



Academic Advising Handbook Master of Divinity, 2011-2012

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This document reflects the intent of Claremont School of Theology, but in cases of discrepancy, the CST Catalog and its subsequent addendums takes precedence and is legally binding.



CLAREMONT SCHOOL OF THEOLOGY

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TABLE OF CONTENTS

The Master Of Divinity Program	3
Master Of Divinity Degree Requirements.....	4
Concentrations.....	5
Field Education.....	6
Clinical Pastoral Education (Cpe)	7
Denominational Requirements.....	7
Joint Master Of Divinity/Master Of Arts Program	7
Joint Master Of Divinity Degree Between Claremont School Of Theology And Episcopal Theological School At Claremont.....	8
Degree Program Guides.....	11
Master Of Divinity Degree Requirements Checklist	11
New Course Numbering Conventions.....	12
Suggested Full Time Schedule (Fall, 2011 Admit).....	15
Suggested Part Time Evening Schedule (Fall, 2011 Admit)	16
Advising Concentrations Worksheets.....	17
Academic Calendar	18
Academic Policies And Procedures	21
Satisfactory Academic Progress For Financial Aid	31
School Policy Statements.....	34
Student Records And The Family Educational Rights And Privacy Act (Ferpa)	34
Copyright At Claremont	37
Technology Acceptable Use Policy	38
Equal Employment Opportunity And Affirmative Action Policy.....	39
Policy On Harrassment, Including Sexual Harrassment.....	39
Drug-Free Campus Policy (Statement Required By 34 Cfr Part 86).....	40
Student Judicial Process	40
Student Grievance Policy	41
Services With Students With Disabilities	42

THE MASTER OF DIVINITY PROGRAM

The Master of Divinity (M.Div.) program combines academic excellence with spiritual formation and social engagement to prepare religious leaders for vocations in a variety of types of ministry. It combines training in academic content and methods, in the knowledge and sensitivity necessary for dialogue across cultures and religions, and in the diverse skills that together constitute the arts of ministry.

The Claremont M.Div. program is informed by the history of thought and practice within Christianity, by deep and open dialogue with other religious traditions, and by the quest to understand and respond constructively to the contemporary world. It presupposes that men and women can exercise responsible leadership only when they combine an intimate knowledge of their own traditions, a deep engagement with today's social and political realities, openness to a variety of forms of spiritual practice and insight, and an appropriate set of dialogical and critical thinking skills. The program does not dichotomize between "sacred" and "secular" knowledge and skills: a variety of exegetical and historical methods are crucial for interpreting theologies and biblical texts, and professional ministry may require advanced skills in clinical psychology, public speaking, administration, and the arts.

The M.Div. is an 81-unit degree that prepares degree candidates for positions of professional ministry. In addition to the required courses, students may choose a concentration in a particular field of study. The statute of limitation for completion of the degree is 6 years. A student may petition the Committee on Academic Procedures to grant an extension.

Master of Divinity Degree Program Learning Outcomes

Master of Divinity graduates of the CST will be able to:

- 1) Demonstrate religious intelligence gained through the study of theological disciplines.
- 2) Engage in dialogue across cultures and religions.
- 3) Provide effective ministerial, community and/or public leadership.
- 4) Demonstrate ethical integrity in practices of ministry.

Prerequisites

All entering M.Div. students must either have completed a public speaking class in their undergraduate studies or complete a public speaking evaluation during orientation before enrolling in courses in worship and preaching. All entering students must take the English Composition Exam during orientation or during their first week at Claremont School of Theology. Remedial studies may be assigned.

Faculty Advisement

Each new student is assigned a faculty advisor by the Registrar. These assignments are made in consideration of the student's interests and faculty load. The advisor's main responsibility is to guide students through their program.

Change of Advisor

When students wish to change advisors, they seek agreement to this change from both their present advisor and the faculty member they desire to have as advisor. When agreement has been

secured from the faculty members, students complete the Change of Advisor Request Form and submit it to the Registrar. Factors such as the number of advisees a faculty member has and extracurricular responsibilities that the faculty member holds may prohibit a faculty member from agreeing to serve as advisor. The Vice President of Academic Affairs and Dean regulates the workflow of the faculty and may request that a faculty member not accept further advisees.

MASTER OF DIVINITY DEGREE REQUIREMENTS

The M.Div. degree is an 81-unit program. The core curriculum combines foundations in theological studies with courses that constructively integrate theological knowledge and reflection with religious and ministerial practice. A special focus of the program is on spiritual and vocational formation. In the first semester, students learn spiritual practices for discerning their vocational goals and developing awareness of themselves and the world around them. During the second year, students work in Field Education under supervision in a specific religious setting. In the final semester, Vocational Praxis provides an opportunity to integrate learning with vocational goals in preparation for leadership in diverse contexts. Another unique aspect of the Claremont M.Div. is its emphasis on building knowledge of other religious traditions and developing competencies in interreligious and intercultural dialogue.

The requirements of the Master of Divinity program are as follows:

Spiritual and Vocational Formation – 12 Units

TSF3024	Practicing Awareness and Discernment	3 units
TCE3080	Field Education I and II	6 units
TRE3040	Vocational Praxis	3 units

Interreligious Studies – 9 Units

LIR3001	Interreligious Dialogue and Leadership	3 units
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Distribution Electives in Interreligious Studies 6 units

*Includes 1) one course in interreligious studies (courses with an “IR” prefix) and 2) a course in a religious tradition that is both outside of the student's primary tradition of expertise and practice, **and** outside of the student's primary area of study.*

Christian Theological Studies – 21 Units

THC3007	History of World Christianity	3 units
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THB3007	Basic Aspects of the Study of the Hebrew Bible	3 units
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TNT3003	Basic Aspects of the Study of the New Testament	3 units
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TEC3001	Introduction to Christian Ethics	3 units
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LTH3036 Systematic Theology –OR–

TTH3051	Systematic Theology for Ministry	3 units
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Distribution Electives in Theological Studies: 6 units

Select two courses in Scripture, Theology, Ethics, History, or Denominational Studies (History, Polity, Theology)

Those preparing for leadership in non-Christian settings may take the following approved alternatives for the core requirements in Christian Theological Studies:

Unitarian Universalist Students (and others not identified with any particular religious tradition)

THC3007 History of World Christianity 3 units

Selected theology course 3 units

Two selected courses in scripture 6 units

Selected course in ethics 3 units

Distribution Electives in Theological Studies: 6 units

Select two courses in Scripture, Theology, Ethics, History, or Denominational Studies

Muslim Students

LMU3001 History of Islam 3 units

LMU3008 Survey of Islamic Theology, Philosophy and Mysticism 3 units

LMU3002 The Qur'an and its Interpreters 3 units

LMU3004 Islamic Law and Legal Theory 3 units

Distribution Electives in Theological Studies: 6 units

Select two courses in Islamic Ethics, Scripture, Theology, History, Law

Integrative Studies – 24 Units

TCE3075 Religious Leadership –OR–

TUS3000 Leadership in Urban Contexts 3 units

TWP3015 Introduction to Worship and the Arts 3 units

TWP3013 Preaching in the Worship Context 3 units

TSC3005 Cultivating Empowerment Through Ecologies of Care 3 units

TSC3006 Cultivating Wholeness Through Relational Practices 3 units

TRE3001 Introduction to Religious Education 3 units

Distribution Electives in Integrative Studies: 6 units

Select two courses in Religious Education; Spiritual Care and Counseling; Spiritual Formation; Worship; Preaching; Arts and Media; Religious Leadership; Urban Ministry; or Evangelism and Mission

Free Electives – 15 Units

Total: 81 units

CONCENTRATIONS

Chaplaincy concentration within the M.Div. degree:

A Master of Divinity degree is the preferred degree for hospital and military chaplains. In addition to the two required courses in Spiritual Care and Counseling, students seeking certification as a chaplain should work with one of the professors in Spiritual Care and Counseling to plan the 18 units of distribution electives and the 15 units of free electives to best

prepare for a career in chaplaincy. Students successfully completing 18 units beyond the required 6 units in this field will have the concentration identified on their transcript.

Interreligious Studies concentration within the M.Div. degree:

In addition to the required “Interreligious Dialogue and Leadership” course and two additional requirements in Interreligious Studies, students intending a career in Interreligious education or advocacy should work with their advisor to best utilize the 18 units of distribution electives and the 15 units of free electives. Students successfully completing 15 units beyond the required 9 units in this field will have the concentration identified on their transcript.

Leadership in Social Justice Community Organizations concentration within the M.Div. degree:

In addition to the required “Introduction to Christian Ethics” and the “Leadership in Urban Contexts” courses, students intending to do social justice work within community organizations should work with a professor in Urban Studies or Religion, Ethics, and Society to plan the 18 units of distribution electives and the 15 units of free electives to best prepare for a career in an area of social justice. Students successfully completing 8 units beyond the two required classes listed above will have the concentration identified on their transcript.

Spiritual Formation for Engaged Compassion concentration within the M.Div. degree:

Those who are preparing for a career that focuses on the cultivation of compassion-based spiritual life for personal, interpersonal, and social healing and transformation should work with a professor in Spiritual Formation to best utilize the 18 units of distributive electives and the 15 units of free electives. Students successfully completing 21 units in the area, in addition to the required course, “Practicing Awareness and Discernment,” will have the concentration identified on their transcript.

FIELD EDUCATION

Field Education provides students an opportunity for theological reflection on the theory and practice of ministry in the context of an internship closely supervised by an experienced professional. Six units of field education are required for the M.Div. degree. All field placements are for the academic year only, and include a weekly on-campus reflective seminar, beginning in the Fall semester and continuing through the Spring semester. Enrollment in the Spring Field Education Seminar is contingent upon having successfully completed the Fall Seminar. No students may begin the field program for credit in January.

Each placement involves 10-12 hours per week for two semesters in an approved field setting, plus a weekly three-hour seminar. While many internships take place in congregational settings, placements in ecumenical agencies, social service advocacy organizations, para-church organizations, church camps, prisons, or other contexts can be negotiated with Director of Field Education or the Director of Urban Ministries. Students should check with their denomination to see if a congregational Field Education placement is required for ordination. Before enrolling in Field Education, students should complete the following courses: Practicing Contemplative Awareness and Discernment, History of World Christianity, Systematic Theology, Basic Aspects of the Hebrew Bible, Basic Aspects of the New Testament, Interreligious Dialogue and Leadership, and Religious Education.

Field Education Equivalencies: Students who enter the M.Div. program with considerable experience in a supervised internship setting that gave attention to theological reflection on the theory and practice of ministry may petition the Committee on Academic Procedures for a waiver of the required Field Education class. In order for a student to be exempt from Field Education, the petition must be signed by the Director of Field Education. Along with this petition, the student develops an Equivalency Profile for Field Education, documenting how the forms of theological reflection, practice, and supervision intended during field education have been accomplished. The student also must supply documentation of communication with her or his ordaining body regarding Field Education/Internship requirements for ordination. The student may request consideration of equivalency when the field-based learning in question is not more than five years old. Where the equivalency is granted, the student will be permitted to substitute two electives for the six units of field-based learning.

CLINICAL PASTORAL EDUCATION (CPE)

Master of Divinity students may take Clinical Pastoral Education (CPE) for up to 6 units of free electives. M.Div. students desiring to take CPE to meet their field education requirement must first meet with the Director of Field Education, who will work with the student to discern the appropriateness of such a substitution. Upon agreement that the student should proceed with the substitution, any student considering ordination will document communication with their ordaining body about their intent to substitute CPE for field education. Students must gain the approval of their faculty advisor, the Director of Field Education and one of the professors of Spiritual Care and Spiritually Integrative Counseling.

DENOMINATIONAL REQUIREMENTS

Various denominations require specific denominational courses, which students take with their elective units. Students are encouraged to work closely with their church leaders and with their academic advisors at Claremont to make sure that their particular program is tailored to the needs of their denomination and to their own particular interests.

Opportunities to fulfill denominational ordination requirements for The United Methodist Church, the Christian Church (Disciples of Christ), the Episcopal Church in the U.S.A., the United Church of Christ, and the Metropolitan Community Church are available through the resources of Claremont School of Theology. The school will make special arrangements, as needed, to insure that all M.Div. students meet the academic requirements of their respective denominations.

JOINT MASTER OF DIVINITY/MASTER OF ARTS PROGRAM

Students pursuing pastoral ministry who want to acquire an in-depth concentration, as well as students seeking ordination but who expect to pursue Ph.D. studies, may want to consider the joint Master of Divinity/Master of Arts program. The Joint M.Div./M.A. is a 109-unit program that consists of two separate admissions processes, leading to two distinct degrees with the recipient receiving two diplomas. A student begins in the Master of Divinity program and then applies for the Master of Arts program at Claremont School of Theology or Claremont Lincoln

University. The degrees are granted simultaneously at one graduation ceremony (not sequentially). The program is designed to have overlapping, shared credits between the M.Div. and M.A. programs. Students must have a GPA of at least 3.25 and complete their application for the joint degree after 45 and before 60 units of the M.Div. program have been completed (generally during the spring semester of the second year of studies). A detailed course plan approved by their advisor must also be submitted. Adherence to stated deadline is necessary because some students will need to enroll in CPE before entering their M.A. coursework.

JOINT MASTER OF DIVINITY DEGREE BETWEEN CLAREMONT SCHOOL OF THEOLOGY AND EPISCOPAL THEOLOGICAL SCHOOL AT CLAREMONT

Since 1990, the Episcopal Theological School at Claremont (ETSC, also known as Bloy House) and Claremont School of Theology have offered a Joint Master of Divinity degree. The degree is fully accredited by the Association of Theological Schools and the Western Association of Schools and Colleges. Students in the joint program must apply to and be accepted by both schools. A student may apply to both schools simultaneously or may apply to ETSC first and apply to Claremont School of Theology the semester before enrollment in the first Claremont School of Theology course. Acceptance by either school does not guarantee acceptance by the other. Students enrolled in the joint program are subject to the academic policies of both institutions.

Students in the Joint Master of Divinity program may choose to complete all courses at ETSC first and then take Claremont School of Theology courses. Or, if a student has been accepted by both schools s/he may take courses at both institutions concurrently. Transcripts will be maintained at both schools throughout the entire program. Transcripts maintained at ETSC will only include the course work completed for ETSC requirements; transcripts maintained at Claremont School of Theology will include course work completed at both schools.

Accepted students must participate in the diagnostic examinations in English. The diagnostic examination in Public Speaking is not required since students complete preaching requirements at ETSC.

The curriculum consists of the entire 63 unit ETSC curriculum and 18 units at Claremont School of Theology, totaling 81 units.

Joint Degree Course Requirements from ETSC:

TEP1033 Major Christian Doctrines	TEP1046 Latino Spiritualities
TEP1034 Contemporary Theologies	TEP1050 Anglicanism I
TEP1035 Introduction to Ethics	TEP1051 Anglicanism II
TEP1036 Old Testament I	TEP1052 Pastoral Liturgics
TEP1037 Old Testament II	TEP1053 Introduction to Episcopal Worship
TEP1038 New Testament I	TEP1054 Preaching: Introduction & Practicum
TEP1039 New Testament II or TEP1058 The Function of Scripture in the New Testament	TEP1056 Church Leadership
TEP1040 Church History I (Early/Medieval)	TEP1057 Mission and Ministry of the Church
TEP1041 Church History II (Reformation to Present)	TEP1059 Church Communications (elective)
TEP1042 Spiritual Care and Counseling	TEP 1061 Jesus, Judaism and Christianity (elective)
TEP1043 Religious Education	Trinity and Society (elective)

Tuition for the units completed at the Episcopal Theological School at Claremont will be paid directly to ETSC. A student who has completed units at another seminary may transfer up to 32 units to the ETSC portion of the joint degree with the approval of the Dean. The units must be equivalent to those offered at ETSC.

Full time study at ETSC/Bloy House taking three courses per semester will result in completion of the 63 units of required course work for ETSC in four years. Students may take more than four years to complete the 63 units but must pay close attention to academic advisement regarding the order in which the courses must be taken to avoid scheduling conflicts. 18 units of Claremont School of Theology requirements is in addition to the 63 units at ETSC. The statute of limitations for completion of the Joint Master of Divinity degree is seven years.

Joint Degree Course Requirements from Claremont School of Theology

The Joint M.Div. requires a total of 81 credits: 63 credits taken at ETSC and 18 credits at Claremont School of Theology, comprised of the following:

TSC3005 Cultivating Empowerment through Ecologies of Care: (prerequisite: TEP1042)	3 units
LIR3001 Interreligious Dialogue and Leadership	3 units
TCE3080 Field Education I and II*	6 units
Free Electives	6 units
Total units at Claremont School of Theology	18 units

** ETSC students who participated in a Ministry Study Year (MSY) with a pre-approved mentor may be eligible for a Field Education waiver if, having completed the MSY, students have fulfilled the learning outcomes for CST's Field Education classes:*

- 1. Gained knowledge and skills for ministry leadership, including worship, education, pastoral care, administration, and outreach (or comparable areas in a non-congregational placement);*
- 2. Learned how to integrate academic knowledge with the practice of ministry;*
- 3. Strengthened their skills for forming and sustaining relationships;*
- 4. Developed contextual awareness and cultural competence; and*
- 5. Increased vocational and spiritual maturity.*

This waiver would not eliminate any of the required hours of course work from CST but would allow the applicant to complete a greater proportion of their Claremont School of Theology required hours in free electives related to the particular interests and vocational goals of the student.

In order to assure attention to these learning outcomes, all MSY participants who wished to apply for a waiver for field education would be expected to attend two 2 hour ETSC integration seminars each semester. In addition, at the end of the study year MSY mentors would be required to write a letter to ETSC identifying the ways in which the student had been given the opportunity to develop skills in worship, education, pastoral care, administration, and outreach. ETSC would then certify to the field education office and the CST registrar that the criteria required for application for this waiver had been met.

The units completed at Claremont School of Theology are paid directly to Claremont School of Theology. Each required class will be offered in the evening at least every other year. Electives may be taken in the evening, during the day or on-line. None of the Claremont School of Theology requirements are offered on Saturday.

All ETSC students who are able to take additional courses during the week may consult with the ETSC Dean and Registrar about registering for Claremont School of Theology courses to fulfill ETSC requirements. This may facilitate completion of degree or certificate requirements on an accelerated schedule.

DEGREE PROGRAM GUIDES

MASTER OF DIVINITY DEGREE REQUIREMENTS CHECKLIST

<i>CST Course Title</i>	<i>Units Req'd</i>	<i>Projected Semester/Yr</i>	<i>Units Comp.</i>
REQUIRED COURSES	48		
TSF3024 – Practicing Awareness and Discernment	3		
LIR3001 – Interreligious Dialogue and Leadership	3		
THB3007 - Basic Aspects of the Hebrew Bible	3		
THC3007 - History of World Christianity	3		
TRE3001 – Introduction to Religious Education	3		
TTH3051 - Systematic Theology for Ministry <i>or</i> LTH3036 – Systematic Theology	3		
TNT3003 - Basic Aspects of the New Testament	3		
TSC3005 – Cultivating Empowerment through Ecologies of Care	3		
TEC3001 - Introduction to Christian Ethics	3		
TWP3015 - Introduction to Worship and the Arts	3		
TSC3006 – Cultivating Wholeness through Relational Practices	3		
TCE3080A - Field Education I	3		
TWP3013 - Preaching in the Worship Context	3		
TCE380B - Field Education II	3		
TCE3075 - Religious Leadership <i>or</i> TUS3000 - Leadership in Urban Contexts	3		
RE340 – Vocational Praxis	3		
DISTRIBUTION ELECTIVES	18		
Course in Interreligious Studies	3		
Course in a Another Religious Tradition (<i>see program description in the previous section of the Handbook</i>)	3		
Course in Theological Studies (<i>UM students should take UM History/Polity</i>)	3		
Course in Theological Studies (<i>UM students should take UM Doctrine</i>)	3		
Course in Integrative Studies (<i>UM students should take UM Evangelism and Mission</i>)	3		
Course in Integrative Studies	3		
FREE ELECTIVES	15		
Free Elective	3		
Free Elective	3		
Free Elective	3		
Free Elective	3		
Free Elective	3		
TOTAL REQUIRED	81		

NEW COURSE NUMBERING CONVENTIONS

Claremont School of Theology and Claremont Lincoln University have implemented a new course-numbering system. The new course numbering convention consists of three alpha characters indicating the institution and “department” followed by four numeric digits representing the actual course number. The first letter of the course number represents to the institution offering the course, with “T” referring to Claremont School of Theology, and “L” referring to Claremont Lincoln University. The second and third letters comprise the “departmental” code. This is followed by the course number, which is four or eight digits, depending on whether the course is cross-listed at both masters and doctoral level. Interdisciplinary courses representing two departments or areas of study will have two distinct course numbers.

So, for example, LIR3001/4001, the course number for Interreligious Dialogue and Leadership, breaks down as follows:

L – Claremont Lincoln University
 IR – Interreligious Studies
 3001 – Masters-Level Course Number
 4001 – Doctoral-Level Course Number

The new Catalogs and Degree Program Handbooks use the new course numbering system, but for the fall semester of 2011 only, students will register using the old numbers. The following chart provides conversion between the old and new systems.

Dept.	Number		Course Name	New Number
CE	300		Clinical Pastoral Education	TCE3000
CE	375		Religious Leadership	TCE3075
CE	380A		Field Education	TCE3080A
DI	400		Doctoral Continuous Registration	LDI4000
DI	498		DMIN Project	TDI4098
DI	499		Dissertation Research	LDI4099
DS	323		United Methodist History and Polity	TDS3023
DS	339	OL	Evangelism and Mission in the Wesleyan Tradition	TDS3039
EC	314/414		Race, Religion, and Nation	LES3014/4014
EC	316/416		Feminist Ethics	LES3016/4016
EC	383/483		Religion and Violence	LES3083/4083
EC	384/487		Postcolonialism	LES3084/4087
EC	480		Ethics Ph.D. Colloquium	LES4080
EC/WR	386/486		Post-Holocaust Jewish Thought	LES/LJS3086/4086
*EP	133		Major Christian Doctrines	TEP1033
*EP	135		Introduction to Ethics	TEP1035
*EP	136		Hebrew Bible I	TEP1036
*EP	138		New Testament I	TEP1038
*EP	140		Church History I (Early and Medieval)	TEP1040

*EP	144		Greek	TEP1044
*EP	150		Anglicanism Spirituality/Theol/Hist/Polity I	TEP1050
*EP	153		Introduction to Episcopal Worship	TEP1053
*EP	156		Church Leadership	TEP1056
HB	302		Biblical Hebrew I	LHB3002
HB	307		Basic Aspects of the Study of the Hebrew Bible	THB3007
HB	355/446		Five Books of Moses	LHB3055/4046
HB	424		Biblical Lament Literature	LHB4024
HB	428		Hosea and Amos	LHB4028
HC	307		History of World Christianity	THC3007
IR	301/401		Interreligious Dialogue and Leadership	LIR3001/4001
IR	326/426		Religious Relativity and World Theology	LIR3026/4026
IS	375B		M.A. Research Colloquium (9:00am- 12:00pm, 1:00pm-3:00pm Sept. 26, Oct. 17, Nov. 14)	LIS3075B
IS	414		Seminar in Practical Theology	LIS4014
MI	399		Masters Continuous Registration	LMI3099
MU	301/401		History of Islam	LMU3001/4001
*MU	302/402	CGU	The Qu'ran and its Interpreters	LMU3002/4002
*MU	303/403	CGU	Islamic Ethics	LMU3003/4003
MU	307/407	HY	Religious Leadership and Spirituality in Muslim Contexts (10:00am-4:00pm, Sept. 19, Sept. 26, Oct. 10, Oct. 17, Oct. 24 plus on-line education)	LMU3007/4007
NT	321/409		Q, Mark and Thomas	LNT3021/4009
NT	362/462		New Testament Exegesis and Critical Methods	LNT3062/4062
NT	384		Beginning Greek	LNT3084
NT	387		Spirituality and Worship in the Early Christian Church	LNT3087
NT	392/492		Gnosticism	LNT3092/4092
NT	457		New Testament Seminar/Graeca	LNT4057
PR	206		Oral Communication for International Students	TPR2006
PR	207		Writing and Reading Comprehension for International Students (1:00pm- 5:00pm, Aug. 26, Sept. 19, Oct 3)	TPR2007
PR	208		Writing Workshop (1:00pm-5:00pm, Aug. 26, Sept. 19, Oct 3)	TPR2008
RA	370/470		Hymnody to Hip Hop: Religious Aspects of Popular Music	TRA3070/4070
RE	331/431		Young People in Faith Communities	LRE3031/4031
SC	300		Elective Clinical Pastoral Education	
SC	301		Clinical Pastoral Education	
SC	306		Cultivating Wholeness Through Relational Practices	TSC3006

SC	327/427		Small Group Processes	LSC3027/4027
SC	339/439		Spiritual Care and Pastoral Counseling with Couples and Families	LSC3039/4039
SC	341A		Pastoral Counseling Internship (Mandatory pre-session training will take place 9:00-5:00 August 16-18, 2011.	LSC3041A
SC	365/465		Justice in Spiritual Care: Issues of Race, Class, Gender, and Sexuality	LSC3065/4065
SC	441A		Pastoral Psychotherapy Residency (Mandatory pre-session training will take place 9:00-5:00 August 16-18, 2011.	LSC4041A
SC	442A		Pastoral Psychotherapy Residency (Mandatory pre-session training will take place 9:00-5:00 August 16-18, 2011.	LSC4042A
SC	485		Ph. D. Colloquium in Spiritual Care and Counseling	LSC4085
SF	210		Compassion Practice Group	
SF	307/407		Spirituality for Compassionate Social Engagement	LSF3007/4007
SF	317/417		Teaching the Compassion Practice	LSF3017/4017
SF	319/419	OL	Christian Spiritualities Across the Ages	LSF3019/4019
SF	324/424	HY	Practicing Awareness and Discernment (Hybrid)	LSF3024/4024
TH	303/403		Whitehead's Philosophy and Its Religious Relevance	LPS3003/4003
TH	314/414		Faith and Freedom: Cross-Cultural Liberation Theologies	LCT3014/4014
TH	337/437		Feminist Theologies in North America	LCT3037/4037
TH	344/409		Ministry and the Problem of Evil	LCT3044/4009
TH	386/402		Eco-Process Theology	LPS3086/4002
TH	387/426		Religious Relativity and World Theology	LCT3087/4026
TH	494		Process Studies Ph.D Colloquium	LPS4094
WP	315		Introduction to Worship and the Arts	TWP3015
WP	358/458		The Art of Preaching in the Age of Exile	TWP3058/4058

SUGGESTED FULL TIME SCHEDULE (FALL, 2011 ADMIT)

Year 1

Fall (12 units)

- Practicing Awareness and Discernment, 3 units
- Interreligious Dialogue and Leadership, 3 units
- History of World Christianity, 3 units
- Basic Aspects of the Study of the Hebrew Bible, 3 units

Spring (12 units)

- Introduction to Religious Education, 3 units
- Systematic Theology for Ministry, 3 units
- Cultivating Empowerment Through Ecologies of Care, 3 units
- Basic Aspects of the Study of the New Testament, 3 units

Year 2

Fall (15 units)

- Field Education I, 3 units
- Introduction to Christian Ethics, 3 units
- Cultivating Wholeness Through Relational Practices, 3 units
- Introduction to Worship and the Arts
- Distribution Elective or Free Elective (UM: History and Polity), 3 units

Spring (15 units)

- Field Education II, 3 units
- Preaching in the Worship Context, 3 units
- 3 Distribution Electives or Free Electives (UM: Doctrine), 9 units

Year 3

Fall (15 units)

- Religious Leadership, 3 units
- 4 Distribution Electives or Free Electives (UM: Evangelism and Mission), 12 units

Spring (12 units)

- Vocational Praxis, 3 units
- 3 Electives, 9 units

SUGGESTED PART TIME EVENING SCHEDULE (FALL, 2011 ADMIT)

Year 1

Fall (6 units)

Interreligious Dialogue and Leadership, 3 units

Basic Aspects of the Study of the Hebrew Bible, 3 units

Spring (6 units)

Introduction to Religious Education, 3 units

Basic Aspects of the Study of the New Testament, 3 units

Year 2

Fall (6 units)

Practicing Awareness and Discernment, 3 units

History of World Christianity, 3 units

Spring (6 units)

Systematic Theology for Ministry, 3 units

Cultivating Empowerment Through Ecologies of Care, 3 units

Year 3

Fall (6 units)

Cultivating Wholeness Through Relational Practices, 3 units

Introduction to Christian Ethics, 3 units

Spring (6 units)

Preaching in the Worship Context, 3 units

Distribution Elective or Free Elective, 3 units

Year 4

Fall (9 units)

Field Education I (Online, Hybrid, Intensive), 3 units

Introduction to Worship and the Arts, 3 units

Distribution Elective or Free Elective (UM: History and Polity), 3 units

Spring (9 units)

Field Education II, 3 units

Distribution Electives or Free Electives (UM: Doctrine), 6 units

Distribution Elective or Free Elective (Hybrid, Online, Intensive), 3 units

Year 5

Fall (9 units)

2 Distribution Electives or Free Electives (UM: Evangelism and Mission), 3 units

Distribution Elective or Free Elective (Hybrid, Online, Intensive), 3 units

Spring (6 units)

2 Distribution Electives or Free Electives, 3 units

Year 6

Fall (6 units)

Religious Leadership, 3 units

Distribution Elective or Free Elective, 3 units

Spring (6 units)

Vocational Praxis, 3 units

Distribution Elective or Free Elective, 3 units

ADVISING CONCENTRATIONS WORKSHEETS

CHAPLAINCY	Courses		Units
	Required (6 units)	TSC3005 – Cultivating Empowerment	
		TSC3006 – Cultivating Wholeness	
	Distribution and Free Electives Applied to Concentration (18 units)		
TOTAL (24 units)			

INTERRELIGIOUS STUDIES	Courses		Units
	Required (9 units)	LIR3000 – Interreligious Dialogue and Leadership	
		Distribution Elective in Interreligious Studies	
		Distribution Elective in Another Religious Tradition	
	Distribution and Free Electives Applied to Concentration (15 units)		
TOTAL (24 units)			

LEADERSHIP IN SOCIAL JUSTICE COMMUNITY ORGANIZATIONS	Courses		Units
	Required (6 units)	TEC3001 – Introduction to Christian Ethics	
		TUS3000 – Leadership in Urban Contexts	
	Distribution and Free Electives Applied to Concentration (18 units)		
TOTAL (24 units)			

SPIRITUAL FORMATION FOR ENGAGED COMPASSION	Courses		Units
	Required (3 units)	TSF3024 – Practicing Awareness and Discernment	
	Distribution and Free Electives Applied to Concentration (21 units)		
TOTAL (24 units)			

ACADEMIC CALENDAR

FALL SEMESTER 2011

New Student Orientation	August 23
All Work For Incompletes From the Spring Semester Due to Instructors	August 26
Classes Begin	August 29
Labor Day Holiday (No Classes/Offices Closed)	September 5
Convocation	September 6
Last Day to Add CST Fall Classes	September 13
Last Day to Receive Full Refund for Dropping Classes	September 13
Last Day for Fall 2011 Registration Confirmation	September 13
Last Day to Submit Report on Committee Conference for May 2012 DMIN Grads	September 15
Last Day to Change Grade Options	September 20
Last Day to Receive Half Refund for Dropped Classes	September 27
Last Day to Submit Form and Style Approvals for May 2012 PHD Grads	October 1
Last Day to Submit DMIN Project Proposal for May 2012 DMIN Grads	October 15
Last Day to Drop Fall Classes	October 25
Last Day to Change from Credit to Audit	October 25
Deadline for First Draft of Ph.D. Dissertation (Practical Theology)	November 1
Spring Semester Pre-Registration for Continuing Students	November 7-18
Deadline for Application to Graduate in May 2012	November 18
Fall Recess (No Classes)	November 21-25
Thanksgiving Holidays (Offices Closed)	November 24-25
Deadline for First Draft of DMIN Project	December 1
Last Day to Withdraw From Fall Classes	December 12
Last Day to Change from Audit to Academic Credit (Letter Grade Only)	December 12
All Work From Incompletes From Summer Due to Instructors	December 13
Classes End	December 13
Last Day to Submit MA Committee Forms for May 2012 Grads	December 15
Final Examinations	December 14-16
Holiday Recess	December 19-30

Episcopal Theological School at Claremont Teaching Weekend Dates for Fall 2011

August 26-27	October 28-29
September 9-10	November 11-12
September 23-24	November 18-19

October 7-8
October 21-22

December 9-10
December 16-17

JANUARY INTERTERM 2012

Fall Semester Grades due to Registrar
January Interterm (2-Week Courses)

January 2
January 2-13

SPRING SEMESTER 2012

New Student Orientation	January 12
All Work For Incompletes From Fall Semester Due to Instructors	January 13
Deadline for First Draft of Ph.D. Dissertation (Religion)	January 15
Deadline for Second Draft of Ph.D. Dissertation (Practical Theology)	January 15
Martin Luther King Jr. Holiday (No Classes/Offices Closed)	January 16
Classes Begin	January 17
Deadline for First Draft of M.A. Paper or Project	January 17
January Interterm Grades Due to Registrar	January 27
Last Day to Add Spring CST Spring classes	January 31
Last Day to Receive Full Refund for Dropping Classes	January 31
Last Day for Spring 2012 Registration Confirmation	January 31
Last Day to Change Grade Options	February 7
Last Day to Receive Half Refund for Dropped Classes	February 14
Deadline for Second Draft of D.Min. Project	February 15
Deadline for Online Submission of FAFSA Applications for Fall Semester	March 1
Deadline for Oral Defense of Ph.D. Dissertation for May 2012 Graduates	March 1
Deadline for Oral Presentation of D.Min. Project for May 2012 Graduates	March 8
Spring Recess (No Classes)	March 12-16
Deadline for M.A. Paper or Project	March 19
Last Day to Drop Courses	March 20
Last Day to Change from Credit to Audit	March 20
Deadline for Final Draft of D.Min. Project/Ph.D. Dissertation	April 1
Easter Holidays (No Classes; Offices Open)	April 5-6
Fall Semester Pre-Registration for Continuing Students	April 9-20
Deadline for Oral Defense of M.A. Paper or Project	April 15
Deadline for Clearing Business Office Accounts for Graduating Students	April 15
Deadline for Completion of all Graduation Requirements (except current coursework)	April 15

All Work for Extended Incompletes from Fall Semester and January Interterm for May Graduates Due to Instructors	April 15
Last to Submit "M.A. Summative Exercise Approval"	May 1
Last Day to Withdraw From Spring Classes	May 3
Last Day to Change from Audit to Academic Credit (Letter Grade Only)	May 3
Classes End	May 4
Graduating Students Spring Grades Due to Registrar	May 4
All Work for Extended Incompletes from Fall Semester and January Interterm for Non-May Graduates Due to Instructors	May 4
Final Examinations	May 7-9
Commencement	May 15

SUMMER SEMESTER 2012

Summer Sessions	May 21-August 18
Spring Semester Grades due to Registrar	May 25
Memorial Day Holiday (No Classes/ Offices Closed)	May 30

**Episcopal Theological School at Claremont Teaching
Weekend Dates for Spring 2012**

January 13-14	March 16-17
January 27-28	March 30-31
February 10-11	April 13-14
February 24-25	April 20-21
March 2-3	May 4-5

ACADEMIC POLICIES AND PROCEDURES

Academic Form and Style

All papers, projects, and dissertations must follow proper academic form and style. Except where other academic forms are specifically allowed, the faculty requires that all work submitted follow Chicago style.

Inclusive Language

Inclusive language is strongly encouraged of all members of the School community and is considered the standard for written work, classroom discussion, worship, and common discourse. Inclusive language refers to language that refers to God and humanity in terms that are not solely male, language that deals with color in ways that does not foster racism (i.e. equating “black” with “evil”, “white” with “purity or goodness”), and sensory language (“paralyzed,” “deaf,” “blind”) in ways that does not equate persons with disabilities and evil.

Academic Honesty

All students are expected to adhere to basic standards of academic honesty and integrity. All work submitted is expected to be the student’s own thought and expression unless another source is acknowledged and appropriately footnoted. Violation of academic honesty is regarded as an extremely serious offense. Discovery of such a violation may result in an “F” grade for the course, and possible termination as a student at the School, or revocation of a degree previously granted. In any case, faculty members are obligated to report all apparent violations of academic honesty to the Dean.

Plagiarism

Plagiarism is literary theft, or offering the words or ideas of another as if they were one’s own, with no acknowledgment of the source. Whenever the ideas or words used are taken from a source, this source must be given credit. This applies not only to direct quotations, but also to indirect quotations (in which the original statement is paraphrased). Sources that must be given credit include not only published books, journals, magazines, newspapers, etc., but also other types of media, such as electronic resources (CDROM, Internet, etc.), film, television, radio, and cassette recordings, as well as lectures and the work of other students. The principle also holds true for less direct borrowings, if the ideas in question are distinctive to the source as opposed to being considered common currency. (This is often a matter of judgment; when in doubt, students are advised to err on the side of giving too many citations, rather than too few.) The prohibition of plagiarism applies to dissertations, theses, projects, term papers, class reports, take-home examinations, and any other work (whether in writing or in another media for communicating ideas) intended to fulfill requirements for a class or degree program.

The School recognizes that plagiarism is culturally defined. Consequently, students not experienced in the U.S. educational system may be asked to rewrite plagiarized work without the assumption of dishonest intent on the student’s part. Nevertheless, under no circumstances is plagiarized work acceptable, and all students are expected to learn what constitutes plagiarism in the U.S. educational context.

Cheating involves the use of any kind of assistance (e.g., written, oral, aural, or visual) that has not been specifically authorized. In regard to take-home examinations, students are not to receive assistance from others unless it has been clearly specified that a certain form of assistance is

permissible (e.g., in the preparation for, as distinct from the actual writing of, the examination), or that the exam is to be a cooperative effort.

Consequences: If it is determined that cheating or academic dishonesty has taken place, the minimum consequences are as follows:

- The professor will report the student's name to the dean's office so repeat offenses can be tracked.
- A letter regarding the academic dishonesty will be issued by the dean. It will be placed in the student's official file in the Registrar's office and a copy will be sent to the student.
- The student will be penalized:
For the first offense, the student will receive a grade of F for the assignment from the professor. The student will be referred to the Writing Center for further education on plagiarism.
For the second offense, the student will fail the course. The Dean will report this failure to the Registrar, the professor involved and the student as soon as a determination has been made.
For the third offense, the student will be dismissed from the School. The Dean will inform the Registrar's Office, the student and the professor involved.
- Stricter penalties can be imposed by the professor in consultation with the Dean.

Appeal Process: Any appeal must be made in writing to the Committee on Academic Procedures (CAP) within two weeks of notification. The decision of the Committee on Academic Procedure is final. If the professor involved is currently serving on CAP, the Dean will appoint another faculty person to replace the professor involved for the discussion and vote on the appeal. The Dean may be present during CAP's deliberations as an ex-officio member.

Grading Policies

The School grades on a four-point system as follows:

A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	D- = 0.7
C+ = 2.3	F = 0.0

Other grade field codes that carry no grade points are:

W	Student withdrawal from a course
UW	Unauthorized withdrawal
I	Incomplete Grade requested by student
AU	Audit
CR	Credit on basis of Credit/No Credit
NC	No Credit on basis of Credit/No Credit
CEU	Continuing Education Credit
P	Passing Grade for examinations
CP	Conditional Passing Grade for examinations
U	Unsatisfactory/Fail Grade for examinations

Credit/Unit Policy

A credit hour is an amount of work that reasonably approximates 1) not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 14-15 weeks for one semester, or the equivalent amount of work over a different amount of time; or 2) at least an equivalent amount of work as required above through other academic activities as established by Claremont School of Theology leading to the award of credit hours. For example, for a 3 credit semester course, the student will have faculty instruction for 3 hours a week for 14-15 weeks and will be required to commit 6 hours a week to reading, research, writing, and consultation for that class, or a reasonable equivalent.

Credit/No Credit

Students in good standing (not on academic probation) in the M.Div. and M.A. programs may take free elective classes either on a letter grade basis or on a credit/no credit (CR/NC) basis. Required classes and repeated courses must be taken for a letter grade, with the exception of Field Education internships, which are offered only on a credit/no credit basis. In no case can more than 20 percent of the total degree units be taken credit/no credit. Credit (CR) will be given only for work which is of average quality or better (C through A). Credit will not be given for work that is merely passing (D through D+). All coursework in the Ph.D. and D.Min. programs must be taken for a letter grade, with the exception of courses that are offered only on a CR/NC basis.

Minimum Grade Requirements

In the M.Div. and M.A. programs, the minimum grade acceptable for a required class is C- (1.7). Only free electives will be acceptable for graduation credit at a grade in the D range. In the D.Min. and Ph.D. programs, course work must be completed at the B- level (2.7) or above to meet degree requirements. For all degree programs students may not earn credit more than once for the same class. Students receiving Veterans' benefits should contact the Office of the Registrar.

Minimum Grade Point Average for Graduation

The minimum cumulative grade point average required for graduation from the M.Div. and M.A. programs is 2.25; for the D.Min, 2.7; and for the Ph.D. program, 3.0.

Grade Requirements for Required Courses

Students in the M.Div. and M.A. programs must take required classes and area advanced courses on the letter grade system (A through F), with the exception of Field Education internships, which are offered only on a Credit/No Credit basis. M.Div. and M.A. students may take non-required classes (free electives) either for a letter grade or on a Credit/ No Credit (CR/NC) basis. At the time of registration, the student must elect which grading system will be used. All course work in the Ph.D. and D.Min. programs must be taken for a letter grade, with the exception of courses that are offered only on a CR/NC basis.

Change of Grade Option

With the permission of the instructor, grade options in eligible classes may be changed from Letter Grade to Credit/No Credit, or vice versa, through the end of the third week of class. The student must complete the appropriate form in the Office of the Registrar to finalize the grade option change.

Change from Audit to Academic Credit

An audit can be changed to academic credit on or before the last day of class in the semester for which the audit was registered, with permission of the Dean or Registrar, provided that:

- The instructor approves the change and certifies the satisfactory completion of all the requirements for the course by the submission of a grade or Credit/ No Credit. (After the deadline for Change of Grade Option has passed, students changing from audit academic credit must register for a letter grade.)
- The required tuition is paid.
- The change in course status is processed by completing an Add/Drop form.

Students who are registered to audit courses as alumni, seniors, staff and spouses may not change an audit to academic credit.

Change from Academic Credit to Audit Status

Registrations may be changed from academic credit to audit through the end of the eighth week of the semester by completing an Add/Drop form, dropping the course for credit, and adding the course for audit. The instructor of the course must sign the form.

Grade Reporting Policy

All grades must be submitted to the Registrar two weeks after the last day of final exams during Fall and Spring semesters. During the summer and January intersession, students have three weeks after the final class to submit all work; and instructors then have two weeks to submit final grades to the registrar. If the instructor grants an Incomplete, the grade submitted will be recorded as an "I". If not, the grade will be based on work that was completed for the course in consideration of the grading option chosen by the student.

Change of Grade

Once a grade is assigned for a course, no change of grade is possible on the basis of additional work. Faculty may, in exceptional circumstances, change a grade on the basis of a reevaluation of work already completed if this change is made within two months of the time the grade was assigned.

Incompletes

Incompletes will be granted only when there are extenuating circumstances, such as illness. The granting of an Incomplete is for emergency situations and is not automatic, but is at the discretion of the professor. Incompletes are not granted merely for the convenience of the student who is concerned about his or her workload. To request an incomplete, the student must fill out an Incomplete Grade Request form, have it signed by the Financial Aid officer first, then seek the permission and the signature of the professor of the course, and return the form to the Registrar's office. An Incomplete may entail a grade reduction. Students should check this with the professor at or before the time the Incomplete is requested. Students with a pattern of incomplete or dropped courses will be subject to academic probation or termination.

All work for incomplete courses of the Fall semester must be submitted for a grade by the last business day before the first day of classes of the following Spring semester. All work for incomplete courses of the Spring semester must be submitted for a grade by the last business day before the first day of classes of the following Fall semester.

All work for incomplete courses of the January Interterm must be submitted for a grade by the last day of classes of the following Spring semester. All work for incomplete courses of the Summer Session must be submitted for a grade by the last day of class of the following Fall semester. The faculty may require students to turn in work by an earlier date, but the faculty will be responsible for enforcing deadlines other than the one described above. All Incomplete work will be submitted to the Registrar who will record the date of its submission. The Registrar will then forward the work to the appropriate faculty person. If outstanding work is not submitted by the due date, the student's grade for the course will automatically be converted to a grade of F or No Credit depending on the grade option of the student. Once a grade has been converted to a grade of F or No-Credit, it cannot be changed. Faculty are expected to turn in grades for Incompletes no later than two weeks after receiving the work from the Registrar.

A student may submit a petition to the Registrar to extend the incomplete for one semester with work due no later than the final day of class in that semester. The petition must be in the Registrar's office no later than one week prior to the day before the semester begins. The Registrar will consult with the faculty involved and the Dean's office will adjudicate all petitions when the Committee on Academic Procedures is not active. If granted, this extension is final. Students taking such an extension may be placed on probation. Failure to complete the course within the deadline will result in an automatic F or No-Credit entered on the official record. In all cases, the Incomplete will be noted on the transcript until a final grade is entered.

All students who wish to request grades of Incomplete and are currently receiving scholarships or financial aid are required to consult with the Financial Aid office. Grades of Incomplete do have an effect on a student's satisfactory academic progress and eligibility for scholarships and financial aid.

Waivers for Special Circumstances

When a grade of "Incomplete" has reverted to a grade of "F" because the student failed to submit the incomplete work by the deadline, the student may petition the Committee on Academic Procedures (CAP) to have the "F" revert back to an "Incomplete". CAP will only consider petitions that are related to medical conditions or death in the family.

In the case of an extenuating medical condition, all petition forms must be accompanied by the following documentation:

- A letter of explanation from the student to CAP as to why the student did not complete the work by the deadline, why the student did not submit a petition to extend the deadline, and why the student believes the problem that caused the initial Incomplete and subsequent deadlines to be missed will not recur.
- A letter from a physician or other certified medical professional attesting to the student's treatment under the medical professional's care during and/or after the period in which the student failed to meet the Incomplete deadline.
- Support for the petition from the professor in the course.
- Support for the petition from the student's academic advisor.

If a student believes the School has erred in some way, the petition must be accompanied by a letter of explanation that describes and documents in what way(s) the School erred and the time frame involved, in relationship to the date when the Incomplete work was due.

Adding a Course

Students may add semester courses up until the end of the second week of the semester. Students must add January Interterm and Summer courses by the end of the first day of the course. To attend a course without officially adding the course does not constitute registration for the course. No adds will be processed after the add deadline for any term.

Dropping and Withdrawal from a Course

Students may drop Fall and Spring semester courses up until the end of the eighth week of the semester. January Interterm and Summer courses that are one or two weeks long must be dropped by end of the second day of the course. Summer courses that are three weeks long must be dropped by the end of the fifth day of the course. Any student who drops a course after the drop deadline for any term but before the last day of the term will be withdrawn from the course and be given a grade of “W”. To not attend or stop attending a course does not constitute a drop or withdrawal. Students who do not officially drop or withdraw from a course in which they are enrolled but not attending, will receive a non-passing grade of “UW” (Unofficial Withdrawal) in that course. This action will be noted on the transcript and will count the same as a grade of “F” in the student’s cumulative grade point average. Students with a pattern of incomplete or dropped courses will be subject to academic probation or termination. Students receiving Veterans’ benefits should contact the Office of the Registrar before dropping or withdrawing from a course. Students should consult the School’s refund policy before dropping any course.

Academic Progress for Receiving Veterans’ Administration Benefits

In accordance with V.A. Regulation 14235 (D) (3), no student who is receiving V.A. Benefits will be considered to have made satisfactory progress when s/he fails or withdraws from all courses undertaken (except where there are extenuating circumstances) when enrolled in two or more subjects for which there is unit credit.

Repeated Course Policy

Students are allowed to repeat courses. Students may have to repeat a class because they received a grade of “D” (in a required class or Advanced Elective courses), or an “F” for the class, because they had an Incomplete for the class and did not submit their work by the deadline and the Incomplete reverted to a grade of “F,” or because a student stopped going to class but did not officially withdraw from the class and received a “UW” (Unofficial Withdrawal) on their transcript. Although the original grade will remain on the permanent record, only the most recent grade will be considered in computing the cumulative grade point average (GPA). The additional hours of credit for repeated courses will not be counted toward a degree or the total number of credits completed. Repeated courses must be for a letter grade and at regular tuition rates. Financial Aid cannot be applied to repeated courses. Financial Aid cannot be given to a student whose cumulative grade point average has dropped below 3.0 for master’s students and 3.3 for Doctoral students.

Academic Probation

Students will be placed on academic probation (a) if their cumulative grade point average drops below 2.25 in the M.A. and M.Div. programs, 2.7 in the D.Min. program, or 3.0 in the Ph.D. program, or (b) if the combined number of “F” and “No Credit” grades exceeds one-fifth the total number of classes they have completed, or (c) if they extend an Incomplete to a second semester, where an automatic F/NC would place the student in category (a) or (b) above. In order to be removed from academic probation, students must obtain a cumulative grade point average of at least 2.25 in the M.A. and M.Div. programs, 2.7 in the D.Min. program, or 3.0 in the Ph.D.

program upon completion of (a) 15 units of letter grade work after being placed on academic probation or (b) two semesters, whichever comes first.

Students who are on academic probation must take all course work for a letter grade (the only exceptions are those courses offered only on a Credit/No Credit basis). A student who remains on academic probation for two consecutive semesters may face dismissal. The faculty, upon recommendation of the Dean or the Committee on Academic Procedures, makes dismissal decisions. A student who is receiving VA benefits, and who is placed on academic probation, is subject to dismissal after one semester in compliance with VA Regulation 14235 (D) (3).

Mid-semester Evaluation of All Students with Serious Academic Problems

The Dean will ask professors to provide written evaluations of any student appearing to have serious academic difficulties. Professors are expected to structure their courses so that they will be able to evaluate students' work by mid-semester. At mid-semester, the Registrar will send forms to professors. At their discretion, the professors can identify any students having serious academic problems and can specify the particular types of problems. The professors shall return these forms to the Registrar, who will forward them to the student's advisor and the Dean who will determine the appropriate course of action.

Attendance Policy

A student's attendance and participation are important components in assessing satisfactory academic progress. When physical presence is required, faculty will indicate what student behaviors (such as unexcused absences, inability to perform a classroom assignment) may result in grade reduction or failure of a course. Any absence from class is likely to reduce accomplishment and therefore possibly the course grade. Consistent absences indicate that the student is not making Satisfactory Academic Progress (see the section, "Satisfactory Academic Progress for Financial Aid"). These students may fail the course and also face the loss of federal financial aid and scholarships.

Review of Student Status

At the request of the Dean, the Committee on Academic Procedures is charged to consider whether (1) a student's enrollment may be discontinued; (2) a student may be given an institutionally-initiated Leave of Absence; (3) a student's enrollment may be continued under specified conditions; or (4) formal liaison with a mental health professional may be established for the purpose of diagnosis and intervention. All committee recommendations are to be brought to a full faculty meeting for discussion, recommendation, and/or ratification.

Leave of Absence

In the event of physical or emotional health problems, military service, financial hardship, familial issues or other unexpected events, a student may request a leave of absence. During the period of the leave, which cannot extend beyond 180 days in any 12 month period, the student will remain in good standing and will not be charged Continuous Registration fees. An approved leave of absence extends the time limit to complete the degree by an amount of time equal to the leave.

A request for a leave of absence must be made in writing and include the date, reason for the student's request and the student's original signature. Because an approved leave of absence is dependent upon the school's reasonable expectation that the student will return from the leave, it is recommended that the student's petition include a timetable for return. Normally, a leave of

absence is granted for a maximum of one semester. Leave of Absence request forms may be obtained from the Office of the Registrar. The request must be submitted to the Dean.

The Dean's decision to grant the student's request will be made in writing and will include a statement reminding the student of federal regulations requiring that if she or he is a Title IV loan recipient (Federal Perkins or Stafford Loan), failure to return to school at the expiration of the student's leave of absence will result in the student's withdrawal from the school as of the date the student began the leave of absence. As a result, the student may be required to return some or all of the Title IV loan funds disbursed to him or her in the semester s/he began the leave. It is also possible that the student's grace period for repayment of other Title IV loans may expire.

A student returning from a leave of absence must notify the Dean and Registrar in writing prior to registering for classes. When returning, the student must complete the coursework that s/he began prior to the leave of absence. The student will not incur any additional institutional charges nor is the student eligible for additional Title IV assistance in order to complete this work.

Students who are withdrawn from the school because they failed to return from the leave may reenter within two years of their withdrawal date upon written notice to the Dean, and Registrar of the student's intention to return. After two years but no longer than eight years from the withdrawal date, the student may apply for reinstatement with the Admissions Office by submitting an application form, fee, personal statement, a minimum of two additional references, and transcripts of any additional coursework.

Involuntary Leave of Absence

The School will place a student on Involuntary Leave of Absence if an apparent medical or psychological condition poses a threat to the student's physical or psychological wellbeing, or that of any other member of the School or community, or a threat of destruction of property. This policy applies to medical and psychological problems only, and not to matters solely of a disciplinary or academic nature.

An Involuntary Leave of Absence is the expulsion of a student and restriction of that student from entering the Claremont School of Theology campus or participating in any Claremont School of Theology courses or services. In instances where the student lives in student housing, departure from campus housing will be determined by the Dean. As a private institution, it is possible for the School to contact the appropriate law enforcement agency to enforce these restrictions.

Withdrawal or Transfer

A student who wishes to transfer to another school or otherwise withdraw from enrollment must notify the Registrar by turning in a completed Withdrawal Form signed by the Dean, the Business Office, and the Financial Aid Director. Withdrawal forms are available in the Office of the Registrar.

Statute of Limitations for Completion of Degrees

Degree requirements must be completed within specified time limits. For every nine units of academic credit transferred into the School from another institution for a master's degree, the time limit for completion of the degree will be reduced by one semester. In extenuating

circumstances, students may petition the Committee on Academic Procedures for an extension of one year.

The statutes of limitations for each degree program offered are as follows:

Master of Divinity	6 years
Joint CST/ETSC Master of Divinity	7 years
Master of Arts	4 years
Joint Master of Divinity/Master of Arts	7 years
Mentoring Doctor of Ministry	5 years
Doctor of Ministry in Practical Theology of Healing, Reconciliation, and Transformation	6 years
Ph.D. in Practical Theology (48 units)*	7 years
Ph.D. in Religion (48 units)*	7 years

** Ph D students have 4 years to complete the requirements for Advancement to Candidacy, and 3 years to complete the dissertation.*

If after Advancement to Candidacy, a Ph.D. student has exceeded the time limits and been terminated, the student may petition the Dean for readmission with the presentation of an acceptable first draft of the dissertation and the payment of Continuous Registration fees for all intervening semesters.

When a student transfers from one academic program to another academic program of the same status, the statute of limitations is the full number of years of the program to which the student has transferred minus the number of years the student has been enrolled in the previous program. (For example, if a student who has been enrolled for three years in the M.Div. program then transfers into the M.A. program, that student's new statute of limitations would be one year.)

Graduation Applications

All students are required to submit a completed and signed graduation application to the Office of the Registrar in the Spring semester before their final year of study. No student will be allowed to register for his or her final year without submitting a graduation application. The last day of Spring Pre-Registration in the Fall is the last day to submit a graduation application for inclusion in the May commencement ceremony. No student will be allowed to graduate or participate in the commencement ceremony without submitting a graduation application.

Appeals for Exceptions to Academic Policies

Students are expected to be aware of and abide by the faculty's standing rules and policies. The Catalog provides the necessary information. If a student can demonstrate a compelling reason for special consideration, s/he may appeal to the Committee on Academic Procedures for an exception to the faculty's academic policies. Students' failure to inform themselves of policies, procedures, deadlines and requirements for their degree programs is not considered a compelling reason for special consideration. There are some policies to which the Committee does not have the authority to grant exceptions. Appeals of this kind will not be considered. Students should consult the Catalog for information on the procedures for requesting exceptions to the academic policies of Claremont School of Theology.

It is the responsibility of the Committee on Academic Procedures or the Dean to determine whether an exception shall be made to the faculty's standing rules and policies. It is the most

basic role of the Committee on Academic Procedures to supervise the carrying out of policy legislated by the faculty. If the Committee determines that a petition raises a general problem of policy, they shall propose to the full faculty a revision of the policy, rather than grant special petitions. The Committee on Academic Procedures and the Dean have the authority to introduce some flexibility into the administration of standing rules, so as to help students accomplish that which is intended by the faculty. For example, they may: grant extensions of deadlines in case of genuine hardship, such as personal illness or family crisis; in consultation with faculty of the field concerned, approve substitution of an alternative way of meeting a requirement; offer a special examination to students who believe they have acquired the requisite knowledge in prior study; deal with minor or emergency problems not covered by existing policy.

The discretion of the Committee on Academic Procedures or the Dean is not unlimited. Neither has the authority to alter the fundamental rules of the faculty or to compromise policies or procedures dictated by the School's three accrediting bodies: the Association of Theological Schools (ATS), the Western Association of Schools and Colleges (WASC), and the University Senate of the United Methodist Church. For example, they may not: excuse any student from general curricular requirements; grant petitions to increase the number of allowable transfer units; reduce the number of units required for the degree; fundamentally alter the sequence of degree programs where educational principles are at stake; consider a petition where the faculty has previously decided that exceptions will not be considered. Neither the Committee on Academic Procedures nor the Dean has the authority to consider appeals for exceptions to the financial policies of the School.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

(Based on Federal Code of Regulations 668.34)

The Higher Education Act and California state government require that in order to receive any Title IV Aid (Federal Direct Stafford Loan, Federal Direct GRAD PLUS Loan, Federal Work – Study [FWS]), **a student must maintain satisfactory academic progress towards a degree.** All academic semesters are utilized to determine Satisfactory Academic Progress (SAP) eligibility regardless of whether federal financial aid was received. In addition, The Higher Education Act standards apply to all students, whether or not they have ever received any federal financial aid.

The following criteria apply:

- Full time students are expected to enroll in twelve (12) credit hours or more each semester. A full time student will be allowed three (3) years to complete a two-year program (M.A.), and four (4) years to complete a three-year program (M.Div.).
- Part-time students are expected to enroll in at least six (6) credit hours each semester to be eligible for federal financial aid. A part-time student will be allowed four (4) years to complete a two-year program (M.A.), and six (6) years to complete a three-year program (M.Div.)
- Students in a Ph.D. program will be allowed six (6) years to complete a program.
- At the end of each academic semester, full-time students must have earned at least 12 credit hours and part-time students must have earned at least 6 credit hours with a cumulative GPA of 3.0 or higher.

All students are required to meet both cumulative grade point average (GPA) and cumulative hours earned to demonstrate satisfactory academic progress for financial aid. A review will be made at the end of each semester to determine if the student meets the criteria. Failure to meet both the cumulative grade point average and the cumulative hours earned will result in the student becoming ineligible to receive federal financial aid.

Financial Aid Warning

Full time students who have earned at least 12 credit hours but do not have a 3.0 cumulative GPA; or have a 3.0 cumulative GPA but have not earned 12 credit hours will be placed on Financial Aid Warning for one semester. Part-time students who have earned at least 6 credit hours but do not have 3.0 cumulative GPA; or have a 3.0 cumulative but have not earned 6 credit hours will be placed on Financial Aid Warning for one semester. During the semester a student is on Financial Aid Warning, s/he will still be eligible to receive their federal financial aid. The student will be required to meet with the Dean's Office to develop an academic plan for meeting SAP by the end of that semester. At the end of the semester, if the student has not met the requirements of SAP, the student will become ineligible to receive federal financial aid.

If the student becomes ineligible for Federal Financial Aid, the student can appeal the decision by following the guidelines as set forth in the Financial Aid Appeal Process.

Financial Aid Appeal Process

Waivers for Satisfactory Academic Progress will be considered only under exceptional circumstances (if, for example, the student has suffered undue hardship such as death of an immediate family member, injury or illness of the student). Students requesting an appeal must submit a letter to the Financial Aid Office requesting reinstatement. The letter should explain the circumstances which affected the student's academic performance and provide accompanying documentation.

All appeals should be submitted, via US Postal mail and addressed to the attention of the Financial Aid Director: 1325 N. College Ave, Claremont, CA 91711. Appeals must be submitted no later than **June 30th for the next Fall Semester**, and **January 15th for the next Spring Semester**. All appeals will be reviewed on a case-by-case basis by the Director of Financial Aid and the Vice Dean of Academic Programs. In some instances an interview may be scheduled to meet with the committee that reviews the appeal to answer any questions. (Please note that any information mentioned in the appeal is subject to verification and all information will be taken into consideration. If an appeal is recommended for approval, an Academic Success Plan must be devised, signed and agreed upon by the Vice Dean and the student. **A copy of the original signed Academic Success Plan must then be filed in the Financial Aid Office prior to any aid being dispersed.**

The financial aid appeal letter must:

- Be properly addressed and should include the student's name, address, phone number, student ID number and Major
- State clearly why the student was not able to make SAP (Satisfactory Academic Progress)
- State what has changed in the student's situation that will allow the student to demonstrate Satisfactory Academic Progress at the next evaluation
- Describe what the student will do differently academically if s/he is authorized to continue receiving financial aid at Claremont School of Theology

If the appeal is approved, the student will be placed on Financial Aid Probation for one semester. During the student's course of study, the student will not be allowed to appeal a financial aid warning more than two (2) times. Once a decision has been rendered, no further information will be considered

Financial Aid Probation

Only students whose appeal has been granted will be placed on Financial Aid Probation. Financial Aid Probation is **for one academic semester only**. At the end of the academic semester, the student's academic record will be reviewed to determine if the student has met the requirements specified in the academic plan.

Re-Establishing Satisfactory Academic Progress

Any students whose federal financial aid has been terminated may reestablish Satisfactory Academic Progress by any of the following methods:

- Repeating and passing failed courses
- Removing incomplete grades

The following evaluation criteria are important to note:

Withdrawals (W Grades), which are recorded on the student's transcript will be included as credits attempted and will have an adverse effect on the student's ability to maintain Satisfactory Academic Progress.

The successful completion of a course is defined as receiving one the following grades: A, B, C, or D. Courses with grades of F, I, or W will not qualify in meeting the minimum standard for Satisfactory Academic Progress.

Repeated Courses will be counted as hours completed **only once**, provided the student meets all other criteria for Satisfactory Academic Progress.

Change of Degree. A student may change from one major to another during attendance at Claremont School of Theology. Students who change from one major to another are still expected to maintain Satisfactory Academic Progress. They also must complete the course work within the time frame or hours limitation stated unless an appeal is otherwise approved.

Class Load. The number of hours in which a student is enrolled on the day following the published last day to add or drop a class or Claremont School of Theology census date will be used as the official enrollment date for financial aid purposes.

SCHOOL POLICY STATEMENTS

Complete versions of these policies and procedures are available in the Resources section of the Claremont School of Theology website (www.cst.edu).

STUDENT RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, (a) establishes a postsecondary student's general right to inspect and review his or her education records, and (b) generally prohibits outside parties from obtaining the information contained in such records without the student's written consent.

Confidential Student Records: Confidential information is information accumulated in confidence, within limits established by law either upon specific promise of nondisclosure or in the context of a confidential relationship. The law provides that the following items may be included in this category: personal records and notes of administrative officers and faculty; medical and mental health records; financial information from parents of students; letters of recommendation for which a student has waived right of access; confidential letters of recommendation placed in the record prior to January 1, 1975. Items in the category of "confidential information" will not be released to the student; they may be released to non-authorized School personnel or persons outside of the School only with the written consent of the student and the Dean who is in charge of the record, except as required by law. Medical and mental health records may be reviewed by a physician or other appropriate professional of the student's choice, as approved in writing by the student.

Restricted Student Information: This category contains the educational records of the student, that is, those records not included in the two categories above that contain information directly related to the student and are maintained by the Registrar. Included, for example, are the transcript, courses elected each semester, grades and other evaluations, academic and disciplinary actions, financial arrangements, and letters of recommendation received in the student's record after January 1, 1975 (unless the student has waived the right of access to those letters). With the exceptions noted in "Exceptions to Restrictions on Release of Information," restricted information may be released only at the student's specific written request, which must name the records to be released, the reasons for release, and the persons to whom the release is authorized.

Exceptions to Restrictions on Release of Information: The law authorizes the release of restricted information without the student's written consent as follows: to school officers and faculty; to individuals and offices as needed in connection with a student's financial aid; to parents of dependent students; to accrediting organizations; to individuals as needed in an emergency situation to protect health and safety; and to selected research workers with stated precautions as to confidentiality. Information may be released to officers of institutions to which the student is applying for admission if the student is notified that it is being sent and is given an opportunity to review it. The student must also be notified before information is furnished in compliance with a judicial order or subpoena. Except as specified above, release to federal, state,

or local officials is limited to information relating to audit or evaluation of federally-supported education programs. Where the student has signed the appropriate consent form, the evaluation written by the student's Field Education Teaching Pastor (or Supervising Mentor) may be released to church or denominational judicatory officials upon request of those officials.

Directory Information: The law also provides that information known to be generally available from a variety of sources may be included in the School's Directory: name, address (including home, mailing, billing, campus and email address), telephone listing (including home and campus), date and place of birth, dates of attendance, degrees and awards received, photographs, and most recent previous educational agency or institution attended by the student. Through publication of a Directory, the School will make public without student consent only the information listed above. A student who prefers that some or all of such Directory Information not be made public must notify the Registrar in writing by the close of registration each semester.

Students' Waiver of Access to Confidential Records: A student requesting recommendations in respect to admission to an educational institution or an application for employment or the receipt of an honor may waive his or her right of access to these recommendations. Any student requesting a letter of recommendation may be asked to indicate to the writer whether s/he has waived right of access. The decision whether to write a letter of recommendation is an individual and voluntary one. Faculty and students, however, should be familiar with the provision in the law, which states that "waivers may not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from such institution." In order to affirm the intent of the law, the School does not ask students to waive their right of access to letters of recommendation.

Students' Right to Inspect Their Records: Within the limits of the law, students may inspect information contained in their restricted records. By law, students may not inspect those materials in their confidential records.

Exceptions to Students' Right to Inspect Their Records: If any material or document in the educational record of a student includes information on other students, the School will not supply the actual material or document. Instead, the School will provide only the specific information contained therein which directly relates to the student seeking access.

Procedures for Students' Inspection of Their Records: The procedure by which students and former students may review their restricted records is as follows:

The student gives a 24hour written request for such a review to the Dean.

The Dean reviews the file in order to place in sealed envelopes marked either

"Confidential information to be opened only by the Dean" or "Restricted information to be opened only by the Dean" any material described under "Confidential Students Records" or "Restricted Student Information."

The student may then review his or her file in the Dean's Office. In no case will access be withheld more than 45 days after proper request has been made. If the student wishes, the School will also supply copies of material in the file. The student will pay for the cost of this copying.

Student Challenge of the Content of Record: A student who questions the content of his or her record should indicate this to the Dean. If the question is not satisfactorily settled, the Dean will be requested to establish an appropriate committee which will hold a hearing at which the student may present evidence in support of the contention that the record contains inaccurate or misleading information.

Retention and Disposal of School Records: Records fall into two retention categories: permanent and limited. Permanent Retention Records are those records that the School is obligated to maintain permanently either directly by law or indirectly by the need of supporting documentation. These records are to be maintained in hard copy (in fireproof cabinets) and on microfiche or appropriate electronic format.

Permanent records include the following:

- Claremont School of Theology transcripts
- Class lists
- Grade reports
- Change of Grade forms
- Enrollment reports
- Course schedules and addenda
- Degree statistics (lists of approved graduates and their degrees, dates of conferral, type, etc.)
- Catalogues

Limited Retention Records are those records which the School is obligated, either directly by law or indirectly by the need for supporting documentation, to maintain on a limited basis. The length of time each type of document is to be retained is indicated.

- Admissions Documents, to be maintained separately in alphabetical order:
Files of those who applied but did not attend (either because they were denied admission or because they rejected our offer of admission): three years.
Incomplete admission files: three years. Files of those who were admitted, granted a loan, and then either withdrew the first semester or did not attend at all: five years.
- Financial Aid Records, to be maintained separately in alphabetical order:
Files of those who were admitted but did not attend: five years.
Files of those who were admitted, granted a loan, and then either withdrew within the first semester or did not attend at all: either five years, or five years from the date on which the entire amount of the loan has been repaid, canceled, or assigned in accordance with pertinent provisions of the Perkins Loan program, Section 144.18 (c) (3), and/or relevant Stafford Loan provisions, whichever is greater.
Files of all others including those attending students who were granted Perkins Loans or Stafford Loans at any time during their course of study: either five years, or (in the case of Perkins and /or Stafford loan recipients) five years from the date on which their entire loan amount has been repaid, canceled, or otherwise lawfully terminated, whichever is greater.

- Registration Records and Certification Documents, to be maintained separately in alphabetical order:
Files of those who were admitted and attended classes for at least one semester (including those who complete programs and graduate and those who withdrew or are terminated at any point after one semester): five years from date of departure.

COPYRIGHT AT CLAREMONT

This is a summary of Claremont's Copyright Policy. For the complete text of this Policy, see the "Policy Statements" section of the *Claremont School of Theology 2011-2012 Catalog*.

It is the policy of Claremont School of Theology and Claremont Lincoln University to uphold and comply with the U.S. Copyright Act. Copyright is a special protection, granted by law, for original works of authorship that exist in a fixed, tangible form, whether published or unpublished, including books, textbooks, journals, articles, songs, videos, games, software, and other creative content. The Copyright Act gives copyright owners specific exclusive rights (namely the rights to make copies, distribute the work, display or perform the work publicly and to create derivative works). Unauthorized copying or unauthorized distribution of copyrighted material is a violation of the U.S. Copyright Act. Claremont requires all faculty, students and staff to honor copyright and not copy or share protected materials in any way that would violate the law. Consistent with this law, Claremont policy prohibits the unauthorized copying or unauthorized distribution of copyrighted works, and prohibits the unauthorized distribution of copyrighted works through peer-to-peer file sharing. This unauthorized use may also violate civil or criminal law. Claremont is required by law to take steps to prevent illegal copying or distribution, and to respond appropriately to all complaints regarding copyright infringement.

Exceptions to Copyright: There are several allowable exceptions for U.S. academic institutions that permit a limited amount of copying without permission, if specific criteria are met. The most common exception is the principle of "fair use." Claremont students, faculty and staff must have permission from the copyright holder, or a determination that "fair use" applies, before files are copied, made available, or shared on networks.

Peer-to-Peer File Sharing (P2P): Claremont's policy also prohibits the unauthorized downloading and distribution of copyrighted works through P2P file sharing. As an alternative to P2P file sharing, Claremont encourages its faculty, staff and students to take advantage of the numerous legal methods for acquiring movies, music, books and software. When Claremont receives notification that illegal copying may have occurred, the institution will respond quickly to remove or disable computer access to this material, and to take disciplinary action against the computer account holder if necessary.

Community Education and Information: Claremont educates its community about copyright issues in several ways: information sessions during new student orientation, an annual disclosure letter to each student summarizing copyright and technology policies, a special webpage about copyright, and the publication of complete policy statements in its *Catalog*.

TECHNOLOGY ACCEPTABLE USE POLICY

This is a summary of Claremont's Technology Acceptable Use Policy. For the complete text of this Policy, see the "Policy Statements" section of the *Claremont School of Theology 2011-2012 Catalog*.

Purpose: Claremont provides access to its technological resources to its employees, students and other authorized users, to support its mission. These resources include electronic media and services, computers, email, telephones, voicemail, fax machines, computing and telecommunications networks, software, databases, intranet, Internet and the World Wide Web. The purpose of these resources is to strengthen the various research, teaching, learning, and administrative functions that fulfill the School's mission.

The use of these computing resources is a revocable privilege; all uses of these resources must be responsible and lawful, and in compliance with institutional policies. The following policy defines user responsibilities, acceptable use, unacceptable use and its consequences. It is applicable to all users of these systems: students, faculty, staff, and administrators of Claremont and its affiliated centers; external users of public computers in the Library, Computer Lab, and Community Center; and users who connect personal laptops to the School's wired and wireless networks.

Acceptable Use includes, but is not limited to: use of computing resources for the academic and business purposes of the institution, uses for faculty and institutional research, classroom teaching, student learning, publishing, and accessing Library resources; approved use of Claremont's web sites for public education, institutional promotion and fundraising, and to encourage research.

Unacceptable Use includes, but is not limited to:

- **unacceptable electronic communication** (e.g., harassment, discrimination, forgery, mass email, solicitations);
- **use that undermines system integrity** (e.g., damaging resources, intercepting and tampering files belonging to others, intentionally harming networks, installing unauthorized software);
- **unauthorized access** (e.g., using another's account or password, unauthorized access to systems or files, circumventing security, masking one's identity);
- **disrespectful use** (e.g., disrespecting the rights of others, violating privacy, distributing confidential information without authorization); and
- **violations of copyrights, contractual agreements and licenses.**

Consequences of Unacceptable Use may include verbal warnings, suspension or revocation of access privileges to technological resources, (including passwords and email accounts), the suspension or revocation of Library privileges, formal disciplinary action as authorized by institutional policies (up to, and including, suspension or termination from employment, or, in the case of students, dismissal), and, in cases when law has been allegedly violated, referral for criminal or civil prosecution.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

Claremont School of Theology is an Equal Employment Opportunity employer and is committed to the principal of Affirmative Action and non-discrimination. It is the University's policy to provide Equal Employment Opportunity to all employees and applicants in actions of recruitment, selection, training, promotion, transfers, compensation, benefits and all other terms and conditions of employment without regard to race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, age, physical or mental disability, veteran status or any other basis prohibited under law. The President of the University and all administrative, management and supervisory personnel are committed to this policy and its enforcement. Reasonable accommodations will be made for qualified individuals with disabilities, including those with known physical or mental limitations, unless undue hardship to the School would result.

The School makes employment decisions based on individual merit, qualifications and competence in all its human resources actions. It seeks to hire or promote the best candidates for the job and to expand its workforce to include greater numbers of women, members of minority groups, disabled persons and military veterans. The School believes that the applicable laws ensuring equal employment opportunities reinforce this policy of diverse employment.

POLICY ON HARRASSMENT, INCLUDING SEXUAL HARRASSMENT

The School is committed to providing an educational environment free of unlawful harassment, discrimination, sexual intimidation, hostility, and coercion. Harassing behavior toward others may be offensive, demeaning or disruptive to relationships and constitute a hostile environment. School policy prohibits unwelcome harassment based on race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, age, physical or mental disability, or any other basis protected by federal, state or local law or regulation. A specific kind of violation of individual rights is sexual harassment, which can occur in situations where one person has power over another, but can also occur between equals, Sexual harassment violates the individual's right to a safe environment.

The anti-harassment policy of the School applies to all persons involved in the operation of the School including faculty, staff, work supervisors, and students.

Prohibited harassment includes, but is not limited to, the following behaviors:

- Any unwelcome sexual advances, requests for sexual favors, or other unwelcome written, verbal or physical conduct of a sexual nature
- Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's grade, advancement, or employment
- Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions or employment affecting such individuals
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or other work, or creating an intimidating, hostile, or offensive environment

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments are used
- Visual conduct such as derogatory or sexually-oriented posters, photography, cartoons, drawing or gestures are used
- Threats and demands to submit to sexual requests as a condition of a grade, continued employment, or to avoid some other loss, and offers of grades, employment, or other benefits in return for sexual favors;
- Retaliation for having reported or threatened to report harassment.

A student who believes s/he has been harassed or subjected to any form of unlawful discrimination should promptly report the facts of the incident or incidents and the names of the individuals involved to the office of one of the following: Vice President for Academic Affairs and Dean; Vice President for Administration and Finance/CFO; or Associate Dean for Student Life.

DRUG-FREE CAMPUS POLICY (STATEMENT REQUIRED BY 34 CFR PART 86)

Claremont School of Theology is a drug-free campus. The School believes that illegal drug use by any student or employee, whether or not on the campus, is inappropriate and incompatible with the mission and values of its community members. Pursuant to federal law, each student and employee is hereby notified that the unlawful manufacture, distribution, dispersing, possession or use of a controlled substance is prohibited on the Claremont School of Theology campus. Violation of this prohibition may result in the referral of the violator to an appropriate treatment center for drug counseling, rehabilitation, or other assistance, or reporting of the violation to law enforcement authorities for such action as they deem appropriate. Student(s) may be referred to Dean for possible disciplinary action. Federal law requires Claremont School of Theology to provide each student and employee a copy of this statement and that each student and employee agrees to (a) abide by the terms of the statement, and (b) notify the School of any criminal drug statute conviction no later than five days after such conviction, *Health Risks Associated with Alcohol-Drug Abuse*: Certain health risks are known to be associated with the use of alcohol or controlled substances: (a) There is potential for abuse and (b) abuse of alcohol or controlled substances may lead to physical and/or psychological dependency. For more information concerning the health risks associated with particular drugs or groups of drugs, please refer to *Drugs of Abuse*, published by the U.S. Department of Justice Drug Enforcement Administration, which is on reserve in the School Library.

STUDENT JUCICIAL PROCESS

Violation of standards of academic responsibility, integrity and truthfulness are subject to separate disciplinary policies.

Claremont School of Theology places high value on, and is diligently committed to, the preservation of academic freedom. The basic significance of this commitment lies in the protection of intellectual freedoms: the rights of professors to teach, of scholars to engage in the advancement of knowledge, and of students to learn and to express their views, free from external pressure or interference. These freedoms can flourish only in an atmosphere of mutual

trust, honesty, civility, and respect among teachers and students, and only when members of the community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom extends to all who share these aims and responsibilities. They cannot be violated by any who would subordinate intellectual freedom to any cause or ideology, or those who violate the norms of conduct established to protect that freedom. Moreover, willful disruption of the academic process simply cannot be tolerated. The School has a right to defend itself against any intrusions on the rights and privileges of the community of scholars and persons at the School.

- Individuals are liable for failure to comply with lawful directions issued by official representatives of the School acting in their official capacities.
- Theft or damage to the School premises or property, or theft of or damage to property of any person on School premises is prohibited. Permission from appropriate School authorities must be obtained for removal, relocation and use of school equipment, supplies, books, papers and research materials. Also, unauthorized use or examination of confidential records is prohibited.
- Forcible interference with the institution's educational process or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services is prohibited. Any sort of abuse, physical, or otherwise, is also prohibited.
- No person may bring or possess firearms or other weapons on the campus.

Any member of the community engaging in any manner of conduct prohibited under Paragraphs 1 to 4 above shall be liable to actions by the School. A copy of the judicial review policy is available from the Office of the Dean.

STUDENT GRIEVANCE POLICY

Claremont School of Theology is committed to treating all students justly and fairly. The School does not discriminate on the basis of race, color, religion, gender, marital status, identity, sexual orientation, national origin, disability, medical condition, or veteran status. To this end, Claremont School of Theology strives to promote and maintain an environment in which students are protected from misconduct by any department or member of the School community.

A student grievance is a complaint arising out of any perceived act or decision by a member of the faculty or staff, or another student at the School, which in any way appears to adversely affect the status, rights, or privileges of any student. Such a grievance must be filed in writing within 30 days of an alleged incident, and the burden of proof rests with person making the complaint.

All conversations and proceedings are strictly confidential and will not be shared with any person or party not involved in or witness to the grievance. The School will not tolerate retaliatory or punitive action against a student who files a grievance.

Grievances Not Covered by This Policy include:

- Grade disputes, academic evaluations disputes, and other matters related to a faculty member's assigned duties. The process for these disputes is administered the Committee on Academic Procedures (CAP).
- Issues of sexual harassment should be referred to the Affirmative Action and Diversity Officer.

A copy of the student grievance policy is available from the Associate Dean of Student Life.

SERVICES WITH STUDENTS WITH DISABILITIES

Claremont School of Theology is committed to providing educational opportunities and access to persons with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990, the Rehabilitation Act of 1973 (Section 504), and applicable local, state and federal antidiscrimination laws.

Request for reasonable accommodations will be considered on an individual basis. Applicants with documented disabilities are encouraged to contact the Director of Admission, as early as possible, in order to alert the institution about disabilities for which they may want to request accommodations. Current students with questions about such accommodations should contact the Associate Dean for Student Life.