

## **PREFACE**

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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 current Academic 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 Student 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 look forward to partnering with you in your intellectual, spiritual, and professional development. I invite you to give yourself wholly to this community as together we grow in our understanding of the Gospel and the ways the church serves Christ and the world.

Grace and Peace,



Josh. R. Sweeden  
Dean of the Faculty

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## MISSION STATEMENT

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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

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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

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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 *Church of the Nazarene Manual* available [HERE](#). 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, well-being, 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 & AFFILIATIONS**

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Nazarene Theological Seminary is fully accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada, and the following degree programs are approved:

- Master of Divinity (MDiv)
- MA in Intercultural Studies (MAICS)
- MA (Theological Studies) (MA(TS))
- MA in Christian Formation and Discipleship (MACFD)
- Doctor of Ministry (DMin)

The following extension sites are approved as specified:

- Bethany, OK - Approved Degree: MDiv
- Mount Vernon, OH - Approved Degree: MDiv
- Quincy, MA – Approved Degree: MDiv

The Commission contact information is: The Commission on Accrediting of the Association of Theological School in the United States and Canada

10 Summit Park Drive

Pittsburgh, PA 15275, USA

Telephone: 412-788-6505

Fax: 412-788-6510

Website: **WWW.ATS.EDU**

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**

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### **The Announcer**

*The Announcer* is an electronic means of dispersing information regarding academic and community life. Each week Seminary announcements are made available electronically in Moodle and email 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*.

### **Annual Fire Safety and Security Report**

In August of each year, NTS sends a written request to the Kansas City Police Department asking them to provide to the school a printout of crime statistics for January to December of the prior calendar year in accordance with the Clery Act. The geographic area covered in the report includes the campus of NTS on Meyer Boulevard as well as the adjacent bordering streets of Woodland and Paseo as well as any NTS owned buildings (such as student housing) as of the end of the prior calendar year. In addition, NTS is also required by federal regulations to disclose fire statistics and fire safety policies for any NTS student housing. These disclosures are made as part of the annual security report.

An Annual Consumer Information Notification is sent to current students and employees via individual, electronic email message and by posting the Annual Security Report on the website, **WWW.NTS.EDU**, prior to or by October 1 of each year.

Prospective students are provided Annual Consumer Information by means of the current Academic Catalog and consumer information electronically published on the website, **WWW.NTS.EDU**.

### **Koinonia Café**

Koinoia Cafe is in many ways at the heart of the Kansas City campus between the library and main building. It houses a coffee shop, a casual lounge, a Ping-Pong table, a large screen television, and offers wireless internet access. You will find that you will visit this facility often in your Seminary career. The cafe is open every day from 7 am to 9 pm.

### **Building Hours**

The **Administrative offices**, which include the offices of the President, the Dean of the Faculty, Institutional Advancement, Business Office, Office of Enrollment Services are normally open from 8:00 am to 4:30 pm, Monday through Thursday, except during staff's lunch hours (which vary from office to office). The building will be secured after business hours each day.

**Library** hours are listed on the website, **HTTP://WWW.NTS.EDU/LIBRARY/**, in the Library section of this handbook and on the glass doors leading to the library.

### **Calendar and Important Dates**

Visit Important Dates document at **HTTP://WWW.NTS.EDU/STUDENTS/**.

### **Center for Academic Writing**

The Center for Academic Writing is an organization of skilled volunteers who are willing to coach NTS students in grammar, structure, and proper formatting of their academic papers. Help may be

accessed by contacting the volunteers through Moodle or the NTS website.

### **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 Enrollment Services of any changes in your place of residence or telephone number. 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.

### **Change of Name**

Each student is documented by his/her legal name in the school's database and departmental paper files (Office of Enrollment Services, Dean of the Faculty Office, 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 Enrollment Services immediately. Upon presentation of a written request and legal documents (i.e. court papers, Social Security Card), the Office of Enrollment Services will complete the request within two business days.

### **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 **ALUMNI@NTS.EDU** and to the Dean's Office (**DEANSOFFICE@NTS.EDU**) 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.

### **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.

## **Parking**

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

## **Safety**

The safety of students, staff, and faculty is a high priority to NTS. Here are some good practices to follow for our safety and the safety of our personal property on the Kansas City campus:

- If you encounter someone that makes you uncomfortable, go somewhere safe. If you have any concerns for your personal safety, call the police immediately. Your safety is our most important concern.
- Do not leave personal property unattended. Do not leave laptops, phones, or anything unattended in the library, lounge, chapel, or in a classroom. The library has laptop security cables that you can check out free of charge with your library card.
- After hours, do not let someone into the building whom you do not know. If you feel unsafe confronting someone trying to get in the building, contact someone immediately, such as a faculty or staff member in the building and/or the police.

NTS has a security officer from Titan Protection and Consulting Inc. who sits in a marked security car in the south parking lot of the Kansas City campus from 4:00 – 11:00 pm on days of evening classes. The security officer is here to provide assistance in an unsafe situation. DO not hesitate to ask for help. The security officer is also prepared to help with jump starting a car, changing a flat tire, or if you lock yourself out of your vehicle.

## **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 Kansas City radio and television stations. NTS is **not** connected with the Kansas City, MO 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.

## **Security Cameras**

The Seminary Buildings and the King Conference Center are equipped with security cameras in compliance with banking regulations regarding entities that handle credit card transactions and for increased security. Please be aware that foot traffic in and out of these buildings is recorded.

## **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.

## ACADEMIC POLICIES

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### **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**

Face-to-face meetings for modules are scheduled on the Kansas City campus the week before Fall and Spring Break. These meetings have three formats: 1) 8am-5pm Monday and Tuesday and 8am-12pm Wednesday; 2) 1pm-5pm Wednesday and 8am-5pm Thursday and Friday; or 3) 1pm-5pm Monday, 8am-5pm Tuesday-Thursday, and 8am-12pm Friday. These are hybrid courses, meaning that classwork will begin online on the semester start date and continue after the face-to-face meetings until the semester end date.

#### **B. Convene**

Convene courses are scheduled on the Kansas City campus each fall semester. These courses fulfill the residency requirement for the MDiv. Face-to-face meetings of Convene begin on Wednesday morning and end late the following Tuesday evening. The schedule each fall consist of two required courses and a spiritual formation course and retreat. These are hybrid courses, meaning that classwork will begin online on the semester start date and continue after the face-to-face meetings until the semester end date.

#### **C. Weekly**

During the 16 weeks of the semester, classes are offered on Tuesday and Thursdays (including several evening classes) in two formats. Block classes are 3 hours in length and meet one time each week. Hourly classes are 55 minutes in length and meet 2 times a week. There are 14 weeks of substantive interaction.

#### **D. Online**

Online course enrollment will be no less than 7 and no more than 16 students per course. Registration for online courses is done through the Office of Enrollment Services 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 Thursday 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://WWW.NTS.EDU/STUDENTS/](http://www.nts.edu/students/). Due dates and time of posting will all be posted in Central Standard Time. Students in other times zones need to adjust their schedules to CST.

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. Videoconferencing**

Videoconferencing 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 videoconferencing room does not have additional requirements. However, enrollment in a videoconferencing class from a personal computer shall require that a student be located a minimum of 100 miles from the Kansas City campus with videoconferencing capabilities (with the possibility of petition to the Faculty through the Office of Enrollment Services for admission in exceptional circumstances) *and* secure the permission of the course professor to enroll in the course. The student must:

- Download and install Zoom software to allow videoconference with NTS.
- Be connected to a high-speed internet connection with a minimum of 1MB upload and download speed.
- Possess a computer or device with a tested webcam.
- Use a quality headset with attached microphone.
- Successfully complete a test connection with NTS from the location they wish to take the course two weeks prior to the start of the term (i.e. home network, church network, etc.)

In order to foster a safe learning environment in which various viewpoints are respected, audio or video recordings or transcripts thereof by students is prohibited without the permission of the faculty member in charge of the course. If permission is granted, redistribution of these recordings or transcripts thereof outside the scope of the course is prohibited.

Students enrolling in videoconferencing courses or participating in certain synchronous Moodle activities should be aware that their images and voices will be transmitted digitally through the videoconferencing equipment and may be recorded. Continued enrollment in these courses constitutes willingness to participate in the class with these conditions. If you have privacy concerns, please discuss your enrollment with the Registrar/Director of Enrollment Services.

### **Academic Advising**

All academic advising is done in cooperation with the degree program directors, faculty and the Registrar/Director of Enrollment Services. Students may enroll in courses using the NTS Student Portal, [HTTPS://MY.NTS.EDU/ESTUDENT/LOGIN.ASP](https://my.nts.edu/estudent/login.asp). If students have advising questions, it is their responsibility to consult with the Registrar/Director of Enrollment Services regarding progress toward degree completion. Audit sheets are available in the Office of Enrollment Services and on the NTS website. Students should contact their Degree Director for any specific questions about a degree program as well as professional, personal development, and general academic guidance.

## **Course Selection**

Course Selection is conducted after Fall and Spring Break. Students may select courses for the following semester (or Summer Session) at that time. Appointments should be made in the Office of Enrollment Services.

### **A. Late Course Selection Fee**

The calendar in the current 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 Enrollment Services or:

At that time instructions will be given for subsequent steps. Please see the calendar in the current Academic Catalog for the last day to add classes.

### **Adds/Drops Schedule for Office of Enrollment Services**

#### **Adds:**

- Modules/Convene: Students may select module courses seven weeks prior to the beginning of face-to-face meeting 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 Enrollment Services or [HTTP://WWW.NTS.EDU/STUDENTS/](http://www.nts.edu/students/)

#### **Drops/Withdrawal from Courses (W's):**

- Module, 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% - 0% refund schedule, students will receive W's when withdrawing from a course. On the first day of 0% Refund Schedule until the last day to withdraw from a course, students will receive W's. No credit will be assigned for the course. The W will not affect the student's grade point average. The Faculty member must sign the Request to Add or Drop Courses form and assign the W in order for the form to be processed by the Office of Enrollment Services.
- Course Drops/Withdrawals are effective only after the completed form is processed by the Office of Enrollment Services.
- 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 Enrollment Services, and in the current Academic Catalog.

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

### **C. Student Course Load**

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

\$100 Tech Fee and \$100 Student Fee each Fall and Spring semester (not summer).

### **Semester Start Date**

Semester Start Date is 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 the Semester Start Date.

### **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 Enrollment Services or [HTTP://WWW.NTS.EDU/STUDENTS/](http://www.nts.edu/students/). The student also must obtain signatures from appropriate offices (e.g., financial aid, library, veteran's affairs, and business) and academic administrators. The entire form must be completed and submitted to the Registrar/Director of Enrollment Services 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.

Distant students may inform the Registrar/Director of Enrollment Services 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 Enrollment Services to begin the re-application process.

### **Student Classification**

#### **A. Master of Divinity**

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

Junior - 1 to 24 credit hours; Middler - 25 to 48 credit hours; Senior - 49 credit 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 credit hours of

work which have been completed: Junior - 1 to 24 credit hours; Senior - 25 credit hours or more

### **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.

### **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. The most recent version of Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations* shows the preferred form for term papers and theses. 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 online 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.

### **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 (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 about copyright, create a web link to the source or ask permission from the owner.**

## **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. However, doing so without appropriate acknowledgement of one's sources of those ideas or words is. 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://OWL.ENGLISH.PURDUE.EDU/](http://owl.english.purdue.edu/)

- **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](http://www.library.georgetown.edu/tutorials/academic-integrity/refresher-tipsheet)

- **International Students**

The Seminary's expectations regarding the citation of sources are 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://WRITINGCENTER.UNC.EDU/HANDOUT/PLAGIARISM/](http://writingcenter.unc.edu/handout/plagiarism/)

- **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 Faculty Committee.

## **Class Attendance/Participation**

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 more than 25% of the contact hours scheduled for the course 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.

25% will be interpreted to mean:

- More than 3 weeks in a 14-16-week online course
- More than 1 week in a 6-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

## **Computer Use**

### **A. Background**

Nazarene Theological Seminary (NTS) information technology resources have been assembled to facilitate the pursuit of excellence in the school's missions of teaching, research, and service. These pursuits are founded upon the basic principles of academic freedom and freedom of expression which transcend the means of communication used to convey these messages. The proliferation of technology continually provides new and different means of communicating the results of these endeavors, which must be adequately managed and protected while recognizing these very important principles. The opportunity to use computing systems and software, as well as internal and external data networks, is important to all members of the Seminary community. To preserve that opportunity for the full community, each individual student must comply with institutional and external standards for acceptable use of these shared resources. Although modest personal use of Seminary-supplied technology resources may improve the skills of individual users and otherwise contribute indirectly to the Seminary's mission, these resources should be used primarily for Seminary-related educational and administrative purposes. By using Seminary information technology facilities and resources, users agree to abide by this policy, as well as applicable federal, state, and local law. Violations may result in Seminary disciplinary action or referral to appropriate external authorities.

### **B. Access**

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

### **C. Acceptable Use Policy**

NTS maintains a computing system for the academic and administrative use of faculty, staff, and students. The Seminary strives to provide a robust, resilient, and reliable information

technology infrastructure to enable excellence in scholarship and education through the effective and innovative use of computers and information technology. The Seminary technology resources are resources provided for all members of the Seminary community. Because computing and network resources are shared, individuals should use the systems responsibly in pursuit of academic and administrative functions, and in doing so, are not to infringe on the rights, integrity, or privacy of others or their data. In using the technology resources, individuals and groups must abide by standards of lawful and ethical behavior.

Technology resources covered by this policy include all Seminary servers, applications, web sites, stored data, transmitted data, networks including hardwired and wireless, and shared computers such as the library computers. These policies apply equally if Seminary technology resources are physically located on the NTS campus or are hosted elsewhere. These policies apply equally if Seminary technology resources are managed by NTS staff or are managed by external resources.

Users covered by this policy include all students of the seminary, guests and visitors including members of the surrounding community who make use of the seminary technology resources.

#### **D. User Obligations**

Use of the Seminary's technology resources is a privilege that carries numerous obligations. Technology resource users have the following obligations:

- **Responsible and Lawful Conduct.** By using the Seminary's technology resources, users agree that information posted on or distributed through the systems or network contains no obscene material; no advertising material or promotional material promoting products or services, except as may be permitted pursuant to Seminary or Nazarene Church business; no material which constitutes libel, slander or invasion of privacy or publicity rights; no violation of copyrights or trademarks; no incitement to riot or violence; and no violation of federal, state or local law. This paragraph is intended protect the Seminary community and not to limit academic freedom.
- **Respect for the Seminary Information Technology department.** Users should use the technology resources in a way that promotes the Seminary's academic mission. Accordingly, when it is necessary to perform systems administration, or, in order to protect the Seminary's legal interests, network administrators may access all files and data residing on or transmitted on Seminary technology resources. In addition, the Seminary staff or assigned contractors may monitor and/or review any user ID, user activity, files, and data on the Seminary systems and network, and "freeze" or remove access to any network, files or data which the Seminary reasonably believes violates this policy.
- **Responsible Use of Computing and Networking.** Users may not obstruct any others' work by using unnecessarily large amounts of system resources (such as disk space, output devices, CPU time, and network bandwidth) or deliberately causing any machine to crash or shut down. Given the finite capacity of available systems, users must be responsible in their use of resources so as not to interfere unreasonably with the activity of other users.
- **Responsible Use of Accounts.** Users may not give away or share any user ID and password, for any reason, under any circumstances. Users may not use someone else's account, either with or without permission. Individual accounts cannot be transferred to or used by another individual. Users also agree that attempts to gain access to any account not belonging to them or to a system on which they are not an authorized user will be treated as a violation of Seminary policy, and their computing privileges may be revoked.
- **Respect for System Security.** It is the responsibility of every User to protect the integrity

and security of the data in personal accounts. Each User must accept responsibility for all matters pertaining to the proper use of personal accounts; this includes choosing strong passwords and practicing good password management.

- Responsible Use of Passwords. Users are advised to take proper precautions with passwords. A personal policy which results in strong password maintenance includes:
  - Passwords on Seminary systems should not be the same as passwords used on any other personal, corporate or church technology resource such as email accounts, bank accounts, social networks, retail accounts, personal phones or other devices.
  - Passwords should generally not be transmitted via non-secure methods including email, texting, or any form of instant messaging.
  - Seminary Information Technology department staff or contractors will never ask any user for their password and users should never give their password to anyone.
  - Passwords should not use repeated characters, any part of the user's name, email or physical address, family member names, pet names, birth places or any birth dates.
  - Account passwords will generally be required to be 10-16 characters in length and will contain at least one upper case letter, one lower case letter, one numeric character and one special character (such as '.', '-', '@', etc.)
  - Account passwords should be changed periodically and will be forced to change periodically by most Seminary systems.

Users will find many good guides for creating and maintaining strong passwords on the web.

- Responsible Use of Bandwidth. The Seminary is committed to providing adequate network capacity for the academic and administrative computing needs of the Seminary community. As computers and servers have become a part of everyday life on campus, the volume of information transmitted through the Seminary network has grown significantly. The growth in network use has increased the need for responsible use of the network resources, as excessive network traffic can interfere with the academic and administrative functions of the Seminary. Members of the Seminary community must employ good judgment in the use of the network. If the network is hindered by servers or computers using excessive bandwidth, those machines will be disconnected from the network.
- Respect for the Ownership of Proprietary Software. Users must not make or use unauthorized copies of proprietary software, even when that software is not physically protected against copying.
- Users are given access to the Seminary's technology resources because they are tools to help them meet their academic goals. This access, however, is a privilege, not a right. Preventing others from fulfilling their academic or business-related goals by using the system irresponsibly is not permitted.

**E. Examples of usage that could result in disciplinary action include, but are not limited to:**

- Using computing or network resources for the purpose of harassing another individual or group
- Using computing or network resources for a commercial purpose
- Sending electronic chain mail or mass unsolicited mail
- Maintaining a server that contains files for which you do not have proper permission to store or redistribute
- Altering e-mail or Usenet headers to hide the identity of the sender/poster or to attribute the e-mail or posting to someone other than the sender/poster

- Using talk, write or IRC (inter-relay chat) resources in an abusive or frivolous manner
- Accessing or transmitting obscene material in violation of federal, state or local law
- Posting inappropriate material to Usenet or a Web site
- Using large amounts of disk space to store files not related to your academic pursuits
- Excessive use of programs for non-academic purposes in a manner that taxes the system's resources
- Attempting to gain access to any computing, network, academic or business resources which you are not authorized to use, including those of third parties
- Using server resources to engage in activities in violation of federal, state or local law or other Seminary policies.

The Seminary will hold responsible the owner of any account through which security violations or irresponsible use occurs or individuals who inappropriately obtain and/or make use of another User's account or password. The Seminary also reserves the right to withhold computing privileges from those who do not abide by the letter and intent of this policy.

### **Moodle**

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. Computers are available in the Library 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 **all** enrolled classes. 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.

### **Student Portal**

Students may access their final grades, transcripts, student account balance, and view semester course offerings on the student portal ([HTTPS://MY.NTS.EDU/ESTUDENT/LOGIN.ASP](https://my.nts.edu/estudent/login.asp)). NTS will e-mail a username and password for the student portal when students have confirmed enrollment prior to their first semester.

### **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.

### **Audit Policy**

A student who desires to become conversant with a field of study or to broaden her or his knowledge of it may audit a course. No written assignments or examinations are required, but the student must have permission from the instructor(s) to enroll as an auditor. Feedback to the student is at the instructor(s)' discretion. No credit or grade is given for an audit.

To audit a course the student must be admitted by one of the admission levels. Regular class attendance (including online participation) (at least 75 percent) and reading by the instructor are expected. Audit hours for each course must correspond with the stated credit hours for the course.

Failure to attend 75% of the class sessions will result in the student being dropped from the course and no record of the audit will appear on the student's transcript. The instructor(s) may, at any time, drop an auditing student from the class for failure to abide by the agreed level of participation in class.

A student may change registration from a credit to an audit during the period courses may be added. After the last date to add a class, the course remains as originally registered for. Auditing is not permitted for online courses. Auditing for individual computer connections to video conferencing courses is available only if space is available after credit seeking students are enrolled in the course

### **Directed Study/Research**

1. 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.
2. 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.
3. Students will be not be allowed to enroll for more than 9 credit hours of directed study in the MDiv degree program, and 6 credit hours for the other degree programs, without petition to the Faculty through the Office of Enrollment Services, subject to ATS guidelines.
4. No more than one course or three credit hours per semester may be done by directed study.
5. Offering non-required courses by directed study is discouraged.
6. 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/Director of Enrollment Services 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/Director of Enrollment Services 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 Enrollment Services or [HTTP://WWW.NTS.EDU/NTS-RESOURCES/REGISTRAR-FORMS/](http://www.nts.edu/nts-resources/registrar-forms/)), which indicates the rationale for the request and have it approved by:

1. the Registrar/Director of Enrollment Services,
2. the Supervising Professor,
3. the Degree Director, and

4. if the 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 Enrollment Services before course is added to semester registration.

### **Academic Probation**

A student must establish an average grade point average of 2.00, a "C", or higher in the first year and maintain this average throughout the course of study. At the close of each semester the Registrar/Director of Enrollment Services reviews the quality of each student's work in order to take a special note of students whose average term or cumulative average is lower than 2.00. For details on the process, please consult the current Academic Catalog.

### **Grading System and Incomplete Policy**

The criteria for assigning grades are given in the current 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**

If a student is unable to complete the requirements of a course, he or she may consult the professor to determine whether he or she is willing to grant the student an "I" or "INCOMPLETE." The following procedure governs incompletes:

Standardized forms for requesting an incomplete in a course are available in the Office of Enrollment Services or [HTTP://WWW.NTS.EDU/NTS-RESOURCES/REGISTRAR-FORMS/](http://www.nts.edu/nts-resources/registrar-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 Enrollment Services 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 Enrollment Services 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 current 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
- More than 1 week in a 6-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.

### **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..... 3.80
- Cum Laude ..... 3.50

### **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 lecture series and other special events.

#### **C. Rescheduling Examinations**

The rescheduling of exams is at the discretion of the professor. Students are responsible to make arrangements with the professor, who require the exam to be proctored by NTS personnel.

#### **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.

### **Graduation Requirements**

The current 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.

### **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 Enrollment Services and on the NTS website at [HTTP://WWW.NTS.EDU/STUDENTS/](http://www.nts.edu/students/).

### **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 Enrollment Services and on the NTS website at [HTTP://WWW.NTS.EDU/STUDENTS/](http://www.nts.edu/students/).

### **Course Option**

A student who has received a "B" or better grade for any course that parallels an 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.

### **Transfer of Credit Hours to NTS**

A regularly admitted student may transfer as many as 30 credit hours to be credited toward the MDiv, 21 credit hours toward the MACFD, 24 credit hours toward the MAICS, and 15 credit 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 an NTS degree. Only courses in which a student has received a grade of "C" or better may be transferred. A maximum of 15 credit hours may be transferred from an unaccredited institution. A student may petition the Faculty through the Office of Enrollment Services for an exception to any of these requirements.

By policy of the Association of Theological Schools, credit hours older than 10 years may not be applied to the graduation requirements of a professional degree.

### **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 ([HTTPS://MY.NTS.EDU](https://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 Enrollment Services. 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.

### **Inclusive Language**

NTS is committed to the equality of women and men. Recognizing that people have often used the English language in ways that imply the exclusion or inferiority of women, NTS urges students, faculty, and staff to avoid sexist language in public discourse, in classroom discussions, and in their writings. All written work presented to meet course requirements must use gender inclusive language.

Beyond gender equality, this understanding would apply to all persons. Labels to describe people based on ethnicity, phenotype, socio-economic status, educational level, sexual orientation, origin, etc. are often a form of marginalizing others. All written and verbal work for courses and course discussions must be inclusive and should not use descriptive terms in a derogatory manner. Please consult the [Handbook on Inclusive Language](#).

### **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 is 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 Enrollment Services or [HTTP://WWW.NTS.EDU/STUDENTS/](http://www.nts.edu/students/).

### **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 Enrollment Services.

### **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 dependent 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](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 after a copy of a certificate of eligibility is received by the NTS certifying official. 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***. For further questions, please contact the V.A. Education Office at 1-888-442-4551 (toll-free).

## GRIEVANCE PROCEDURE

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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. If a resolution cannot be reached with the professor of record, the student may make an appointment with the Dean of the Faculty.
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 Registrar/Director of Enrollment Services will appoint a faculty member to 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 appeal a final grade within 1 calendar year from the grade issued by the

Registrar.

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 Faculty through the Office of Enrollment Services. 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 Faculty through the Office of the Dean of the Faculty.

## **B. Student Service Grievances**

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 for Administration.
- The statement must clearly indicate the nature of the complaint and the steps already taken to attempt resolution.
- The Director of Enrollment Services 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 for Administration and the document will be signed by all parties. Copies will be filed in the office of the Director of Enrollment Services.

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 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.

## **C. Student Life Issues**

NTS has two designated faculty members to assist students with personal life issues (i.e. relational, emotional, spiritual, etc.). Students are encouraged to directly contact Drs. Judi Schwanz and/or Doug Hardy.

## **SUPERVISED MINISTRY**

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Supervised Ministry is an intentional and ongoing process of 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 Master of Divinity (MDiv), MA in Christian Formation and Discipleship (MACFD), and MA 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 current Academic Catalog. Contact Intercultural Studies and Christian Formation and Discipleship degree directors for specific requirements for their programs. Distant students (MDiv and MACFD) will fulfill their Supervised Ministry requirements in their local settings with learning objectives and supervisors approved by the Director of Supervised Ministry as well as through online interaction.

MDiv 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, which can be found at [HTTP://WWW.NTS.EDU/STUDENTS/](http://www.nts.edu/students/), for further information.

The MDiv, MACFD, and MAICS Degrees require course work in Supervised Ministry. No student may participate in Supervised Ministry who has not satisfactorily completed the background check requirements. PTH505 – Core Relationships for Christian Ministry is also required for those pursuing the MDiv Degree.

## **LIBRARY**

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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 150,000 print items housed in the library. You also have access to over

300,000 online books from the Library online catalog. Consult with the Director of Library Services or any library staff with regard to the use of the library and research procedures.

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.

### **Hours**

The hours the library is open for Module classes, Regular Semester, and Summer Session are posted on the website, [WWW.NTS.EDU/LIBRARY/](http://WWW.NTS.EDU/LIBRARY/). For Help/Questions: email [LIBRARY@NTS.EDU](mailto:LIBRARY@NTS.EDU) or call 816-268-5471.

### **Circulation**

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

Reference books and periodicals, bound or current, may be used only in the library. Please do not re-shelve your reference books or journals when you are finished using them. All materials will be re-shelved each day by library staff.

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

Reserve books are located behind the circulation desk, and have a shorter checkout time, as designated by the Professor. No more than three (3) reserve books may be taken out at a time.

#### **Four-Week Books:**

All circulating books, except those on reserve, may be borrowed for a period of twenty-eight (28) days. Renewals may be made through the online catalog, if no other requests have been made for the books. Please do not re-shelve the books you use but do not check-out. All materials will be re-shelved each day by library staff.

## **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 or hourly loan, as decided by the instructor. The daily fine is \$2.00 a day, with a maximum fine of \$100.00 plus the replacement cost of the book plus \$20.00 processing fee, 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 \$10.00 will not be allowed to check out additional materials until 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 Enrollment Services. 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.

## **Inter-Library Loans**

Inter-library loan is the procedure used to obtain materials that you need which we do not have in our library. Requests should be made through the online catalog, or the Materials Request form on the library webpage. Non-online requests can be made at the library circulation desk. All books received from other libraries should be returned to the NTS library. Photocopies obtained through inter-library loan normally require a photocopy charge which is to be paid by the student. For questions or further information, please contact: **ILL@NTS.EDU**.

## **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:

- Central Baptist Theological Seminary
- Midwestern Baptist Theological Seminary
- Saint Paul School of Theology
- Mid America Nazarene University
- University of Missouri – Kansas City
- and many other Academic libraries in the State of Missouri

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

## **Computers**

Public access computers are located in the Library for student use. All have Internet access and printing capabilities. There may be a small printing fee. The library building has wireless capabilities. See the library front desk for questions about connectivity.

### **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**

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Located in the Library, this educational resource center contains material pertaining to local church operations and programs. The center displays curriculum materials in Christian education from several different publishers and 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.

## **RELIGIOUS ACTIVITIES**

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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.

### **Chapel**

Chapel plays a major role in students' spiritual formation in community and engages a range of topics and practices throughout the academic year. Chapel events or spiritual formation activities are scheduled weekly on the main Kansas City campus but are live-streamed and scheduled to overlap with modules to accommodate distance students.

### **Prayer Meeting**

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

### **Missionary Projects**

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

### **Eucharist Service**

The Eucharist is celebrated periodically each semester in a regular chapel service.

## **STUDENT ACTIVITIES**

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### **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.

### **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 International Student Fellowship (supporting international students at NTS), Women in Ministry, and Students for Social Justice.

### **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 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 Graduate Chapel. A cash gift is presented to the students chosen to preach in chapel.

### **Faculty Assistantships**

Faculty assistantships are routinely made available to Middlers and Seniors with a superior academic record which allow the student 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

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### **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 current Academic Catalog. Information can be obtained through the Student Accounts office. **All charges for tuition and fees must be paid in full prior to semester start date. Please plan accordingly. Students may contact the student accounts office at NTS to inquire about an institutional payment plan. Payment Plans must be set up with the student accounts office before the semester start date.**

#### **A. Tuition and Fees**

See *Expenses and Financial Aid* section in the current Academic Catalog.

#### **B. Service Charges**

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. This service charge will also be assessed if NTS has to reissue checks.

#### **C. Withholding Grades**

Any student whose account shows a balance due or has an outstanding payment plan balance will not be able to access semester grades through the student portal, transcripts will not be released, registration for future semesters may be delayed, and degree diplomas may be withheld until the balance is paid. If a balance is not paid in a timely manner, NTS will begin a collections process in accordance with the collections policy in the student accounts office and grades will continue to be withheld throughout the process.

#### **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 current Academic Catalog for the beginning of classes.) Fees and NTS institutional scholarships are non-refundable.

To receive a refund, a Request to Drop or Add Courses form must be processed in the Office of Enrollment Services 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 the request is submitted. Conditions to receive a refund would be no balance pending, and request submitted within the required time frame. NTS may, at its discretion, issue refunds in order to keep student accounts balanced and current. Students may request that NTS hold a credit balance on their account by completing a credit balance authorization form. If a credit balance consists of federal loan funds, the credit balance will automatically be refunded to the student no later than the end of the academic year. NTS cannot hold federal funds longer than the academic year in which the funds were intended, even if a credit balance authorization was completed.

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

## **Student Financial Assistance**

Financial assistance consists of scholarships, NTS payment plans, 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 or the annually calculated cost of attendance. 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. More information about Student Financial Assistance may be found in the current Financial Aid Handbook and in the current Academic Catalog, which can be found at [HTTP://WWW.NTS.EDU/STUDENTS/](http://www.nts.edu/students/).

### **A. Scholarships**

All students that submit a Scholarship/Grant Application by the deadline are considered for scholarships. Selected applicants receive annual academic year awards. Students who are not selected to receive an academic scholarship may be considered for institutional aid as funds are available. Simply filling out a Scholarship/Grant application does not guarantee an award.

### **B. NTS Payment Plan**

An institutional payment plan may be available by contacting the Student Accounts Office for more information. Any student wanting to use an NTS payment plan must contact the Student Accounts Office and set-up the payment plan before the semester start date. Failure to set up the payment plan with the Student Accounts Office before the semester start date and/or not making payments according to the terms of the plan may lead to the student being administratively unenrolled from classes within the first two weeks of the semester. If a student is on an institutional payment plan that was finalized before the semester start date, and is abiding by the terms of the payment plan (making on time payments, etc.), then a hold will not be placed on the student account and the student will be able to register for future classes during the normal course selection period. However, if final payment(s) is not made according to the terms of the payment plan, a hold for balance due will be placed on student's account, and the student will be unenrolled from their classes by the start of the next semester.

### **C. Title IV Funds - William D. Ford Direct Loan Program (DL)**

The following refund guidelines apply to students who receive unsubsidized funds from the Federal Direct 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 45 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 14 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 (aid disbursed) - Title IV (aid earned) = Title IV (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: Unsubsidized Direct Loans.
- vi. Returned funds will be paid to the Department of Education no later than 45 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).
- vii. The student will be responsible for paying any remaining institutional charges on the student's bill after any unearned aid has been returned.

### **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 Cost of Attendance (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 Direct Loan Program who withdraw from NTS are subject to a return of Title IV Funds (see C. above).

### **Loan Deferment**

For purposes of reporting to governmental agencies, the figure of 9 hours has been established as full-time, 5 - 8 hours as half time, and 1 - 4 hours as less than 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.

### **Hospitalization Insurance**

All students are encouraged to have hospitalization insurance coverage. The Seminary does not provide health insurance but the Office of the Dean for Administration may be able to provide information on where you may obtain health insurance (i.e. [HTTPS://WWW.HEALTHCARE.GOV/](https://www.healthcare.gov/)).

## **FEDERAL AND STATE REGULATIONS**

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### **Statements of Compliance**

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

### **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/Director of Enrollment Services 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 Enrollment Services, 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, photographs, 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 by marking on the student verification form in the student portal. A request for non-disclosure must be filed annually on the form provided by the Office of Enrollment Services. 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; the Registrar/Director of Enrollment Services; the Director of Financial Aid and members of the Scholarships/Grants Committee; the Director of Academic Programs; 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.

### **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 Director of Financial Aid, Nazarene Theological Seminary, 1700 E. Meyer Blvd., Kansas City, MO 64131.

### **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.)*

#### **Sex Offenders on Campus**

Under the Campus Sex Crimes Prevention Act, persons required to register under a state offender registration program must notify the state concerning each post-secondary school at which the offender works or is a student. In Missouri, sex offenders must register with the police department in the city or county in which they live or work. To view a registry list, contact either the Kansas City Police at 1125 Locust, Kansas City, MO 64106 at (816) 234-5220 or the Jackson County Sheriff at (816) 524-4302 or at the Jackson County website at <http://www.jacksongov.org>. The State of Missouri provides a registered sex offender Internet site by counties through the State Highway Patrol website located at: <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>

For information on sex offenders on campus, contact the Dean for Administration, (816) 268-5421. Additional information is available through the national registrant website at <http://www.nsopr.gov>.

*Note: The Sheriff's office does not have information of where the offenders work or attend school. The State Highway Patrol will notify in writing the Kansas City Police Department if a registrant is attending or working on campus. The Kansas City Police Department is responsible for relaying the information to Nazarene Theological Seminary.*

#### **A. Definitions**

##### **i. 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.

**ii. 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.

**iii. Domestic Violence**

Domestic Violence means a "felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

**iv. Dating Violence**

Dating violence means "violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship."

**v. Stalking**

Stalking means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress."

**vi. Stalking**

Stalking means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress."

## **B. Statement of Policies Regarding Disciplinary Proceedings**

If you are a victim of a sexual assault at NTS, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. NTS strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Dean for Administration. Filing a police report with an NTS official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention. The victim of a sexual assault may choose for the investigation to be pursued through the criminal

justice system. An NTS representative will guide the victim through the available options and support the victim in his or her decision. Counseling options are available – please see Part D. in this section regarding counseling options.

In the event of disciplinary proceedings, the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of sexual assault could be criminally prosecuted in the state courts and may be suspended or expelled from NTS for the first offense.

Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

### **C. 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 or 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/Director of Enrollment Services.

#### **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, or the Registrar/Director of Enrollment Services. 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, or the Registrar/Director of Enrollment Services. A staff employee should report allegations of personal sexual harassment to the Dean for Administration or the Registrar/Director of Enrollment Services.

#### **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/Director of Enrollment Services.

#### **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.

**D. 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/Director of Enrollment Services. 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**

a. **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.

b. **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/Director of Enrollment Services 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.

c. **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.

d. **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.

e. **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.

**E. Counseling Resources**

i. **Off-Campus**

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 or sexual assault counseling needed by a student or an employee of Nazarene Theological Seminary and/or be a referral source for further or other needed counseling. Center Point, therefore, is the primary agency through which all drug and alcohol counseling and/or sexual assault counseling needed by students or employees of Nazarene Theological Seminary will be conducted.

ii. **On-Campus**

Nazarene Theological Seminary has under its employ a professor who is a professional psychologist and counselor who will conduct counseling services for students who are victims of sexual abuse. This professor serves as a "triage" person, doing assessment, short-term counseling, and referrals for long-term counseling.

**F. 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.

**Drug and Alcohol Abuse Prevention Program**

The Drug and Alcohol 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 *Church of the Nazarene Manual*. 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, Registrar/Director of Enrollment Services, and Director of Library Services.

The Drug and Alcohol 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 borne 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 or sexual assault counseling needed by a student or an employee of Nazarene Theological Seminary and/or be a referral source for further or other needed counseling. Center Point, therefore, is the primary agency through which all drug and alcohol counseling and/or sexual assault counseling 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. Legal Sanctions and Health Effects of Illicit Drug and Alcohol Use:**

Because of the harmful effects of alcohol and drug abuse, local, state and federal governments have enacted laws making it a criminal offense to unlawfully possess, use or distribute illicit drugs or alcohol. These laws cover the "one time," "social" or "recreational" users, as well as the alcoholic and drug addict. In order to assist you in understanding the potential legal implications of such conduct, a summary of the criminal sanctions that may be imposed under local, state, and federal laws is provided below.

**Alcohol**

In general, Congress has the power to regulate importing and taxing alcoholic beverages. Also, the primary Federal law governing alcohol policy is the 21st Amendment, which repealed national prohibition. Congress retains the power to use financial and tax incentives to promote certain alcohol policies, such as the minimum legal drinking age. The Federal Uniform Drinking Age Act of 1984 sets the minimum legal drinking age to 21 and every State abides by that standard.

### **Health Effects**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

### **Sanctions**

Local – Kansas City, MO - Obtained from the Kansas City, MO Code of Ordinances found at [HTTPS://LIBRARY.MUNICODE.COM/INDEX.ASPX?CLIENTID=10156](https://library.municode.com/index.aspx?clientid=10156)

#### **Driving:**

It shall be unlawful for any person who is under the influence of alcohol or drugs to a degree which renders him incapable of safely driving a vehicle to be physically driving or operating any vehicle within this city. The fact that any person charged with a violation of this section is or has been entitled to use a drug under the laws of this state shall not constitute a defense against any charge of violating this section. Every person who is convicted under the provisions of this section shall be punished by imprisonment in the place designated by law for not less than 30 days and not more than six months, or by a fine of not less than \$100.00 and not more than \$500.00, or by both such fine and imprisonment.

If a person convicted of physically driving or operating a vehicle while under the influence of alcohol or drugs shall subsequently be convicted of physically driving or operating a vehicle while under the influence of alcohol or drugs, he shall be punished by imprisonment in the place designated by law for not less than 30 days and not more than six months and, in addition thereto, in the discretion of the court, by a fine of not less than \$100.00 and not more than \$500.00.

#### **Walking:**

A pedestrian who is under the influence of alcohol or any drug to a degree which renders himself a hazard shall not walk or be upon a street or highway except on a sidewalk.

#### **Minors:**

It shall be unlawful for any person under 21 years of age to purchase alcoholic beverages. No person under 21 years of age shall have either in his or her possession or on his or her person any alcoholic beverages, except for medical purposes only, administered by a duly licensed physician as provided under Chapter 311 RSMo. No person under 21 years of age shall operate, ride or sit in any vehicle that contains any alcoholic beverages except when the minor is accompanied by a parent or lawful guardian.

No person under 21 years of age shall enter or remain on the licensed premises of any sales-by-drink license issued under this chapter, except as otherwise provided by section 10-339 and 10-342.

It shall be unlawful for any person under 21 years of age to misrepresent his or her age or make a use statement willfully about his age to anyone for the purpose of purchasing or in any way obtaining alcoholic beverages. Any person between 17 and 21 years of age violating the provisions of this section shall be deemed guilty of an ordinance violation, and upon conviction thereof shall be punished by a fine of not less than \$100.00 or by imprisonment in the municipal correctional institution for a term of not less than 30 days and not more than 6 months, or by both fine and imprisonment.

It shall be unlawful for any person to obtain, convey, supply, make available or deposit alcoholic beverages in any place where the person knows, or by the exercise of reasonable care should know, that a person under 21 years of age is likely to come into possession of the alcoholic beverages, except that a parent, a legal guardian, or a duly licensed physician may obtain and supply alcoholic beverages to a person under 21 years of age for medical purposes only. Any person violating the provisions of this section shall be deemed guilty of an ordinance violation, and upon conviction thereof shall be punished by a fine of not less than \$100.00 or by imprisonment in the municipal correctional institution for a term of not less than 30 days and not more than 6 months, or by both fine and imprisonment.

State – Missouri – Obtained from Missouri Revised Statutes Chapter 311 Liquor Control Law at [HTTP://WWW.MOGA.MO.GOV/STATUTES/CHAPTERS/CHAP311.HTM](http://www.moga.mo.gov/statutes/chapters/chap311.htm).

Any person under the age of twenty-one years, who purchases or attempts to purchase, or has in his or her possession, any intoxicating liquor as defined in section 311.020 or who is visibly in an intoxicated condition as defined in section 577.001, or has a detectable blood alcohol content of more than two-hundredths of one percent or more by weight of alcohol in such person's blood is guilty of a misdemeanor. A first violation of this section shall be punishable by a fine not to exceed three hundred dollars. A second or subsequent violation of this section shall be punishable by imprisonment in the county jail for a term not to exceed one year and/or a fine not to exceed one thousand dollars.

### ***Illicit Drugs***

#### **Health Effects**

Here are a few realities to consider:

- You can't predict the effect that a drug can have on you—especially if it's the first time you try it, and even if it's a small amount or dose. Everyone's brain and body chemistry are different. Everyone's tolerance for drugs is different.
- Using drugs can lead to abuse, addiction, serious health problems, and even death.

- Drugs that are legal—prescription and over-the counter (OTC) medications—can be just as dangerous as illegal drugs.

The following charts are provided by the federal government. These charts contain a description of health risks associated with substances covered by the Controlled Substances Act (21 U.S.C. 811), and is taken from a Department of Justice publication entitled *Drugs of Abuse* (1989 Edition).

Controlled Substances – Uses and Effects											
DRUGS CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE Physical Psychological		TOLERANCE	DUR-ATION (Hours)	USUAL METHODS OF ADMINISTRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITH-DRAWAL SYNDROME	
<b>NARCOTICS</b>											
Opium II III V	Dover's Powder, Paregoric, Parepectolin	Analgesic, Antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating	
Morphine II III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, Antitussive	High	High	Yes	3-6	Oral, smoked, injected				
Codeine	Tylenol w/Codeine, Empirin w /Codeine, Robitussin A-C, Fiorinal w/Codeine	Analgesic, Antitussive	Mod-erate	Mod-erate	Yes	3-6	Oral, injected				
Heroin I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked				
Hydromorphone II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected				
Meperidine (Pethidine) II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected				
Methadone II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected				
Other Narcotics I II III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected				
<b>DEPRESSANTS</b>											
Chloral Hydrate IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death	
Barbiturates II III IV	Amytal, Butisol, Florinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasic agent	High- Mod.	High- Mod.	Yes	1-16	Oral				
Benzodiazepines IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxex, Verstran, Versed, Halcion, Paxipam, Restoril	Antianxiety anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral				
Methaqualone I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral				
Glutethimide III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral				
Other Depressants III IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Mod-erate	Mod-erate	Yes	4-8	Oral				

Controlled Substances – Uses and Effects											
DRUGS CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE Physical Psychological		TOLER- ANCE	DUR-ATION (Hours)	USUAL METHODS OF ADMINIS- TRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITH-DRAWAL SYNDROME	
<b>STIMULANTS</b>											
Cocaine I II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body tempera- ture, hallucin- ations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation	
Amphetamines II	Biphedamine, Delcobase, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected				
Phenmetrazine II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected				
Methylphenidate II	Ritalin	Attention deficit dis- narcolepsy	Possible	Mod- erate	Yes	2-4	Oral, injected				
Other Stimulants III IV	Adipex, Cylert, Didrex, Ionamin, Mellat, Plagine, Sanorex, T enuate, Taperul, Prelu-2	Weight control	Possible	High	Yes	2-4	Oral, injected				
<b>HALLUCINOGENS</b>											
LSD I	Acid, Microdot	None	None	Unkno- wn	Yes	8-12	Oral	Illusions and ha- allucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported	
Mescaline and Peyote I	Mexc, Buttons, Cactus	None	None	Unkno- wn	Yes	8-12	Oral				
Amphetamine Variants I	2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unkno- wn	Yes	Variable	Oral, injected				
Phencyclidine II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected				
Phencyclidine Analogues I	PCE, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected				
Other Hallucinogens I	Buloterine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unkno- wn	Possible	Variable	Smoked, oral, injected, sniffed				
<b>CANNABIS</b>											
Marijuana I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Mod- erate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported	
Tetrahydro-cannabinol I II	THC, Marinol	Cancer chemotherapy, antinauseant	Unknown	Mod- erate	Yes	2-4	Smoked, oral				
Hashish I	Hash	None	Unknown	Mod- erate	Yes	2-4	Smoked, oral				
Hashish II	Hash Oil	None	Unknown	Mod- erate	Yes	2-4	Smoked, oral				

## Sanctions

The severity of sanctions imposed for both possession and distribution offenses depend on the quantity of drugs, prior convictions, and whether death or serious injury resulted. Sanctions may be increased for offenses that involve distribution to minors or occur on or near Seminary premises. In addition, other federal laws require or permit forfeiture of personal or real property used to illegally possess, facilitate possession, transport or conceal a controlled substance. A person's right to purchase or receive a firearm or receive federal benefits, such as student loans, grants, contracts, or professional or commercial licenses, may also be revoked or denied as a result of drug conviction.

Local – Kansas City, MO - Obtained from the Kansas City, MO Code of Ordinances found at [HTTPS://LIBRARY.MUNICODE.COM/INDEX.ASPX?CLIENTID=10156](https://library.municode.com/index.aspx?clientid=10156)

Drug Houses: *Prohibited.* No person shall knowingly keep, maintain, use or occupy any room, building or structure which is used for the illegal use, keeping or selling of controlled substances.  
*Penalty.* Any person convicted of a violation of this section shall be punished by a fine of not more than \$500.00 or imprisonment for a period not to exceed six months, or by both fine and imprisonment.

Drug Paraphernalia: Drug paraphernalia means all equipment, products and materials of any kind which are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance or imitation controlled substance, as defined in RSMo 195.010(22), in violation of RSMo 195.005—195.425, as amended. Drug paraphernalia is prohibited.

Any person found guilty of violation of this section shall be punished by imprisonment at the municipal correctional institution for not less than 15 days and not more than six months, or by a fine of not less than \$100.00 and not more than \$500.00, or by both such fine and imprisonment.

State – Missouri – Obtained from Missouri Revised Statutes Chapter 195 Drug Regulations at [HTTP://WWW.MOGA.MO.GOV/STATUTES/C195.HTM](http://www.moga.mo.gov/statutes/c195.htm)

In most cases, the penalty for persons convicted of possession and trafficking of illicit drugs in Missouri includes imprisonment for a class A felony unless an offense involves smaller quantities (35 gms. or less), which is punishable by a class C felony charge or class A misdemeanor charge.

For a class A felony, a term of years not less than ten years and not to exceed thirty years, or life imprisonment;

For a class C felony, a term of years not to exceed seven years;

For a class A misdemeanor, a term not to exceed one year;

Federal Law – Obtained from [HTTP://WWW.JUSTICE.GOV/DEA/DRUGINFO/FTP3.SHTML](http://www.justice.gov/dea/druginfo/ftp3.shtml) - see the following chart:

<b>Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)</b>				
<b>Schedule</b>	<b>Substance/Quantity</b>	<b>Penalty</b>	<b>Substance/Quantity</b>	<b>Penalty</b>
II	Cocaine 500-4999 grams mixture	<p><b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life.</p> <p>Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	Cocaine 5 kilograms or more mixture	<p><b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life.</p> <p>Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p><b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
<b>Substance/Quantity</b>		<b>Penalty</b>		
Any Amount Of Other Schedule I & II Substances		<p><b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p>		
Any Drug Product Containing Gamma Hydroxybutyric Acid		<p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>		
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		<p><b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>		
Any Amount Of All Schedule V Drugs		<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

<b>Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances</b>	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p><b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p><b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)  1 to 49 marijuana plants	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

For additional information on programs and policies of U.S. College campuses see the Safe Supportive Learning website: [HTTP://SAFESUPPORTIVELEARNING.ED.GOV/](http://safesupportivelearning.ed.gov/)

**Biennial Review of the Nazarene Theological Seminary Drug Abuse Prevention Program**

The Drug and Alcohol Abuse Prevention Program of Nazarene Theological Seminary will be reviewed biennially in even numbered years to a) determine its effectiveness and implement changes if they are needed; b) to insure that the sanctions developed are consistently enforced.

Any questions concerning this Drug and Alcohol Abuse Prevention Program may be directed to Jeremy Shunk, Director of Financial Aid, at 816-268-5424.

## **TITLE IX/SEXUAL MISCONDUCT POLICY AND PROCEDURES**

Nazarene Theological Seminary seeks to promote an academic community where all members and constituents – students, faculty, and staff - are treated with courtesy, respect, and dignity. The Seminary seeks to promote an environment free from all forms of conduct that can be considered discriminatory, harassing, coercive, or abusive. This is central to our mission as a learning community of Christian integrity and love.

The purpose of this policy is to address matters of discrimination based on sex, including sexual misconduct. Other forms of discrimination are addressed in related policies on discrimination, harassment, abuse, and bullying in the Student Handbook (for students) and the Staff and Faculty Handbooks (for staff and faculty).

It is the Seminary's intention that:

- All allegations as described in this policy will be investigated in a timely manner.
- Involved witnesses, complainants, and respondents will be protected against any unnecessary disclosure.
- The Seminary will make every attempt to remedy the discriminatory effects on the complainant(s) and others. Examples of such remedies may include an order of no contact, an adjustment of class schedule, etc. These remedies may be applied to one, both, or multiple parties involved.
- The Seminary may take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the respondent or without revealing the identity of the complainant. Examples may include increased educational efforts, increased security patrols, or the revising or publicizing of sexual misconduct policies.
- Students, faculty, staff, and constituents may raise concerns and make reports without fear of reprisal or retaliation. Retaliation against a complainant, respondent, or witness - regardless of the outcome of the investigation - is prohibited. Disciplinary action will be taken against any individual who threatens or engages in such retaliation, with sanctions up to and including expulsion from the Seminary.

This policy applies to all employees, students, and to any other person with whom the Seminary conducts business. This policy also applies in any Seminary-owned property or Seminary-sponsored program.

### **DISCRIMINATION POLICY**

It is the policy of Nazarene Theological Seminary to prohibit discrimination and harassment on the basis of race, color, national origin, ancestry, sex, age, physical or mental disability, military status, or any other basis prohibited by law in regard to the administration of educational programs, admission of students, employment actions, athletics, or other sponsored activities.

The Seminary complies with the requirements of Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in all programs and activities receiving federal financial assistance. To ensure compliance with Title IX, the Seminary has designated the Director of Human Resources as the Title IX Coordinator. The Title IX Coordinator is responsible for developing, adopting, and making this policy available to the Seminary community and coordinating Title IX compliance requirements, as appropriate.

Inquiries concerning the application of Title IX to the programs and activities of Nazarene Theological Seminary may be directed to the Title IX Coordinator.

Any individual who believes he or she has been discriminated against in violation of the Seminary's nondiscrimination policy, including sexual harassment or gender discrimination, or who has witnessed discrimination against another, may obtain information and assistance regarding the Seminary's policies and responsive processes from the following resources:

*Title IX Coordinator and Deputy Coordinators*

The Title IX Coordinator is the individual designated by the President with responsibility for overseeing the Title IX compliance at Nazarene Theological Seminary. The Title IX Coordinator is authorized to designate other appropriately trained individuals to receive and investigate reports and complaints of misconduct, discrimination, and harassment. They may consult with the President as needed throughout all aspects of their work.

**Title IX Coordinator**

Jeremy L. Shunk  
[jlshunk@nts.edu](mailto:jlshunk@nts.edu)  
 816.268.5424

**Deputy Coordinator**

Derek Davis  
[dldavis@nts.edu](mailto:dldavis@nts.edu)  
 816.268.5413

**Deputy Coordinator**

Carol Nolting  
[cnolting@nts.edu](mailto:cnolting@nts.edu)  
 816.268.5426

Individuals with inquiries concerning the application of Title IX may also contact:

Office for Civil Rights  
 U.S. Department of Health and Human Services  
 Citigroup Center  
 500 W. Madison Street,  
 Suite 1475  
 Chicago, IL 60661-4544  
 Telephone: (312) 730-1560  
 Facsimile: (312) 730-1576  
 Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)  
[OCR.Mail@hhs.gov](mailto:OCR.Mail@hhs.gov) (for non-privacy related inquiries)

**Reporting Procedure**

Nazarene Theological Seminary encourages those who have experienced sex discrimination to report these offenses to the Title IX Coordinator, a Deputy Title IX Coordinator, or the Dean for Administration. All incidents of sex discrimination, including sexual misconduct or retaliation as detailed later in this policy, should be reported. The Title IX Coordinator can assist with all aspects of the reporting procedure and will dispatch appropriate personnel to respond to and investigate a complaint. The Title IX Coordinator will evaluate requests for confidentiality against the safety and security of the campus community. For reports of violations of the sexual misconduct policy wherein the complaint involves

students, the Seminary will address the issue through the process outlined in this policy under Sexual Misconduct.

### *Confidentiality*

Those who disclose sexual misconduct should know that all Nazarene Theological Seminary employees - excluding Counseling Services Staff who may be bound by other professional standards of confidentiality - will report sexual misconduct to the Title IX Coordinator, Title IX Deputy Coordinator(s), or the Dean for Administration. Employees include student staff employed by the Seminary when acting in their capacity as a student staff member. All inquiries, complaints, and investigations are treated with discretion. Identity of the complainant may be revealed to the respondent(s) of such conduct.

### *Confidential Support System*

This process can provide confidential one-on-one support. The confidential support system provides students an opportunity to make decisions about filing a formal complaint with the Seminary, seeking personal counseling, and finding community resources to assist in dealing with the issue. The following provide confidential services to our students:

Judi Schwanz, [JSchwanz@NTS.EDU](mailto:JSchwanz@NTS.EDU)

Center Point Counseling and Recovery Center of Kansas City, Missouri  
9229 Ward Parkway #225  
Kansas City, MO 64114  
816.444.5511  
KCCenterPoint.com

## **SEXUAL MISCONDUCT POLICY**

Sexual misconduct jeopardizes the mental, physical, and emotional welfare of our students as well as the safety of our community. Sexual misconduct diminishes students' individual dignity and impedes their access to educational, social, and employment opportunities. It can permanently impact students' lives and may cause lasting physical and psychological harm.

Sexual misconduct violates our institution's commitments and its presence in the community presents a barrier to fulfilling the Seminary's mission. Sexual misconduct, therefore, will not be tolerated at Nazarene Theological Seminary and is expressly prohibited.

This policy provides information regarding the Seminary's prevention and education efforts related to sexual misconduct by and against students, as well as how the Seminary will proceed once it is made aware of sexual misconduct in keeping with our institutional values and to meet our legal obligations under Title IX and other relevant law.

### **Definition of Effective Consent**

In order to understand and address incidents of sexual misconduct, the Seminary defines effective consent as voluntary agreement to engage in sexual activity. This definition is qualified as follow:

- In order to give effective consent, one must be of legal age.
- Past consent does not imply future consent.
- Silence or absence of resistance does not imply consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- Consent can be withdrawn at any time.
- In order to be effective, consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. When someone makes it clear that they do not want sex, that

they want to stop, or that they do not want sexual interaction to go past a certain point, continued pressure beyond that point can be coercive.

- Sexual activity with someone known or discerned to be by a reasonable person mentally or physically incapacitated, including under the influence of alcohol or other drug use, otherwise unconsciousness or in a state of blackout is in violation of this policy and may be in violation of the law. Any time sexual activity takes place between individuals, those individuals must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior. This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called "date-rape" drug. Possession, use, and/or distribution of any of these substances, including, but not limited to, Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

### **Prohibited Sexual Misconduct**

**Sexual Misconduct:** Sexual misconduct offenses include but are not limited to criminal sexual abuse, criminal sexual assault, sexual harassment, nonconsensual sexual intercourse (or attempts to commit same), nonconsensual sexual contact (or attempts to commit same), sexual exploitation, domestic or dating violence, and stalking.

#### **Sexual Misconduct While under the Influence of Alcohol or Any Other Controlled Substance:**

A student will be subject to the disciplinary process if there is a reasonable belief that he/she knew or should have known that others involved were under the influence of alcohol or any other controlled substance at the time that the violation occurred.

**Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one (1) or more of the following criteria are met:

- submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity; or
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic decisions or other decisions that affect such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance and/or educational experience and/or creating an intimidating, hostile, and/or offensive work and/or educational environment.

Sexual harassment encompasses any attention (because of one's sex) that is unwanted and can take many forms. Some examples of behavior or conduct that may constitute sexual harassment include, but are not limited to, the following:

- refusing to hire or promote, or granting or denying certain privileges because of acceptance or rejection of sexual advances;
- promising work-related benefit or a grade in return for sexual favors;
- suggestive or inappropriate communications, notes, letters, or other written materials displaying objects or pictures that are sexual in nature and that would create a hostile or offensive work or educational environment;
- innuendoes, comments, and remarks about a person's clothing, body, activities, or appearance;
- suggestive or insulting sounds including whistling in a suggestive manner;
- humor or jokes about sex that denigrate men or women;
- sexual propositions, invitations, or pressure for sexual activity;

- implied or overt sexual threats;
- suggestive or obscene gestures;
- patting, pinching, and other inappropriate touching;
- unnecessary touching or brushing against the body;
- attempted or actual kissing or fondling;
- coerced sexual intercourse;
- sexual assault

**Nonconsensual Sexual Contact:** Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, without effective consent.

**Nonconsensual Sexual Intercourse:** Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or woman upon a man or a woman, without effective consent.

**Sexual Exploitation:** Sexual exploitation occurs when a student takes or attempts to take nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

**Domestic and/or Dating Violence:** Violence against a spouse, former spouse, an individual who has had a dating or engagement relationship, or a family or household member is strictly prohibited. Any person who physically assaults another person has broken Missouri law. Missouri law defines assault as occurring when a person purposely, knowingly, or recklessly causes physical injury to another person, or when a person negligently causes physical injury to another person, creates a risk of death or serious injury, causes another to apprehend immediate physical injury, or causes offensive physical contact with another person. In Missouri, Domestic Assault (or Domestic Violence) is any assault that occurs between members of the same family or household. Dating Violence is a term used to describe assault between individuals who are or have been in a romantic or intimate relationship.

**Stalking:** Stalking encompasses any course of conduct directed at a specific person that would cause any reasonable person to fear for his/her safety, to fear for the safety of his/her family, or to otherwise suffer substantial emotional distress. Stalking can occur in various forms including, but not limited to, in-person interaction and electronic interaction (cyberstalking/cyberbullying) and is strictly prohibited.

**Retaliation:** Retaliation is any action or words to intimidate or harass an individual who has filed a report.

### **Reporting Procedures for Sexual Misconduct**

Nazarene Theological Seminary encourages all persons to report incidents of sexual misconduct. Incidents may be reported to the Title IX Coordinator, to a Deputy Coordinator, or to the Dean for Administration. Although the Seminary encourages reporting all sexual misconduct, unless the student is a minor, it is ultimately the student's decision whether to file a criminal and/or institutional complaint. If the student is a minor, the Seminary is required to report the matter to the Department for Child and Family Services (DCFS).

All incidents reported to a faculty or staff member (except those who are part of the confidential support network), occurring on campus or at a Seminary event or program, or off campus where the Seminary

has a substantial interest, will become part of the campus crime report statistics and will be reported to the Title IX Coordinator.

The complainant need not be a student if they are harmed on Seminary property or at a Seminary program or event by a student.

An institutional complaint can be used to establish violations of the Title IX and Sexual Misconduct Policy but not whether a criminal act has been committed. When an individual believes that a crime has been committed, it is recommended that charges be filed with the local criminal justice system. Although there is no time limit on the filing of institutional complaints, as long as the accused is still a member of the Seminary community, prompt reporting is likely to result in a more satisfactory investigation because memories are fresh and witnesses are more readily available.

Additionally, any witness to any form of sexual misconduct is encouraged to report the incident observed.

In case of sexual assault, any victim of sexual assault is encouraged to get to a safe place as soon as possible and proceed with the following:

- It is of utmost importance to preserve physical evidence in a sexual assault investigation. Do not bathe, shower, douche, use the toilet, or change clothing. If the assault occurred on a bed or other area with bed clothes or loose fabrics, do not discard or wash them.
- Seek medical attention as soon as possible. If you go to a hospital emergency room you will undergo a physical examination for your protection and health to determine the presence of physical injury, sexually transmitted diseases, or pregnancy. They also are equipped to collect physical evidence.

### **How to File a Formal Criminal Complaint**

- You may call the Seminary at 816.268.5400 or the 24-hour service line at 816.268.5428 and request that the Dean for Administration arrange a neutral meeting place for your initial contact with the appropriate police department and, if you wish, a support person from Nazarene Theological Seminary will accompany you. The Seminary has no control over the investigatory and legal process that may result when you report a crime to the police, but will cooperate fully with it. If a student makes the decision to report, the Seminary's policy is to assist law enforcement as much as possible within Title IX guidelines.
- A police report is taken. This is an informational process that requires the student to recount details of the incident. The taking of this report implies that there now exists the possibility that criminal charges may be filed. The District Attorney may proceed with prosecution with or without permission of the complainant.
- The Title IX Coordinator will be informed of the report and may take action based on the nature of the incident.

### **How to File a Formal Title IX/Sexual Misconduct College Complaint**

- Contact the Title IX Coordinator at 816.268.5426. Outside of the normal business hours of 8:00 am - 4:30 pm Monday through Thursday, you may call the 24-hour service line at 816.268.5428 and request that the Dean for Administration, the Title IX Coordinator, or a Deputy Coordinator contact you.
- Institutional complaints against an employee of Nazarene Theological Seminary are filed through the Title IX Coordinator or the Office of Human Resources.

- An incident report is taken. The staff member taking the report will involve the Title IX Coordinator to follow the disciplinary process. Support persons and counseling services are available to support individuals throughout the process.

## **Follow-Up Procedures for Sexual Misconduct**

### **Support**

The following people are trained professional staff members who provide the campus with services for victims of sexual misconduct. The support team will provide support as the student goes through the reporting and adjudicating process:

- The Dean for Administration will serve to address any immediate safety concerns.
- The Director of Physical Plant, the On-Call Maintenance Assistant, and the Manager of the King Conference Center will be available to connect a student to police and medical services.
- Dr. Judi Schwanz will be available to connect a student to counseling and other support services.

### **Confidentiality**

These persons and offices will provide confidential services to those students who were impacted by a sexual misconduct issue.

- Judi Schwanz
- Center Point Counseling and Recovery Center of Kansas City, Missouri

### **Interim Measures, Interventions**

Following receipt of a complaint, Nazarene Theological Seminary may implement interim interventions as may be appropriate for the individuals involved and for the larger Seminary community. Interim interventions may include separation of the Complainant's and Respondent's academic and living situations or other interventions outlined in the below section entitled "Sanctions." These interim interventions may be kept in place until the end of any review or appeal process.

### **Investigation**

The Title IX Coordinator will determine the most effective method of reviewing the concerns raised by the reported sexual misconduct. In all cases, the Seminary will respond to the report in a prompt, thorough, procedurally fair, and effective manner. Upon receipt of a report, the Seminary will strive to complete its review within sixty (60) calendar days.

In most cases, this review will involve conducting a thorough fact-finding investigation which includes meeting separately with the Complainant (if participating), Respondent, Reporter (if applicable), and pertinent witnesses, and reviewing other relevant information. Occasionally, a different or less formal response to the report may be warranted.

The Investigator's findings will be made using the preponderance of the evidence standard. This standard requires that the information supporting a finding of responsibility be more convincing than the information in opposition to it. Under this standard, individuals are presumed not to have engaged in sexual misconduct unless a preponderance of the evidence supports a finding that sexual misconduct occurred.

### **Investigation Standard of Proof**

The Investigator's findings will be made using the preponderance of the evidence standard. This standard requires that the information supporting a finding of responsibility be more convincing than the information in opposition to it. Under this standard, individuals are presumed not to have engaged

in sexual misconduct unless a preponderance of the evidence supports a finding that sexual misconduct occurred.

### **Investigative Findings**

In most cases, the Investigator will prepare a written report at the conclusion of an investigation. The Complainant and the Respondent will receive any information about the investigation or investigative findings equitably; no information will be provided to one and not the other.

Before the investigative report is finalized, the participating Complainant and Respondent will be given the opportunity to review their own statements and, to the extent appropriate to honor due process and privacy considerations, the participating Complainant and Respondent may also be provided with a summary of other information collected during the investigation. A Complainant or Respondent must submit any comments about their own statement, or on any investigation summary that might be provided, to the Investigator within five (5) business days after that statement or summary was sent to them for review. Following the receipt of any comments submitted, or after the five (5) day comment period has lapsed without comment, the Investigator will address any identified factual inaccuracies or misunderstandings, as appropriate, and then make a determination or recommendation.

The Investigator's final written report will generally contain, at a minimum:

1. A summary of the investigation;
2. The Investigator's findings; and
3. A summary of the Investigator's rationale in support of the findings.

The Investigator's report and findings must be reviewed and approved by the Title IX Coordinator. It may also be subject to review by a Campus Judicial Committee, the President, or the Board of Trustees depending on the type and severity of the claim. The Seminary's written determination will then be provided to the participating Complainant and Respondent.

If a Complainant has chosen not to participate in the Seminary's review of the sexual misconduct report but desires to be notified of the outcome, the Seminary will notify the Complainant. If a Complainant has expressed a desire, in writing, not to be notified of the outcome, the Seminary will honor that decision. In such cases, the Seminary will not send the notification itself to the Complainant, but may proceed with any necessary follow-up.

One or more members of the investigating team will administer the disciplinary process regarding sexual misconduct.

- Title IX Coordinator or Director of Human Resources
- Dean for Administration
- President
- Campus Judicial Committee (in severe cases and/or appeals)

### **Sanctions**

If the Respondent is found responsible for sexual misconduct, the Seminary will initiate a sanctioning process designed to eliminate the misconduct, prevent its recurrence, and remedy its effects, while supporting the Seminary's educational mission and Title IX obligations. Nazarene Theological Seminary reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the Seminary reserves the right to impose differing sanctions depending on the severity of the offense. The Seminary will consider the concerns and rights of both the complainant and the respondent of sexual misconduct. In appropriate circumstances, a warning may be issued to the campus community, though any such notification would not jeopardize

the confidentiality of the victim.

Sanctions can include, but not be limited to:

- **Written Admonition:** A letter of admonition may be sent to the student and copied to his/her discipline record.
- **Parental Notification:** A student's parents may be notified of disciplinary outcomes.
- **Educational/Accountability Sanctions:** A student or employee may be required to attend an educational class, mandatory drug or alcohol assessments, or other educational sanctions.
- **Fines:** Established and published fines may be imposed by the Dean for Administration.
- **Restitution:** A student or employee may be required to pay restitution for damages or loss of property.
- **Loss of Privilege –** A student or employee may lose a privilege afforded to them as a Nazarene Theological Seminary constituent.
- **Removal/Suspension –** A student or employee may be required to leave Seminary-owned housing for a determined amount of time; conditions may be placed on his/her return.
- **Interim Suspension:** In cases where a student, employee, or constituent is thought to pose a threat to the safety or well-being of the campus community, any individual, or normal operations of the Seminary, the Seminary may impose an interim suspension.
- **Disciplinary Probation:** A student or employee may be placed on probation for a limited amount of time, during which he or she may be held to immediate suspension or expulsion upon an additional violation.
- **Disciplinary Suspension:** A student or employee may be separated from the Seminary for a determined period of time, with certain conditions to be met for re-entry.
- **Disciplinary Expulsion:** A student or employee may be separated from the Seminary permanently.

Disciplinary sanctions will be part of a student's confidential disciplinary record. They will not appear on a student's academic record. Students may apply to have their disciplinary record expunged upon graduation. Records other than suspension or expulsion shall be expunged five years after the disposition of the case.

### **Amnesty for Victims**

The Seminary encourages the reporting of sex discrimination and Student Life policy violations. Sometimes, victims are hesitant to report to college officials because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community that as many victims as possible choose to report to institution officials. To encourage reporting, the Seminary pursues a policy of offering victims of sex discrimination and sexual misconduct limited amnesty from being charged with policy violations related to the particular incident. While violations to policy cannot be completely overlooked, the Seminary will provide educational options rather than punishment, in such cases.

### **Conflicts of Interest**

If a complainant or respondent believes that a member of the adjudicating team poses a conflict of interest, he or she should notify the Title IX Coordinator, a Deputy Coordinator, or the Dean for Administration of that conflict upon reporting or upon notification of the incident.

### **Appeal Process**

This process applies to an appeal of sanctions received for a violation of sexual misconduct policy only. For appeal of sanctions received from a violation of other institutional policies, refer to the Student Handbook, Faculty Handbook, or Staff Handbook as appropriate. Both the accuser and the accused may participate in the appeal process. Students wishing to appeal the disciplinary process must do so, in writing, to the President or his/her designee within 5 school days of the date of written notification of

the decision in the case. Students will have only one opportunity to appeal. All appeal meetings are closed and the proceeding may be kept confidential at the discretion of the Seminary. Appeal meetings may be recorded by the discretion of the Seminary without the consent of the student.

The petition must include:

Names of the parties involved

Clear statement of the nature of the appeal (must consist of one or more of the following exclusive grounds):

1. A material deviation from the procedures affected the outcome of the case;
2. There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the investigation that could reasonably affect the investigation findings;
3. The sanctions/interventions are inappropriate or disproportionate to the determined violation(s);
4. A review of all available and relevant information indicates that the evidence clearly does not support the finding(s) and provides firm and definite support for modifying the original finding(s).

The President, in response to the written appeal and upon review of all information and testimony presented, will defer any appeal requests to the Campus Judicial Committee. If practical, the Campus Judicial Committee shall consist of two faculty members and two staff members (each selected by the President or designee, with one member designated as chair).

After review of information, interview of witnesses if deemed necessary, and deliberation, the committee will make a recommendation to the President or his/her designee whose decision is final. In the case of a tie or deadlock, the deadlock or tie will be communicated to the President. There must be a minimum of three members present to constitute a quorum (including the chair). If the student behavior resulting in the disciplinary process involved violent or dangerous behavior, the committee shall be required to consider the safety of the community in its deliberations and recommendation, and any sanction imposed on the student shall not be stayed pending the appeal.

The Committee may conclude that there are no relevant issues of concern and therefore recommend that the President affirm the final decision and any sanctions/interventions. If the Committee identifies issues of concern, the Committee will provide the President with one of the following recommended actions and any additional instructions or recommendations it deems appropriate under the circumstances:

1. If there was a material deviation from procedure, remand the matter to the Title IX Coordinator and/or a new investigator with corrective instructions from the Committee.
2. If new information appears relevant, refer the matter to the Title IX Coordinator, and the original investigator if available, to determine whether any modifications may need to be made to the original investigative report.
3. If the sanctions are clearly inappropriate or disproportionate, alter the sanctions or interventions accordingly.
4. If the evidence clearly does not support the finding(s) and provides firm and definite support for modification, the matter will be submitted to the President or designee to review, in consultation with the Title IX Coordinator, to make any necessary modifications to the report.

After necessary consideration and consultation with others, as appropriate, including the Title IX Coordinator, the President and/or the President's designee may accept or modify the recommendations made by the Committee. The President's final decision will be made available to the participating parties, in writing, simultaneously.

Decisions made in the appeal process are final and may not be addressed through the "Grievance

Process.”

### **Protection from Retaliation and Assurance of Fair Treatment**

Nazarene Theological Seminary will take appropriate steps to ensure that a person who in good faith reports, complains about, or participates in a sexual misconduct investigation will not be subjected to retaliation by the Respondent or by others with knowledge of the underlying report. Anyone who believes they are experiencing retaliation is encouraged to report the retaliation using the same procedure for reporting possible sexual misconduct under this policy. A retaliation complaint will be reviewed as a separate offense under this policy. A person can be found responsible for retaliation even if not found to be responsible for the underlying reported sexual misconduct.

Also, the Seminary will take appropriate steps to ensure that parties to the investigation are treated fairly throughout the Seminary’s review.

### **Notification of Outcomes**

The outcome of a Title IX investigation involving students is part of the education record of the student parties involved, and is protected from release under the Family Educational Rights and Privacy Act (FERPA). However, the Seminary observes the legal exceptions that allow for notification of the parties involved and others whom the Seminary determines to inform based on the law and this policy. Students who bring any sort of sex discrimination or sexual misconduct complaint against faculty or staff will be informed of the outcome of the investigation and the resolution as stated in this policy.

The Seminary may release publicly the name, the nature of the violation, and the sanction for any student who is found in violation of an institutional policy that constitutes a violent crime including: arson, burglary, robbery, criminal homicide, sex offenses, assault, and kidnapping/abduction. The Seminary will release this information to the complainant in any of these offenses regardless of the outcome. The Seminary will disclose to the alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code) or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the Seminary against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

### **Time Limitations**

Nazarene Theological Seminary may also extend its jurisdiction to misconduct that occurs prior to, but is not reported until after the graduation of the offender, as long as the misconduct is reported within six months of its occurrence. Otherwise, there is no time limit on reporting of violations of this policy, as long as the offending student or other constituent is still enrolled, employed at, or involved with Nazarene Theological Seminary. However, the longer someone waits to report an offense, the harder it becomes for the Seminary to obtain information and witness statements and to make a determination regarding alleged violations.

### **Prevention/Education and Training**

All incoming students will receive education on sexual misconduct, this policy, and related issues as part of the orientation process or as a separate course for new students. Dissemination of this material will also be made annually to all students.

All staff and faculty receive annual education on sexual misconduct policies. Staff members with an adjudicating role, a support role, a confidential role, or a safety role receive additional training annually coordinated by the team of Title IX Coordinators.

*Portions of the policy have been adapted from Trinity Christian College resources. Used with permission.*

**Disclaimer**

The most current information about the policies of Nazarene Theological Seminary can be found at **[HTTP://WWW.NTS.EDU/STUDENTS/](http://www.nts.edu/students/)**. The hard copy of this Handbook, it may not reflect the most updated information. Be sure to consult the website for the latest edition of the *Handbook*. Further, if you are a student in the program, you are responsible for and will be held accountable to all updated information as found on the website and in the latest edition of the *Handbook*. All editions will be clearly dated by month and year.



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# Welcome

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1700 E. Meyer Blvd, Kansas City, MO 64131

800.831.3011 ♦ [www.nts.edu](http://www.nts.edu)

[enroll@nts.edu](mailto:enroll@nts.edu)