

Online Master of Arts
in Christian Ministries
Student Handbook



School of Theology

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Introduction

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

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

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

— *David L. Sebastian, Dean, Anderson University School of Theology*

OUR COMMITMENT TO YOU ...

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

AND YOUR AGREEMENT WITH US

If admitted to Anderson University School of Theology, I will:

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

Policies

ADMISSIONS

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

A student admitted on a provisional basis must meet the standards established by the Admissions and Academic Standards Committee.

ADVISING PROCESS

The director of distance education is the academic adviser for all Online Master of Arts in Christian Ministries degree students. This faculty adviser assists in immediate and long-range course planning and approves class schedules for each semester or term.

CONTINUATION POLICY

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

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

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

- A. Each student whose grade point average falls below the required 2.5 in any given semester will:
 1. Be notified by the dean of the School of Theology.
 2. Consult with their faculty adviser to discuss academic progress.
 3. Be expected to modify their academic program the following semester in light of faculty counsel.
- B. Each student whose cumulative grade point average falls below the required 2.5 will:
 1. Be notified by the dean of the School of Theology.
 2. Consult with their faculty adviser to discuss academic progress.
 3. Develop a written plan for improvement of academic status during the next semester. The plan must include course load, specific courses to be taken, and other pertinent information.

C. Continuation process:

1. All students submitting plans judged by the Admissions and Academic Standards Committee to be acceptable shall have their academic progress monitored by their faculty adviser to insure that the proposed plan is followed.
2. Students who have developed and submitted an acceptable plan for improvement but after one academic year show no evidence of satisfactory progress in academic standing will be denied further registration for School of Theology courses.
3. Students who do not submit an acceptable plan for improvement of their academic status will be denied further registration for School of Theology courses until such time as an acceptable plan is developed.

CATALOG OBLIGATION

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

ACADEMIC RECORDS

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

ADMISSION TO GRADUATING STATUS

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

Candidates for all degree programs are required to participate in the annual commencement exercises in order to receive their diplomas. Should an extraordinary cir-

cumstance require that a student graduate in absentia, a petition must be filed with the dean of the School of Theology at least 60 days prior to the scheduled commencement exercises. Permission to graduate in absentia is granted only in extraordinary circumstances.

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

Seniors participating in May commencement must have all “I” (incomplete) grades removed and all credit on file in the registrar’s office by **April 1**.

ACADEMIC PETITION FOR WAIVER OF REQUIRED COURSES

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

GUIDE FOR WRITTEN WORK

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

- *A Manual for Writers of Term Papers, Theses, and Dissertations*, seventh edition, by Kate L. Turabian. Chicago: University of Chicago Press, 2007. ISBN: 0-226-82337-7.

INCLUSIVE LANGUAGE COVENANT

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

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

The complete covenant is in Appendix A.

FINANCIAL AID

The Financial Aid and Awards Committee of the School of Theology administers the distribution of all private gifts and endowed scholarship funds, as well as the Blackwelder Tuition Assistance Fund. An applicant to the Online Master of Arts in Christian Ministries degree will complete the standard financial aid application, and once approved will not need to complete it again (assuming that the student's status has not changed). Online Master of Arts in Christian Ministries students are eligible for financial aid at the following rates:

- 6 or more semester hours = 30 percent of tuition cost
- less than 6 semester hours = 0 percent

See Appendix B for the policy on how academic progress affects eligibility for financial aid.

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

INCOMPLETES

Students are discouraged from seeking final grades of “incomplete.” However, if a student must seek an incomplete, they must pay a fee of \$150 per course and complete, along with their instructor, a Request for Final Grade of “I” Form. The student must complete this form and have it signed by the instructor. This form is sent to the registrar's office, with copies sent to the instructor and the student. The student will not be permitted to take any other courses until the incomplete course is finished. The student will be required to complete the course the next time it is offered, without payment of further tuition or fees beyond the \$150.

VEHICLE REGISTRATION

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

spouse of a student is responsible for a violation, the fine will be assessed against the student's account in the business office.

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the Office of Student Services, the registrar's office, and the post office of any change in your address or your telephone number.

Resources and Services

ALUMNI ASSOCIATION

The Alumni Association of the School of Theology consists of all graduates and former students of the School of Theology. A cabinet directs the activities which include: 1) strengthening the ministry of the church by supporting and enriching the School of Theology, 2) aiding the School of Theology in the development and implementation of its program by providing a forum for general support, 3) seeking to interpret the needs of the church to the School of Theology and the needs of the School of Theology to the church, and 4) the Alumni Banquet held during the International Convention of the Church of God.

PLACEMENT

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

ELECTRONIC RESOURCES

Anderson University has a number of online resources. Students use the same username and password for each of them. The normal username is the first initial, middle initial, and last name. For example, Susan K. Black's username would be skblack. The password is the student's six-digit AU student ID number.

- **AccessAU:** Check class schedule and find your grades at <http://accessau.anderson.edu>
- **Courses:** Online courses will be available on the first day of the semester at <http://moodle.anderson.edu>
- **Directory:** The AU directory is at <http://directory.anderson.edu>
- **Library:** The AU library is at <http://library.anderson.edu>
- **E-mail:** After registration is complete, online students access AU e-mail at <http://gww.anderson.edu>. The sign-on page will appear, and at that point, students enter their username and password. All official seminary and university communications will be sent to the *anderson.edu* e-mail. (AOL/CompuServ users need to connect to AOL, then minimize AOL's browser window and user Internet Explorer.)

Online students should set AU e-mail to forward automatically to the e-mail service they prefer to use. To do so, follow these steps:

1. After login, click the “Options” button near the top of the screen. It is located between two other buttons and has two red check-marks in it.
2. A dialog window will open. On the blue menu bar across the top, click “Rules.”
3. The type of rule in the drop-down box says “Vacation.” Click the down arrow and select the “Forward” rule.
4. Click “Create.”
5. Type a rule name in the box at the top.
6. Type your full e-mail address in the “To:” box, halfway down.
7. Click “Save.”
8. Click “Save” again. (You can read the red message at the top of the window; it says that if you don’t define a condition, this rule will apply to *all* new messages received, which is exactly what you want!)

Online students who have questions or problems with any of the electronic resources should visit the Information Technology Services Web site at <http://its.anderson.edu>, or contact Janet Schmidt at jschmidt@anderson.edu or (765) 641-4595.

IDENTIFICATION CARDS

Each student who registers and makes a down payment is eligible to receive an identification (ID) card, which must be used for book checkout in the university library. ID cards are available in the Office of Police/Security Services, located in the lower level of Hardacre Hall, 1303 E. Fifth Street; (765) 641-4240.

LOST AND FOUND

The Anderson University Mail Distribution Center, located in Decker Hall, maintains a lost and found service. Valuable stolen or lost items should be reported to the Office of Police/Security Services.

PRINTING SERVICES

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

Each registered student is assigned a PIN for printing and making copies. At any copy machine on campus, students enter their six-digit ID number first, and then their four-digit PIN. Each student is given \$2 on this card for making copies and printing. When that is depleted, Printing Services or the library can add more money on the account for printing and copying.

Campus Facilities

THE SCHOOL OF THEOLOGY BUILDING

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

ADAM W. MILLER CHAPEL

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

ROBERT A. NICHOLSON UNIVERSITY LIBRARY

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

CHURCH OF GOD ARCHIVES

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

GUSTAV JEENINGA MUSEUM OF BIBLE AND NEAR EASTERN STUDIES

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

lection of authentic pottery from the Bronze Age settlement of Bad edh-Dhra, located in modern day Jordan.

COMPUTER LAB

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

B.E. WARREN LOUNGE

Located on the lower level of the seminary across from the mailboxes, Warren Lounge is a significant place in the seminary. Students use the lounge for fellowship, studying, and relaxing between classes. The lounge has a telephone and a kitchen with a microwave oven that may be used by seminary students.

YORK SEMINARY VILLAGE

In summer 2006, Anderson University dedicated the York Seminary Village, which provides apartment-style housing for seminary students. Four buildings were dedicated in this first phase of construction, with an additional four buildings dedicated in the second phase, in the fall of 2007.

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

Available floor plans include:

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

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

ANDERSON UNIVERSITY FACILITIES

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

RESIDENTIAL FACILITIES FOR UNDERGRADUATE STUDENTS

- **Dunn Hall:** Completed in 1954 and renovated in 1999; houses 190 men.
- **Martin Hall:** Completed in 1958; houses 183 women.
- **Morrison Hall:** Completed in 1949; houses 183 women.
- **Myers Hall:** Completed in 1970; houses 112 men and women.
- **Rice Hall:** Completed in 1966; houses 234 women.
- **Smith Hall:** Completed in 1964; houses 205 men.
- **Mansfield/South Campus/Tara East:** Apartment-style living for junior and senior undergraduate students.

ACADEMIC/ADMINISTRATIVE FACILITIES

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

RECREATIONAL FACILITIES

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

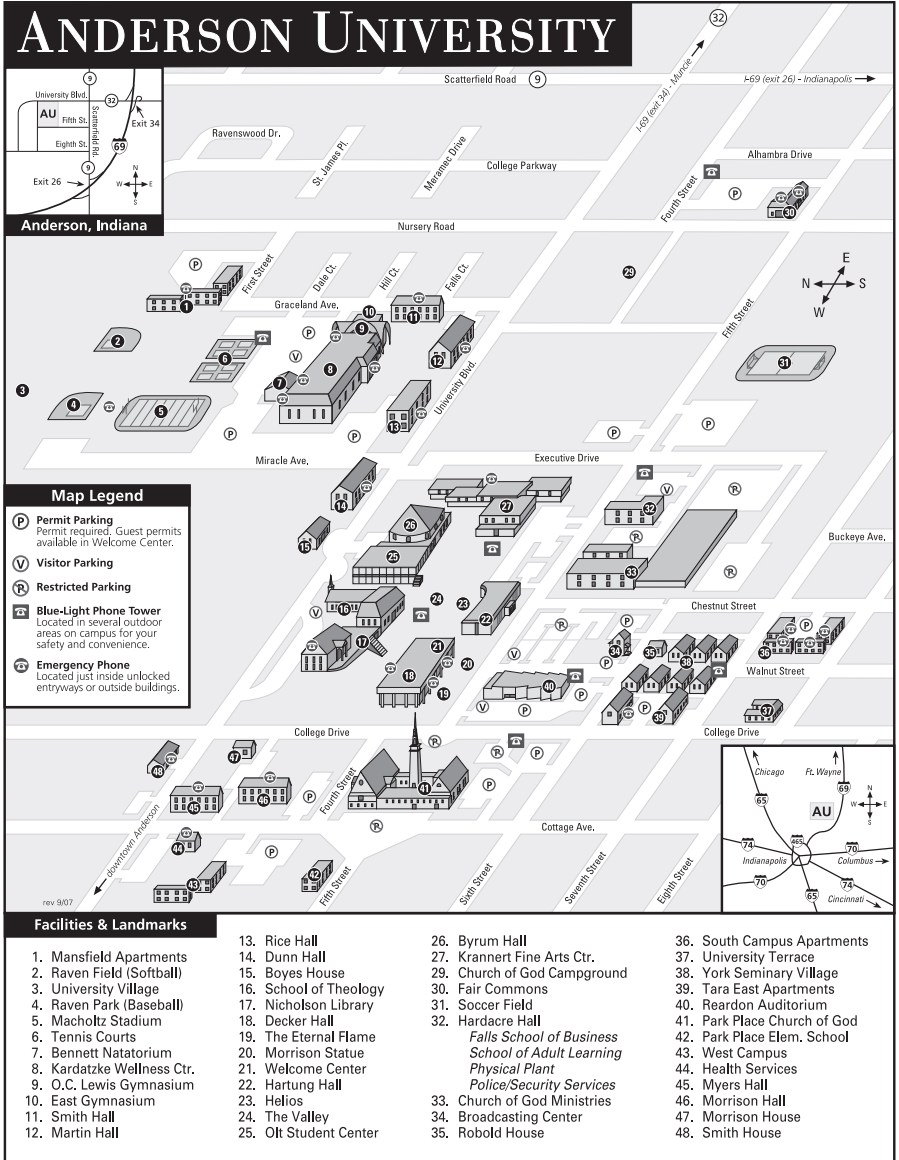
AUDITORIUMS/PERFORMANCE FACILITIES

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

OTHER FACILITIES

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

Campus Map



Appendix A

COVENANT TO USE INCLUSIVE LANGUAGE

Approved by consensus on Jan. 9, 1986 by Anderson University School of Theology faculty

I. PREAMBLE

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

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

II. COVENANT

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

III. IMPLEMENTATION

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

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

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

Appendix B

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

Effective Jan. 1, 1986; revised May 1992

Financial Aid Committee, Anderson University School of Theology

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

To be considered making satisfactory academic progress, online students must maintain a cumulative grade point average according to the graduated scaled listed below:

<u>MACM</u>	
1-14 hrs.	2.0 GPA
15-29 hrs.	2.5 GPA
30-45 hrs.	2.5 GPA

With the exception noted in the following paragraph, students who fail to meet the required number of credit hours or grade point average will automatically be placed on probation. During this probationary status the student will be eligible for financial aid on a semester by semester basis, provided the student earns the required number of credit hours with a 2.5 grade point average for the semester. **NOTE: Students who are in a senior status according to their degree declaration must earn a 2.5 GPA as stated in the graduated scale.** At such time that the student equals or exceeds the cumulative minimum credit hours and grade point average requirements, she or he will no longer be considered on probation. Students on probation are considered to be making satisfactory academic progress. Please see “Continuation Policy” in the Online Master of Arts in Christian Ministries Student Handbook.

No probationary status will be granted to students whose cumulative grade point average is less than 1.5. The student is therefore ineligible for financial aid. (See reinstatement of financial aid.)

Students on probation who do not earn a 2.5 grade point average during the semes-

ter will not be eligible for financial aid in subsequent semesters. (See reinstatement of financial aid.)

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

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

REINSTATEMENT

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

APPEAL PROCESS

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

Appendix C

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

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

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

1. A student who has a grievance is normally expected first to attempt to resolve the issues through consultation with the instructor(s) with whom the grievance exists. This should be done during the semester at the time the grievance occurs unless it is in reference to the semester grade, final examination, grades, or other information not known to the student before the end of the semester. In the latter instances, the consultation with the instructor(s) should occur no later than 30 days after the aggrieved student receives notice of the semester grades and never later than the end of the fourth week of the subsequent semester. A student who is some distance from campus may consult with the instructor(s) by telephone, letter, or e-mail. It is conceivable that extenuating circumstances may be such that it would not be feasible or advisable for the student to register a complaint with the instructor(s). In such unusual circumstances, the student may present the grievance directly to the dean of the School of Theology.
2. A student who is unable to reach a satisfactory agreement with the instructor(s) or one who for reasons stated above has not conferred with the instructor(s) may then file a petition (in person or by letter) with the dean requesting a review of the complaint. Such petition is to be filed within 15 days following the discussion with the instructor(s) or, if the contact has been by letter, 15 days following the receipt of the instructor's reply. In filing said petition, the student must state the grievance clearly, indicate the date or dates on which the instructor(s) was (were) consulted, and give a brief statement as to his or her interpretation of the outcome of the discussion.
3. Upon receiving a petition for review of a grievance, the dean may seek additional information from the student (through interview or by letter) in an attempt to understand as fully as possible the nature of and the justification for the complaint. The dean will then confer with the

instructor(s) and may talk with both the instructor(s) and student together.

4. If the dean is unable to resolve the issue to the satisfaction of the student, the dean will call a special meeting of the Academic Cabinet for its consideration of the case. The Academic Cabinet will review all the information available to the dean and will give a hearing to the student (if on campus or in the community) and also the instructor(s). The Academic Cabinet may consult with other students who are or were in the same course and also with other faculty members when deemed appropriate. If a Cabinet member is the instructor involved in the grade petition, that Cabinet member will not participate in the review.
5. When the Academic Cabinet has made a thorough review of the case and has reached a decision about the grievance presented, it shall make its decision and recommendations known, in writing, to the student making the complaint, to the instructor(s) against whom the complaint is filed, and to the dean. If it is the conviction of the Academic Cabinet that the complaint is either partially or totally justified, they may make whatever recommendations appear appropriate to the instructor(s) regarding reassessment of past performance or readjustment of future procedures. If a semester grade is in question, the Academic Cabinet may recommend to the instructor(s) that a change of grade be considered. In unusual circumstances, the dean of the School of Theology may initiate such a change if the instructor(s) will not do so and there appear to be compelling reasons for such action.

School of Theology Faculty
Nov. 2, 1987

Appendix D

POLICY ON ACADEMIC INTEGRITY

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

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

1. Submitting another's work as one's own or allowing another to submit one's work as though it were his or hers.
2. Failure to properly acknowledge authorities quoted, cited, or consulted in the preparation of written work (plagiarism). In September 2005, the School of Theology Faculty adopted the definition of plagiarism that is located on the Georgetown University Web site at www.georgetown.edu/honor/plagiarism.html.
3. Violation of copyright laws, including computer software, photocopying of printed material, and copying of video and audio recordings.
4. The use of a textbook or notes during an examination without permission of the instructor.
5. The getting or giving of unauthorized help on assignments.
6. Tampering with experimental data to obtain a "desired" result or creating results for experiments not done.
7. Tampering with or destroying the work of others.
8. Lying about these or other academic matters.
9. Submitting substantial portions of the same academic work for credit or honors more than once without permission of the present instructor.

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

1. The maximum assessable penalty for a first time offense shall not exceed double the original value of the assignment plus no option to make up the work in question.

2. Alternate courses of action may include, but are not limited to the following:
 - (a) Work may be redone for full or partial credit.
 - (b) Alternate assignments may be given for full or partial credit.
 - (c) Work may not be redone and no credit will be given for that particular assignment.
3. In all instances of academic dishonesty, instructors are urged to counsel offenders. Students who, in the judgment of the instructor, have committed an act of academic dishonesty are reported to the Assessment and Nurture Committee of the School of Theology. Following two such reports against a particular student, disciplinary action will be initiated and may lead to dismissal of the student from the School of Theology.

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

Grounds for appeal are:

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

Revised June 23, 2006

Appendix E

DISMISSAL

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

Aug. 17, 1995

Appendix F

ACADEMIC PETITION FOR WAIVER OF REQUIRED COURSES

Student's name _____

Degree program: **Online Master of Arts in Christian Ministries**

Change requested _____

Reason for requested change (attach detail on separate page if necessary)

Student's signature _____ Date _____

Recommendation of faculty member _____

Faculty signature _____ Date _____

Official action taken by Academic Cabinet _____

(continued next page)

GUIDELINES

1. Since some seminarians have had undergraduate course work related to required graduate course work, efforts are made in the design of graduate courses to allow flexibility in course requirements to accommodate such differences in background.
2. A required graduate course may be waived (within residency limits) if equivalent course work has been accomplished with a grade of “C” or above, in an ATS accredited seminary and within the previous six years.
3. In cases of unusual merit, a required graduate course may be waived in circumstances other than that of guideline No. 2 above. However, it is generally assumed that any proposed (1) “life experience” equivalency is capable of evaluation or any (2) academic experiences other than in accredited seminary settings, in order to be judged as equivalent, will have occurred in a setting focused on professional ministerial training and at a time when the student was mature enough to engage such training in a manner equivalent to the typical seminary setting. Generally a waived course obligates the student to an elective course in the same division of the curriculum.
4. Beyond circumstances covered by the above guidelines, it is recognized that additional circumstances and rationales may be appropriate and will be considered.

When completed, please submit this form to the Office of the Dean.



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Academic and Christian Discovery

