committee.

### BOOKSTORE AND ONLINE SALES

The CTS Bookstore, which serves the Seminary community and central Indiana, is a non-profit, specialty, full-service bookstore. Its inventory of nearly 10,000 titles includes the traditional and current categories of theological study and related areas and attempts a balance between conservative and liberal scholarship. The CTS Bookstore offers full-service and online sales, available through the CTS website. Summer hours are: Monday through Thursday, 9:00 a.m. to 5:00 p.m.; Friday, 9:00 a.m. to 12:00 p.m.

### BUILDING HOURS

Students, faculty, and staff are expected to be out of the building by the closing hours listed below.

**Monday-Friday:** 7:00 a.m. to 10 p.m.

**Saturday:** 7:30 a.m. to 4 p.m. / **Sunday:** closed

Parts of the building may be open for special pre-arranged events through the External Relations Office or the President's Office. These special events should not be interpreted as general building availability. There is a fee for opening the building during special hours.

### CENTRAL SERVICES/MAIL

Student and departmental mailboxes are located in Central Services, in the north wing next to the Business Office. Seminary and outside mail is received and distributed through this office. Mailbox assignments and keys are provided each semester for new students. (Students who do not have a campus mailbox run the risk of not receiving important notices, returned class papers, or financial information in a timely manner.) Students who do not return keys upon withdrawal or graduation will be charged for replacement keys. The central copier, office supplies, a fax machine, and postage metering for all Seminary mail are located in Central Services.

## **CHECK CASHING**

Personal checks written for no more than \$20 may be cashed in the Business Office. There is a fee for checks returned for insufficient funds, and check cashing privileges will be revoked after three occurrences of a returned check.

## **COMMITTEE STRUCTURE**

Students are invited by the Academic Dean and the Board of Trustees to sit on various committees, such as: Academic Council, Worship, Student Life, Discipline, Lifelong Theological Education, and Library/Bookstore. Committees consist of faculty, staff and student representatives. For more information contact the Academic Dean.

## **COMMUNITY DIRECTORY**

Updated and distributed each year, this directory is an annual publication listing students, staff, and faculty of the Seminary. Students should review and update their listing each fall using the form provided by the Communications Office. Students should inform the Registrar throughout the year of any changes in name, address, marital status, etc.

## **CONGREGATIONAL RESOURCE CENTER**

The Congregational Resource Center (CRC), located on the lower level of the library, serves as a bridge between the Seminary and Indiana churches, to provide print and visual materials to the religious community. The CRC also serves faculty, students and staff of CTS. Founding and supporting denominations include the Episcopal Dioceses of Indianapolis, Christian Church (Disciples of Christ) in Indiana, the Indiana-Kentucky Conference of the United Church of Christ, Presbytery of Whitewater Valley, Pentecostal Assemblies of the World, and the Indiana-Kentucky Synod of the Evangelical Lutheran Church in America. The CRC works to improve education in congregations and fosters ecumenical interaction between educators of many denominations. To that end, the CRC works cooperatively with the Indianapolis Center for Congregations.

## **E-MAIL**

All students and employees of CTS are required to use e-mail as the primary form of written communication. Failure to read e-mail results in missed events, deadlines and miscommunications. E-mail can be accessed easily from outside the Seminary. Please refer to the section titled "Information Services" for more details.

## **EMPLOYMENT**

Federal work-study positions are available to eligible students. Applications are accepted in the Office of Student Services. Information about off-campus, non-work study employment is available in the Field Education Office.

## **IDENTIFICATION CARDS**

Student ID cards are obtained through the receptionist and validated through the Registrar's Office. At the beginning of each semester it is the students' responsibility to obtain a validation sticker from the Registrar. This ID card doubles as a library card as it contains a barcode used at the CTS Library. It also will allow access to the library facilities at Butler University.

## **INFORMATION SERVICES**

Computers are available for student, faculty and staff use in the library, the computer lab, and various other locations within the Seminary. Windows 2000 is the operating system on most stations, with access to Microsoft Word, email via Microsoft Outlook, and Internet access. Students are assigned a network ID through Information Services. Any and all network problems should be directed to [helpdesk@cts.edu](mailto:helpdesk@cts.edu) for appropriate and prompt assistance. For further help, contact the Director of Information Services. [See "Policies" section for Internet/E-Mail, Computer Usage, and Web policies.]

## **LOST AND FOUND**

Lost and found items will be recorded and stored in the CTS Business Office until claimed by the owner.

## **PARKING**

CTS reserves the front entrance parking lot for handicapped individuals, visitors, and short-term errands. Students, faculty and staff are encouraged to park in the lot west of the building near 1040, or in the east lot near Sweeney Chapel. Please see the campus map in the back of this handbook.

## **SECURITY**

If you notice suspicious behavior or unauthorized persons in the CTS main building, parking lot or grounds, or housing areas, please call Butler University Police Department at 940-9999 for emergencies and 940-9396 for non-emergencies.

The ADT Security Alarm Service monitors the main campus facility, 1040 Hospitality House, 1050 Counseling Center, individual student apartments and the President's residence. (See "Policies" section for information on Emergency Procedures.)

## **SMOKING**

In an effort to help protect the health of the CTS community CTS became a "Smoke Free" campus as of July 1, 2006. Smoking is banned in the main building, the Hospitality House and the Counseling Center and on the grounds of these properties. The ban does not include the student apartments although we encourage persons who smoke to seriously and prayerfully consider the health consequences of smoking and refrain from smoking in public spaces in the apartments.

This ban reflects the growing concern of the community about "second hand smoke" that often enters open office windows and ventilation systems when persons smoke outside the entrances to the Seminary. It also reflects a growing concern over how unhealthy lifestyles affect all members of this community as part of the human family.

There are no exceptions to the smoking policy, and it will be strictly enforced.

## **WHEELCHAIR ACCESS**

The main entrance to CTS, by the fountain parking lot, is wheelchair accessible with an automatic door opener. There are additional handicap entrances off the east parking lot near Sweeney Chapel, and on the north wing at the Shelton Auditorium entrance. Handicap accessible restrooms are located in both the east and west wings of the main building.

## **WORSHIP**

Community worship at CTS is shared by students, faculty, staff, and guests serving as preachers, musicians, and liturgists. Chapel services are designed to nurture the faith and life of the CTS community and to provide a place for practice and growth in worship leadership. Sweeney Chapel is open for personal prayer and devotions whenever the Seminary building is open. The weekly schedule in Sweeney Chapel includes:

### **Word & Table / Tuesdays 1:00 p.m.**

This service of Word, prayer, and Table is the fullest gathering of the CTS community at worship each week. CTS Cantors, CTS Gospel Choir, and CTS Handbells Ensemble provide musical leadership during these services.

### **Prayer Time/Wednesday 11:30-11:50 a.m.**

**The CTS Prayer Time group meets to pray for prayer requests and for the CTS community. Prayer requests can be sent via e-mail to [prayertime@cts.edu](mailto:prayertime@cts.edu).**

### **Eucharist / Thursdays 9:30 a.m.**

This communion service is taken from The Book of Common Prayer. Leadership is provided by priests from the Episcopal Diocese of Indianapolis. All denominations are welcome to attend.

## RECYCLING LOCATIONS

- Cafeteria – Co-mingled
- Business office – Office Paper
- Town Square – Co-mingled
- Library – Office Paper and Newspaper
- Faculty area – Office Paper
- Dock - cardboard

Acceptable paper to put in the **Office paper** recycling containers consists of the following:

- Computer printout paper – Continuous-form paper & green bar paper
- Copy machine paper
- Laser printer paper
- White and colored office paper
- Post-it notes
- NCR paper (carbonless copy)
- Fax paper
- Manila folders
- Envelopes (window –OK)
- Letterhead/Stationery

Non-acceptable paper - Put these items in the trash!

- Magazines
- Carbon paper
- Paper towels/tissue paper
- Photographic paper
- Phone books
- Coated or Glossy paper
- Blue print paper
- Food wrappers
- Milk cartons
- Plastic bags
- Ground wood papers
- Construction paper

The "***Co-Mingled***" containers are for **plastic** (codes 1 & 2 only), **aluminum**, **glass** and **steel**.

We also have available a large **cardboard** container located at the dock.

All other items are trash and should be placed in the trash receptacles.

## A MESSAGE FROM THE STUDENT COUNCIL PRESIDENT



Greetings!

Once we answer the call of God to ministry, we are led on a path that brings blessings and often unexpected opportunities for service. On behalf of the CTS Student Association I have the honor to extend a heartfelt welcome to both returning and new students for the 2010-11 academic year. The community of students, faculty and staff at CTS are like none other you will encounter. We are committed to being the voice that welcomes and affirms diversity, creates intentional and respectful dialog, and supports a wide range of social justice issue. The community you are a part of will remain with you long after your academic studies are over.

All students are members of the Student Association, with twelve students elected to serve the association as the CTS Student Council. It is through our Student Council that student concerns and ideas are addressed, student programs are developed, and the student voice is heard. Every year the Council represents students on various committees and decision making bodies. The council is supportive of all student groups, and responsive to the needs of students.

As we enter into this year, I invite you to become involved in serving on a committee and sharing your ideas. Please email any council member or myself, as everyone has gifts and talents that add to the entire community. Above all else, be open to the Spirit, take time for worship and for Sabbath time, get to know your fellow seminarians, professors and staff, and be ready to laugh and share together as we break open God's word in our lives.

Marie Siroky

## STUDENT LIFE

### AFFINITY

Affinity is a group for gay, lesbian, bisexual, transgender, and affirming students, staff, and faculty who meet on a regular basis to offer a safe place where sanctuary and fellowship are extended to all people. Affinity meets each semester at different times depending on the schedules of its members. It is the intention of Affinity to be in active participation within CTS community life, sharing together in what it means to live and serve together as people of God. Contact the Affinity faculty advisors (Holly Hearon and Lorna Shoemaker) or Student Services.

### BLACK STUDENT CAUCUS

This group provides mentoring and fellowship for African-American students and intends to offer a forum for African-American voices within the CTS community. The Caucus meets once a month or as needed, elects officers, and invites all CTS students, faculty, and staff to participate in meetings and special programs. Contact the BSC faculty advisor (Ron Sommerville).

### CHOIRS

The CTS **Gospel Choir** is a choral group dedicated to learning and performing the history of African American sacred music and contributing in chapel. **Cantors** is a choral group that helps lead worship in chapel and performs a larger sacred work each semester in the context of a worship service. Students may choose to participate for academic credit in both of these choirs. **Handbells** is an ensemble that is intended to advance the students musicianship by setting high level of musical standards, and to nurture CTS spiritual growth as the ensemble participates in the services at Sweeney Chapel.

### COUNSELING SERVICES

The Seminary contracts with licensed therapist to provide limited therapy services for CTS students at the Counseling Center (1050 W. 42nd Street). Students should call 924-5205 for an intake and identify themselves as a CTS student to assure they are assigned to the appropriate staff therapist. (Practicum students do not receive these clients in order to maintain confidentiality.) A special subsidy program provides for co-pays as low as \$15 per session for students currently enrolled in a CTS program. Students referred by the Committee on Discipline, the Committee on Counsel or the Academic Dean have priority access to the subsidy program. If demand exceeds the contracted 25 hours per week, students may be referred to therapists in the community.

### EMERGENCY GRANT FUND

The Student Council has funds available to help support students in times of crisis. Application can be made through the Student Services Office.

### FINANCIAL ASSISTANCE

Application materials for need-based financial aid – including federal student loan and work-study programs – are available in the Office of Student Services. Emergency SOS loans up to \$300 interest free for 90 days are available to eligible fulltime students. For more information, contact the Office of Student Services.

### HOUSING

**CTS Housing Policy:** CTS' mission is to “welcome into partnership all who seek God's truth, love, justice; [and] to cultivate the virtues, passions and practices of Christian leadership” (CTS Long Range Plan 2010).

Student housing is made available to students who are enrolled in CTS degree programs and their immediate families. Students are welcomed regardless of their race, gender, age, national origin, sexual orientation or veteran status. To be considered for housing, married couples and couples in domestic partnerships must provide CTS with written documentation describing the nature and permanency of their relationship. [based on minutes of Board of Trustees, May 4, 2001]

**Student Apartments:** CTS owns and operates 36 apartments across the street from the Seminary's main building. The two-bedroom, furnished apartments are available to fulltime students and their families. For more information, contact the Office of Student Services.

**Hospitality House:** Housing is available for commuter students Monday-Thursday nights (and Friday when Friday/Saturday classes are in session) in the Seminary's Hospitality House at a nominal rate if students provide their own linens. For additional information, contact the Office of Student Services

## **LOCKERS**

The Student Association assigns student lockers upon request. These lockers are located in the Undercroft. Contact any of the officers. Students must purchase their own locks.

## **PRESENCE OF STUDENTS' CHILDREN**

CTS does not have the appropriate facilities for childcare and will not be in the position to provide such a service in the near future. The safety of unsupervised children of any age is especially a concern in our building that has numerous points of entry. Therefore, students may not bring children to CTS and leave them unsupervised while they are in class. Students may make arrangements with other students who may be willing to directly supervise the children but an adult must be with the children at all times. The designated venue for this purpose will be the undercroft. There is a television available as well as game tables, vending and restroom facilities. Students are free to bring games and activities from home for their children to use in that space. Children are prohibited from wandering the building on their own and the computer labs are reserved CTS student use, not for children.

## **STUDENT ACCOUNTS**

Each student has a Seminary account to which all tuition, fees, books (non-degree students may not charge books), and housing are charged and all incoming funds are credited. For refund requests, student loan and SOS loan disbursement, payments and questions about your student account, contact the Business Office. Non-payment of a student account balance may result in cancellation of registration. Also, in order to receive an OFFICIAL transcript, the student account must be paid in full at the time the transcript is requested.

## **STUDENT COUNCIL**

The Student Council serves the student body by organizing community activities, supporting student endeavors financially and otherwise, and representing students on various administrative and faculty committees.

Student Council consists of a President, Vice-President, Treasurer, Secretary, Junior and Senior Representatives and Members-at-Large, all elected by their peers. Elections are held every spring (fall for juniors) and are open to all students. Student Council maintains an office under the Chapel.

## **STUDENT HEALTH INSURANCE**

If you are a full-time, degree seeking student (nine hours or more), you are required to provide evidence that you have health insurance coverage. If you are not covered by an existing health care policy, you will be required to purchase a plan selected by the Seminary. Unless proof of comparable health insurance coverage is indicated you will automatically be included in the CTS plan and your account will be billed appropriately. While CTS is not prepared to cover student medical bills, nor able to provide a health care policy at no charge for students, we do recognize the importance of medical insurance. Please see the Business Office for more information.

## **STUDENT SERVICES OFFICE**

This office provides support and advocacy for the student body beyond normal academic curricula in relation to the Seminary, local, and global communities. The Office of Student Services handles recruiting, admissions, retention, financial assistance, housing, and works in cooperation with the Student Council to support recreational and enrichment events hosted by various CTS student organizations. The Office of Student Services welcomes student appointments for matters in any of these areas.

## **UNDERCROFT**

This area in the south wing of the basement has retained its name from years past when the CTS chapel was located above. Vending machines, ping-pong, billiards, study tables, and student lockers are located here. Students gather in the Undercroft for recreation, refreshments, and study.

## **ACADEMIC LIFE**

### **ACADEMIC ADVISING**

The Office of Student Services, in conjunction with the Academic Dean's Office, assigns an Academic Advisor to each student upon his or her enrollment at the Seminary. Degree-seeking students are required to meet with their advisor in the spring before registering for classes for the next academic year. Access to registration will be blocked for students who do not meet with their advisor before the beginning of the two-week registration period. Students who wish to change their advisor should first gain written permission from the new advisor before informing the Registrar's Office.

### **ACADEMIC POLICIES**

Always consult the current Catalog for information regarding academic-related matters, such as withdrawals, admission and degree requirements, leave of absence, graduation, auditing, course descriptions, refund policies, transfer work, change of degree, etc.

### **ATTENDANCE**

Students enrolled in classes are expected to attend. A student who misses more than 25% of the class sessions for any reason will not receive credit for that course. Faculty may choose to abide by more stringent, but not more lenient, attendance requirements. In special cases, the Academic Dean may grant exceptions to this rule.

If a student misses class for any reason, the professor is to be notified immediately. If a student misses class and does not make contact with the professor or the Academic Dean within one week, the professor will report this to the Academic Dean. The Academic Dean will try to determine the reason for the absence. Students who do not contact the Seminary when they stop attending classes will receive a punitive grade for the class.

### **INSIDE CTS**

All current students may access their own academic and financial records through the CTS website. Registration and payment can be accomplished via this new online system, as well as address changes and GPA calculations. For more information, contact the Registrar's Office or Information Systems.

### **COMMENCEMENT PARTICIPATION**

Graduating students must meet all CTS requirements by the end of the spring semester in order to participate in May commencement. Summer and fall graduates, and anyone with outstanding obligations who is not done in May, are invited to participate the following year. Students who are very close to graduating in May may petition the Academic Dean for special permission to participate in the May commencement ceremony. The deadline for petitions is the last day of classes in the spring semester.

### **COUNSELING REQUIREMENT FOR MAMFT, MAPF & DMIN PCC**

All counseling students are expected to receive psychotherapy during their program. Personal therapy is a prerequisite for Practicum. Personal therapy with a gifted clinician serves two purposes. First, it assists student therapists in working through problem areas in their own lives that may adversely affect clients and students' participation in an emotionally challenging training program. Second, it is a unique training experience, helping students understand the process of exploring the depth and interrelationship of systemic and intrapsychic features of human life.

## **DEGREE-SPECIFIC HANDBOOKS**

Several of our degree programs have handbooks that are specific to their policies and procedures. These handbooks are meant to serve as companion guides to the CTS Student Handbook and the Academic Catalog. MAMFT and MAPF students will be given [The Counselor's Handbook](#) when they are accepted into Practicum, and will be held responsible for following the directions set forth within it. MTS students, as well as D.Min. students, also have separate handbooks that include detailed information regarding thesis and project processes.

## **DIPLOMAS**

The date recorded on the diploma is the date when the board of trustees confers the degree. In the Spring, this date is the commencement date. Summer degrees are conferred in November, and Fall degrees are conferred in February.

## **DROPPING CLASSES**

The first two weeks of the fall and spring semesters (until the end of the 100% refund period) will be treated as a true drop/add period. Any classes that are dropped during this period will be deleted from the student's schedule. For student aid, loans, and business accounting purposes, the number of credit hours at the end of the second week will be the criteria by which calculations and awards will be determined. Loans will not be released until the third week of the semester. Classes dropped after the two-week drop/add period will be recorded with "W" grades, representing a withdrawal from the class. [See "Attendance" section or the Seminary catalog for more information]

## **E-MAIL**

All students and employees of CTS are required to use e-mail as the primary form of written communication. Failure to read e-mail results in missed events, deadlines and miscommunications. E-mail can be accessed easily from outside the Seminary. Please refer to the section titled "Information Services" for more details.

## **FORUM & KNOTHOLE LECTURES**

Faculty, students, and staff are invited to present to the wider CTS community various issues and interests specific to their study and experience. This forum time is also reserved for special guests of the Seminary. Forum is a unique opportunity to experience individuals in our midst as a part of a transformative and diverse community. The meeting time is Thursdays at 1:00 p.m. in Room 122.

## **INCOMPLETES**

A student may apply for a temporary incomplete grade for work not completed by the end of the semester due to serious illness or major emergency. Incompletes must be submitted and approved before the last day of regular instruction. The student must obtain the signatures of the instructor and the Academic Dean and pay an incomplete filing fee. Incomplete work must be submitted to the instructor by the fourth Friday after the last day of the semester. (See the Catalog for further details.)

## **LIBRARY AND MEDIA CENTER**

The CTS Library has more than 220,000 items important to theological education. It collects nearly 1,300 periodicals and theological journals in various languages. The library houses a special collection of books, manuscripts, photographs, tracts, periodicals, and other materials dealing with the history of the Christian Church (Disciples of Christ) and related movements that, over the years, has become one of the primary collections of such materials in existence. Students of *Discipliana* will find ample resources for research, including copies of extant Ph.D. theses on Disciples history and thought.

By reciprocal arrangement and through PALNI, CTS students have access to the Butler University Library and to 24 other private university and Seminary libraries in Indiana. Electronic catalogues and indices, as well as an inter-library loan program, provide access to most materials in academic and public libraries in the United States. The Seminary library's catalog of books and materials is available via the CTS website. Student registration cards

function as library cards and must be presented by first-time student borrowers in order to activate their library accounts.

The library provides support for educational technologies including video and computer projectors, audiotapes, CD-ROMs, and image scanners. The Media Center and several classrooms have been equipped with technologies for enhancing teaching and learning. Computers are available for student use in the library, the media center and the computer lab across from the Common Room.

## **PHOTOCOPYING**

It is important that you heed the legislative restrictions imposed on the photocopying of copyrighted materials. A notice is posted on each copier. The copiers are located in the library and in Central Services and are available for student use at 10¢ per copy.

## **REGISTRATION**

### **Returning Degree Seeking and Lay Certificate Students:**

Continuing students use the web-based registration system to register for courses on-line. During the spring semester, students will register for the following academic year (summer, fall and spring). Students must meet with their advisor at least once during the year, prior to the registration period, to review their progress and their academic plan.

Continuing degree and certificate students who do not register for the following semester by the deadline posted in the calendar and the planner will be charged a \$100 late registration fee. Registration changes can be made on-line until the end of the 100% refund period (the first two weeks of classes.) Non-payment of a student account balance may result in cancellation of registration.

Students are expected to adhere to and follow the Academic Calendar for all dates related to adding, dropping, and registration.

### **First Year (beginning) Students**

**Fall Semester Registration** - Students who begin in the fall pre-register during the summer for their first semester (fall) classes. This pre-registration process is coordinated through the academic dean's office because faculty advisors are not readily available during the summer months.

Advisors are assigned by Student Services in late August. During new student orientation, students meet their faculty advisor and receive their CTS email address and their PIN allowing immediate access to scheduling and account information via the on-line student system.

**Fall Schedule Adjustment** - Schedule adjustment for the fall semester is handled BY PAPER only. First semester students may **add or drop classes** during the first two weeks of the semester by completing an add/drop form. The form requires the advisor's signature. Courses dropped prior to the 100% refund date will not appear on the transcript. Courses after the 100% refund date, appear on the transcript with the notation "W" for withdrawn.

**Spring Semester Registration** - First year students use the on-line system to register for spring classes during the two-week pre-registration period, generally beginning in late October (*See Fall academic calendar for details*). Students must make an appointment to meet with their faculty advisor prior to registration. Once the registrar has been notified of the advising session, the student will be cleared to register.

**Non-Degree Students and Auditors:** Non-Degree students and auditors register by completing a paper registration form and submitting it to the Office of the Registrar. New non-degree students and auditors must fill out the non-degree application form, as well as the registration form.

## **TRANSCRIPTS**

From CTS: Current students may receive an unofficial transcript from the Office of the Registrar and have access to their course history from the online Student System. Any student whose CTS financial account is clear may obtain a copy of his or her complete academic record (official transcript) from the Registrar's Office. The request may be submitted in person, via mail or via fax (legal signature is required). Please allow five business days for official transcripts to be processed. Transcripts may be distributed to the student or sent to a third party.

From other schools: Transcripts from other schools are considered the complete, official record of a student's classes and grade progress while attending a particular school. The records belong to that academic institution, although the grades have been earned by the student. It is CTS policy that no transcript or copies of transcripts provided by another institution will be released to the student or any other requesting entity. Once in our possession, these transcripts are for CTS use only. If a student anticipates needing a copy of another school's transcript, that student must request it directly from that institution.

## **WRITERS' STUDIO PEER TUTORING**

Butler University has graciously offered to make their Writers' Studio available to CTS students. The Writers' Studio provides peer tutoring by undergraduate and graduate students who have completed a three-hour 300-level composition course. The Writers' Studio is located in Jordan Hall, room 304, on the Butler campus. It is open Sunday through Friday on the following schedule

Sunday	3pm-6pm
Mon-Tues	9am-6pm
Wed-Thurs	9am-8pm
Friday	9am-2pm

Although they accept drop-ins, it is recommended that you call ahead for an appointment: 940-9804 or contact [writers@butler.edu](mailto:writers@butler.edu).

*Please take note of the following:* Tutors do not serve as proofreaders and will not correct your grammar or punctuation for you. They will assist you with thesis identification, development of ideas, and organization. Tutors fill out a report on each tutoring session. For that report they will need to know the name of your class and professor. They will send a note to your professor summarizing the tutoring session. Flyers and bookmarks describing the Writers' Studio will be available in the Dean's/Registrar's suite and in the Student Services office.

# **POLICIES**

## **EMERGENCY PROCEDURES**

### **TELEPHONE EMERGENCY PROCEDURES.**

#### **EMERGENCY NUMBERS**

**911:** You should call 911 for all **medical** and **fire** emergencies.

**Butler Police (940-9999):** You may also use the "Emergency" button on the phones to call Butler Police for security matters. Butler Police have a faster response time than Indianapolis Metropolitan Police Department (IMPD).

When **911** or the **Butler Police** number is dialed from any phone in the seminary, the phone system will send out a notification to Help Desk, Facilities Maintenance, the receptionist and senior director of communications stating which extension has placed the emergency call.

Initial response:

- CTS Help Desk will call the extension or surrounding extensions to determine the nature of the emergency.
- CTS Help Desk will communicate the problem to the Facilities Maintenance staff, receptionist and senior director of communications.
- Facilities Maintenance will send staff to the location where the emergency is occurring and call the Help Desk to gain additional information and or report on the current situation except in cases where we are aware that a weapon or weapons are involved. In such cases we will move to lockdown procedure.
- CTS Help Desk staff will initiate community wide emergency response procedures, if necessary.

## **LOCKDOWN PROCEDURE**

Situations that require the community to begin lockdown procedures include any event where it is necessary for individuals to take cover in interior offices to protect themselves from an imminent threat.

### **Initiating a Lockdown Procedure**

Any member of the seminary community may initiate the lockdown procedure.

- Lift the phone handset and press the **ALL PAGE** button.
- "May I have your attention please? Initiate "Code Red" procedures."
- Repeat the page and hang up.
- Immediately call Butler Police, using the Emergency Button, or have a neighbor call while you are paging the call for a lockdown.

### **Community Response**

- All offices should immediately close and lock outer office doors and then move to an interior office. Individuals on the 2nd floor, south wing should move to offices on the north side of the hallway with roof access, locking doors behind them.
- Facilities Maintenance staff will lock all entrances to CTS buildings.
- Library staff will lock all entrances to the library and direct students and patrons to the media center auditorium.
- Pastoral Counseling Center (PCC) staff will lock outer doors and direct patrons, staff and therapists to a safe location in the building.
- Help Desk, Facilities and Communications staff will keep the community informed via email and CTS Text Alerts concerning the nature and status of the situation.

### **All Clear**

- Once the situation is under control, Help Desk, Facilities or Communications staff will issue an "All Clear" message via All Page, Text Alert and email message.
- All Page Message: "May I have your attention please; it is now safe to resume normal activity. This is an 'All Clear' notice. Additional information will be sent via email notification shortly."
- Text Message: "All Clear. Please resume normal activity. Additional information will be communicated through CTS Email."

## **SUSPICIOUS ACTIVITY**

Suspicious behavior or activity on campus may necessitate a warning to the CTS community. Any member of the seminary community may initiate this alert. The following procedure should be followed.

- Lift the handset and Press the "ALL PAGE" Button.
- Once Connected give the code "Dr. Shelton, you have a call on Line 1, Dr. Shelton Line 1 please."
- If the suspicious activity is taking place somewhere other than the main building, that information should be added to the page. See examples below:
- 1050 "Dr. Shelton, you have a call on Line 1 from the Counseling Center, Dr. Shelton Line 1 please."
- 1040 Dr. Shelton, you have a call on Line 1 from the Hospitality House, Dr. Shelton Line 1 please."
- After the notice has been given, the person initiating the alert should communicate the suspicious activity via email to the Help Desk, Facilities Maintenance and Senior Director of Communications.
- Facilities Maintenance will follow up with a call to the Butler Police Department.

## **VIOLENT OR CRIMINAL BEHAVIOR**

### **In the event of violent or criminal behavior**

Immediately dial 911 and or Butler Police at 940-9999 and report the following to the dispatch operator:

- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Description of property involved.
- Any weapons involved.
- Welfare of the person.
- Suspicious situations or persons.

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

Should gunfire or discharged explosives occur on campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

## **FIRE**

If a building fire alarm is sounding or you receive notification of a fire emergency:

- **Alert** people in the area of the need to evacuate immediately. (Shout and pound on doors as you leave.)
- **Activate** the nearest fire alarm
- **Call** 911 in all cases of fire. To ensure the fire department has been notified, report the fire by telephone.
- **Assist** the disabled in exiting the building.
- **Feel the door** or doorknob to the hallway with the back of your hand. If it feels hot, do not open it – the fire may be on the other side of the door.
- **If you are trapped**, put a cloth or towel under the door to help prevent the entry of smoke. Dial 911 and tell the dispatcher your location and telephone extension and that you are trapped in the room and need rescue. Stay on the phone until instructed otherwise. If you become trapped in the public area of a building during a fire, find a room, preferably with a window available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Smoke is the greatest danger in a fire. Shout at regular intervals to alert emergency crews of your locations.
- **If the door is not hot**, open it slowly. If the hallway is clear of smoke and if you can safely leave your room, take your shoes, clothing and room key and walk to the nearest exit and evacuate the building. (Shout and pound on doors as you leave.)
- **Close doors behind you.** Do not lock doors.
- **Do not attempt to use elevators.** Elevators are interconnected to the fire detection system and are not available to occupants once the alarm sounds.
- **Assemble** at an area at least 500 feet from the building, and remain there until instructed by Facilities Maintenance or the fire department that it is safe to re-enter the building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If requested, **assist** emergency crews as necessary.
- A campus emergency **command post** may be set up near the emergency site. Keep clear of the command post unless you have official business.

*Only trained personnel may use fire extinguishers. Small fires can be extinguished without evacuation, but you must constantly evaluate and be ready to evacuate if the fire cannot be controlled. NEVER ENTER A SMOKE-FILLED ROOM.*

## **FIRE EVACUATION PLAN**

### **Main Building Evacuation Quadrants:**

- *Dining Hall through Canfield Room:* Single emergency door, west wall, common room doors, or north doors facing canal. Meet in front of 1040.
- *Auditorium:* Use marked fire exits. Do not return to foyer. Meet in front of 1040.
- *Board Room through 153:* Fountain court or southwest exit. Meet in west parking lot.
- *Rooms 157-175 & 2nd floor:* South wing doors, or room 166 emergency exits. Meet in east parking lot.
- *Undercroft:* Exit immediately through Room 166 east/west door or south wing doors. Meet in east parking lot.
- *Library:* East wall fire exit; meet in east parking lot.
- *Bookstore/Chapel & nearby offices:* Exit Chapel east entrance. Meet in east parking lot along Haughey Avenue.
- Do not exit the building by or congregate on the grassy courtyard.
- Vacate the building calmly by following the illuminated EXIT signs to fire exits. DO NOT USE ELEVATORS.

### **In student apartment housing, Hospitality House, Counseling Center:**

- **Alert** people in the area.
- **Activate** the fire alarm.
- **Call** 911 in all cases of fire. To ensure the fire department has been notified, report the fire by telephone. State your name, address, location and extent of the fire. If applicable, state the nature of any disability you or someone else may have, or the need for an ambulance. Exit the unit
- **Assemble** at an area at least 500 feet from the building, and remain there until instructed by Facilities Maintenance or the fire department that it is safe to re-enter the building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Evacuate the building calmly. Close but do not lock any doors.
- Do not leave CTS grounds without notifying someone; everyone must be accounted for in an emergency.
- Do not re-enter the building until an all-clear announcement is made.
- *Know the locations of fire extinguishers, fire exits, and alarm systems in your area **before** an event and know how to use them.*

## **WEATHER EMERGENCIES**

**Severe Thunderstorm Watch** is issued when conditions are favorable for the development of severe thunderstorms in and close to the watch area. During the watch, people should review severe thunderstorm safety rules and be prepared to move to a place of safety if threatening weather approaches.

**Severe Thunderstorm Warning** is issued when either a severe thunderstorm is indicated by radar or a spotter reports a thunderstorm producing hail 3/4 inch or larger in diameter and/or winds equal or exceed 58 miles an hour; therefore, people in the affected area should seek safe shelter immediately. Severe thunderstorms can produce tornadoes with little or no advance warning. They are usually issued for duration of one hour.

**Tornado Watch** indicates that weather conditions are such that a tornado could form. Normal activities may be continued, but alertness should be maintained for possible threatening conditions.

**Tornado Warning** indicates that a tornado has been sighted and that all persons must seek appropriate shelter immediately. Tornado warnings are typically 45 minutes in length.

*The State of Indiana is among the leaders in the number of tornadoes experienced each year, based on land area percentages. Also, the state ranks high among others in the number of casualties annually. The highest frequency of tornadoes in Indiana occurs in April, with June a close second. Due to these facts, it is necessary to have an organized method by which to provide ample warning of the possibility of a tornado, and to respond in the event a tornado has been spotted or the campus is struck.*

When a severe thunderstorm or tornado **warning** is issued for our area, severe weather may be approaching our area. This is the time to seek shelter. We will make every effort to announce the warning and direct you to a safe shelter. Your notification may come by the “All Page” function from your telephone, E-mail, Text messaging, or verbal notice from other weather spotters. In the absence of this notification, you should seek shelter without being told.

Procedures to follow in the event of a tornado warning begin with the communications and warning system used by the city of Indianapolis and Marion County. Sirens located in various parts of the city and county are used to alert citizens of a tornado warning. These sirens can be heard in and around most campus locations. CTS also have weather radios in strategic locations to keep key people abreast of threatening weather.

**In the event of a threat of severe weather:**

- Review safety rules and severe weather shelter procedures in the event that conditions become conducive for a tornado.
- When a warning sounds or a person in charge (PIC) notifies you, all persons should move to the basement of the building they occupy or at least to an inner area on the first floor (in an area where there are no windows, e.g. hallways, etc).
- Shut down all computers and electrical equipment that might be damaged as time permits.
- When the warning is over, the Facilities Maintenance Department will notify persons in each building by phone, E-mail, or in person.

If you are inside, go to the shelter nearest your location that you have previously chosen. Once you are in your shelter, stay away from windows. Go to the center of the room; corners attract debris. Stay away from auditoriums, cafeterias, large hallways, and other places with wide-span roofs. Get under a piece of sturdy furniture—a desk, table, workbench—and hold on to it. Put your arms over your head and neck to protect yourself from glass and other flying objects.

If you are caught outdoors: Try to get inside. If that isn’t possible, lie in a ditch or a low-lying area, or crouch near a large building. Protect your head and neck. Never try to out-drive a tornado. Get out of the car immediately. Take shelter in a nearby building. If you can’t get to a building, get out of the car and lie in a ditch or low-lying area.

**Designated tornado shelters on CTS campus are:**

<b>1050</b>	<b>Basement away from any windows.</b>
<b>1040</b>	<b>Basement</b>
<b>Student apartments</b>	<b>Restrooms on the lowest floor if possible.</b>
<b>1000/Main building</b>	<b>Chapel basement away from the windows near B-29</b>
	<b>Library basement in the area near the Resource Center and other basement areas away from the windows.</b>
	<b>Undercroft</b>
	<b>Basement hallway under Shelton Auditorium.</b>

## **WINTER STORM WARNING, SNOW & ICE STORMS**

If the seminary is forced to close or alter its schedule due to snow or other inclement weather, we will do the following.

- A notice will be posted on the home page of the CTS Web site: [www.cts.edu](http://www.cts.edu).
- The voice mail message at the main switchboard number (924-1331) will be changed to reflect news of the closing
- TV and radio stations in Indianapolis (25 stations in all) will receive word of the closing so they can include it in their broadcasts
- An email will be sent to all community members
- A text message will be sent to enrolled participants.
- Always use your best judgment when deciding your ability to make it to work or when to leave. The safety of all members of the community is important.

## **MEDICAL EMERGENCY**

**In the event of a serious injury or illness:**

- **Immediately dial 911 for assistance.** Give your name; describe the nature and severity of the medical problem and the campus location of the victim. In case of minor injury or illness, provide first aid care. Only trained personnel should provide first aid treatment (i.e. first aid, CPR).
- Keep the victim still and comfortable.
- Ask the victim, “Are you ok?” and “what is wrong?”
- Check breathing and give CPR if necessary.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, question witness(es) and give all information to the paramedics.
- Contact Butler University Police to assist with appropriate notifications as well as assistance with an Automatic External Defibrillator (AED) in suspected heart attacks.

*Some examples of medical emergencies include: slips, tripping, falls, choking, allergic reactions, heart failure/attack, fainting, loss of consciousness, burns, scalding (steam or chemical), cuts, slashes, or severed body parts, wounds from fights (bullets, knives), injuries, and accidents.*

## **BOMB THREAT**

**In the event of a bomb threat:**

**DO NOT HANDLE THE OBJECT!**

**Clear the area and immediately call 911 or the Butler University Police Department at 940-9999. They will make the appropriate notifications.**

**Any person receiving a telephone call bomb threat should ask the caller:**

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

Keep talking to the caller and record the following:

- Time of call.
- Age and sex of caller.
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller.
- Background noise.
- Caller ID if available

**IMMEDIATELY notify the Facilities Maintenance Department at 931-2390 and report the incident.**

- Butler Police Department and or the Indianapolis Metropolitan Police Department (IMPD) will determine if the building will need to be evacuated.
- The local police officers will conduct a detailed search. Employees are requested as they evacuate to make a cursory inspection of their area for suspicious objects and to report the location to the Police. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets or turn lights on or off.
- Assist the disabled persons in exiting the building! Remember that elevators are reserved for disabled persons. Do not use elevators in case of fire. Do not panic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a seminary official.

## **CTS EMERGENCY PREPAREDNESS POLICY AND PROCEDURES MANUAL**

The full CTS Emergency Preparedness Policy and Procedures Manual is published in the CTS Employee Handbook posted on the CTS intranet site. It contains a fuller discussion of some of the above emergency procedures, as well as information on the following subjects:

- Flooding/Pipe break/Roof leak
- Earthquake
- Utility Failure – Gas Line, Electric and Water
- Water Contamination
- Chemical Spill or Radiation Release
- Explosion on Campus Including Aircraft Down & Pressure vessel
- Violence in the Workplace
- Hostage situation
- Civil Disturbance or Demonstration
- Violent, Disruptive Demonstrations
- Blood borne Pathogens
- Pandemic

## **PRINCIPLES AND PROCEDURES FOR ASSESSING STUDENT APTITUDE AND READINESS FOR MINISTRY**

1. The fundamental responsibility for assessing a student's aptitude and readiness for ministry is vested in the church, not the Seminary.
2. Nevertheless, the Seminary is supported by the church and the church expects reasonably that the Seminary is educating and evaluating a student for prospective ministry.
3. Therefore, it is appropriate that the Seminary provide basic counsel to each student in the Master of Divinity and Master of Arts in Specialized Ministry programs concerning his/her aptitude and readiness for ministry; such counsel assists the student in determining a career path and prevents the wasteful expenditure of limited financial resources.
4. Therefore, the Seminary faculty shall conduct annual assessments of the aptitude and readiness for ministry of students in the Master of Divinity and Master of Arts in Specialized Ministry programs.

5. The following criteria shall be used in assessing a student's aptitude and readiness for ministry:
  - a. capacity to make informed and faithful articulation of the Christian faith;
  - b. openness to personal spiritual formation and growth;
  - c. affirming, flexible, relational style; ability to cultivate and maintain strong relations;
  - d. effective spoken and written communication skills;
  - e. ability to handle conflict well, accept differences, and admit weaknesses;
  - f. demonstrated ability to care well for individuals and the broader community;
  - g. responsibility in task fulfillment;
  - h. willingness to serve without claiming the deference or appreciation of others;
  - i. visible commitment to accepted standards of honesty, fidelity in relationship, and the refusal to exploit or be exploited;
  - j. commitment to non-addictive, healthy lifestyle.
6. This assessment shall (a) be coordinated by the Committee on Counsel; (b) involve annual, brief assessments of each student by every faculty member; (c) involve input from other relevant Seminary staff; (d) involve discussion of each student by the Committee on Counsel.
7. The Committee on Counsel will seek to have all matriculating students designated by this document sign a waiver of rights for communications between the committee and the church judicatory representatives designated by the student. The committee will thereby be enabled to consult with and advise the student's church judicatory representatives regarding this assessment.
8. The Committee on Counsel may meet with a problematic student to discuss its concerns about his/her prospects for ministry.
9. The Committee on Counsel may also, in its sound corporate judgment and after thorough assessment, decide that a student does not exhibit sufficient evidence of aptitude and readiness for ministry. If the committee does reach such a conclusion, the committee should (1) meet with the student and advise him/her of its assessment and (2) suggest to the student a voluntary withdrawal from the Seminary community and programs.
10. If the student does not agree to a voluntary withdrawal from the Seminary community and programs, the Committee on Counsel may recommend that the Committee on Discipline address the matter. The Committee on Discipline will follow the procedures specified in the document entitled Principles and Procedures for Guidance and Discipline of Seminary Students.

Approved in principle by CTS Board of Trustees on October 23, 1991.

Approved with modest revision by CTS Faculty on December 8, 1991.

## **PRINCIPLES AND PROCEDURES FOR GUIDANCE AND DISCIPLINE OF SEMINARY STUDENTS**

### **I. BASIC CONSIDERATIONS**

Each member of the Seminary community is entitled by principle to the maximum possible personal freedom, limited only by such considerations as are necessary to respect the rights of others, continue meaningfully the enterprise of Seminary education, and obey federal and state laws.

Seminarians are adult members of an adult community. All members of the Seminary community, including seminarians, are responsible to address relational concerns and behavioral problems as they arise, without unnecessary recourse to Seminary officials or Seminary committees. When a problem rises to the level where official action is required, the guidance and discipline process, as identified in this document, shall be followed.

The Seminary identifies itself as a Christian community -one that undertakes to realize in its life process the meaning of Christian faithfulness and fellowship. Its members undertake that self-discipline that is appropriate to Christian commitment. Its leaders attempt to address students with behavioral or relational concerns patiently and understandingly. Whenever possible, the Seminary addresses student behavioral and relational problems without recourse to public authorities.

This document does not provide principles and procedures for problems of academic delinquency or students concerned about grade changes. Delinquent conduct related to classroom behavior and academic performance is subject to the discipline of the professor involved and/or the Seminary Dean (in consultation with, if desired, the Academic Council). Persons dissatisfied with judgments so rendered are entitled to petition the Academic Council for further consideration. The Christian Theological Seminary catalog describes the Seminary's academic requirements.

When a student concludes that his/her grade in a course is not appropriate, the student may follow specified procedures available in the Dean's Office (see Student Grade Appeals and Grade Changes in this policy notebook) for appealing the grade to the Academic Council.

## **II. TYPES OF PROBLEMS AND APPROPRIATE RESPONSES**

Misrepresentation on Official CTS Documents. A student is expected to represent accurately, to the best of the student's knowledge, all information formally requested by CTS officials or faculty.

Individual Behavior and Attitude that Undermines the Student's Promise for Ministry or Promise for a Profession. Basic degree students are expected to show promise for ministry or a profession in line with generally accepted criteria for ministry. If a student shows insufficient evidence of such promise, it is appropriate to counsel and/or discipline the student concerning his/her future in the Seminary community and program.

Individual Behavior Where the Student's Own Development, Health, and/or Safety are Jeopardized. When a student engages in activities that are detrimental to his/her own best interests, those who have knowledge of such matters should attempt to dissuade the student privately. If such attempts should fail, the problem may be referred to the Committee on Counsel with the matter proceeding as described below under Section IV.

Individual Behavior Where Others are Disturbed. When a student persists in behavior that disturbs or disrupts others, members of the seminary community shall attempt to dissuade the student from such behavior. If necessary, they may request the assistance of seminary officials. If efforts by seminary community members and seminary officials bring unsatisfactory results, the matter shall be referred to the Committee on Counsel or the Committee on Discipline, with the matter proceeding as described below under Section IV.

Individual Behavior Where the Property, Health, and/or Safety of Others are Jeopardized. Members of the seminary community shall make efforts immediately to (1) restrain actions that damage others and (2) assist the student who initiates such actions to resume an attitude of peaceable fellowship. Public officials may be summoned when efforts by the seminary to correct the individual's behavior fail. Complaints concerning individual behavior should be addressed through the seminary's guidance and discipline process unless the seriousness of the behavior requires the intervention and action of public officials.

Group Behavior Where the Activities of the Seminary are Disrupted. Every attempt shall be made to determine the cause and reason for disruptive group behavior. Efforts shall be made to substitute discussion and consultation for disruptive activities. Reasonable guarantees are appropriate for all concerned as a prelude to discussion and consultation. Mediation shall be sought where appropriate.

When reasonable guarantees are given by seminary officials, unwillingness on the part of students to discuss disruptive group behavior shall be interpreted as action not simply against those officials but against the seminary community as a whole.

When disruptive group behavior continues in flagrant disrespect for discussion and consultation, appropriate warning of the necessity for requiring continued operation of seminary life shall

be given the disruptive students. Students shall be advised of the disciplinary or coercive action that will be taken against them should refusal of discussion and consultation continue. A reasonable amount of time shall be given for students to confer among themselves. If the disruptive group behavior continues, disciplinary or coercive action shall be taken. Generally, court orders will be used in preference to physical restraint by public enforcement personnel. All persons participating in disruptive group behavior must recognize their liability to discipline thereby incurred. Disruptive group behavior that has made no attempt to use channels provided for the expression of grievances is considered offensive to the community.

### III. THE GUIDANCE AND DISCIPLINE COMMITTEES

- A. The Committee on Counsel.** The Committee on Counsel shall be a standing committee appointed by the Dean. The purpose of the committee shall be to address behavioral and relational concerns that are not deemed to be serious enough to warrant disciplinary action.
- B. The Committee on Discipline.** The Committee on Discipline shall be a standing committee and shall consist of three faculty members appointed by the Dean (none of whom may serve concurrently on the Committee on Council) and two student members named at the beginning of each school year by the Student Council. (Two alternates shall be named at that time.) The committee shall be chaired by the Dean. The purpose of the Committee shall be to address and respond to behavioral and relational problems that are deemed sufficiently serious to warrant disciplinary action.
- C. The Appeal Committee.** The Appeal Committee shall be appointed when deemed appropriate by the President. Its membership shall be discretionary with the President. Seminary officers, faculty, and students should be represented on the Committee. The President shall chair the Committee. The purpose of the Committee shall be to provide counsel to the President in addressing an appeal. The President shall be the final determining authority.

### IV. THE GUIDANCE AND DISCIPLINE PROCESS

#### A. Committee on Counsel

**Step 1.** Any member of the Seminary community may initiate the official process of guidance and discipline by submitting, in writing, a request ("complaint") to investigate an incident or action to the Dean or any member of the Committee on Counsel. Any complaint should be submitted as soon as possible after the incident or action, preferably within seventy-two (72) hours.

*Note:* In the event that a serious behavioral or relational problem is brought to the attention of both the Committee on Counsel and the Dean (who is charged with the responsibility for convening the Committee on Discipline), the Dean shall determine which Committee shall address the problem.

**Step 2.** Upon the receipt of such a written request, the Chairperson of the Committee shall do the following:

- a. Schedule a meeting of the Committee on Counsel within five (5) days of receipt of the complaint.
- b. Notify the student(s) who is (are) the subject(s) of the complaint verbally and in writing of:
  - i. the charges made against the student
  - ii. the date, time and location of the scheduled meeting
  - iii. the student's opportunity to be heard

Such notification should be made a minimum of twenty-four (24) hours prior to the meeting.

- c. Notify the Committee members of the meeting date, time and location

**Step 3.** The Chairperson of the Committee shall:

- a. convene the meeting, and
- b. provide an opportunity for the student to be heard, and
- c. coordinate the decision-making process

**Step 4.** The goal of the Committee on Counsel shall be to reach a mutually agreed upon decision, with the student, that sets out a course of action that addresses and resolves the student's behavioral or relational problem.

**Step 5.** Should the Committee on Counsel determine that mutual agreement between the student and the Committee is unlikely or that the behavioral or relational problem addressed is of sufficient concern to warrant disciplinary action, it may refer the matter to the Committee on Discipline

*Note:* The Chairperson of the Committee shall have the discretion to extend the maximum time limits set forth above if it is deemed necessary to do so.

## **B. Committee on Discipline/Disciplinary Hearing**

**Step 1.** The Dean shall convene the Committee on Discipline if: (1) a matter is referred to the Committee by the Committee on Counsel or (2) a student's behavioral or relational problem is sufficiently serious, as determined by the Dean, to warrant immediate action by the Committee on Discipline.

**Step 2.** To convene the Committee on Discipline the Dean shall do the following:

- a. Schedule a Committee on Discipline meeting within five (5) days of receipt of a referral from the Committee on Counsel or immediately upon notification of a serious behavioral or relational problem that requires the immediate attention of the Committee on Discipline.
- b. Notify the student(s) who is(are) the subject(s) of the complaint verbally and/or in writing of:
  - i. the charges made against the student, and
  - ii. the date, time and location of the scheduled hearing, and
  - iii. the student's opportunity to be heard

Such notification shall be made a minimum of twenty-four (24) hours prior to the hearing.

- c. Notify the Committee members of the hearing date, time and location.

**Step 3.** The official nature of the Committee on Discipline shall be determined by official notification to its members, and not by the number of persons present at the hearing. The Chairperson of the Committee on Discipline shall preside over the hearing, taking steps to make certain that the person whose behavior is questioned has full opportunity to be heard. Admission of any person to the hearing shall be at the discretion of the Chairperson. If hearings involve more than one accused student, the Chairperson, in his or her discretion, may permit the hearings concerning each student to be conducted separately. The Committee on Discipline shall be empowered to enter executive session by its own action. It shall determine whether it is more likely than not that the accused student committed the behavior charged and what disciplinary response, if any, is appropriate. (See Section V that follows.) When possible, decisions by the Committee on Discipline shall be made by consensus. However, where consensus is not possible, decisions shall be made by vote of the majority of those Committee members present at the hearing. The decision of the Committee shall be conveyed verbally and in writing by the chairperson to the student and all persons involved.

**Step 4.** Discipline requiring action by Seminary officials shall be implemented under the authority of the President as soon as deemed appropriate after written notice of disciplinary action has been received from the Chairperson of the Committee on

Discipline. If an appeal is to be filed, then disciplinary action shall be implemented as soon as deemed appropriate after resolution of the appeal.

Note: The Dean shall have the discretion to extend the maximum time limits set forth above if it is deemed necessary to do so.

### **C. Appeal**

**Step 1.** Within two school days after receiving notice of the action of the Committee on Discipline, the disciplined student may appeal the severity of the penalty or the conclusions of the Committee on Discipline by presenting a letter to the President or his/her office setting forth the basis for the appeal. The disciplined student may also set forth any new facts not previously available or known to the student and, therefore, not considered by the Committee on Discipline.

**Step 2.** If the student appeals his/her case to the President, then it is in the President's discretion whether to pass judgment on the appeal directly or to convene the Appeal Committee. In either case, the President is the final determining authority concerning both the severity of the penalty and the conclusions of the Committee on Discipline. The President shall communicate his/her decision both verbally and in writing to the appellant. The President's decision shall become effective immediately.

**Step 3. Review:** In the event that new facts become available after discipline has been fixed, they should be presented to the President of the Seminary, who may in his/her discretion reactivate the procedure as appropriate.

### **V. DISCIPLINARY RESPONSES**

Decisions arrived at mutually by the student and the Committee on Counsel do not represent disciplinary action and are not treated under this section.

Disciplinary responses available to the Committee on Discipline are as follows:

- A. Requiring a student to enter counseling for a stated period of time, or to seek professional psychiatric assistance.
- B. Placing a student on probation for a stated period of time during which the student's behavior may be limited and/or observed.
- C. Suspending a student from occupying student housing for a stated period of time.
- D. Restricting a student from entering upon Seminary property.
- E. Suspending a student from Seminary for a stated period of time.
- F. Expelling a student and/or preventing the student from future enrollment.
- G. Including an official statement of matters handled by the Discipline Committee and its actions thereon in the student's confidential record.
- H. Filing in a sealed envelope with the Registrar an official statement of matters handled by the Committee on Discipline and its actions thereon with a note appended to the transcript: "Confidential File in Registrar's Office."
- I. Other disciplinary responses as deemed appropriate.**

The withholding or withdrawal of student aid shall not be used as a method of discipline except as the Seminary may be required so to do by governmental regulations.

**Approved by Board of Trustees acting in plenary session at the Board meeting  
5/2000**

**Modest revisions approved by the CTS faculty 5/2003**

# **POLICY ON SEXUAL AND OTHER HARASSMENT AND GUIDELINES ON CONSENSUAL RELATIONSHIPS**

The policy below was approved by the Board of Trustees acting in plenary session at the Board meeting in May 2000. It is reprinted in its entirety here.

Christian Theological Seminary takes the position that harassment absolutely will not be tolerated by the institution. CTS intends to maintain an environment free of sexual and other harassment and intimidation, including harassment based on race, color, sex (with or without sexual conduct), sexual orientation, religion, national origin, protected activity (i.e. opposition to prohibited discrimination or participation in the statutory complaint process), age, disability, or any other protected categories. It is the intent of this policy to affirmatively raise the subject of sexual and other harassment, to express strong disapproval against such actions, to identify a complaint procedure whereby employees and other members of the Seminary community have the right to raise harassment issues, to establish an investigative procedure for such alleged misconduct, and to provide for an effective and appropriate response to this type of conduct, including sanctions against anyone violating this policy. CTS is also committed to ensuring that members of its community are not subjected to harassment by non-employees or others not associated with the Seminary. Accordingly, this policy applies not only to members of the Seminary community, but to all others with whom we have a relationship.

Sexual and other harassment is a form of misconduct that undermines the integrity of the employment, academic, or other relationship that exists between members of the community. Harassment is not only offensive, but it may also harm morale and interfere with our effectiveness and our ability to fulfill our responsibilities and our mission. All individuals associated with the Seminary community must be allowed to learn, study, and work in an environment free from unsolicited and unwelcome sexual overtones and harassment in any form. Furthermore, sexual harassment is a form of sex discrimination and as such is illegal under both federal and state law.

Any faculty member, staff member, student, or trustee who engages in any conduct that constitutes sexual or other harassment or creates an offensive work or study environment will be subject to appropriate disciplinary action, up to and including termination or expulsion.

Section I	Prohibited Acts
Section II	Guidelines Concerning Consensual Sexual Relationships
Section III	Filing (Initiating) a Report or Complaint
Section IV	Investigation and Mediation
Section V	Disciplinary Procedures
Section VI	Other Considerations

## **SECTION I PROHIBITED ACTS**

No member of the Seminary community shall engage in sexual or other harassment. For the purposes of this Policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when at least one of the following exists:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, access to, or status in a course, program, or activity;
2. Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with or of creating an intimidating, hostile, or offensive environment for work or learning or participation in the community life at CTS.

Examples of prohibited verbal or physical conduct include, but are not limited to:

- a. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, participation in a course, program, or activity, grades, or letters of recommendation;
- b. Direct or indirect propositions of a sexual nature;
- c. Subtle pressure for sexual activity, an element of which may be conduct such as repeated and unwanted staring or leering;
- d. Conduct which discomforts, humiliates, and/or titillates, including one or more of the following:
  - i. personal comments of a sexual nature; or
  - ii. sexually explicit statements, questions, jokes, or anecdotes (or such activities involving any other protected category); or
  - iii. possession, display, or distribution of photographs, drawings, objects, or graffiti of a sexual nature (or relating to any other protected category).
- e. Conduct that would ordinarily discomfort or humiliate a person at whom the conduct is directed, including one or more of the following:
  - i. unwanted or unnecessary touching, patting, hugging, or brushing against a person's body;
  - ii. remarks of an implicit or explicit sexual nature about a person's clothing or body;
  - iii. remarks about sexual activity or speculation about any person's sexual experience;
  - iv. subtle pressure for sexual activity;
  - v. explicit demands for sexual favors, whether or not accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment status;
  - vi. offensive sexual flirtations, advances or propositions; or
  - vii. any other offensive, hostile, intimidating, or abusive conduct of a sexual nature, or based on any other protected category.

## **SECTION II. GUIDELINES CONCERNING CONSENSUAL SEXUAL RELATIONSHIPS**

The Seminary affirms and supports loyalty and fidelity to authentic covenantal relationships, including the covenant of marriage.

Seemingly consensual relationships between faculty and students are almost always coercive because of the nature of the relationship. Similarly, seemingly consensual relationships between supervisor and supervisee are frequently coercive. When such relationships deteriorate, the parties have difficulty continuing to work together. Such circumstances cause problems for the individuals personally, professionally, and educationally and damage the institution. For those reasons, the Seminary discourages such relationships and encourages any individual to use the complaint procedure below if such a relationship - present or past - is affecting the individual's work or study.

## **SECTION III. FILING (INITIATING) A REPORT OR COMPLAINT**

### **A. General Statement**

CTS has adopted a reporting and complaint procedure that assures a prompt, thorough, and impartial investigation of all reports and complaints, followed by swift and appropriate corrective action where warranted. We encourage employees and other members of the Seminary community to report harassment and other inappropriate conduct before it becomes severe or pervasive. While not all incidents of harassment violate the law, we intend to prevent and correct harassment and other inappropriate conduct before it rises to the level of a violation of law.

## B. Responsibility

1. Anyone who believes he or she is being subjected to sexual or any form of harassment is encouraged to report the matter. We encourage members of the community to report harassment and other inappropriate conduct before it becomes severe and pervasive.
2. Any person knowing of or suspecting violations of the Seminary anti-harassment policy is encouraged to report the matter.
3. Any supervisor, administrator, or faculty who knows or suspects a violation of this policy is required to report that conduct.

## C. Filing (Initiating) a Report or Complaint

1. The President's Office will publish annually a list of CTS persons authorized and trained to receive reports and mediate complaints of sexual or other forms of harassment. These persons shall be referred to as Investigator/Mediators. This list is posted in the administrative bulletin board area in Town Square.
2. Any person who believes that he or she has been a victim of some form of sexual or other harassment or other inappropriate conduct or behavior should report the incident immediately, either orally or in writing, to any Investigator/Mediator.
3. All faculty members and individuals in supervisory or management positions are held accountable for the effective administration of this Policy. If one of these individuals is advised of any alleged violation of this Policy, or if he/she independently observes conduct which may be prohibited by this policy, he/she must immediately report the matter to an Investigator/Mediator so that an appropriate investigation can be initiated.

## **SECTION IV. INVESTIGATION AND MEDIATION**

1. Each allegation of harassment will be promptly investigated. Investigations will be designed to protect the privacy of the parties concerned to the highest degree possible and appropriate, while ensuring the responsible adjudication of the complaint.
2. The primary Investigator/Mediator has responsibility and authority to conduct an investigation to determine the basic facts of the situation.
3. Under no circumstances will any Investigator/Mediator (or any other person with investigatory responsibility under this Policy) be subject to the supervisory authority of the individual whose conduct is being investigated.
4. The primary Investigator/Mediator has responsibility and authority to negotiate a possible resolution of the complaint or recommend disciplinary actions in consultation with the Anti-Harassment Board.
5. The Anti-Harassment Board will be comprised of the Investigator/ Mediators appointed by the President and will be chaired by the Dean/Vice President. The Board will ensure accountability of the primary Investigator/Mediator, will take care to note recurrences, and will consult on the course of investigations and determinations.
6. Both the complainant and the accused will be promptly notified in writing as to the determination of the investigation proceedings.

## **SECTION V. DISCIPLINARY PROCEDURES**

1. If, in the judgment of the Investigator/Mediator, the evidence shows that the complaint is justified and cannot be satisfactorily negotiated, then the Investigator/Mediator, in consultation with the Anti-Harassment Board, will recommend to the appropriate Seminary official that formal disciplinary action be undertaken.
2. Procedures for formal disciplinary action are specified in the following Seminary policy documents:
  - a. for faculty, in the Policy Statement on Faculty Relationships;

- b. for staff, in the Christian Theological Seminary Handbook for Employees (Section 3.26);
  - c. for students, in the Principles and Procedures for Guidance and Discipline of Seminary Students.
  - d. for trustees, the President and the Trustee Executive Committee will determine appropriate procedures case by case.
3. If, following a complaint of harassment, an investigation reveals that some act of harassment has occurred, the person who has violated the above-described prohibition of harassment will be subject to sanctions or penalties. The sanction or penalty administered under this policy will depend on all circumstances, including the offending individual's prior work, academic, or other record and the specifics regarding the nature of the violation. It should be understood that suspension and/or termination of employment (or suspension or expulsion, if a student) may very well be the penalty administered to persons who violate this policy. If the offender is not a CTS employee, we will take reasonable measures to the extent we can exercise any control over the problem.

## **SECTION VI. OTHER CONSIDERATIONS**

1. It is against Seminary policy to discriminate, retaliate, or threaten to retaliate against any person who has made a report or filed a complaint concerning sexual or other harassment or who has testified, assisted, or participated in any manner in an investigation concerning sexual or other harassment. Violations of this policy will be dealt with harshly.
2. Intentional withholding of pertinent information or misrepresentation endangers the Seminary's ability to deal with a complaint. It is, therefore, assumed that any member of the Seminary community will be fully truthful when called upon to participate in an investigation, proceeding, or hearing.

## **CTS COMPUTER USAGE POLICIES**

### **INTERNET/E-MAIL POLICY**

As computer and communications technological advances are made, we will have to remain vigilant regarding the integrity and proper use of those systems. Electronic mail, or E-mail, can greatly enhance the quality and efficiency of communication at CTS. However, E-mail can also be misused, with potentially serious consequences for both CTS and the E-mail user. You should respect the rights and sensitivities of recipients and potential recipients or viewers of communications you send.

Data, information, messages, or communications that are transmitted or stored on our computer system, including E-Mail, are CTS records and property. We assume that everyone realizes that our system allows messages, once transmitted, to be printed, forwarded, or disclosed by the receiving party without the consent or knowledge of the original sender of the message. Therefore students should always use care in addressing any message to make sure that it is not inadvertently sent to the wrong party. This is not only important with regard to internal messages, but is equally important with respect to messages sent via the Internet. All students should bear in mind that the internal and external E-Mail systems are to be used for CTS purposes only and that messages sent by students may be accessed by CTS in the ordinary course of its business at any time without notice. Students are expressly prohibited from sending any messages or materials containing obscene, profane, lewd, derogatory, or otherwise potentially offensive language or images. The use of material containing racial, sexual, or similar comments or jokes is forbidden.

### **ELECTRONIC COMMUNICATION SYSTEMS GUIDELINES:**

- Foul, inappropriate, or offensive messages, including racial or sexual slurs, shall be prohibited.
- Electronic communication networks shall not be used to solicit outside business ventures

- Electronic communication shall not be used to promote outside political, religious, or social causes.
- Employees shall not use unauthorized codes or passwords to gain access to others' files.
- Electronic communications shall not be used for non-business-related communications, except for brief communications between staff members.
- Abuse of the electronic communications policy will subject to academic discipline.

Access to the Internet is a privilege which may be revoked by CTS at any time and for any reason. CTS reserves all rights to any material stored in files which are generally accessible to others and will remove any material which CTS, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students may not use CTS resources to obtain, view, download, or otherwise gain access to, distribute, or transmit such materials.

**All students must observe the following in accessing the Internet:**

The Internet may be used only in connection with the academic and business purposes of CTS. Examples of inappropriate Internet uses include, but are not limited to, any traffic that violates state and/or federal laws, any traffic that violates a copyright, trade secrets, or other intellectual property right, any traffic that is unethical in nature, the distribution of unsolicited advertising, propagation of computer worms and/or viruses, distribution of chain letters, attempts to make unauthorized entry to another network node, receipt or transmission of pornography, or use for recreational games.

Students may not disrupt the operation of CTS's network through abuse of or by vandalizing, damaging, or disabling the hardware or software.

This policy is exceedingly important and, as is true of other CTS policies, any violation may result in discipline, regardless of the date of discovery.

## **CTS COMPUTER USAGE POLICY**

### **INTRODUCTION**

This document constitutes the CTS policy for the management of computer networks, personal computers and the resources made available thereby. The policy reflects the ethical principles of the CTS community and indicates, in general, the privileges and responsibilities of those using CTS computing resources.

### **ACCEPTABLE USE**

CTS computing resources are to be used exclusively to advance CTS' mission as it relates to education, research, and public service. Faculty, staff, and students may use them only for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with CTS, and other CTS-sanctioned or authorized activities. The use of CTS computing resources for commercial purposes including any sort of solicitation is prohibited, absent prior written permission of the office of the President.

CTS acknowledges that occasionally faculty, staff, and students use CTS computing resources assigned to them or to which they are granted access for non-commercial, personal use. Such occasional non-commercial uses are permitted by faculty, staff, and students, if they are not excessive, do not interfere with the performance of any faculty, staff member, or student's duties, do not interfere with the efficient operation of CTS or its computing resources, and are not otherwise prohibited by this policy or any other CTS policy or directive. Decisions as to whether a particular use of computing resources conforms with this policy shall be made by the President if the use involves faculty or student academic matters, if the use involves non-academic student use, and if the use involves administrators or staff.

## **IMPERMISSIBLE USE**

Computing resources may only be used for legal purposes and may not be used for any of the following purposes or any other purpose which is illegal, immoral, unethical, dishonest, damaging to the reputation of CTS, inconsistent with the mission of CTS, or likely to subject the CTS to liability. Impermissible uses (some of which may also constitute illegal uses) include, but are not limited to, the following:

1. Harassment
2. Libel or slander
3. Fraud or misrepresentation
4. Destruction of or damage to equipment, software, or data belonging to CTS or others
5. Disruption or unauthorized monitoring of electronic communications
6. Unauthorized copying or transmission of copyright-protected material
7. Use of CTS's trademarks, logos, insignia, or copyrights without prior approval
8. Violation of computer system security
9. Unauthorized use of computer accounts, access codes (including passwords), or network identification numbers (including e-mail addresses) assigned to others
10. Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, and so forth)
11. Development or use of unapproved mailing lists
12. Use of computing facilities for private business purposes unrelated to the mission of CTS or to CTS life
13. Use of computing facilities for outside political, religious or social causes.
14. Academic dishonesty
15. Academic Honor Code violations
16. Violation of software license agreements
17. Violation of network usage policies and regulations
18. Violation of privacy
19. Posting or sending obscene, pornographic, sexually explicit, or offensive material
20. Posting or sending material that is contrary to the mission or values of CTS
21. Intentional or negligent distribution of computer viruses
22. Gambling or the securing of material for the purpose of gambling

## **COOPERATIVE USE**

Computing resource users can facilitate computing at CTS in many ways. Collegiality demands the practice of cooperative computing. It requires:

1. Regular deletion of unneeded files from one's accounts on shared computing resources
2. Regular deletion of old e-mail messages.
3. Refraining from use of sounds and visuals which might be disruptive or offensive to others
4. Refraining from use of any computing resource in an irresponsible manner
5. Refraining from unauthorized use of departmental or individual computing resources

## **GENERAL POLICIES**

Computer use has become an integral part of many CTS activities. While much computing occurs on individual computing resources, most information and communication systems reside on the central network. Distributed resources, such as computer clusters, provide additional computing tools. Procedures for gaining access to and making optimal use of these resources are available to users with permission from the Director of Information Services.

CTS will support Microsoft PC based computers. Our network cannot support Macintosh or Mac clones or other non-compatible systems.

CTS will not provide financial assistance to faculty and staff for home computer systems. The Seminary's information technology people may be contacted to assist with home computers but the Seminary will not be responsible for remuneration of their services or any equipment necessary for the upkeep of home computers.

## **RESPONSIBILITIES OF USERS**

The user is responsible for correct and sufficient use of the tools available for maintaining the security of information stored on each computer system. The following precautions are strongly recommended:

1. Computer accounts, passwords, and other types of authorization that are assigned to individual users should not be shared with others.
2. The user should assign an obscure account password and change it frequently.
3. The user should understand the level of protection each computer system automatically applies to files and supplement it, if necessary, for sensitive or confidential information.
4. The computer user should be aware of computer viruses and other destructive computer programs, and take steps to avoid being a victim or unwitting distributor of these processes.
5. Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user.
6. The computer user should consider whether information distributed using CTS resources should be protected from unauthorized use by the use of copyright notices or by the restriction of distribution of certain materials to the CTS users. Information regarding copyright may be obtained from the CTS Communications Office.
7. Information regarding restriction of distribution of materials may be obtained from the CTS Communications Office.

## **SECURITY**

CTS will assume that users are aware that electronic files are not necessarily secure.

Users of electronic mail systems should be aware that electronic mail in its present form is generally not secured and is extremely vulnerable to unauthorized access and modification. Levels of obtainable security will vary depending upon the system involved.

## **PRIVACY AND CONFIDENTIALITY**

CTS reserves the right to inspect and examine any CTS owned or operated communications system, computing resource, and/or files or information contained therein at any time.

When sources outside CTS request an inspection and/or examination of any CTS owned or operated communications system, computing resource, and/or files or information contained therein, CTS will treat information as confidential unless any one or more of the following conditions exist:

1. When approved by the appropriate CTS official(s) or the head of the Department to which the request is directed
2. When authorized by the owner(s) of the information
3. When required by federal, state, or local law
4. When required by a valid subpoena or court order

*Note:* When notice is required by law, court order, or subpoena, computer users will receive prior notice of such disclosures (viewing information in the course of normal system maintenance does not constitute disclosure).

## **SANCTIONS**

Violations of this Policy shall subject users to the regular disciplinary processes and procedures of CTS for students, staff, administrators, and faculty and may result in loss of their computing privileges. Illegal acts involving CTS computing resources may also subject violators to prosecution by local, state, and/or federal authorities.

## **CTS WEB PAGES**

### **OFFICIAL WEB PAGES**

The content and appearance of the official Seminary web pages will be under the editorial control of the Office of Seminary Advancement. The official site will provide a link to the Faculty and Staff pages.

### **FACULTY AND STAFF WEB PAGES**

CTS recognizes the value and potential of personal publishing on the Internet, and so allows and encourages faculty and staff to experiment with producing Web pages related to their professional work. Faculty and staff will be provided reasonable space for these web pages. The faculty and staff web pages will be loaded onto the server designated Seminary personnel to assure the technical integrity of the site. The content of faculty and staff Web Pages shall be the sole responsibility of the authors of such pages and The Seminary shall not be responsible for faculty or staff pages, the contents of such pages, or any pages that can be reached or “linked to” from faculty and staff Web Pages. It is the creator’s responsibility to obtain any necessary copyright permission(s) for content incorporated in the web pages, including photographs, illustrations, graphic images and writings created by others.

The Seminary may monitor the web pages as necessary to ensure that such pages comply with federal, state, and local laws and Seminary policy. The Seminary reserves the right to modify or remove web pages without notice or consent at its sole discretion when the Seminary believes a violation of law or Seminary policy has taken place, when computer maintenance or operational concerns require such action, or for any other reason.

All faculty and staff pages will include the following footer:

Faculty or Staff page of [Christian Theological Seminary](#)

Last updates: day, month, and four-digit year

Send comments to: [Your\\_username@cts.edu](mailto:Your_username@cts.edu)

Copyright: Year [name of author]

Faculty and Staff Web Pages may not contain the following materials:

- Copyright: Materials that are owned by others may not be placed on publicly accessible Web pages without the expressed written permission of the owner. Materials downloaded from the Internet are generally not in the public domain.
- Commercial Activities: No employee may use the CTS web site for profit-making ventures
- Privacy: Pictures, video, audio, personal information, names, or any other rendered likeness of or about a person or persons may not be placed on pages without the subject(s)’s expressed permission.
- Inappropriate Materials: Material that is offensive, libelous, or harassing in nature or that violates any federal, state, or local law may not be included on web pages. Furthermore, any material that violates Seminary policy (including policies on discrimination and harassment) or in any other way is contrary to the Seminary’s mission is prohibited. The Seminary may notify the author from time to time of materials that the Seminary deems, at its sole discretion, to be inappropriate or may remove such materials from the web site without notice.

- CTS Name and Logo: The Seminary's name and logo may not be used in ways that imply endorsement of personal views or of external organizations, their products, or services.
- Network Degradation: Pages with unusually large graphics or which generate network traffic to a degree that deprives other users of their legitimate use of Seminary resources or impedes the efficient operation of the network may be removed.
- Computer Code Restrictions: The Seminary may also restrict the use of particular forms of client-side or server-side scripts, mobile codes, applets, or other computer codes that may pose a security risk or may create an adverse effect upon Seminary computer resources.

Failure to abide by the above policy regarding restricted content, or in any other way with this policy, may result in revocation of computing and network privileges and/or disciplinary action, including termination.

**INDEMNIFICATION**: The Author of faculty or staff web pages, in consideration for computing resources provided by the Seminary (and in consideration for the Author's continued employment by the Seminary) hereby agrees to indemnify, defend, and hold harmless Christian Theological Seminary, its officers, directors, subsidiaries, affiliates, successors, and assigns from all actions, claims, demands, liabilities, costs or damages resulting from the content of the web sites or pages controlled, maintained, and/or created by the Author.

## **INTRANET SITE**

An additional password protected site will be developed with access for only students, faculty, and staff. This will be used:

- To distribute copyrighted materials distributed under "fair use" provisions of the copyright law or Seminary software site-licenses or bulk licenses. The "fair use" doctrine of U.S. Copyright law is complex and depends upon an analysis of the entire circumstances surrounding the copying. Software licenses also vary greatly as to how site-licensed software may be distributed. If you have any doubts as to whether material to be posted on any Seminary web site is a "fair use" under copyright law or whether software to be posted complies with the requirements of its software license, contact the Director of Information Services to obtain approval for such postings.
- For course related materials which faculty members do not want to be made public,
- For internal CTS communication.

## **PRIVACY POLICY**

If any web page or web site is created that collects personally identifiable information from third parties the web page should prominently disclose the site's Privacy Policy. This Policy should detail:

- what personally identifiable information is collected
- what organization is collecting the personal information
- how the personal information is used
- with whom the personal information may be shared
- information regarding how an individual may correct or restrict the collection or distribution of personal information
- the nature of security procedures in place to protect against the loss, misuse or alteration of personal information

For assistance in drafting such a policy, contact the Executive Administrator to the President.

## **FERPA ANNUAL NOTIFICATION**

Christian Theological Seminary (the “Seminary”) recognizes and acts in full compliance with the Family Educational Rights and Privacy Act of 1974 (“FERPA”). FERPA was designed to:

1. Protect the confidentiality of student education records;
2. Guarantee access to certain education records;
3. Regulate disclosure of information from certain student education files; and
4. Provide students with the opportunity to correct or to amend records and to add explanatory statements.

This policy is established with the intent to satisfy the requirements of FERPA and its regulations regarding education records, as that term is described and interpreted in those authorities.

### **NOTIFICATION OF RIGHTS**

The Seminary shall notify annually each student of his or her rights under FERPA. This notification will be implemented by providing any or all of the following: (1) notice of this policy upon registration for classes; (2) notice of this policy by making the policy generally available to students.

Subject to FERPA limitations and in accordance with FERPA requirements, a Seminary student shall have the right to:

1. Inspect and review the student’s education records;
2. Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA and its regulations authorize disclosure without consent;
4. File complaints with the United States Department of Education concerning alleged failures by the Seminary to comply with the requirements of FERPA and its regulations; and
5. Obtain a copy of the Seminary’s policy adopted under FERPA regulations.

### **GENERAL POLICY**

Except under conditions permitted by FERPA or its regulations, the Seminary shall not release from a student’s education records personally identifiable information about the student to any person, agency, or institution, other than the student, in the absence of a signed and dated written consent of the student. The written consent must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or the class of parties to whom disclosure may be made.

FERPA does permit the Seminary to release, without student consent, certain directory information. Christian Theological Seminary hereby designates the following categories of student information as directory information to be released upon request without student consent, unless we are notified otherwise from the individual student in writing.

**Category 1:** Information published in the annual community directory:

- Name
- Spouse/partner name
- Religious affiliation
- Home address
- Home phone number
- Work phone number
- CTS E-mail address
- Home e-mail address
- Mailbox number
- Degree program
- Photograph

**Category 2:** Information **NOT** published in the annual community directory but available for use and release at the discretion of the Seminary.

- Dates of enrollment
- Degrees earned
- CTS honor & awards (including scholarship)
- Congregation
- Hometown/country
- Citizenship
- Employer
- Position title

In addition, there may be occasions when a student might be photographed, taped or videotaped during a CTS-sponsored activity. By not signing the request for non-disclosure form, the student gives CTS permission to use his/her name and/or photograph for reproduction in any medium for purpose of advertising, trade, display, exhibition, or editorial use during and after his/her enrollment at CTS.

Students may refuse disclosure of directory information by signing the FERPA non-disclosure form within the first two weeks of the fall semester, or the first semester the student is in attendance. A new request to withhold information must be filed annually.

**If a student does not file a request for non-disclosure of directory information, the Seminary assumes that the student approves of the disclosure of such information. Students will be automatically listed in the Community Directory unless they specifically request non-disclosure.**

Christian Theological Seminary uses discretion in releasing student information, but does provide lists of students to denominational bodies, commencement photographers, etc.

A student may request in writing that any or all such directory information not be released without prior written consent. Unless so requested within thirty (30) days of receipt of notice of this procedure, the Seminary reserves the right to use and to disclose any or all of the above directory information at its discretion.

The seminary may also release certain student education information, in addition to directory information, under conditions authorized by FERPA and its regulations. For example, and without limitation, the Seminary has a policy of releasing personally identifiable student information to certain Seminary officials (persons involved in the operation, management, or programs of the Seminary), including teachers and faculty members, who the Seminary determines to have a legitimate educational interest in the information. Under this policy, those individuals with a legitimate educational interest in personally identifiable student education information are determined under the following criteria: those having a direct teaching, administrative or guidance relationship with or responsibility for the student, or those participating in an administrative procedure, academic program, or development (personal, spiritual, or otherwise) activity involving the student. The Seminary considers legitimate educational interest to be any teaching, administrative, guidance, academic, personal development, spiritual, or similar interest in a student as a member of the Seminary community.

## **GUIDELINES FOR TERM PAPERS**

Every student who enrolls at Christian Theological Seminary will be required to do considerable theological research and reflection, much of which will be submitted in written form. There is no guarantee that a term paper submitted in proper form will save a poor paper; neither is there any guarantee that poor form will ruin a good paper. There does, however, seem to be some correlation between excellence of form and excellence of presentation. In order to submit papers in proper form, the following guidelines are suggested:

### **SPACING**

Double-space the text of the paper. Direct quotations of two or more sentences or more than three lines in length should be single-spaced and blocked in to a margin of four spaces on the left side of the text.

## **MARGINS**

The margin on the left side of the page should be 1½". Margins on the other three sides should be 1". The first page of the paper and subsequent main divisions should have a 2" margin at the top.

## **INDENTATIONS**

Paragraphs should be indented six spaces for the text. Paragraphs within a direct quote should be indented four spaces from the body of the quotation.

## **CORRECTIONS**

Do not turn in a photocopy as the original. Typewritten (rather than computer generated) papers should be corrected using correcting paper or liquid paper. Do not make corrections in pencil. Do not strike over mistakes.

## **PROOFREADING**

It may take a little extra time to proofread the paper, but even the best typists make mistakes. Proofread one time for content only; proofread again for typographical errors.

## **QUOTATIONS**

All term papers are to be your original work. It is not original if you type what others have written and use connecting phrases to tie it all together. Good research will naturally involve consulting others to discover what has been written and to assist you in the development of your own ideas on the subject. If the exact words of someone else are essential to the thrust of your paper, this constitutes a direct quotation and must be noted by the use of quotation marks to avoid plagiarism. When the ideas of another person are incorporated into your paper and you have either paraphrased or summarized that person's material, it is known as an indirect quotation and must be footnoted to avoid plagiarism. (See the CTS "Policy on Cheating and Plagiarism.")

## **NOTES**

There are two kinds of notes -- content and reference. Content notes provide incidental comments upon, amplify, or explain the text but are disruptive to the flow of the paper. These notes should be placed at the bottom of the page. Reference notes cite the authority for statements in the text and acknowledge the source of the information. Information used directly or indirectly must be acknowledged.

Term papers submitted as part of the requirements for a class may use the following form for acknowledging borrowed material within the text of the paper -- set in parentheses the author's last name, the date of the material used, and the page number. Footnotes may still be used with this method of citation to provide information not relevant to the body of the paper but may be helpful as background.

## **BIBLIOGRAPHY**

Sources used in the preparation of the paper should be listed at the conclusion of the paper in a bibliography. Include materials quoted as well as those consulted (though not quoted) if they were important in the development of the paper. All materials should be arranged alphabetically by the last name of the authors. If more than one work is used by the same author, arrange them chronologically by date of publication.

## **TITLE PAGE**

Each term paper should have a title page providing the following: title of paper, name of student, professor and course title for which the paper is being submitted, date, name of the Seminary, and student mailbox number.

## **CONTENTS, ILLUSTRATIONS, ETC.**

If the paper contains chapters, charts, illustrations, or other divisions or explanatory material, a preliminary page should be provided listing them and the page number for the explanatory material or the beginning of the chapters. For spacing and format consult John L. Sayre, *A Manual of Forms for Term Papers and Theses*, 4th ed. rev. (Enid, Oklahoma: Seminary Press,

1979). For basic reference to form, footnotes and bibliography, great use can be made of Kate L. Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations*, 6th edition, 1996.

## **INCLUSIVE LANGUAGE**

Except when quoting from other writings, writers of papers are urged to use inclusive language. For example, generic language phrased in sex-specific terms and the use of gender designations for inanimate objects should be avoided (e.g. "brother" when the meaning is human being or person; "her" as the pronoun for an inanimate object). Language for "God" should be selected with great care so that the metaphors and grammatical forms are faithful to the biblical revelation of God whose being transcends titles, names and metaphors. The following may be helpful guides: Keith Watkins, *Faithful and Fair*, (Nashville, TN: Abingdon Press, ©1981) and "Inclusive Language Guidelines for Use and Study in the United Church of Christ," June 1980, United Church of Christ Leadership Resources, P.O. Box 179, St. Louis, MO, 63166.

## **POLICY ON CHEATING AND PLAGIARISM**

### Definition with Theological Rationale

Christian Theological Seminary is committed to critical theological reflection and ministerial practice in accord with rigorous standards of academic and ministerial integrity. We uphold with the apostle Paul the claim that all persons called to leadership in the Church are gifted by God "for building up the body of Christ" (Eph. 4:12b, NRSV), and as such, do their work in and for the community of faith rather than for personal gain or acclamation. We recognize and celebrate our dependence on the ideas and actions of others as insights and models for our own thinking and service, and demonstrate our hospitality to others and our thankfulness for their contributions by establishing and adhering to the following policy regarding plagiarism and cheating.

"Plagiarism is the failure to distinguish the student's own words and ideas from those of a source the student has consulted. Ideas derived from another, whether presented as exact words, a paraphrase, a summary, or quoted phrase, must always be appropriately referenced to the source, whether the source is printed, electronic, or spoken. Whenever exact words are used, quotations marks or an indented block indicator of a quotation must be used, together with the proper citation in a style required by the professor."<sup>1</sup> Students must also use proper attribution with artistic media (images, music, website elements, etc.) and attend to all copyright restrictions on the use of such media.

"Students should realize that an act of plagiarism may include some degree of premeditation or may be the result of carelessness or ignorance of acceptable forms of citation; the act is plagiarism in any case and is a violation of the [Seminary's policy]. Students, therefore, must be conscious of their responsibilities as scholars under the [policy], to learn to discern what is included in plagiarism...and must know and practice the specifications for citations in scholarly work."<sup>2</sup> Students should also understand that the Seminary views plagiarism as more than an issue of academic standards; it is an ethical violation that raises questions about their fitness for ministry.

"Cheating includes the use of unauthorized aids (such as crib sheets, discarded computer programs, the aid of another person on a take-home exam, etc); copying from another student's work; soliciting, giving, and/or receiving unauthorized aid orally or in writing; or similar action contrary to the principles of academic honesty." It also includes "[s]ubmission of work prepared for another course without specific prior authorization of the instructors in both courses" or "[u]se of texts or papers prepared by commercial or noncommercial agents and submitted as a student's own work."<sup>3</sup>

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1 Robert A. Harris, *The Plagiarism Handbook* (Los Angeles: Pycrczak Publishing, 2001), p. 132.

2 Vanderbilt University Student Handbook, as cited February 22, 2004 on their web site, [http://www.vanderbilt.edu/student\\_handbook/Honor\\_System.htm](http://www.vanderbilt.edu/student_handbook/Honor_System.htm).

3 Ibid

Appropriate collaboration “may include the sharing of research sources (book titles, URLs, journal articles, and so forth), brainstorming and sharing of ideas, and peer editing of drafts. [It] shall not include writing sections of a draft for another student, writing a paper together, or lending an electronic copy of a paper or draft to another student”<sup>4</sup> unless an assignment is clearly designated a joint project requiring a joint submission of work.

Submitting an assignment with your name attached “has several implications. First, it declares that you are the true author of all the words in the paper, except those that you have clearly indicated as quotations, Second, you assert that your ideas are presented within, and that when you have built upon the ideas of others, you have honored them with due credit in a citation. And finally, you take full responsibility for the accuracy of the text. The implication is that you have proofread the paper carefully and that every mark – present or absent – represents your intention.”<sup>5</sup>

### Policy Enforcement Elements

All students will sign a document pledging academic integrity prior to participation in academic coursework. This document would contain the full version of the Seminary’s policy on cheating and plagiarism and would ask the student to attest that they have read the policy and will abide by it. Education about the policy will be included in new student orientation, reproduced and disseminated in the student handbook, and posted on the CTS web site.

All instances of cheating and/or plagiarism must be reported to the Academic Dean, who will maintain a file documenting such reports separate from individual student files. “Any plagiarized work, or any work on which a student has been known to cheat, will be graded ‘F’.”<sup>6</sup> However, at the instructor’s discretion, students may be allowed to resubmit an assignment for a lower grade if it is the student’s first violation of the policy. (The instructor must check with the Dean’s office to determine if the student has been in violation of the policy in another course, and thus is not eligible for this act of grace.) The Dean’s record of a student’s first offense will be destroyed once a student has graduated.

Should a student violate the policy a second or subsequent time (either in the same course or a different course), the student and instructor shall meet with the Dean (or, if the Dean is the instructor, with the Chair of the Academic Council) to discuss the violation and determine an appropriate course of action, which will be noted in the student’s file and may become part of the student’s permanent academic record. The burden falls to the student to demonstrate why what he or she did does not constitute plagiarism or cheating under the Seminary policy. Potential consequences in those cases where the Dean determines “there is sufficient evidence to sustain a charge of academic dishonesty”<sup>7</sup> may include (alone or in combination):

- Receipt of an “F” on the assignment;
- Failure of the course;
- Academic probation;
- Academic suspension; and/or
- Dismissal from the Seminary.

The decision of the Academic Dean (or the Chair of the Academic Council in cases where the Dean is the instructor) regarding the sufficiency of the charges of plagiarism and/or cheating and the appropriate penalty is final. However, a student who believes the Seminary’s policy has not been properly followed may appeal the process in writing to the Committee on Discipline, who (the Dean having recused her/himself) will review the student’s appeal and determine whether to investigate further. The Committee may refuse to hear an appeal if it determines on initial review that the appeal has no procedural merit. If the Committee upholds the student’s appeal, the matter will be returned to the Dean (or the Chair of the Academic Council) for proper adjudication of the matter in accord with the Seminary’s policy.

Policy revised, Spring 2004

4 Harris, p. 136.

5 Ibid.

6 Previous CTS policy.

7 Lancaster Theological Seminary, 2001-02 Student Handbook, p. 18.

# STUDENT BACKGROUND INVESTIGATION POLICY

March 24, 2008

To protect the safety and interests of the Seminary and its constituents, Christian Theological Seminary (“CTS”) shall conduct pre-matriculation background investigations of all students accepted into degree programs (the “Programs”).

The term “background investigations” shall include any activities or research relevant to determining a candidate’s suitability for participation in the Programs and may include “consumer reports” or “investigative consumer reports” as defined in the Fair Credit Reporting Act. Investigative activities may include, but shall not be limited to, conducting reference checks, verifying academic or employment records, conducting criminal conviction investigations, and conducting personal interviews with references and others identified by CTS.

Background investigations shall be conducted in cooperation with an outside vendor. Admission of students to degree programs shall be contingent upon obtaining results satisfactory to CTS from the background investigation process. CTS shall comply with and observe all federal and state laws, and its own policies, with respect to maintaining the confidentiality of student records, including the results of background investigations.

All applicants for admission to degree programs shall be subject to background investigations. For a student’s application to be considered, the applicant shall authorize CTS (by completing and submitting the appropriate Disclosure and Authorization Form) to conduct such background investigations as deemed necessary by CTS based on the Program to which the student has applied. The Disclosure and Authorization Form shall include, as an attachment, a Summary of Rights under the Fair Credit Reporting Act.

Applicants shall be asked in admissions materials specifically to disclose prior disciplinary, criminal, military, and enrollment history. In addition, Applicants shall be required to report to CTS all disciplinary, criminal, military, and enrollment history that occurs between the date of application to CTS and the date of enrollment. Failure to provide complete and accurate information will constitute grounds for immediate denial of admission, withdrawal of admission, and/or withdrawal of enrollment.

The Academic Dean, along with the appropriate Program directors, shall determine the background investigations to be conducted based upon the duties and responsibilities of the Program for which the student has applied. Background investigations may include, but shall not be limited to, any combination of the following screenings:

- Motor Vehicle Records Search
- Drug and Alcohol Testing
- Education & Professional Credentials Verification
- Federal Criminal Record Search
- Social Security Number Trace
- Employment and/or Personal Reference Check
- Limited Criminal History Search
- Credit History Report
- County Criminal Record Search
- Personal Interviews with references and other individuals of CTS's choosing

The Academic Dean shall review the results of the background investigations in relation to the Program under consideration. Any report provided by a third party investigator shall be provided immediately to the student and shall be accompanied by a Summary of Rights under the Fair Credit Reporting Act. A conviction for a felony or misdemeanor, by itself, may not disqualify an applicant from admission to the Programs, but will be considered. All other information known or discovered regarding the applicant shall be considered.

If a decision regarding admission to a Program requires additional review, the Academic Dean shall consult with the Program director, the Director of Field Education, the Associate Director of Field Education, the Counseling Center Clinic Director, the Seminary President, and/or the Seminary's legal counsel as appropriate.

Criminal convictions shall be reviewed and, in CTS's sole discretion, may result in rescission of admission based upon the following considerations:

1. Nature, seriousness, and date(s) of occurrence of the convictions(s);
2. Relevance of conviction(s) or violation(s) to position;
3. Number of convictions or violations; and
4. Rehabilitation

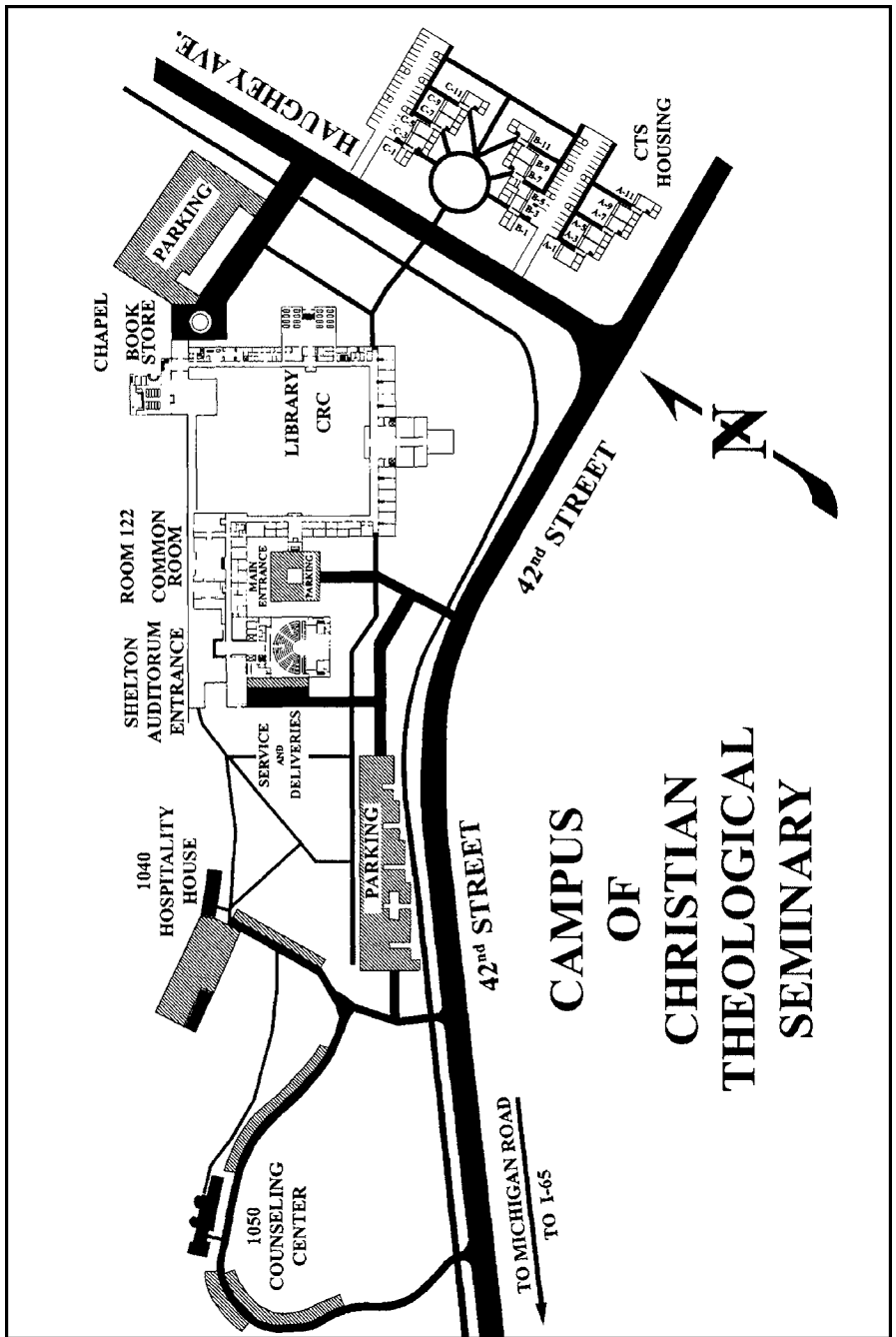
A conditional offer of admission may be extended pending the satisfactory results of the background investigation process. However, if a conditional offer is extended prior to receipt of final background investigation results, the conditional admission offer shall be contingent upon receipt by CTS of final results of a background investigation which are acceptable to the Seminary.

Following the background investigation, if CTS decides to continue with the admission process, the Academic Dean shall notify the Student Services Office. If adverse action is intended based upon the background investigation report, the Academic Dean shall so advise the Student Services Office and shall send the candidate a *Pre-Adverse Action* letter regarding the background investigation results. The Academic Dean shall provide the Applicant with the opportunity to explain or challenge the report before a final adverse admission decision is made.

In the event a decision is made to make a final adverse admission decision the Associate Dean for Student Services (i) shall send the candidate an *Adverse Action* letter informing the candidate of the final admission decision and (ii) shall provide the candidate another copy of this policy.

The final determination regarding the candidate's admission shall be made by the Academic Dean, in consultation with the Program director(s), the Director of Field Education, the Counseling Center Clinic Director and/or the Seminary President.

Any identified misrepresentation, falsification, or material omission of information from the Program application discovered during the admission process or after matriculation, may exclude the applicant from consideration for the Program or result in withdrawal of the conditional offer of admission or termination of enrollment.



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