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Preface

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

Mission Statement

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

Academic Policies and Responsibilities

New Student Orientation

New Student Orientation is conducted the Saturday before the first week of classes preceding each semester via Zoom. New students will be informed of the date and time by the Enrollment Counselor. Participation in the New Student Orientation is mandatory.

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.

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/>

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>

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/>**

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.

Use of Technology

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.

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.

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 to 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 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.
- 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.

Examples of Improper Use

- 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 will be issued an NTS email account, which will be linked to Moodle.

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.

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](#).

Withdrawal from the Seminary

The student is responsible for initiating the process should it become necessary to withdraw from school. The student must inform the Registrar in the Office of Enrollment Services to begin the process. The student also must obtain approvals from appropriate offices (e.g., financial aid, library, veteran's affairs, and business) and academic administrators. Approvals and a final approval form must be completed 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.

Distance students may inform the Registrar or Associate Dean of Academic Programs and Enrollment by email or in writing. If the information is received by email, written confirmation is required within 10 days. Upon email 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.

Community Conduct Responsibilities

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 the Faculty 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.

Grievance Processes

Academic Grievances

When a student has a question regarding a course grade, examination schedules, etc., they should go directly to the professor and attempt to resolve the problem. 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 (not a specific assignment) is as follows: (please note that the Associate Dean or Dean will be replaced if they are the faculty of record):

1. Contact the professor for the course in order to request a change within one semester after the original grade was posted.
2. If a resolution cannot be reached with the professor of record, the student may request a meeting with the Associate Dean of Academic Programs.
3. If the appeal to the professor and the Associate Dean does not resolve the issue, the student may, within three weeks of the 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 vote of the committee will be the final disposition of the matter.

All appeals regarding curriculum or academic policy should be made to the Dean of the Faculty. If policy does not allow them to act, then the student will be advised to appeal to the Faculty. 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 Faculty during its next regularly scheduled meeting. Notification is sent to the student thereafter.

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 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 Dean of Administration or appointee will meet with each party to attempt to resolve the grievance. If the matter is not resolved through the steps above, the student may pursue the matter in following manner:
- Students 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.

Resources for Students

Campus Security

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 staff use a marked security vehicle to patrol the southwest parking lot while evening classes are in session to watch for criminal or suspicious activity, assist students and employees to their vehicles, and help by changing a tire or jump-starting. They will also stay with students or employees with non-operating vehicles until help can arrive. If there is an incident in progress, they will call 911.

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 fill out the form on the NTS website. 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.

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.

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.

Library

The Seminary provides a library for your help in mastering the knowledge and skills which prepare you for effective Christian leadership in church vocations. It is at the heart of the scholastic program of the Seminary. There are now over 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/. For Help/Questions: email 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 loans 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

MidAmerica Nazarene University

University of Missouri – Kansas City, and many other Academic libraries in the State of Missouri

Contact the library circulation desk for specific library details.

Financial Aid and Title IV

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.

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 a student's account, and the student will be unenrolled from their classes by the start of the next semester.

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

1. 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.
2. 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.
3. NTS will determine the amount of Unearned Aid to be returned as follows:
4. $\text{Total Title IV (aid disbursed)} - \text{Title IV (aid earned)} = \text{Title IV (loan aid to be returned)}$.
5. NTS is responsible for returning the lesser of the following amounts to the applicable Title IV programs:
 - a. The total amount of unearned aid.
 - b. 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.
6. Returned funds will be applied to eliminate outstanding balances on loans for the payment period in the following order: Unsubsidized Direct Loans.

7. 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).
 - a. The student will be responsible for paying any remaining institutional charges on the student's bill after any unearned aid has been returned.

International Students

Federal and State Regulations

Family Education Rights and Privacy Act (FERPA)

NTS complies with the Family Educational Rights and Privacy Act (Section 438 of the General Education Provisions Act, Title IV of Public Law 90-247), as amended, and with Part 99 of the Rules and Regulations of the Department of Education to effectuate that act. NTS is required to comply with the act and with Part 99. The act provides that students attending any postsecondary educational institution that receives federal funds are entitled to have access to their education records kept by the institution in order to inspect and review those records. Students are entitled to request the amendment of any information in their education records that they believe is inaccurate, misleading, or otherwise in violation of their privacy or other rights. Inquiries concerning the application of the Family Education and Privacy Act and the regulations pertaining to it may be addressed to the NTS Registrar (1700 E. Meyer Blvd., Kansas City, MO 64131). Any student or applicant who believes that NTS has failed to comply with the provisions of this act has the right to file a written complaint with the Family Educational Rights and Privacy Office (Room 4511, Switzer Building, 300 C St. S.W., Washington, DC 20202).

Nondiscrimination

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.

Title IX

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 Financial Aid/Student Accounts Coordinator 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.

Title IX Coordinator

Cindy Howard

choward@nts.edu

816.268.5424

Deputy Coordinator

Derek Davis

dldavis@nts.edu

816.268.5413

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

OCR.Mail@hhs.gov (for non-privacy related inquiries)

Sexual Harassment and Sexual Misconduct Policy

Definitions

Sexual Harassment

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

Sexual Assault

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

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."

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."

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."

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 Associate Dean of Academic programs and Enrollment. Filing a police report with an NTS official assistance 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.

Statement of Policies Regarding Sexual Harassment and Sexual Assault

Sexual harassment is both immoral 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.

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 Title IX Coordinator.

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 , the Dean for Administration, or the Title IX Coordinator. A sexual harassment grievance filing form and assistance are available from the above individuals.

Complaints by an Employee

A faculty member should report allegations of personal sexual harassment to the Dean of Faculty, Associate Dean of Academic programs and Enrollment , or the Title IX Coordinator. A staff employee should report allegations of personal sexual harassment to the Dean for Administration or the Title IX Coordinator.

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 Title IX Coordinator.

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.

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.

Procedure for Making an Informal or Formal Sexual Harassment Complaint

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 Title IX Coordinator. 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.

Formal Complaint

Against a Student

All formal allegations of sexual harassment involving students will be investigated immediately and impartially by an NTS investigator assigned by Title IX Coordinator. If the determination is made by the investigating representative that sexual harassment has occurred, there will be a hearing that is overseen by a Member of NTS faculty or staff along with a panel of 4 other individuals that may not be of the same gender. The panel will hear evidence from both sides then will deliberate to determine if there is a preponderance of evidence and if so then decide on the appropriate disciplinary action up to and including expulsion from the Seminary and will inform the complainant and the alleged perpetrator of said action. Either the complainant or the alleged perpetrator may appeal the decision to the Seminary Cabinet, which shall serve as a final review and appeal for all cases of alleged student sexual harassment. Cases involving students and employees will follow the employee process, in consultation with the President.

Against an Employee

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

Against an Administrator or a Trustee

In the event an allegation of sexual harassment involves a member of the President's Cabinet, including the President, or a member of the Board of Trustees, the chairman of the Board of Trustees shall appoint a three-member panel consisting of a faculty member, Board of Trustee member (not a member of the

Executive Committee), and an Executive Committee member, who shall investigate the matter and make recommendations as outlined hereinafter. In the event a Cabinet member other than the President is involved, the investigating panel's recommendation shall go to the President. The President shall act upon the recommendation after consulting with the Executive Committee. In the event the allegations involve the President, the Chairman of the Board of Trustees shall receive the investigating panel's recommendation and shall act on those recommendations after consulting with the Executive Committee of the Board of Trustees.

Against a Third Party

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

Retaliation against Anyone Who Reports Sexual Harassment is Prohibited

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

Counseling Resources

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, 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.

Addendum

1. 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.
2. Panel members shall not consist of individuals all of the same gender.
3. The individual appointing the reviewing panel shall not serve on the panel.
4. The reviewing panel shall consult with the Seminary's legal counsel when necessary.

Accessibility and the Rehabilitation Act 1973

Nazarene Theological Seminary is proactive in meeting the needs of students with disabilities. The following statement appears in all course syllabi:

“In accordance with the provisions of the Rehabilitation Act of 1973, NTS is committed to providing students with disabilities the opportunity to participate and benefit from its programs and activities. Accordingly NTS will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. Students needing accommodations should contact the Office of the Registrar. They also should contact the instructor no later than the end of the first class session to discuss learning needs and adaptive strategies that have been beneficial for the student in the past.”

The Seminary building is equipped with appropriate ramps and an elevator to provide access to all. The library assists students with sight disabilities by helping them secure audio texts and research materials. All course syllabi are published on the NTS website and are available to all current and prospective students. An email notice regarding where students may locate this report on the NTS website is sent each October to all current and prospective students.

Clery Act Report and Crime Statistics (Campus Security Act of 1990)

Nazarene Theological Seminary complies with the Student Right-to-Know Campus Security Act of 1990, known as the Clery Act. The Act requires the institution to collect, publish, and distribute to all current students and employees and at the request of an applicant for enrollment or employment 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 Financial Aid/Student Accounts Coordinator, Nazarene Theological Seminary, 1700 E. Meyer Blvd., Kansas City, MO 64131.

Accreditation

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

10 Summit Park Drive

Pittsburgh, PA 15275, USA

Telephone: 412-788-6505

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