



NAZARENE  
THEOLOGICAL  
SEMINARY  
Student Handbook

2011-2012

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## PREFACE

Nazarene Theological Seminary understands itself as a missional seminary serving a missional church. An important part of missional living is recognizing and participating in the life of the community in which one finds himself or herself. This Student Handbook is designed both to familiarize you with the academic policies and practices that affect your participating in graduate theological study at Nazarene Theological Seminary and to introduce you to some of the dimensions of community life beyond the NTS classroom.

Along with the Catalog, this document will inform you of the regulations and guidelines for academic, social, and spiritual activities at the Seminary. Please read it carefully and refer to it often. As you review the Handbook, keep in mind that you are coming to a community with a history. The development and modifications of these policies and practices represent years of life together. Also, remember that community traditions, policies, and practices change. If you discern ways in which NTS can improve its service to students, please communicate your suggestions to the administration, faculty, or the Student Leadership Team.

We pray that you develop both as a person and as a minister of the Gospel. Your full participation in the life of NTS will facilitate the achievement of that goal. I invite you to give yourself wholly to this community as together we grow in our understanding of the Gospel and the ways a missional church serves Christ and the world.

May your experiences at NTS be both profitable and memorable.



Roger L. Hahn  
Dean of the Faculty

# CONTENTS

[PREFACE](#)

MISSION STATEMENT -----6

A PURPOSEFUL CHRISTIAN COMMUNITY -----6

STUDENT CONDUCT AND STATUS OF ENROLLMENT ----- 6

ACCREDITATION -----7

GENERAL INFORMATION -----7

    1. The Announcer -----7

    2. Building Hours-----7

    3. Bulletin Boards -----8

    4. Calendar -----8

    5. Campus Store -----8

    6. Changes of Address -----8

    7. Change of Name-----8

    8. The Commons -----8

    9. Employment and Housing-----8

    10. Faculty Mailboxes-----9

    11. Parking -----9

    12. School Closure and Inclement Weather-----9

    13. Solicitation for Gifts -----9

STUDENT-FACULTY ADVISING -----9

ACADEMIC POLICIES ----- 10

    1. Course Delivery ----- 10

    2. Academic Advising ----- 12

    3. Course Selection----- 12

    4. Semester Start Date ----- 14

    5. School Withdrawal Process----- 14

    6. Student Classification----- 14

    7. MDIV Course Numbering and Recommended Prior Coursework ----- 14

    8. Policy on Course Cancellations ----- 16

    9. Quality of Work ----- 16

    10. NTS Student Copyright Policy ----- 16

    11. Plagiarism ----- 17

    12. Class Attendance ----- 18

    13. Computer Use----- 18

    14. Moodle----- 18

    15. Student Portal ----- 19

    16. Semester Due Dates----- 19

    17. Audits ----- 19

18. Directed Study/Research ----- 19

19. Academic Probation ----- 21

20. Grading System and Incomplete Policy ----- 22

21. Academic Honors ----- 23

22. Policies on Examinations ----- 23

23. Graduation Requirements ----- 24

24. Change of Degree Program ----- 24

25. Additional Degree ----- 24

26. Course Option ----- 24

27. Transfer of Credits to NTS ----- 24

28. Transcripts ----- 24

29. Inclusive Language ----- 25

30. Cross Registration at Kansas City Seminaries ----- 25

31. Cross Registration for Nazarene Colleges and Universities ----- 26

32. Veterans ----- 26

33. FERPA ----- 27

GRIEVANCE PROCEDURES ----- 28

SUPERVISED MINISTRY ----- 30

LIBRARY ----- 31

    1. Hours ----- 31

    2. Circulation ----- 31

    3. Fines ----- 32

    4. Inter-Library Loans ----- 32

    5. Direct Access to Other Kansas City Area Libraries ----- 32

    6. Computers ----- 33

    7. Archives Office, Church of the Nazarene Global Ministry Center ----- 33

GALLOWAY EDUCATIONAL RESOURCE CENTER ----- 33

RELIGIOUS ACTIVITIES ----- 33

    1. Chapel ----- 33

    2. Prayer Meeting ----- 34

    3. Missionary Projects ----- 34

    4. Eucharist Service ----- 34

STUDENT ACTIVITIES ----- 34

    1. Student Leadership Team (SLT) ----- 34

    2. Student Groups/Clubs ----- 34

    3. Corlett Senior Sermon ----- 34

    4. Faculty Assistantships ----- 35

FINANCES ----- 35

    1. Policy ----- 35

    2. Student Financial Assistance ----- 35

3. Course Withdrawal-----	37
4. Loan Deferment -----	37
5. Agape Fund -----	37
6. Emergency Loan Fund-----	37
7. Hospitalization Insurance -----	37
FEDERAL AND STATE REGULATIONS -----	38
1. Statements of Compliance -----	38
2. Campus Security Act of 1990 -----	38
3. Sexual Harassment & Sexual Assault Policy-----	38
4. Drug Abuse Prevention Program-----	41

## **MISSION STATEMENT**

The Mission of Nazarene Theological Seminary, a graduate school of theology in the Wesleyan-Holiness tradition, is to prepare women and men to be faithful and effective ministers of the Gospel of Jesus Christ, and to offer itself as a theological resource in service to the Church of the Nazarene, its sponsoring denomination, and the wider Christian Church.

## **A PURPOSEFUL CHRISTIAN COMMUNITY**

Nazarene Theological Seminary, established in 1945, is a graduate level educational institution of the Church of the Nazarene, existing to prepare persons for Christian ministries. The Seminary is biblical in orientation, contemporary in application, catholic in spirit, evangelistic in emphasis, and Wesleyan in theological tradition. It stresses the doctrine and experience of entire sanctification accomplished in the believer by the Holy Spirit, on condition of faith. Through the various academic disciplines, spiritual formation and professional development, the Seminary guides students in growing competence for their anticipated areas of service.

Many graduates have stated that some of the most important benefits of a NTS education are the rich associations they develop with their fellow students and the faculty. The faculty is comprised of persons of rich spiritual and cultural character. NTS students come from diverse world areas and sections of the United States and Canada. Each one brings something from his/her particular background that enriches the community. We urge you to make a conscious effort to become acquainted with a wide range of faculty members and students. Your life and service in Christian ministry will be richer as a result.

Both faculty members and students are committed to these common purposes: to know and love the Lord, to speak about the Lord, and to walk with the Lord. We attempt to accomplish these purposes through worship, study, social activities, and service. The faculty hopes that through your studies here you will grow in the grace and knowledge of our Lord Jesus Christ, and in your love for the church and the world, which is the object of God's love. We hope that your NTS education will profoundly expand your understanding of the meaning and range of the gospel of Christ.

Regardless of how well a seminary may be equipped or financed, it cannot create ministers or produce scholars. It can only offer an opportunity to learn and grow. What you make of your years here will depend upon your response to this opportunity, your desire to learn and improve yourself, and your willingness to be guided into various dimensions of the Christian faith.

## **STUDENT CONDUCT AND STATUS OF ENROLLMENT**

The Seminary has few rules for the conduct and appearance of students. As a mature person, and having accepted the call of God for Christian ministry, you desire to be an example of Christian holiness. We expect that all areas of your life will be shaped by that desire.

NTS is an official institution of the Church of the Nazarene and supports the Covenant of Christian Character and Covenant of Christian Conduct of the Church as set forth in the Manual of the Church of the Nazarene. These covenants emphasize wholesome and character building modes of conduct. As such, they exclude drinking alcoholic beverages, illegal use of narcotic or hallucinatory drugs, use of tobacco in any

form, immoral sexual conduct, gambling, profane or vulgar language, and participation in or exposure to obscene or profane forms of entertainment and/or media.

Admission to Nazarene Theological Seminary, registration for any class, and continued enrollment at Nazarene Theological Seminary are privileges. To maintain these privileges, students shall conduct themselves in a way that is consistent with the school's mission, policies, and procedures. Students who show unsatisfactory academic, professional, or personal progress or behavior, or who evidence a lack of seriousness of purpose, or who violate seminary privileges and regulations shall be subject to corrective action, up to and including dismissal from school as determined by the Dean of Students in consultation with other Seminary Administrators.

Nazarene Theological Seminary will not tolerate violent acts or threats of violence against another person's life, health, wellbeing, family, or property. The seminary prohibits people from bringing or possessing weapons on the premises, which includes weapons in vehicles parked in seminary lots and garages, and at seminary events. Violation of this policy shall warrant disciplinary action up to and including immediate termination of enrollment.

## **ACCREDITATION**

Nazarene Theological Seminary is fully accredited by the Association of Theological Schools, which is the standard accrediting agency for graduate theological schools and seminaries in both the US and Canada. The Seminary maintains an active relationship with contemporary movements in theological education. The members of the faculty participate in the professional societies associated with their respective fields of expertise.

The Seminary became part of the Kansas City Association of Theological Schools (KCATS) when the association was organized in 1966. This association offers cooperative activities of mutual benefit to member schools (Central Baptist Theological Seminary, Midwestern Baptist Theological Seminary, Nazarene Theological Seminary and Saint Paul School of Theology).

## **GENERAL INFORMATION**

### **1. The Announcer**

*The Announcer* is an electronic means of dispersing information regarding academic and community life. Each Monday seminary announcements are made available electronically in Moodle and Outlook to students, faculty, and staff. Make a habit of reading *The Announcer* for important information concerning both academic and community life. Information regarding required assessments and seminars that are part of degree programs is communicated through *The Announcer*.

### **2. Building Hours**

The Administrative offices, which include the offices of the President, the Dean of the Faculty, the Assistant Dean, the Dean for Administration and Student Services, Business Office, Office of the Registrar and Admissions are normally open from 8:00 a.m. to 4:30 p.m., Monday through Thursday except during staff's lunch hours (which vary from office to office). On the days when evening classes are scheduled at the Seminary, the building will be secured following the beginning of classes. The classroom building is closed on Friday, Saturday and Sunday except for Fridays during module classes. The schedule of hours for the library is listed in the Library section of this handbook and on the glass

doors leading to the library. Commons Building Hours: 8:30 am to 9:00 pm Monday through Friday. Campus Store/Coffee Shop Hours: 8:30am to 1:30 pm. Coffee will be available in the pumps on an honor pay system from 1:30pm to 9:00pm.

### 3. **Bulletin Boards**

Throughout the seminary there are bulletin boards with academic information from the Dean's Office and Office of the Registrar and Admissions, class schedules, degree program info, ministry placement opportunities (local and outside the KC area), interview schedules with church leaders, CPE programs, Evangelism, Urban/Compassionate Ministries, Christian Education, World Mission Fellowship, Women in Ministry, various theology conferences, Ph.D. studies, and community events.

### 4. **Calendar** - see current NTS Catalog and website <http://www.nts.edu/>.

### 5. **Campus Store**

The Campus Store is located in the Commons. There you may purchase food, coffee, and specialty coffee. All sales are payable by cash or check and purchases above \$5.00 are also payable by credit or debit card. No campus store purchase can be charged to your student account.

### 6. **Changes of Address**

The members of the Seminary office staff desire to serve you in every way possible. For them to do so, you must notify the Office of the Registrar and Admissions of any changes in your place of residence or telephone number. You can update your contact information on the Student Portal in Student Verification. You are responsible for recording any e-mail changes in the 'Edit-Profile' page of the Moodle system. It is important for graduating seniors to provide an update on their ministry assignments or plans post graduation. A Final Placement form will be made available to graduating seniors that should be completed by each graduate prior to commencement day.

### 7. **Change of Name**

Each student is documented by his/her legal name in the school's database and departmental paper files (Office of the Registrar and Admissions, Academic, Business Office, and Financial Aid Office). If the student has a preferred first name other than his/her legal given name, this will be noted as a preferred name in the school's database.

When a student changes his/her legal name either through marriage, divorce, or for other reasons, he/she must inform the Office of the Registrar and Admissions immediately. Upon presentation of a written request and legal documents (i.e. marriage license, court papers, Social Security Card), the Office of the Registrar and Admissions will complete the request within two business days.

### 8. **The Commons**

The Commons is in many ways at the heart of the seminary. It houses a coffee shop, a casual lounge, the Student Leadership Team office, ping-pong and foosball tables, a large screen television, and offers wireless internet access. You will find that you will visit this facility often in your seminary career.

### 9. **Employment and Housing**

Announcements of housing and employment opportunities are posted on the NTS website. If you wish to post local *employment opportunities*, you may e-mail it, along with your name and contact information to [bookstore@nts.edu](mailto:bookstore@nts.edu) and to Lynda Hurt ([lahurt@nts.edu](mailto:lahurt@nts.edu)) in the Dean's Office to post on the bulletin

board outside the staff kitchen.

To post a *housing opportunity*, please visit the "Housing Opportunities" link from the Student/Community Life tab at <http://www.nts.edu/housing-in-kansas-city> and submit the online form.

Seminary students have established an excellent work record in the community. Care should be taken by each person to practice ethics of fairness, carefulness, and faithfulness in securing employment and in doing the work expected. Christians should always desire to "adorn the doctrine of God" in relation to employers, fellow workers and in the quality of work done.

#### **10. Faculty Mailboxes**

The Faculty mailboxes are located in the copy room, next to the Business Office on the main floor, which is only accessible to employees. If your professor asks you to place your papers and communications in his/her box, please hand them directly to the receptionist. Please make sure the professor's name is easily identified on the communication.

#### **11. Parking**

There are two parking lots for your use. One is south of the Seminary building, and the other is north of the library.

#### **12. School Closure and Inclement Weather**

The School Administration will decide when classes are to be cancelled because of inclement weather. Through the Emergency School Communication System, cancellation of NTS classes will be announced on all major K.C. radio and television stations. NTS is **not** connected with the Kansas City, Missouri School District for school closings. Please listen to the radio or watch the television stations for information about NTS. Only if such an announcement is made will classes be cancelled.

If you are staying at King Conference Center during your time on campus, we request that you do not call their front desk and ask about school closings. They will not have the information you need.

#### **13. Solicitation for Gifts**

All requests and solicitations for any financial aid or donations for any phase of the operations of the Seminary should first be cleared by the President.

## **STUDENT-FACULTY ADVISING**

The purpose of advisement is to enable appropriate faculty advising for students in the degree programs. This advisement should include professional, personal development and general academic guidance. The Registrar and Director of Admissions will advise students in the specific courses to be enrolled in each semester to complete their degree.

1. The first phase of the faculty advising process is called **Community Connection** and includes **all new incoming students**. The purpose of this phase is to begin connecting newly accepted students to the NTS community with an additional contact outside of the Office of the Registrar and Admissions. Upon being accepted for admission to NTS, the Office of the Registrar and Admissions will assign the student a faculty member based upon information in his/her application materials. Degree program, ministerial

goals, academic interests and faculty availability will help guide the Office of the Registrar and Admissions in matching students with Community Connection Mentors.

2. The Community Connection Mentor will be given contact information for the newly accepted student by the Office of the Registrar and Admissions. The mentor will make initial contact with the student, congratulating them on their acceptance, welcoming them into the NTS community, making themselves available for on-going communication and support outside the Office of the Registrar and Admissions. The Community Connection Mentor will also invite the student to make an **initial appointment** to meet soon after their first semester begins. Another appointment should be made **before the first 20 credit hours are complete**. This completes the Community Connection phase of advising.
3. Your Community Connection Mentor is available during your seminary career.
4. Students should contact their Degree Director for any specific questions about a degree program.

## ACADEMIC POLICIES

### 1. Course Delivery

The regular academic year is 32 weeks in length and is divided into two semesters of 16 weeks each. In order to assist students in balancing school, work, church, and family responsibilities, NTS offers courses through the following multiple formats:

#### a. Modules

The first two weeks of each semester are devoted to two-week intensive modules consisting of nine consecutive weekdays of 4.25 hour sessions. Evening modules are 5:30 – 9:45 pm, Monday of the first week through Thursday of the second week. Morning modules are 8:00 am – 12:15 pm, Tuesday of the first week through Friday of the second week. Academic assignments begin six weeks before the first module class session. It is the responsibility of the student to make sure that pre-course work is completed before the first module class session. Consequently, all students enrolled in modular courses must be registered at least seven weeks prior to the modules. Syllabi are available on the NTS website as they become available and also on Moodle.

One week intensive modules are the most common means of offering courses on the multi-campus sites and are occasionally scheduled for the Kansas City campus. One week intensive modules usually begin at 1:00 pm on a Monday, with full day sessions Tuesday through Thursday and concluding at noon on Friday. Academic assignments begin 6 weeks before the first modular class session. Consequently, all student enrolled in a one week modular course must be registered at least 7 weeks prior to the module.

#### b. Summer

Typically, summer courses are offered in a module-type delivery. Academic assignments may begin one week before the first module class session. Classes will not meet on Memorial Day or Fourth of July and will require attendance through Friday of the second week during the sessions that include the previously mentioned holidays.

**c. Weekly**

During the remaining fourteen weeks of the semester, block, half block, and hourly classes are offered on various days and times throughout the week (including several evening classes). Block classes are 3 hours in length and meet one time each week. Half block courses are 1.5 hours in length and meet twice each week. Hourly classes are 55 minutes in length and meet 3 times a week.

**d. Online**

Online course enrollment will be no less than seven (7) and no more than sixteen (16) students per course. Registration for online courses is done through the Office of the Registrar and Admissions using the typical registration process. Students living more than 100 miles from NTS will be given “priority registration” for online courses provided they register at least seven weeks before the start of the semester. (This is the same deadline as for enrolling in the module courses.) Students living within 100 miles of NTS will be placed on a waiting list and will be enrolled in an online course as space is available on a first come, first served basis. For an online course, no late “adds” will be allowed after the Friday of the first week of the semester except by special permission of the professor. The institutional policy concerning the last day to add courses applies in all cases. An orientation to and answers for questions about online courses at NTS can be found at <http://support.nts.edu/>.

Online courses are dialogical by design; therefore, regular participation in the online learning activities is essential. If you must be absent because of extenuating circumstances, contact the professor as soon as possible to discuss the situation. If appropriate, the professor may require additional work in lieu of online participation since it is impossible to “make up” the missed online dialogue. If a student does not meet class participation standards in an online course for four or more weeks, the professor may automatically fail the student.

Online students are encouraged to read posts nearly every day. Online students are required to write a quality post at least three days each week. This is considered “class attendance” in the online environment. A quality post is one that begins a new topic, critical reflection on another person’s post, or one that moves the discussion in a new direction. An assignment posted in a Discussion Forum may be considered a quality post at the professor’s discretion. Unless otherwise assigned, posts in a Forum should be at least 75 words for a new topic and at least 50 words for a response to another’s topic. Correct grammar and accurate spelling are expected.

**e. Hybrids**

Most NTS module and weekly classes include some online components for content delivery, community building, or for the movement of assignments. That is to say that almost all NTS face-to-face classes are web-enhanced. Some NTS courses are designed as Hybrid courses. Hybrid courses fall between fully face-to-face courses and fully online courses. Though definitions of “hybrid courses” vary, NTS hybrid courses deliver at least 25-30 percent of the course content online, but less than 65-70 percent. Thus an NTS hybrid course replaces a significant part of the normal face-to-face content delivery with online delivery or learning activities.

**f. Video Conferencing**

Video Conferencing courses at NTS are delivered synchronously to on-campus and off-campus students. General enrollment into a video conferencing course from a campus with a video conferencing room does not have additional requirements. However, enrollment in a video

conferencing class from a personal computer shall require that a student be located a minimum of one hundred miles from the Kansas City campus with video conferencing capabilities (with the possibility of petition to the Educational Delivery and Policies Committee for admission in exceptional circumstances) *and* secure the permission of the course professor to enroll in the course. The student must:

1. Purchase and install software to allow them to video conference with NTS. The software is currently a onetime purchase and is approximately \$125.
2. Be connected to a High-speed Internet connection with a minimum of 386k upload and download speed.
3. Possess a Windows computer with a tested webcam.
4. Use a headset with attached microphone.
5. Successfully complete a test connection with NTS from the location they wish to take the course (i.e. home network, church network, etc.)

Instructions for installing the video conferencing software can be downloaded from <http://moodle.nts.edu/mod/resource/view.php?id=18670> .

## 2. **Academic Advising**

All academic advising is done in cooperation with the degree program directors, faculty and the Registrar and Director of Admissions. It is the student's responsibility to consult with the Registrar and Director of Admissions regarding progress toward degree completion. Audit sheets are available in the Office of the Registrar and Admissions and on the NTS website.

## 3. **Course Selection**

Course Selection is conducted after Reading and Research week for four weeks each semester. Students may select courses for the following semester (or Summer School) at that time. Appointments should be made in the Office of the Registrar and Admissions.

### a. **Late Course Selection Fee:**

The calendar in the Academic Catalog lists the date when the late course selection fee will be assessed.

### b. **Changes in Registration (Drop/Add):**

All changes in registration must be made through official channels. There are different dates that apply to different course deliveries. The first step is to obtain a Request to Add or Drop Form from the Office of the Registrar and Admissions or <http://www.nts.edu/forms>. At that time instructions will be given for subsequent steps. Please see the calendar in the Academic Catalog for the last day to add classes.

## **Adds/Drops Schedule for Office of the Registrar and Admissions**

### **Adds:**

- **Modules:** Students may select module courses seven weeks prior to the beginning of module without faculty permission. After pre-course work has begun, students must have faculty permission in order to enroll in module courses.
- **Online:** Students may select online courses without permission prior to the first day of online courses. Students may be added during the first week of the course, but they must have faculty permission. Students will not be added after the first week of online courses.

- Block & Hourly: Students may add block and hourly courses two weeks into the semester. Courses will not be added after the last day to add Block & Hourly courses.
- Request to Add or Drop Courses forms are available in the Office of the Registrar and Admissions or <http://www.nts.edu/forms>.

**Drops/Withdrawal from Courses (W/WPs/WFs):**

- Module Courses: A Drop is the removal of a course from a student's transcript anytime during the 100% refund schedule. During the 75% refund schedule (after the second class session) until the last day of the face-to-face portion of modules, students will receive Ws when withdrawing from a module course. Beginning the Monday after Modules courses until the last day to withdraw from a module (one week prior to post-course work due), students will receive WPs/WFs. The Faculty must sign the Request to Add or Drop from Courses form and assign the WP/WF in order for the form to be processed by the Registrar and Director of Admissions Office.
- Online, Block, Hourly Courses: A Drop is removal of a course from a student's transcript anytime during the 100% refund schedule. During the 75% refund schedule through the sixth week after Semester Start Date, students will receive Ws (Withdraw) when withdrawing from an Online, Block, or Hourly course. Beginning the Monday of the seventh week after Semester Start Date until the last day to withdraw from an Online, Block, Hourly course (Thursday before final exam week), students will receive WPs (withdraw passing) or WF (withdraw failing). In either case no credit will be assigned for the course. The WP will not affect the student's grade point average, but the WF will.
- Course Drops/Withdrawals are effective only after the completed form is processed by the Office of the Registrar and Admissions.
- Refund Schedule: The percentage of tuition returned to student based upon the refund schedule is provided by the Business Office. Refund schedules are available in the Student Accounts Office, Office of the Registrar and Admissions, and in the NTS Catalog.

Responsible care at this point can make a significant difference in the permanent record you make at the Seminary.

c. **Student Course Load**

1. The maximum number of semester hours for which a student may register for the academic year is 46 hours. A student may register for a maximum of 15 hours for his/her first semester. For all other students the maximum class load per semester is 17 hours. No more than 12 hours in Summer School may be taken unless otherwise approved by the Dean of the Faculty.
2. For the purposes of reporting to governmental agencies, the following figures have been established class loads:
  - Regular Semester Full Load 9 hours
  - 3/4 Class Load 7 - 8 hours
  - 1/2 Class Load 5 - 6 hours
  - Summer Session Full Load 9 hours
3. It is the policy of NTS to recommend that students adjust their academic load to any secular work or extracurricular duties they may find it necessary to carry.

**4. Semester Start Date**

The first day of the academic semester. The student is responsible for completing the student verification page in the student portal and all charges for tuition and fees must be paid in full prior to semester start date.

**5. School Withdrawal Process:**

The student is responsible for initiating the process should it become necessary to withdraw from school. This process begins with obtaining a withdrawal from school form from the Office of the Registrar and Admissions or <http://www.nts.edu/forms>. The student also must obtain signatures from appropriate offices (e.g., financial aid, library, veteran’s affairs, business) and academic administrators. The entire form must be completed and submitted to the Registrar and Director of Admissions before withdrawal is considered effective. The effective withdrawal date for official school records is the student’s last recorded academic attendance date on the written notification signed by student and appropriate administrators.

Non-residential students may inform the Registrar and Director of Admissions by e-mail or in writing. If the information is received by e-mail, written confirmation is required within ten (10) days since a student signature is mandatory. Upon e-mail notification, the withdrawal form will be circulated to the appropriate faculty and administration.

In order to re-enroll, the withdrawn student must contact the Office of the Registrar and Admissions to begin the re-application process.

**6. Student Classification**

a. **Master of Divinity**

Students are classified as Juniors, Middlers, or Seniors, according to the number of hours of work which have been completed:

Junior -- 1 to 24 hours; Middler -- 25 to 48 hours; Senior -- 49 hours or more

b. **Master of Arts in Christian Formation and Discipleship, Master of Arts in Intercultural Studies, and Master of Arts (Theological Studies)**

Students are classified as Juniors or Seniors, according to the number of hours of work which have been completed: Junior -- 1 to 24 hours; Senior -- 25 hours or more

**7. MDIV Course Numbering and Recommended Prior Coursework for the MDiv (Course of Study for the Church of the Nazarene)**

**First Year (500s):**

BIB515	Reading the Biblical Story	3
BIB550	Biblical Hermeneutics	3
CED510	Congregational Discipleship	3
CHS515	Critical Developments in the History of Christianity	3
CHS530	History/Polity Church of the Nazarene	3
<i>EVG510</i>	<i>Evangelism in the Local Church</i>	3
ICS510	Congregational Mission	3
<b>PTH505</b>	<b>Core Relationships for Christian Ministry</b>	<b>3</b>
<i>PTH550</i>	<i>Pastoral Care and Counseling</i>	3
<i>SPFxxx</i>	<i>A Spiritual Formation Course</i>	3

THE515	The Christian Faith and the Apostles' Creed	3
<b>Second Year (600s):</b>		
OTLxxx	Old Testament Exegesis	3
NTLxxx	New Testament Exegesis	3
BIBxxx	Bible Elective	3
THE610 or	<i>Integrative Theology 1</i> or	
CHS660	History of Christian Doctrine 1	3
THE620 or	<i>Integrative Theology 2</i> or	
CHS670	History of Christian Doctrine 2	3
THE640	<i>Doctrine of Holiness</i>	3
PTH621	<b>Supervised Ministry</b>	<b>1</b>
PRH610	<i>Christian Preaching</i>	3
PTH615	Worship: Proclaiming & Enacting God's Story	3
MID100	<b>Middler Assessment between 31-48 hours, PTH505, and one Supervised Ministry</b>	
<b>Third Year (700s):</b>		
PTH715	Church Leadership in Contemporary Contexts	3
PTH721	<b>Supervised Ministry</b>	<b>2</b>
PTH800	<b>Senior Integrative Seminar</b>	<b>1</b>
THE760	<i>Christian Ethics</i>	3

**Must be done at NTS**  
*Not Available Online*

#### MDIV Recommended Prior Course Work

Course	Recommended Prior Course Work
<b>BIB550</b> , Biblical Hermeneutics	<b>LNG510</b> , Introduction to Biblical Languages and <b>BIB515</b> , Reading the Biblical Story
<b>Biblical Exegesis</b>	<b>BIB550</b> , Biblical Hermeneutics
<b>PRH610</b> , Christian Preaching	<b>BIB550</b> , Biblical Hermeneutics
<b>Biblical Theology</b>	<b>6 hours of exegesis</b>
<b>CHS660</b> , History of Christian Doctrine I	<b>THE515</b> , The Christian Faith and the Apostles' Creed and <b>CHH515</b> , Critical Developments in the History of Christianity
<b>CHS670</b> , History of Christian Doctrine II	<b>CHS660</b> , History of Christian Doctrine I
<b>MSS615</b> , Theology of Mission	<b>THE515</b> , The Christian Faith and the Apostles' Creed
<b>PTH650</b> , Marriage and Family Counseling	<b>PTH550</b> , Pastoral Care and Counseling
<b>SPF</b> courses	<b>PTH505</b> , Core Relationships for Christian Ministry
<b>THE610</b> , Integrative Theology I	<b>THE515</b> , The Christian Faith and the Apostles' Creed
<b>THE620</b> , Integrative Theology II	<b>THE610</b> , Integrative Theology I
<b>THE640</b> , Doctrine of Christian Holiness	<b>THE515</b> , The Christian Faith and the Apostles' Creed
most <b>700 and 800 level THE</b> courses	<b>THE620</b> , Integrative Theology II
most <b>700 and 800 level CHS</b> courses	<b>CHS515</b> , Critical Developments in the History of Christianity
<b>Clinical Pastoral Orientation and Clinical Pastoral Education</b>	<b>PTH550</b> , Pastoral Care and Counseling

<b>Supervised Ministry</b>	<b>PTH505, Supervised Ministry Orientation, and completion of 20 credit hours</b>
<b>Middler Assessment</b>	<b>PTH505, one Supervised Ministry, and completion of at least 24 credit hours</b>
<b>Clinical Pastoral Orientation and Clinical Pastoral Education</b>	<b>PTH550, Pastoral Care and Counseling</b>
<b>Senior Integrative Seminar</b>	<b>Completion of 49 credit hours and final year of seminary</b>

### **8. Policy on Course Cancellations**

A course may be cancelled if less than eight (8) tuition paying students are enrolled (excluding students who enroll through cross-registration). Notice of course cancellation will be made no later than the Semester Start Date for the semester in which the course is scheduled. Under special circumstances, the Dean of the Faculty may choose to retain a course in the schedule even though fewer than eight (8) tuition paying students are enrolled.

### **9. Quality of Work**

Students will be required to do extensive research and writing during their Seminary career. Care in both content and form of expression should be taken. Turabian, Kate L. *A Manual for Writers of Research papers, Theses, and Dissertations*. Revised by Wayne C. Booth, et al. 7th ed. Chicago: University of Chicago Press, 2007, shows the preferred form for term papers and theses, unless, for special reasons a professor requests a different style. Turabian's book is one of the first books a Seminary student should buy and it should be used constantly. Additional resources may be necessary for utilizing and citing on-line resources. Please consult with your professor or reference the subtopic "The Internet" below.

The content of written work should indicate mastery of the material and should reflect ability to collect, organize, evaluate, and critically interpret materials. Part of the Seminary's expectation of graduate work is the ability to evaluate the quality of sources and to use them appropriately. Articles in academic journals (in both print and electronic formats) and books published by major theological publishers are reviewed by academic peers and are not published unless the content is considered academically appropriate. Most popular journals, self-published books, and internet sources are not peer reviewed. As a result, they may not be regarded as credible sources. It is the student's responsibility to determine the reliability and validity of sources used in research.

Each written assignment should be carefully proofread for spelling, grammatical construction, footnoting, accuracy, and clarity of expression. Special attention in these areas will bring many valuable returns during one's academic career and beyond.

Students should retain a copy of all papers and assignments submitted in either paper or electronic form.

### **10. NTS Student Copyright Policy**

It is the policy of the Seminary that all members, faculty and students, comply with the Copyright Law of 1976 (<http://www.copyright.gov>), the Digital Millennium Copyright Act of 1998, the Technology, Education, and Copyright Harmonization Act of 2002, and the Section 1201 Rulemaking Decision of 2010 by providing that all copying and scanning of copyrighted materials shall be done with the permission of the copyright owner, unless such photocopying or scanning is fair use as defined in Section 107 of such Act.

NTS will ensure that each course on our Learning Management System (currently Moodle) makes copyright expectations and resources available to both professors and students.

Helpful links, such as public domain status and “best practices,” can be found at:  
[http://fairuse.stanford.edu/charts\\_tools/](http://fairuse.stanford.edu/charts_tools/)

**Remember, when in doubt, create a web link or ask permission.**

## **11. Plagiarism**

Plagiarism is the use of the words or ideas of another person and presenting them as one’s own work. There are few original ideas, especially in the field of theology and ministry. The issue of plagiarism is not the borrowing of ideas or words, but doing so without appropriate acknowledgement of one’s sources of those ideas or words. For this reason plagiarism, even when unintended, demonstrates dishonest and unacceptable academic work done at Nazarene Theological Seminary. Seminary students are expected to learn the appropriate methods of citing the sources they have used.

Plagiarism should be distinguished from collaborative and cooperative work that is permitted in some assignments. Students who are uncertain regarding the style and degree of citation expected for any assignment should request clarification from the professor.

### **Formats for Citation**

The acknowledgment of our indebtedness to others for the use of their ideas and/or words will take different forms according to the medium of communication. Formal papers, personal essays, and sermons come with different expectations of how one’s sources are acknowledged. Different teachers may have different expectations of the method of citing sources from one assignment to another. It is the student’s responsibility to determine the method(s) of citation accepted by the course instructor for a given assignment. Some faculty members provide sample papers or specific instructions in documentation either via a handout or Moodle. Those examples and/or instructions should be studied carefully. A review of the basic rules of citation and a brief bibliography of writing handbooks that deal with citation may be found at: <http://library.queensu.ca/inforef/plagindex.htm>

- **The Internet** – All sources used by the student must be appropriately cited, whether in print, oral, or electronic form. The ease of electronic retrieval of material does not change the need for proper referencing. Cutting, pasting, and forgetting to provide appropriate documentation is still plagiarism. It is the responsibility of the student to learn the appropriate methods of citing material taken from Internet resources. (See also the second paragraph in the preceding section, “Quality of Work.”) Links found at the following site provide further information about citation methods for on-line resources:

<http://www.library.georgetown.edu/tutorials/academic-integrity/refresher-tipsheet>

- **International Students** – The Seminary’s expectations regarding the citation of sources is shaped by its North American context. International students may find a more detailed explanation of North American expectations of documentation of words and ideas at the following websites. All students should be aware of the material presented there.

<http://www.unc.edu/depts/wcweb/handouts/plagiarism.html>

<http://research.illinois.edu/ethics/plagiarism.asp>

<http://www.libs.uga.edu/ref/turabian2009.pdf>

This site contains links to a sample paper in the Turabian form and style.

**Consequences** - The faculty member will determine the penalty for plagiarism that he or she discovers in student work. The penalties may include zero credit on an assignment or failure in the course. Faculty is requested to place a record of plagiarism in the student's academic file. Students may be denied permission to continue enrollment at Nazarene Theological Seminary following a second incident of plagiarism. A student who is discovered selling or lending work to be copied by another student knowing that it will be plagiarized may be denied permission to continue enrollment at Nazarene Theological Seminary. In either case, appeals for permission to re-enroll must be approved by the Educational Delivery and Policies Committee.

## **12. Class Attendance**

Attendance at classes is essential for realizing the maximum benefit of your education. Since the professor in each course is best acquainted with the importance of consistent attendance, he or she will determine the rules for attendance.

Therefore, the matter of your presence at class is under the jurisdiction of each professor, who will state at the beginning of the course the attendance requirements, and the penalties for failure to comply. If you must be absent because of extenuating circumstances, contact the professor as soon as possible to discuss the situation. If a student is absent four or more weeks of the semester or 2 ½ or more days during the module or summer sessions or does not meet class participation standards in an online environment for four or more weeks, the professor may automatically fail the student. Daily attendance records must be reported for those obtaining V.A. and Department of Education benefits.

## **13. Computer Use**

Computers are used extensively for communication and instruction at the Seminary. Most classes require the use of the Moodle platform.

Wireless access to the Internet and Moodle is available in classrooms, the Commons and the library. Instructions for connecting to the wireless network are available at the front desk of the library.

## **14. Moodle**

Many classes require the use of the Moodle e-Education platform. Students who do not have access via a personal computer to the Moodle system will not be excused from such assignments. Students whose personal computer is not capable of allowing them to work on the Moodle e-Education platform will need to find ways to do so. Eight computers available in the Library can be used for this purpose. Students without an e-mail account will need to obtain one. Information on how to do this may be obtained from the Information Technology Department at the Seminary or from many helpful computer savvy students.

Students should regularly check the Moodle system for enrolled classes. This is especially true of Module Format classes. Assignments and class resources that require the student's attention are often posted on Moodle several weeks in advance. Beginning six weeks prior to a modular class, students should check the Moodle section for that class at least once a week for announcements, assignments, and

resources that may have been posted. Students who fail to access required assignments through Moodle will not be excused from the penalties of failing to complete those assignments in a timely manner and may be dropped from the class.

Moodle sites may also be used to provide supplemental information on upcoming classes as in the MACFD program. Site participation may be determined by degree classification or student interest. Contact the director of the MACFD program for more information.

### **15. Student Portal**

Students may access their final grades, transcripts, and view semester course offerings on the student portal (<https://my.nts.edu/eStudent/login.asp>). Information technology will e-mail a username and password for the student portal when students have confirmed enrollment prior to their first semester.

### **16. Semester Due Dates**

Each student is responsible for the due dates established for each course as indicated in the syllabi. Any work submitted after due dates in the syllabi must have the professor's approval. If allowed, such work will be subject to reduction in grade. Reductions will be determined by the professor. No work may be presented after exam week unless an "Incomplete" has been granted.

### **17. Audits**

The purpose of an audit is to allow a student opportunity to become conversant with a particular field of study, or to broaden his or her knowledge of it, without obligating him or her to written assignments, field projects, or examinations. No grade is assigned. Audit students must show proof of undergraduate degree.

Given the purpose of an audit, regular class attendance (at least 75 percent) and appreciable and appropriate reading are minimal requirements. In every case, a student who wishes to audit courses should consult with the instructor(s) involved prior to registration for the course(s) and establish a clear understanding concerning the specific expectations held by the instructor(s). Audit hours for each course must correspond with the stated credit hours.

Auditing is not permitted for online courses or individual computer connections to video-conferenced classes.

### **18. Directed Study/Research**

Directed Study and/or Research is for students who need catalog-listed required courses, but who, because of conflicts in class scheduling, are unable to take them in regular class session.

1. Directed Study and/or Research is a privilege and only available to students who have completed 15 semester hours of NTS credit, are enrolled at least half-time, and are pursuing a degree. Directed Study is not to be used to resolve work scheduling conflict.
2. Students will be not be allowed to enroll for more than 9 credit hours of directed study in the M.Div. degree program, and 6 credit hours for the other degree programs, without petition to the Educational Delivery and Policies, subject to ATS guidelines.
3. No more than one course or three credit hours per semester may be done by directed study.

4. Offering non-required courses by directed study is discouraged.
5. Qualifying Circumstances (one of these must be present for your request to be considered):
  - a. Directed Research is available to superior students who wish to do research in a particular area of interested.
  - b. Directed Studies should generally not be taken before the senior year except in cases where the Registrar and Director of Admissions can see that there will be a conflict in the senior year or in cases where the course is prerequisite to another course. Directed Studies for required courses should be approved only when the Registrar and Director of Admissions recommends the Directed Study as the best possible means of meeting the graduation requirement given the student's schedule.

**Directed Study Quantitative Guidelines:**

- Directed Studies should generally be constructed to expect 45 hours of work per credit hour. Directed Studies should require, as much as possible the same course requirements as listed in the most recent syllabus on file for this course +15 hours of work per credit to compensate for not attending class lectures. Where course requirements include group assignments, corresponding individual assignments should be given.

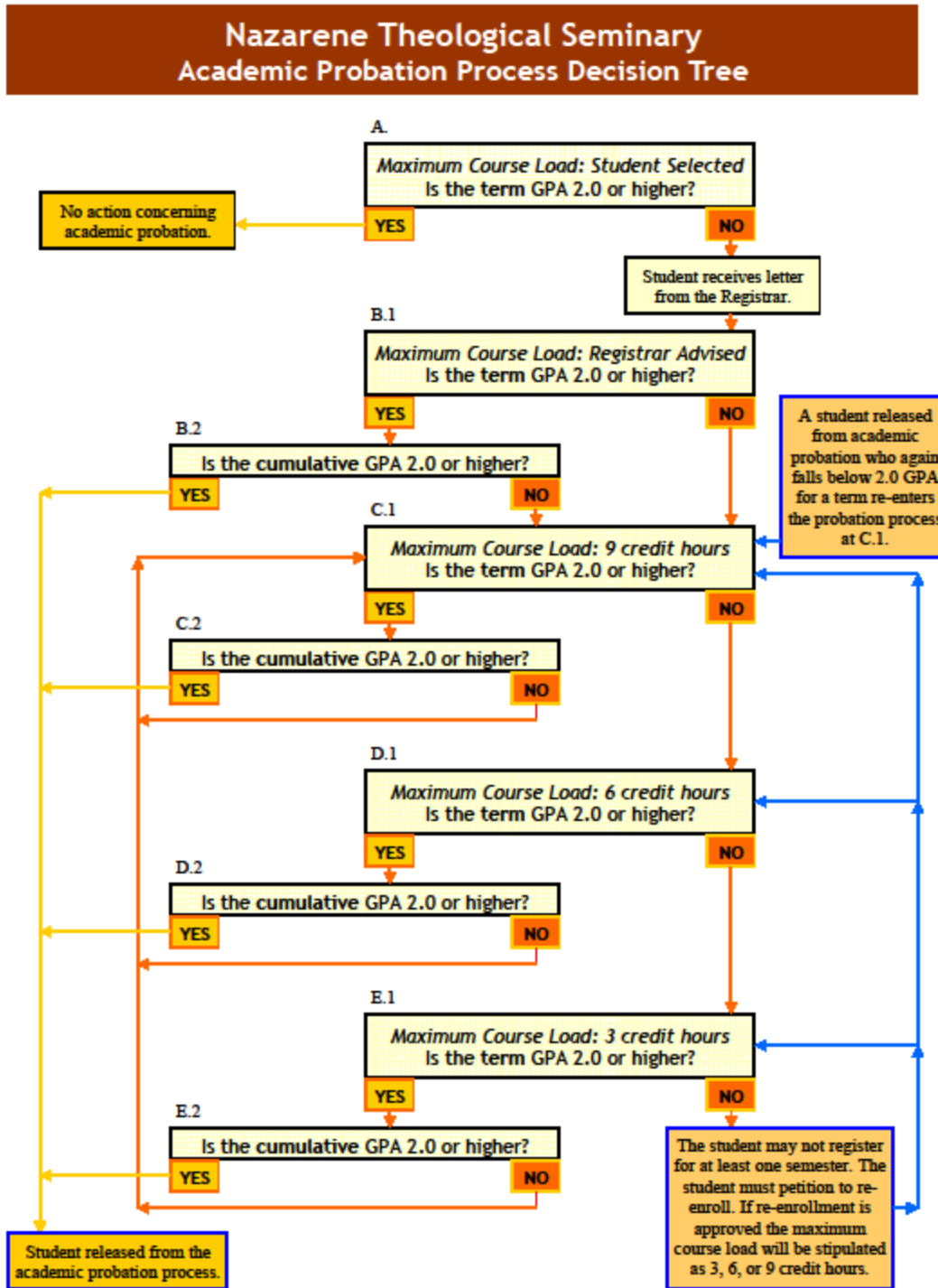
**Directed Research Quantitative Guidelines:**

- Directed Research should generally be constructed to expect 45 hours of work per credit hour.

**Steps for requesting a Directed Study/Research:**

- The student should complete a request form (available in the Office of the Registrar and Admissions or <http://www.nts.edu/forms>, which indicates the rationale for the request and have it approved (1) the Registrar and Director of Admissions, (2) the supervising professor, (3) the Degree Director, and (4) if course is a directed research by the Dean of the Faculty.
- The approved form along with the learning contract must be completed and filed with the Office of the Registrar and Admissions before course is added to semester registration.

### 19. Academic Probation



A student must establish at least a grade point average of 2.00 or higher in the first year and maintain this average throughout the course of study. At the close of each semester the Registrar and Director of Admissions reviews the quality of each student's work in order to note students whose semester or cumulative average is lower than 2.00.

The probation procedure is as follows:

- a. After the first semester in which a student's term GPA falls below 2.0, he or she will receive a letter from the Registrar and Director of Admissions that advises him/her of the probation system.
- b. After the second successive semester in which a student's term or the first semester a cumulative GPA falls below 2.0, he or she will be placed on academic probation and required to limit his/her course load to not more than 9 credit hours in the following semester in which he/she enrolls.
- c. After being placed on academic probation, if a student achieves a term GPA of 2.0 or higher but his/her cumulative GPA remains less than 2.0, his/her course load is limited to 9 credit hours in the following semester in which he/she enrolls.
- d. If in the third successive semester of less than a 2.0 term or a second semester of less than 2.0 cumulative GPA, the student will be limited to 6 credit hours in the following semester in which he/she enrolls.
- e. If in the fourth successive semester of less than a 2.0 term or a third semester of less than 2.0 cumulative GPA, the student will be limited to 3 credit hours in the following semester in which he/she enrolls.
- f. If in the following semester the student on probation does not achieve a 2.0 term GPA for that semester, he/she will not be allowed to register in a subsequent semester. In order to re-enroll, the student must submit a petition to the Educational Delivery and Policies Committee, which may or may not allow reenrollment with stipulations.

## **20. Grading System and Incomplete Policy**

The criteria for assigning grades are given in the Academic Catalog. Special attention should be given to the policy regarding "I" or Incomplete grades as listed below. "IP" grades must not be substituted for an Incomplete.

### **Incomplete Policy:**

Standardized forms for requesting an incomplete in a course are available in the Office of the Registrar and Admissions or <http://www.nts.edu/forms>. A \$25.00 fee will be assessed for each "I" grade petition filed. A request for an Incomplete must be filed with the Office of the Registrar and Admissions by the Thursday prior to the final week of the course.

Incomplete work is due the following term on these dates:

Fall Semester Incomplete work due no later than April 20.

Spring Semester Incomplete work due no later than August 1.

Summer School Incomplete work due no later than November 30.

The due date for grades for incomplete work is the due date of grades for the following term. (Fall incomplete grades are due with the following Spring grades; Spring incomplete grades are due with Summer grades; Summer incomplete grades are due with the following Fall grades.)

The alternate grade as stated by the professor will be automatically assigned to the student by the Office of the Registrar and Admissions if the incomplete grade is not turned in by the due dates listed above. If

no alternate grade is given by the professor, a grade of F will be assigned. (Note Academic Catalog – A grade assigned in a course may not be challenged more than 1 academic year following the date the grade was assigned.)

An incomplete may not be granted if it entails a student missing more than 25% of the contact hours scheduled for the course.

25% will be interpreted to mean:

- More than 3 weeks in a 14 week online course
- 8 hours or one day in a one week module
- 9 hours or two days in a two week module
- More than 3 days in a block schedule
- More than 9 days in a daily schedule

Exceptions approved by the faculty member must be approved by the Dean of the Faculty.

## **21. Academic Honors**

Three levels of honors have been established for graduating Seniors (on the 4-point system):

- Summa Cum Laude..... 4.00
- Magna Cum Laude.....3.75
- Cum Laude..... 3.40

## **22. Policies on Examinations**

### **a. Students for whom English is a Second Language**

A student for whom English is a second language and who has two or more exams scheduled on a given day should be allowed another exam day for the second exam.

### **b. Special Weeks**

Examinations are not normally scheduled during Spiritual Dedication Week, Spiritual Deepening Week, and lecture series.

### **c. Rescheduling Examinations**

- Only when a student has made prior arrangements with a professor will he or she be allowed to reschedule any examination. Professors have no responsibility to students who do not make prior arrangements. In cases of illness a student should call the professor or leave a message with the Office of the Dean of the Faculty, so they can contact the professor.
- A student who wishes to take an examination at a time other than that established by the professor must initiate the request with the professor.
- If the professor is willing to reschedule the exam then the student must obtain and then file a “Request to Reschedule Exam” form in the Office of the Dean of the Faculty.
- A fee of \$10.00 for rescheduling an exam may be levied and must be paid prior to taking the exam.
- The professor delivers the examination to the Office of the Dean of the Faculty prior to the date of the rescheduled exam.
- Rescheduled examinations will be administered only at times agreed upon by the professor and the Office of the Dean of the Faculty, and the exam will be proctored by personnel from the Office of the Dean of the Faculty.

**d. Exemption from Final Examinations for Graduating Seniors**

In the semester or term (Summer School) in which a student completes all his or her degree requirements, he or she may, at the discretion of the professor, be exempted from final examinations in courses in which he or she has an average grade of "B" or above. Students interested should inquire of their professor if this is a possibility for the course in which they are enrolled.

**23. Graduation Requirements**

The Academic Catalog lists the requirements for the degrees offered by the Seminary. Students are urged to remain informed of all changes in requirements as well as your progress in meeting these requirements. Students are fully responsible for meeting degree requirements.

**24. Change of Degree Program**

A student who wishes to change from one degree program to another must obtain approval from the degree directors of both degree programs and a signature from the Dean of the Faculty. Forms are available in the Office of the Registrar and Admissions and on the NTS website at <http://www.nts.edu/forms>.

**25. Additional Degree**

A student who wishes to add an additional degree must obtain approval from the degree directors of both degree programs and a signature from the Dean of the Faculty. Forms are available in the Office of the Registrar and Admissions and on the NTS website at <http://www.nts.edu/forms>.

**26. Course Option**

Persons who have an undergraduate major in theology and/or ministry studies, or those persons with extensive full-time ministry may qualify to be assessed for advanced placement or course options when they enter NTS.

A student who has received a "B" or better grade for any course that parallels a NTS required course may receive a "course option." He or she may be permitted to move immediately to more advanced courses. Course options do not reduce the number of hours required for graduation, but they do allow a student more flexibility to build on the undergraduate foundation.

**27. Transfer of Credits to NTS**

A regularly admitted student may transfer as many as 30 hours to be credited toward the M.Div., 21 hours toward the MACFD, 24 hours toward the MAICS, and 15 hours toward the MA(TS). The transfer hours must be graduate hours from an accredited institution and validated by a cumulative GPA of 2.0 or better. No more than one half the hours applied to an earned graduate degree may be applied to a NTS degree. Only courses in which a student has received a grade of "C" or better may be transferred. A maximum of 15 semester hours may be transferred from an unaccredited institution.

**28. Transcripts**

Those who wish to order an official transcript must submit a written request with a legal signature. Advanced notice of at least one week will enable NTS to fulfill such requests in a timely manner. Students who have outstanding balances on their student account or library account will not be permitted to have an official transcript without approval from the Business Office and/or Library. Current students

can produce an unofficial transcript of NTS coursework from the NTS student portal (<http://my.nts.edu>). Transcripts from other institutions contained in the student files are the property of NTS and as such are under the control of the Office of the Registrar and Admissions. While federal law allows that students may review the contents of their academic file, transcripts from other institutions submitted to NTS for admission or transfer credit evaluation will not be photocopied or forwarded.

### **29. Inclusive Language**

As a Christian community, NTS administration, faculty, staff, and students desire to treat all persons with dignity in both verbal and written communication. To assist in that endeavor, a *Handbook for Inclusive Language* is available in the Office of the Dean of the Faculty or on the NTS website [www.nts.edu/student-handbooks1](http://www.nts.edu/student-handbooks1).

### **30. Cross Registration at Kansas City Seminaries**

- a. Cross Registration privileges apply to students in good standing in one of the four KCATS seminaries (Central Baptist Theological Seminary, Midwestern Baptist Theological Seminary, and Saint Paul School of Theology). A student may cross register for summer or January (interterm) courses if he or she was a student in good standing during the previous semester.
- b. A student who cross-registers will pay tuition for the course at his or her home seminary.
- c. Grades for work done by cross registration will be sent to the Registrar of the home seminary.
- d. Before a student can cross register, a sufficient number of students in the host seminary must have registered to make the course financially solvent. If this has not occurred, the student can register as a temporary student at the host seminary and pay its tuition.
- e. A student may cross register for up to nine credit hours during his or her seminary career. In cases where exceeding nine credit hours of cross registered courses might relieve a hardship created for a student by scheduling or sickness permission to exceed the nine credit hour limit may be granted by agreement by the Deans of both seminaries.
- f. Normally, cross registration will be limited to elective courses. A student may cross register for a required course only if he or she has the permission from the Deans of both seminaries and an appropriate professor in the home institution..
- g. The course "Methodist Polity, History, and Doctrine" (Saint Paul School of Theology) is excluded from cross registration privileges.
- h. Online courses at Nazarene Theological Seminary are excluded from cross registration privileges.
- i. Full-time faculty members from one seminary can cross register at another seminary for one course per semester and only for purposes of continuing education.
- j. A standard cross registration form will be used by all four seminaries. The form is available in the Office of the Registrar and Admissions or <http://www.nts.edu/forms>.

### **31. Cross Registration for Nazarene Colleges and Universities**

- a. The purpose of cross registration is to expand the formal educational opportunities for students at Nazarene colleges, universities and the seminary.
- b. To participate in this program a student must be in good academic standing. The student must have the approval of the Dean of the Faculty and his/her faculty advisor. A student may take up to 6 hours through cross registration.
- c. Students will pay the required tuition at the school offering the class in which they are enrolled. To receive financial aid through NTS a student must be enrolled in at least five hours in a degree from NTS.
- d. Information concerning cross registration at Nazarene colleges and universities is available in the Office of the Registrar and Admissions Office.

### **32. Veterans**

Nazarene Theological Seminary is approved by the Missouri State Approving Agency for Veterans and also is fully recognized by the Veterans Administration. A student that is in active duty military service, active reserves, honorably discharged from active duty, a veteran in vocational rehabilitation, or the spouse or child of a disabled veteran may be eligible for education benefits and must initiate procedures with the Veterans Administration Office.

An Application for Education Benefits (VA Form 22-1990) must be completed if the student has never received education benefits. The applications are available on the Veteran's Administration Education website, <http://www.gibill.va.gov>. You can either complete the application on-line or print it and manually complete it. Please note, whether you process the application on-line or manually, the *original signature page* must be sent in to the Veteran's Administration Office (address listed on the application form). Your application will be held until the signature page is received in their office.

Once you have completed the application process, the Certifying Official for Veteran's Education benefits at NTS (*Director of Financial Aid*) will electronically certify the courses you are enrolled in each semester. A Certificate of Eligibility will be issued to the student from the V.A.

The student may drop/add courses according to school policy, but these changes must also be reported to the VA Certifying Official *immediately*. Your monthly VA education benefits are determined by the academic course load you are registered for. If you are receiving benefits from the VA, you must exercise extreme care in the matters of class attendance, course load, and reporting to the VA Certifying Official **any** changes in your program. Satisfactory passing for a course requires attendance in 75 percent of the class sessions. If you do not receive a passing grade for a course that is *required for your total degree program credits*, the VA will allow you to re-take the course.

Veterans applying for education benefits through Vocational Rehabilitation must complete VA Form 28-1900 and work directly with the V.A. Voc. Rehab office (800-827-1000).

\*\*\*If you are applying for **Federal Tuition Assistance only**, a Tuition Assistance Authorization form (DA Form 2171) should be acquired from your military education services officer or education counselor with the military branch you are affiliated with. *These forms are processed by the Financial Aid Office*

*of NTS, not through the Office of the Dean of the Faculty.* For further questions, please contact the V.A. Education Office at 1-888-442-4551 (toll-free).

### **33. FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. Schools may charge a fee for copies.

**The Registrar and Director of Admissions of Nazarene Theological Seminary has been designated by the seminary to coordinate the inspection and review procedures for student education records. A student who wishes to review his/her education records must make a written request to the Office of the Registrar and Admissions, listing the item or items of interest. Records covered by the Act will be made available within a reasonable time not to exceed (by law) forty-five days of the request.**

- Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records without consent to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific state law.

**At its discretion, Nazarene Theological Seminary may provide “directory information” in accordance with the provisions of the Act.** Schools may disclose without consent "directory" information such as a student's name, address, telephone number, date and place of birth, degrees and awards received, dates of attendance, and full-time/part-time status. However, schools must tell eligible students about directory information and allow eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school. **A student may withhold directory information by indicating this preference in writing to the Office of the Registrar and Admissions within the first two weeks of the fall term, or the first term the student is in attendance. A request for non-disclosure must be filed annually on the form provided by the Office of the Registrar and Admissions. Upon request, NTS may disclose information without student consent to officials of another school in which a student seeks or intends to enroll.**

**Within the Nazarene Theological Seminary community, only those members acting individually or collectively in the student’s educational interest are allowed access to student education records. These members include the President; the Dean of the Faculty; the Dean for Administration and Student Services; faculty members of the Educational Delivery and Policy Committee; the Registrar and Director of Admissions; Director of Financial Aid and faculty members of the Scholarships/Grants Committee; the Director of the Supervised Ministry Program; the student’s advisor; a staff member acting solely as an agent of one of the aforementioned individuals; and other faculty, administrative, clerical, and professional employees of the seminary within the limitation of their need to know. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.**

## **GRIEVANCE PROCEDURE**

While Nazarene Theological Seminary is committed at every level to operate with integrity and with concern for the general welfare of students, we also understand that, on occasion, events arise in which students have complaints. When these events occur, we want students to have a ready means of resolving grievances.

To this end, the following is suggested:

### **A. Academic Grievances:**

When a student has a question regarding a course grade, examination schedules, etc., he or she should go directly to the professor and attempt to resolve the problem with him or her. NTS professors are committed to fairness. Only if the problem cannot be resolved in this manner should a student turn to the Dean of the Faculty, who will in all cases attempt an equitable resolution to the problem.

The official policy for appeal of a final grade is as follows:

1. Contact the professor for the course in order to request a change.
2. Make an appointment to talk about the matter with the Dean of the Faculty, and
3. If the appeal to the professor and the Dean of the Faculty does not resolve the issue the student may, within three weeks of the Dean’s decision, request that the Dean of the Faculty

set up a committee composed of two faculty members and two students who will hear the case presented by the student. The meeting will be convened by the Dean of the Faculty who will have a vote in the final decision. The student and the professor will be heard in the meeting. After all parties have been heard a vote will be taken to either sustain or deny the appeal. The vote of the committee will be the final disposition of the matter. If the professor is the Dean of the Faculty, the Assistant to the Dean will fulfill the roles listed above for the Dean of the Faculty.

4. A student may not appeal a grade made on a specific assignment.
5. A student must begin step b to appeal a final grade within 1 calendar year from the grade being received in the Office of the Registrar and Admissions.

All appeals regarding academic policy should be made first to the Dean of the Faculty. If policy does not allow him or her to act, then the student will be advised to appeal to the Educational Delivery and Policies Committee. Appeals should be typed, clearly stated, and presented to the Administrative Assistant to the Dean of the Faculty. The appeal will be presented to the committee during its next regularly scheduled monthly meeting. Notification is sent to the student thereafter.

Appeals regarding curriculum should follow the procedure described in No. 2. Appeals should be addressed to the Academic Programs and Resources Committee.

## **B. Student Life Issues**

A student who believes she or he has a legitimate grievance should ordinarily meet promptly with the person immediately involved (staff member, fellow student, administrator, etc.) The procedure is concluded if a mutually acceptable solution is reached. Should either person wish written documentation of the resolution, they shall write such a document that is to be signed and dated by both parties.

If the grievance is not mutually resolved, the student may pursue the matter in the following manner:

- Within seven days of the meeting suggested above between the two parties where a mutually agreed resolution was not reached, the student should send a written statement to the Dean of Students.
- The statement must clearly indicate the nature of the complaint and the steps already taken to attempt resolution.
- The Dean of Students will, then, meet within seven business days with each party separately to attempt to resolve the grievance.
- If the grievance is resolved, a written statement will be composed by the Dean of Students and the document will be signed by all parties. Copies will be filed in the office of the Dean of Students.

If the matter is not resolved through the steps above, the student may pursue the matter in following manner:

- The student may make a written appeal to the President. The appeal must include evidence that all of the above steps have been completed.
- The President will attempt to resolve the matter with the parties involved. If no resolution is reached, the President will select one member of the faculty, one member of the staff, one member of the administration, and two students to serve on a grievance committee. The

- committee will be convened within 20 business days after receiving the written appeal.
- The committee will meet to hear and resolve the grievance. The decision of the committee will be presented in writing to each party with a recommendation to the President. The decision of the President will be final.
  - If the complaint is against the President, the chair of the Board of Trustees shall appoint and convene the committee and act upon its recommendation.

## **SUPERVISED MINISTRY**

Supervised Ministry is an intentional and ongoing process of contextual education that provides the student with opportunities to develop ministerial identity and to integrate the practice of ministry with theological reflection on ministry in the contexts of the local church and cross-cultural/community settings. Supervised Ministry is a holistic approach to theological education seeking not only formation but transformation in the lives of students. Foundational to Supervised Ministry is an approved supervisor who walks alongside the student in the learning process and Case Study groups which reflect upon ministry together.

### ATTENTION:

The emphasis at Nazarene Theological Seminary is on *Supervised* Ministry, not fieldwork. The basic immediate purpose for the program is educational in nature; thus, credit is given only for supervised experience. While the seminary expects and encourages students to become actively involved in the work of ministry, this does not in itself constitute a basis for granting academic credit. No retroactive credit is given for supervised ministries.

Supervised Ministry requirements vary with the M. Div., M.A. in Christian Formation and Discipleship (MACFD), and M.A. in Intercultural Studies (MAICS) degrees. Each program is committed to the integration of the theory and practice of ministry, but demonstrating integration varies from degree to degree. More information can be found in the NTS *Catalog*. Contact Intercultural Studies and Christian Education degree directors for specific requirements for their programs. M.Div. and MACFD) In-service students will fulfill their Supervised Ministries requirements in their local settings with learning objectives and supervisors approved by the Director of Supervised Ministries as well as through on-line interaction.

M.Div. and MACFD) students should prioritize their Supervised Ministry from the very beginning of their academic programs. This means identifying, as soon as possible, a local church setting that is suitable for and supportive of their Supervised Ministry experience including cross-cultural and community components.

The pastor and ministry leaders who will serve as supervisor and the programs of the church and cross-cultural/community settings should have the potential to offer meaningful ministry experience over the course of the student's NTS academic career. The Kansas City area offers a wide diversity of excellent church ministry settings and leadership. These pastors have a long history of strong commitment to nurturing the students of NTS as they prepare for ministry. Please see the Supervised Ministry Handbook on the NTS website for further information. <http://www.nts.edu/student-handbooks>

## **LIBRARY**

The Seminary provides a library for your help in mastering the knowledge and skills which prepare you for effective Christian leadership in church vocations. It is at the heart of the scholastic program of the Seminary. There are now over 147,300 items in the library. Consult with the Library Director with regard to the use of the library and research procedures.

The library is a sanctuary for study, and it is imperative that all join in creating an atmosphere of study. Refrain from unnecessary conversation. Refreshments and cell phone conversations are not permitted in the library.

Your integrity and maturity are assumed; therefore, few rules are stated for the use of the library. The following regulations adopted by the faculty are designed to distribute the circulation of our materials as widely and as fairly as possible. Failure to comply with the regulations can result in the revoking of library privileges. A library handbook which contains an overview of library services and regulations is available.

### **1. Hours (during Module classes)**

Monday, Wednesday, Thursday, Friday (first week), 7:45 a.m. – 8:00 p.m.,

Tuesday (first week), 7:45 a.m.-7:30 pm

Monday through Thursday (second week), 7:45 a.m. – 8:00 p.m.

Friday (second week), Closed

Saturday (first week), 12-5 p.m.

Sunday – Closed

### **Hours (during the regular semester and summer sessions)**

Monday & Tuesday 8:00 a.m. - 8:30 p.m.

Wednesday & Thursday, 8:00 a.m. - 6:00 p.m.

Saturday, 12 p.m. - 5:00 p.m.

Friday & Sunday - Closed

The library is closed during the chapel hour and for lecture series.

See the Library Handbook or contact the library for hours at other times.

### **2. Circulation**

#### **Reference Books and Periodicals:**

Reference books and periodicals, bound or current, may be used only in the library. You are requested to reshelf any reference volumes or magazines which you have taken from the shelves for use in the library. Please do not leave your books or library books on the tables overnight. The tables will be cleared each evening.

#### **Course Reserve Books:**

Reserve books are due by the date or time marked on the check-out card. No more than three (3) reserve books may be taken out at a time.

#### **Three-Week Books:**

All circulating books, except those on reserve, may be borrowed for a period of twenty-one (21) days. Renewal for another twenty-one (21) days may be made if no other requests have been made

for the books.

### **3. Fines**

No fines will be computed on Fridays or Sundays since the library is closed. Please see the Library Handbook for the specific fine calculations for all materials.

#### Reserve Materials:

Reserve materials are available on a daily basis or hourly loan, as decided by the instructor. The maximum fine for a reserve book is \$100.00 plus the replacement cost of the book, if lost.

#### Circulating Books:

If a book becomes more than one (1) day overdue, the student will be charged a minimum fine of \$0.25 a day. After a circulating book is twenty-eight (28) days overdue, a FINAL notice will inform the student that he/she is responsible for the fine, the replacement cost of the book(s), and a \$20.00 per item processing fee. The maximum fine for a circulating book is \$50.00.

#### General Information:

Periodically, the library sends borrowers notices for overdue items. These reminders are a courtesy to borrowers. Borrowers are responsible for the timely return of library materials.

Students with library fines that exceed \$5.00 will not be allowed to check out additional materials until all fines are paid.

Fines should be paid at the circulation desk when the material is returned. Students with outstanding fines may be reported to the Business Office and the Office of the Registrar and Admissions. Unpaid library fines can delay registration, graduation, and transcript requests. Any complaints about fines or mistakes in billing are handled on a case-by-case basis by the Director of Library Services.

### **4. Inter-Library Loans**

All non-online inter-library loan requests must be made through the library circulation desk, and all books thus secured must be returned to the library. Inter-library loan is the procedure used to obtain books that you need which we do not have in our library. Photocopies obtained through inter-library loan normally require a photocopy charge which is to be paid by the student.

### **5. Direct Access to Other Kansas City Area Libraries**

The seminary library has developed cooperative arrangements with a number of area libraries which permit NTS students and faculty to use the libraries of the following institutions:

Avila College  
 Calvary Bible College and Theological Seminary  
 Central Baptist Theological Seminary  
 Community of Christ (formerly RLDS)  
 Johnson County Community College  
 Kansas City Public Library and branch locations  
 Longview Community College  
 Maple Woods Community College  
 MidAmerica Nazarene University

Midwestern Baptist Theological Seminary  
 Park College  
 Penn Valley Community College  
 Rockhurst College  
 Saint Paul School of Theology  
 University of Kansas (Watson Library) and University of Kansas (Regents Center)  
 University of Missouri – Kansas City  
 William Jewell College

Contact the library circulation desk or the library handbook for specific details.

#### **6. Computers**

Eight computers are located in the Library for student use. All have internet access and printing capabilities. There is no user-fee. Students should limit use of computers to academic purposes. The library building has wireless capabilities. See the library front desk for questions about connectivity.

#### **7. Archives Office, Church of the Nazarene Global Ministry Center**

There are specific policies regarding access to the Nazarene Archives. Please contact Nazarene Archives at 913-577-0500 for a copy of these policies.

### **GALLOWAY EDUCATIONAL RESOURCE CENTER**

Located in Room 105, the educational resource center contains material pertaining to local church operations and programs. The center displays curriculum materials in Christian education from several different publishers. The center maintains periodicals and media resources addressing language study, congregational development, age level ministries and other local church concerns. All materials are for use in the resource center; none are circulated. Hours: 8:00 a.m. to 4:30 p.m., Monday - Thursday.

### **RELIGIOUS ACTIVITIES**

One of the joys of Seminary life is the privilege of association with a local church. While you are enrolled in the Seminary, you should plan to accept some special type of responsibility in your local church. The matter of joining a local church is one of your own choosing, but your spiritual life may suffer if you fail to maintain a close relationship with a church in the area.

If you are pastoring a church of a denomination other than your own while attending the Seminary, plan to attend some service in a church of your own denomination at least once a month and more often if possible. The value of maintaining that connection is self-evident.

#### **1. Chapel**

The chapel service is one of the most vital phases of Seminary life. In a large measure this period of worship sets the spiritual tone of the institution. Students should take full advantage of the potential for growth that regular chapel attendance offers. Several lectureships and the Corlett Senior Sermon Series are annual chapel highlights. Members of the faculty and administration, general church leaders, missionaries, pastors, evangelists and students are among the speakers. Occasionally NTS hosts lectures

by local, national, and international speakers. If a lecture falls during a scheduled course session, class will be lengthened by 35 minutes so students can attend the lecture. Students will be informed of this change by their instructor.

2. **Prayer Meeting**

Prayer meetings are conducted in the prayer chapel at announced times.

3. **Missionary Projects**

From time to time, the faculty, students and staff raise money for a missions or compassionate ministry project.

4. **Eucharist Service**

The Eucharist is celebrated at least once each semester in a regular chapel service.

## **STUDENT ACTIVITIES**

1. **Student Leadership Team**

The student government at Nazarene Theological Seminary is called the Student Leadership Team. It is made up of five to eight students who are selected each year to represent their colleagues to the administration. The Office for the SLT is located in the Commons.

2. **Student Groups/Clubs**

When students desire to pursue a particular interest together, they may request permission from the Student Leadership Team to form a club or a group designed to promote or celebrate that particular interest. The request to the SLT should include the purposes of the group, a plan for regular meeting, and an indication of the number of students interested in such an activity. In recent years student groups have included the World Mission Fellowship (promoting world evangelization), the International Student Fellowship (supporting international students at NTS), Women in Ministry, and Students for Social Justice.

3. **Corlett Holiness Senior Sermon**

In honor of the late Dr. L.T. Corlett, President Emeritus of the Seminary, the Corlett Holiness Senior Sermon celebrates the centrality of preaching in the mission and tradition of the Seminary.

Graduating seniors are provided information about the Corlett Holiness Senior Sermon during the Fall Semester. They are asked to indicate their desire to participate in this celebration of preaching by providing written notice to the Dean of the Faculty. In early February of the Spring semester, participating students will submit a sermon manuscript along with a video or DVD recording of the sermon as it is being preached. A Faculty Committee will evaluate each manuscript and recording then normally three students are selected to preach in chapel during March or April of the Spring Semester. Faculty that are present for all three chapels will then select one of the students to represent the graduating class and preach the Corlett Holiness Sermon on Commencement Sunday at the First Church of the Nazarene.

All students that complete the full submission process by turning in the manuscript and recording to the Dean of the Faculty (whether selected to preach in chapel or not) are recognized at the Community

Celebration Chapel. A cash gift is presented to the students chosen to preach in chapel.

#### 4. **Faculty Assistantships**

Faculty assistantships are routinely made available to middlers and seniors with a superior academic record to assist in any capacity needed in support of class work and research. Recipients are chosen by vote of the faculty upon nomination by the professor in whose department the student will assist. Students must be enrolled full-time for Fall and Spring Semesters to receive and to retain their assistantship appointment, unless they are a graduating senior in their last year of course work or have special permission from the Dean of the Faculty. Once the students have received a vote of approval from the Faculty to serve as Faculty Assistants, they will receive a letter from the Dean of the Faculty which will provide specific details about their work assignments and expectations, to include how their remuneration will be processed.

## **FINANCES**

### 1. **Policy**

It is the desire of the administration that you shall build a good reputation in meeting financial obligations while you are enrolled in the Seminary. The general policy for financial arrangements is found in the Academic Catalog. Information can be obtained through the Financial Aid office. **All charges for tuition and fees must be paid in full prior to semester start date.**

- a. **Tuition and Fees** See *Expenses and Financial Aid* section in the current Academic Catalog.
- b. A \$35.00 service charge will be added to all accounts where checks have been returned to NTS from the bank due to insufficient funds, closed accounts, etc.
- c. Semester grades will be withheld from any student whose account shows a balance due or has an outstanding Security Savings Bank loan balance.
- d. **NTS Refund Policy:**  
Any tuition which may be refunded, whether for withdrawal or changing hour load, will be prorated. **(Refund percentages are computed from the Academic Catalog date for the beginning of classes.)** Fees are non-refundable.

To receive a refund, a Request to Drop or Add Courses form must be processed in the Office of the Registrar and Admissions at which time a refund can be requested from the Business Office. A student must complete a Student Account Refund Request Form and submit it to the Business Office.

The refund will be available within two weeks. Refunds for each session are computed separately from the date request is submitted. Conditions to receive a refund would be no balance pending, and request submitted within the required time frame.

Refunds are consistently applied in all circumstances. Please refer to the current NTS Academic Catalog for further information.

### 2. **Student Financial Assistance**

Financial assistance consists of scholarships, one-semester loans, and participation in the William D. Ford Direct Loan Program (DL). The primary purpose of the financial assistance program is to provide

tuition assistance for students who demonstrate financial need. The total amount of financial assistance offered a student will not exceed the amount of need. Financial need is defined as the difference between the total cost of attending a particular institution and the amount of resources available to the student.

a. Scholarships

All students that submit a Scholarship /Grant Application by the deadline are evaluated for scholarships. Selected applicants receive academic year awards. Students who are not selected to receive a scholarship upon entrance into NTS may apply for an award through the Financial Aid Office *after* their first semester of classes and the completion of eight (8) credit hours of instruction.

b. Institutional Payment Plan

Short-term payment plans are available for each semester. Contact Derek Davis in the Business Office to arrange your plan. There is a \$25.00 fee for payment plan processing.

c. TITLE IV FUNDS - William D. Ford Direct Loan Program (DL)

The following refund guidelines apply to students who receive subsidized and/or unsubsidized funds from the Federal Stafford Loan Program to pay educational costs and subsequently withdraw, drop out, are expelled, or otherwise fail to complete the period of enrollment.

Return of Title IV Funds

- i. Within 30 days of the determination of an official or unofficial withdrawal NTS must calculate the amount of Title IV assistance the student has earned. See NTS Withdrawal Policy on page 12 of this Handbook.
- ii. If the student withdraws before completing more than 60% of the payment period, NTS must recalculate the amount of any Title IV loan aid to reflect the portion of the payment period that he or she completed prior to withdrawal. The unearned title IV loan aid for the percentage of the payment period not completed must be returned to the applicable Title IV aid program.
- iii. NTS will determine the amount of Unearned Aid to be returned as follows:
 

Total Title IV	-	Title IV	=	Title IV
disbursable aid		aid earned		loan aid to be returned.
- iv. NTS is responsible for returning the lesser of the following amounts to the applicable Title IV programs:
  - The total amount of unearned aid.
  - The amount that is equal to the total institutional charges incurred by the student for the payment period multiplied by the percentage of unearned aid.
- v. Returned funds will be applied to eliminate outstanding balances on loans for the payment period in the following order: first, Unsubsidized Stafford Loans; and then, Subsidized Stafford Loans.
- vi. Returned funds will be paid to the lender no later than 30 days after NTS determines the student withdrew. Written notification will be sent to the student borrower of the return of funds to the borrower's loan(s).

**3. Course Withdrawal**

Withdrawing from a course or school may result in an over-award situation if the student drops below half-time or it may result in a lower COA for those students who receive Title IV loan funds. Students should contact the Financial Aid Office for complete details in advance and refer to the Finances Section for the general tuition refund policy. Students who are borrowers in the Federal Stafford Loan Program who withdraw from NTS are subject to a return of Title IV Funds (see 2.c. above).

**4. Loan Deferment**

For purposes of reporting to governmental agencies, the figure of nine (9) hours has been established as full-time and anything less than nine (9) or 5 - 8 hours is considered half time, for any semester. Loans are eligible for deferment if the student is enrolled in a degree program for at least 5 credit hours.

**5. Agape Fund**

The Seminary has an Agape Fund which provides modest grants for needy students. The Dean for Administration and Student Services' office handles requests from this fund. If you know of individuals in our community who are having a very difficult time, please let us know. Gifts to the Agape Fund (funded totally by gifts) are always appreciated.

**6. Emergency Loan Fund**

The Seminary has a small loan fund provided by friends wishing to aid the students. It is available for times of emergency in financial matters. Because of the small amount in the Emergency Loan Fund, the amount of a loan to any student is limited. Please check with the Business Office.

**7. Hospitalization Insurance**

All students are encouraged to have hospitalization insurance coverage. The Seminary does not provide health insurance but has brochures available in the Business Office.

## **FEDERAL AND STATE REGULATIONS**

### **1. Statements of Compliance**

The Seminary's Statements of Compliance regarding various Federal Laws and Regulations are found in the NTS Catalog.

### **2. Campus Security Act of 1990**

Nazarene Theological Seminary complies with Title II of the Student Right-to-Know Campus Security Act of 1990, known as the Crime Awareness and Campus Security Act of 1990. The Act requires the institution to collect, publish, and distribute to all current students and employees and to any applicant for enrollment or employment upon request certain information regarding campus policies and procedures with respect to campus security and incidents of criminal offenses on campus. Inquiries concerning compliance with the Campus Security Act of 1990 may be directed to the Dean for Administration and Student Services, Nazarene Theological Seminary, 1700 E. Meyer Blvd., Kansas City, MO 64131.

### **3. Sexual Harassment and Sexual Assault Policy**

*(Note: The requirements concerning issues of sexual harassment and sexual assault are presented and affirmed in compliance with the Higher Education Amendments of 1992, 34CFR Part 668, and the mission of Nazarene Theological Seminary.)*

#### **a. Definitions**

- **Sexual Harassment**

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical and expressive behavior of a sexual nature where: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; 2) submission or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or 3) such conduct has the purpose or effect of denying or limiting a student's ability to participate in or benefit from the school's programs on the basis of sex, interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

- **Sexual Assault**

Sexual Assault is defined as any sexual act directed against another person, forcible and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent.

#### **b. Statement of Policies Regarding Sexual Harassment and Sexual Assault**

Sexual harassment is both immoral (e.g., 1 Thessalonians 4:3-8) and illegal (Title VII or the 1964 Civil Rights Act for employees and Title IX of the 1972 Education Act for students). Sexual harassment of either employees or students whether by faculty members, staff, administrators, other students or non-employee third parties is not tolerated at Nazarene Theological Seminary. Any person enrolled or employed by the Seminary who believes that he/she has been a victim of some form of sexual harassment should report the incident immediately. The Seminary will take prompt, effective action to end any sexual harassment, prevent its recurrence and, as appropriate, remedy its effects. The perpetrator is subject to disciplinary proceedings. Before, during, and after disciplinary proceedings, the Seminary will take all necessary steps to protect the victim from additional harassment on campus.

- i. Persons to Whom Complaints of Sexual Harassment Should Be Made  
Persons who feel that they have been sexually harassed should report the matter immediately to the liaisons listed in the following sections. The liaison(s), upon receipt of the complaint, shall report the allegation to the Registrar.
  - ii. Complaints By or On Behalf of a Student  
A student or an employee (either faculty or staff), who has knowledge of the harassment of a student, should report allegations of sexual harassment immediately to the Dean of the Faculty, the Dean for Administration and Student Services, or the Registrar. A sexual harassment grievance filing form and assistance are available from the above individuals.
  - iii. Complaints by an Employee  
A faculty member should report allegations of personal sexual harassment to the Dean of the Faculty, the Dean for Administration and Student Services, or the Registrar. A staff employee should report allegations of personal sexual harassment to the Dean for Administration and Student Services or the Registrar.
  - iv. Alternate Liaisons  
In the event a party desiring to report sexual harassment believes the individual designated to receive his/her complaint is associated with the allegation, the party may report the allegation directly to the President and/or the Registrar.
  - v. Complaints against an Administrator  
All allegations of sexual harassment involving an administrative officer shall be reported to the President or any member of the Executive Committee of the Board of Trustees. An allegation of sexual harassment involving the President shall be reported to any member of the Executive Committee of the Board of Trustees.
  - vi. Complaints against a Trustee  
An allegation of sexual harassment involving a Board of Trustee member shall be reported to the Chair of the Board of Trustees or any member of the Executive Committee of the Board of Trustees.
- c. Procedure for Making an Informal or Formal Sexual Harassment Complaint**
- i. Informal Complaint  
If the complaint is not placed in a formal complaint, the matter will be handled informally by the designated sexual harassment liaison(s). The liaison will report the matter to the Registrar. If the informal process does not successfully resolve the complaint, a formal complaint may be filed and the formal complaint process followed. It should be noted, however, that even if no formal complaint is filed, the Seminary has a duty to investigate all concerns of sexual harassment, regardless of the complainant's cooperation, to the extent that it is able to do so without cooperation.
  - ii. Formal Complaint
    - Against a Student  
All formal allegations of sexual harassment involving students will be investigated immediately and impartially by a Seminary representative designated by the

President. If the determination is made by the investigating representative that sexual harassment has occurred, the liaison will decide on the appropriate disciplinary action up to and including expulsion from the Seminary and will inform the complainant and the alleged perpetrator of said action. Either the complainant or the alleged perpetrator may appeal the decision to the Seminary Cabinet, which shall serve as a final review and appeal for all cases of alleged student sexual harassment. Cases involving students and employees will follow the employee process, in consultation with the President.

- Against an Employee

In the event a member of the faculty or staff is alleged to have engaged in an act of sexual harassment, the Registrar shall undertake an initial investigation to determine whether the matter can be resolved or should be referred to a three-member review panel. The review panel shall be appointed by the President and will consist of a Cabinet member, faculty member, and staff member, who shall investigate the matter and decide on the appropriate disciplinary action up to and including termination from employment. The review panel will report the decision to the complainant and the alleged perpetrator. Either the complainant or the alleged perpetrator may appeal the decision to the President, whose decision shall be final.

- Against an Administrator or a Trustee

In the event an allegation of sexual harassment involves a member of the President's Cabinet, including the President, or a member of the Board of Trustees, the chairman of the Board of Trustees shall appoint a three-member panel consisting of a faculty member, Board of Trustee member (not a member of the Executive Committee), and an Executive Committee member, who shall investigate the matter and make recommendations as outlined hereinafter. In the event a Cabinet member other than the President is involved, the investigating panel's recommendation shall go to the President. The President shall act upon the recommendation after consulting with the Executive Committee. In the event the allegations involve the President, the Chairman of the Board of Trustees shall receive the investigating panel's recommendation and shall act on those recommendations after consulting with the Executive Committee of the Board of Trustees.

- Against a Third Party

Appropriate measures within legal boundaries will be taken to restrict a third party perpetrator from the Seminary campus and to prevent future occurrences.

- Retaliation against Anyone Who Reports Sexual Harassment is Prohibited

The Seminary prohibits retaliation against anyone reporting or cooperating in the investigation of a sexual harassment complaint. Strong, responsive action will be taken if retaliation occurs. Students and employees will not suffer adverse consequences as a result of reporting sexual harassment in good faith.

**d. Addendum:**

- i. All records of the investigation shall remain confidential and subject to release only to the panel and the reviewer, unless otherwise required by law. The final decision shall be

- conveyed to both the complainant and the alleged perpetrator.
- ii. Panel members shall not consist of individuals all of the same gender.
- iii. The individual appointing the reviewing panel shall not serve on the panel.
- iv. The reviewing panel shall consult with the Seminary's legal counsel when necessary.

#### **4. Drug Abuse Prevention Program**

The Drug Abuse Prevention Program of Nazarene Theological Seminary is written to comply with "The Drug-Free Schools and Communities Act Amendments of 1989" (Public Law 101-226).

##### **a. Standards of Conduct:**

Nazarene Theological Seminary is an official institution of the Church of the Nazarene and supports the general and special rules of the church as set forth in the Manual of the Church of the Nazarene. Positively, these rules emphasize wholesome and character building modes of conduct. Negatively, the rules prohibit the drinking of alcoholic beverages, illegal use of narcotic or hallucinatory drugs, the use of tobacco in any form, or marijuana; immoral sexual conduct; gambling; use of profane or vulgar language; and possession of obscene literature. In addition, disorderly or destructive conduct is not in harmony with the goal of character building, and will not be tolerated. The unlawful possession, use, or distribution of illicit drugs and alcohol by students and/or employees on the property of Nazarene Theological Seminary or at any of the activities sponsored by the institution is considered to be sufficient reason for dismissing a person as a student in the institution and for terminating the service of an employee.

Upon review by the Seminary administration, violation of Seminary policies or regulations can result in dismissal from this institution. The decision whether or not the infraction warrants dismissal will be made by the President, Dean of the Faculty, Dean for Administration and Student Services, Registrar, and Director of Library Services.

The Drug Abuse Prevention policy of Nazarene Theological Seminary provides that either a student or an employee may, upon the first infraction of the code of conduct stated above, be dismissed as a student or terminated as an employee. Because of circumstances the Seminary administration may judge to be of a mitigating nature, it may choose not to dismiss a student or to terminate the services of an employee. In such cases the offending party will be required to participate in a Drug Abuse Prevention Program administered by Center Point Counseling and Recovery Center, 9221 Ward Parkway, Kansas City, MO (816-444-5511). Cost for participating in the program will be born by the employee or student. A person who participates in the Center Point program will be considered on probation until Center Point certifies that he/she has successfully completed the Center Point Drug Rehabilitation Program.

##### **b. Suspension of Title IV Eligibility**

Conviction of a drug-related offense will result in the suspension of a student's Title IV eligibility.

##### **c. Drug and Alcohol Rehabilitation Programs Available to Students and Employees:**

Nazarene Theological Seminary has entered into an agreement with Center Point Counseling and Recovery Center of Kansas City, MO. According to the agreement, Center Point will conduct any drug or alcohol program needed by a student or an employee of Nazarene Theological Seminary. Center Point, therefore, is the official agency through which all Drug Rehabilitation needed by

students or employees of Nazarene Theological Seminary will be conducted.

**d. Institution Imposed Sanctions:**

The sanctions imposed by Nazarene Theological Seminary on students or employees who violate the code of conduct are stated in this Student Handbook. Breaking either local, state or federal laws against drug or alcohol abuse will include expulsion or termination of employment. The Seminary retains the right to dismiss a student or terminate an employee upon the first infraction against local, state or federal law. The seminary administration, after a review of all circumstances, may choose to refer the offender to Center Point Counseling and Recovery Center, Kansas City, MO for participation in the Center Point Drug Rehabilitation Program. If the administration of the institution chooses to refer a student or employee to Center Point rather than to either dismiss the student or terminate the employee then the person participating in the Center Point program will be placed on probation until Center Point certifies successful completion of its rehabilitation program.

**e. Review of the Nazarene Theological Seminary Drug Abuse Prevention Program:**

The Drug Abuse prevention program of Nazarene Theological Seminary will be reviewed on a biennial basis to a) determine its effectiveness and implement changes if they are needed; b) to insure that the sanctions developed are consistently enforced.