



# Student Handbook



Welcome  
to CTS,  
we're here  
to help!

## HELP

### Butler Police

Emergency 317-940-9999  
Non-Emergency 317-940-9396

### Indianapolis Police Department

Emergency 911  
Non-Emergency 317-327-3811  
Non-Emergency-Cell 311

### Butler Property Maintenance

Emergency  
317-940-9393

Emergency after hours  
317-940-9396

Non-Emergency,  
report at either of these links:  
<https://iservicedesk.butler.edu/iservicedesk/>  
<https://fixmybutler.edu>

## DEAN'S OFFICE

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## BUSINESS OFFICE

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## IT HELPDESK

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## CTS LIBRARY

317-931-2361

## WRITING CENTER

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## STUDENT COUNCIL

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## BLACK STUDENT CAUCUS

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## AFFINITY

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### ACADEMIC ADVISING

Advising for new students and registration for their first semester normally will be done in consultation with the student's program director (MTS, MAMFT, MACM, MACMHC, DMin, PhD or TDP) or, if none of these apply, by the Dean of Students Degree seeking students are required to meet with their advisor in before registering for classes. Access to registration will be blocked for student who do not meet with their advisor before the beginning of the registration period. Students who wish to change their advisor should complete the *Change of Advisor form* available on the CTS Public Computer Drive (P) and in the Dean's Office.

### ACADEMIC AFFAIRS, OFFICE OF

The Office of Academic Affairs is commonly referred to as the Dean's Office.

### ACCESSIBILITY

The main entrance to CTS, by the fountain parking lot, is wheelchair accessible with an automatic door opener. There are additional handicap entrances off the east parking lot near Sweeney Chapel and on the north wing at the Shelton Auditorium entrance. Handicap accessible restrooms are located in both the east and west wings of the main building.

### ACCOUNTS *(See Student Accounts p. 8)*

### ACCREDITATION

Christian Theological Seminary is accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada.

The Commission contact information is:  
The Commission on Accrediting of the Association of Theological Schools in the United States & Canada  
10 Summit Park Drive  
Pittsburgh, PA 15275  
Telephone: 412-788-6505  
Fax: 412-788-6510  
Website: [www.ats.edu](http://www.ats.edu)

Christian Theological Seminary is accredited by the Higher Learning Commission and a member of the North Central Association (312-263-0456). More information on the Higher Learning Commission and North Central Association is available online at [www.hlcommission.org/HLC-institutions](http://www.hlcommission.org/HLC-institutions).

### ADDING CLASSES

Information and deadlines for adding classes can be obtained from Registrar. The current year Detailed Academic Calendar also has pertinent information.

### AFFINITY *(See Student Groups pp. 6-7)*

### ALUMNI ASSOCIATION

The CTS Alumni Association includes more than 2,600 members. They participate in the mission of the Seminary by supporting basic professional education for persons preparing for ministry; recruiting candidates for ministry; and encouraging the financial support of and alumni participation in ongoing Seminary life. For more information, contact Seminary Advancement.

### ARCHIVES AND SPECIAL COLLECTIONS *(See Library p. 4)*

### ATTENDANCE

Students enrolled in classes are expected to attend. A student who misses more than 25% of class sessions for any reason will not receive credit for that course. Faculty may choose to abide by more stringent, but not more lenient, attendance requirements. In special cases, the Academic Dean may grant exceptions to this rule.

If a student misses class for any reason, the professor is to be notified immediately. If a student misses class and does not make contact with the professor or the Dean of Students within one week, the professor will report this to the Dean of Students. The Dean of Students will try to determine the reason for the absence. Students who do not contact the Seminary when they stop attending classes will receive a punitive grade for the class.

### AUDITING COURSES

Christian Theological Seminary welcomes and encourages lifelong learners to audit classes at a steeply discounted rate. CTS students who are full time (9 semester hours or more) and/or their spouses may audit additional hours during the same semester without paying an audit fee. The instructor's permission is required in order to audit a course. The number of auditors will not normally exceed 10 percent of a course's enrollment. Auditing status means that a student enrolls for the course, attends class and accepts the professor's requirements for the audit. Audits are listed on transcripts, but credits are not issued toward a degree. To discontinue the audit, the student must officially withdraw from the course. A shift from audit to credit normally cannot be made after the second week of class and requires the professor's and the Academic Dean's permission, along with the payment of additional tuition. If a student changes from credit to audit after the 100% refund period, there is no refund. Students who have 9 credit hours can audit for free. Students dropping below 9 hours are charged an audit fee. There may be scholarship implications for switching from credit to audit.

## BLACK STUDENT CAUCUS *(See Student Groups p. 8)*

### BOARD OF TRUSTEES

CTS is governed by a Board of Trustees, comprised of up to 35 members including the Seminary President. The Board generally meets at least three times a year to address CTS policies and strategic planning issues. The Student Council President may be asked to appoint student representatives to various committees of the board. Students have voice but may not vote in committee. The Board of Trustees committees occasionally meet in executive session without student representation.

### BOOKSTORE

CTS is served by the Butler Campus Store run by Follett in the Atherton Union (704 W. Hampton Drive) on the Butler University campus and [www.shopbutleru.com](http://www.shopbutleru.com).

The Butler Campus Store provides course material options to serve students. All options are available both in the store and online.

#### Course material options

- Purchasing – A combination of new and used books is offered whenever possible.
- Rental – Some books are available to rent. Students pay the rental fee, which can be as much as 80% off the price of purchasing a new book, to use the book for the semester. The book is returned to the store at the end of the semester. If you decide to keep the book at the end of the semester, the bookstore staff is happy to offer options to you.
- Digital – Some books are available as e-books, either for rent or purchase. These are listed on the website or you may purchase them in the store.

#### How to obtain course materials

- In-store – If you would like to obtain your books in person, you are welcome to stop in the store (Butler Campus Store, Atherton Union at 704 W. Hampton Drive on the Butler University campus in Indianapolis). Team members will discuss the options available and help you get your books directly from the shelves.
- Online – A popular option is to order online via the website, [www.shopbutleru.com](http://www.shopbutleru.com). Hover over Books in the main menu bar and then select Textbooks and Course Materials to make your selections. All the same purchasing and rental options are available online as are in the store. For a small fee you may have them shipped to a location of your choosing (home, work, etc.)

### Payment Options

Options for payment both in the store and on our website include cash, check, most major credit cards, and student accounts. Each CTS student has \$750 available, per term, in their student account to use in the bookstore for renting or purchasing course materials. You will need to present your student ID in the store or have your student ID number available for use online. Student account statements will be sent to CTS monthly for billing.

### Returns

Returns on course materials are permitted within the first week of the term for regular semester length classes, or for classes cancelled by CTS, for books purchased from the Butler Bookstore in their original condition and with the original receipt. Returns outside that of that window will be at the discretion of the Butler Campus Store.

### CATALOG

The CTS Course Catalog is available online at the Seminary website, [www.cts.edu](http://www.cts.edu).

### CHANGE OF DEGREE

Students desiring to change degree programs need to complete a “Petition for Current Students to Change Degree Program” and submit it to the Dean’s Office.

### CHECK CASHING

Personal checks written for no more than \$20 may be cashed in the Business Office. There is a fee for checks returned for insufficient funds, and check cashing privileges will be revoked after two occurrences of a returned check.

### COMMENCEMENT PARTICIPATION

CTS has a yearly commencement program in late May.

Fall graduates and students who have met CTS requirements by the end of the spring semester are invited to participate in May commencement.

Students in all Masters level degree programs, who lack six credit hours or less to graduate at the end of the spring semester, and who have a definite plan for completing work, may petition the Dean’s Office to participate in Commencement activities without receiving the diploma.

### COMMITTEE STRUCTURE

Students are invited by the Academic Dean and the Board of Trustees to sit on various faculty and trustee committees. For more information contact the Dean’s Office.

### CONGREGATIONAL RESOURCE CENTER

The Congregational Resource Center (CRC), an ecumenical resource center serving local and regional clergy and lay leaders is located in the CTS Library.

### COUNSELING REQUIREMENT (FOR MAMFT & MACMHC)

All counseling students are expected to receive psychotherapy during their program. Personal therapy is a prerequisite for Practicum. Personal therapy with a gifted clinician serves two purposes. First, it assists student therapists in working through problem areas in their own lives that may adversely affect clients' and students' participation in an emotionally challenging training program. Second, it is a unique training experience, helping students understand the process of exploring the depth and interrelationship of systemic and intrapsychic features of human life.

### COUNSELING SERVICES

The Seminary contracts with licensed therapists to provide limited therapy services for CTS students at the Counseling Center (1050 W. 42nd Street). Students should call 317-924-5205 for an intake appointment and identify themselves as a CTS student to assure they are assigned to the appropriate staff therapist. To maintain confidentiality, CTS Practicum students do not serve other CTS students. A special subsidy program provides for co-pays as low as \$15 per session for students currently enrolled in a CTS program. Students referred by the Committee on Discipline, the Committee on Counsel or the Academic Dean have priority access to the subsidy program. If demand exceeds the contracted 25 hours per week, students may be referred to therapists in the community.

### DEAN OF STUDENTS

The Dean of Students offers leadership and support to the students. The office represents the voice of students with CTS administration and faculty and serves as a pastoral presence for the CTS community.

### DEAN'S OFFICE

The Dean's Office includes the Vice President for Academic Affairs/Dean of Faculty, Associate Dean, and the Executive Assistant. If you have questions regarding academic life stop by!

### DEGREE-SPECIFIC HANDBOOKS

Several CTS degree programs have handbooks that are specific to their policies and procedures. These handbooks are meant to serve as companion guides to the *CTS Student Handbook* and the online *CTS Course Catalog*. All students are subject to the provisions of the *CTS Student Handbook* in addition to applicable degree-specific handbooks. The provisions of the *CTS Student Handbook* prevail unless specifically stated otherwise in the degree-specific handbook.

MAMFT and MACMHC students will be given *The Counselor's Handbook* when they are accepted into Practicum and will be held responsible for following the directions set forth within it.

MTS and DMin students also have separate handbooks that include detailed information regarding thesis and project processes.

### DIPLOMAS

The date recorded on the diploma is the date when the Board of Trustees confers the degree. In the Spring, this date is the commencement date. Summer degrees are conferred in December and Fall degrees are conferred in March.

### DROPPING CLASSES

Contact the Registrar for information on dropping classes.

### DUAL DEGREES

Please consult the current *CTS Course Catalog* for information regarding dual degrees.

### E-MAIL

All students and employees of CTS are required to use their CTS e-mail as the primary form of written communication.

**Failure to read e-mail results in missed events, deadlines, and miscommunications.** E-mail can be accessed easily from outside the Seminary. Please refer to the section titled "Information Services" for more details.

### EMERGENCY CONTACTS

**911:** call 911 for all **medical** and **fire** emergencies.

**Butler Police: 317-940-9999.** Butler Police have a faster response time than Indianapolis Metropolitan Police Department (IMPD). Butler police patrol the CTS campus.

Full EMERGENCY PROCEDURES are found on pages 15-16.

## EMERGENCY FUND

Christian Theological Seminary has been given funds from which students who are admitted to a degree program may borrow up to \$300 by executing a 90-day note. These funds are for emergency purposes only and cannot be used to pay debts owed to the Seminary. Students must be enrolled for the current enrollment period (Fall semester, Spring semester, or Summer session) in order to apply for a loan and are limited to borrowing one loan per enrollment period. The funds include the F.E. Davison Memorial Loan Fund, George E. Spear Memorial Loan Fund, and Frank H. Brown, D.V.M., Memorial Loan Fund. Contact the Dean of Students if you wish to borrow from this program.

## EMPLOYMENT

Federal work-study positions are available to eligible students. Applications are available in Student Operations. Information about off-campus, non-work study employment is available in the Supervised Ministry Office.

## FINANCIAL AID

For all financial aid questions, please consult the current Financial Aid Handbook or contact the Director of Financial Aid at [rfisher@cts.edu](mailto:rfisher@cts.edu) or 317-931-2318.

## FINANCIAL ASSISTANCE

Information regarding need-based financial aid — including federal student loan and work-study programs — is available from the Director of Financial Aid at [rfisher@cts.edu](mailto:rfisher@cts.edu) or 317-931-2318. Emergency Loans up to \$300 interest free for 90 days are available to eligible fulltime students. Contact the Dean of Students to inquire about borrowing from this program.

## FORUM

Faculty, students and staff are invited to present to the wider CTS community various issues and interests specific to their study and experience. This forum time is also reserved for special guests of the Seminary. Forum is a unique opportunity to experience individuals in our midst as a part of a transformative and diverse community. Please contact the Dean's Office to schedule and publicize a forum.

## GRADES

CTS operates on a 4.0 grading system:

A 4.0	B 3.0	C 2.0	D 1.0
A- 3.7	B- 2.7	C- 1.7	D- 0.7
B+ 3.3	C+ 2.3	D+ 1.3	F 0

## HOUSING

### CTS Annual Residential Housing Leasing Process

- CTS will publish rates for the upcoming academic year by early January each year.
- Apartments and Houses may be leased prior to March 1st
- Between March 1st and June 15th, Butler University will control all apartment and housing units.
- CTS students will not be able to lease an apartment or house during this period.
- If any apartment units remain available after June 15th, CTS students may lease these units.
  - Leasing by bedroom will be available.
  - Apartments will be single-gender unless all the tenants agree to mixed-gender housing.
- Leases must be for full units only (i.e., all bedrooms in an apartment or an entire house/side of a duplex) – leasing by bedroom may be available after June 15th.
- Butler and CTS students will not be permitted to rent an apartment or house together.
- A signed lease (and a \$200.00 security deposit) between CTS and the renter(s) or a lease renewal for existing tenant(s) are required to hold a unit.
- Leases will be for a full year, beginning August 1st each year.
- Smoking and tobacco use (including smokeless tobacco and e-cigarettes or vaping) are not allowed in or around buildings occupied by university faculty, staff and students including classrooms, laboratories, private offices, residence halls, university apartments, student rental homes and common areas except in those locations designated as smoking areas.

**Important Terms** (If there are differences between the below and the lease agreement, the lease Agreement terms prevail – please read the lease agreement carefully)

- Residents in the apartments are responsible for electricity and any cable television services they desire. These utilities must be in the renters' name(s). Water, sewer, trash pick-up and wireless are provided.
- Residents in the houses are responsible for ALL UTILITIES, including water, gas, sewer, electricity and wireless service. Trash pick-up is provided by the city of Indianapolis. ALL utilities must be in the renters' name(s).
- All tenants must carry and provide proof of renters' insurance.
- Lease breakage requires 2 months' lease payments after the residence is vacated.
- A security deposit of \$200 is required on all units. Units will be inspected at the end of the lease.
- Pets are not allowed.
- (details are provided in the lease agreement).
- Snow removal for the houses (driveways and sidewalks) will be the responsibility of the tenant(s).
- Maintenance requests will be submitted through Butler Maintenance. (<https://iservicedesk.butler.edu/iservicedesk/>) or by calling 317-940-9393.

As is always wise, **be sure you read and understand your lease agreement, so no misunderstandings will arise later.**

Any questions you have about your student housing lease should be addressed to addressed to Rebecca Arnott, Housing Coordinator, Student Operations (317-931-2300 or [rarnott@cts.edu](mailto:rarnott@cts.edu)).

### IDENTIFICATION CARDS (IDS)

CTS IDs are required for building access outside the normal hours. A CTS ID can also be used to check out materials at either the CTS or Butler library. CTS IDs also can be used for printers on campus. Additionally, this year, your CTS ID can be used to get access to Butler's Health and Recreation Center (HRC) for a day pass or a membership. Instructions on how to obtain an ID will be sent separately.

### INCOMPLETES

A student may apply for a temporary incomplete grade for work not completed by the end of the semester due to serious illness or major emergency. Incompletes must be submitted and approved before the last day of regular instruction. The student must obtain the signatures of the instructor and the Academic Dean and pay an incomplete filing fee. Incomplete work must be submitted to the instructor by the fourth Friday after the last day of the semester. (See the *CTS Course Catalog* for further details.)

### INFORMATION SERVICES

Computers are available for student, faculty and staff use in the library and student lounge. All computers simply require that the student login with their CTS assigned username (first part of your email address) and password to access services. Network problems should be directed to [helpdesk@cts.edu](mailto:helpdesk@cts.edu) for appropriate and prompt assistance. (See "Policies" section for Internet/E-Mail, Computer Usage, and Web policies).

**INSURANCE** (See *Student Health Insurance p. 8*)

### LATINX STUDENT ASSOCIATION

(See *Student Groups p. 8*)

### LEAVE OF ABSENCE

Students who plan to leave school for a semester, but not more than two consecutive semesters, must notify the Academic Dean in writing, stating the reason(s) and their intended date of return. Students on leave may register within two semesters of the date of leave. Students who do not return after two or more consecutive semesters must re-apply for their program on a modified basis. An updated statement of intent, references and materials related to the particular degree program is requested by the Seminary. Contact the Dean of Students for detailed requirements.

Any student taking a leave of absence must complete the form, and return it to the Dean's Office. A student will not be considered as having left in good standing unless a completed copy of the form is part of his/her student record. If the student is withdrawing mid-semester, the student should drop courses according to the usual refund policies. Please note that a *leave of absence requires a review of financial aid*. Federal Student Loan borrowers who take a leave of absence will be reported as withdrawn for loan repayment purposes, and the Federal Student Loan six-month repayment grace period *will begin* on the date that the leave of absence is granted. Loan repayment will begin at the end of the repayment grace period.

Each Federal Student Loan has only one six-month repayment grace period. Once this six-month grace period has been exhausted, a student may place the loan in an in-school deferment for periods of future enrollment; however, once the student ceases to be enrolled on a one-half time basis, the loan will go into immediate repayment. Any loans received for future periods of enrollment will have a six-month repayment grace period.

Students who have questions concerning how an official leave of absence will impact the repayment of their federal loans should immediately contact the Director of Financial Aid at [rfisher@cts.edu](mailto:rfisher@cts.edu) or 317-931-2318.

### LIBRARY—RESOURCES AND SERVICES

The CTS Library has more than 200,000 distinct items related to theological education, including circulating monographs, reference works, digital resources, archives, and special collections. It also subscribes to nearly 1,000 periodicals and theological journals in various languages and provides access to thousands of e-books. By reciprocal arrangement and through the Private Academic Library Network of Indiana (PALNI), CTS students have access to university libraries at both Butler University and Marian University, which are located near the CTS campus. Students also have access to and some network privileges at the full PALNI consortium of 24 institutions statewide. Online catalogues and an inter-library loan (ILL) service provide access to most materials in academic and public libraries in the United States.

The CTS Library website provides access to the library's online catalog, as well as information, links, and descriptions of multiple online and cloud-based resources. Student ID cards function as library cards and must be presented by first-time student borrowers in order to activate their library accounts. Computer stations are available for student use in the library, as well as multiple group study tables, workspaces, and locations to charge mobile devices or use the library's Wifi.

- **ARCHIVES AND SPECIAL COLLECTIONS**

The library houses a special collection of books, manuscripts, photographs, tracts, periodicals, and other ma-

terials dealing with the history of the Christian Church (Disciples of Christ) and related movements that, over the years, has become one of the premier collections of such materials in existence. Students of *Discipliana* will find ample resources for research, including copies of extant Ph.D. theses on Disciples history and thought. Students, staff, faculty, or outside researchers interested in the collections must contact the Curator of Special Collections in advance to make an appointment to see or work with the collections.

- **CONGREGATIONAL RESOURCE CENTER**

Congregational Resource Center – The Congregational Resource Center (CRC), an ecumenical resource center serving local and regional clergy and lay leaders is located in the CTS Library.

- **REFERENCE, RESEARCH, TECHNOLOGY & WRITING CENTER**

The CTS Library offers several public services, designed to facilitate and assist with research and writing needs.

1. **REFERENCE & RESEARCH:** An Information and Hospitality Desk is located inside the CTS Library, to the immediate left once you enter the main reading room. This service point allows patrons to ask questions about library use and research. More specific questions may be referred to area specialists in the library or community. The main contact for reference and research is the Public Services Librarian. Questions can be sent to [Research@cts.edu](mailto:Research@cts.edu).
2. **TECHNOLOGY:** The CTS Library provides technology services distinctly related to the digital and electronic resources within the library. The main contact for this area is the Systems and Academic Technology Librarian, whose office is adjacent to the Information Desk.
3. **WRITING CENTER:** The CTS Library offers basic writing consultations and services to **current CTS students**. This service is meant to assist with the basic writing needs of students as related to their coursework at CTS. Services are free, but students must make appointments with the Writing Tutor, preferably in advance, by writing to the tutor at [WritingTutor@cts.edu](mailto:WritingTutor@cts.edu).

### MAIL

Letters or packages that require a signature, that are too large to fit in the apartment or house mailboxes or that are addressed to the Hospitality House (1040 W. 42nd Street) will be available for pick-up in Student Operations, Monday – Friday, from 9 AM – 4 PM.

### PARKING

CTS daytime students will need a parking sticker allowing you to park in the lots to the west of the school. These lots will be monitored during the days. After 5:00 p.m., all parking will be on a first-come, first-serve basis. Instructions on how to obtain a parking permit will be sent separately.

### POPULI

The CTS Learning Management System has changed to Populi this year. You should have received log-in information by now. Training tutorials are included on the site. If you have any questions, please contact the IT HelpDesk at [HelpDesk@cts.edu](mailto:HelpDesk@cts.edu). Your class schedule along with your booklists are available to you there.

### PRINTING AND COPYING

Printing is available for students in the Student Lounge, Counseling Center Basement and the CTS Library. Your CTS ID provides you access to the printers and copier. There is a nominal per page charge.

### REGISTRAR

The Registrar handles registration, transcripts and other matters pertaining to student records.

### REGISTRATION

#### For First-year (beginning) Students

Beginning MDiv students complete their first registrations through the Dean of Students.

**Fall Schedule Adjustment** – Contact the Registrar.

**Spring Semester Registration** – First year students use the online system to register for spring classes during the two-week pre-registration period, generally beginning in late October (*see Fall academic calendar for details*). Students must make an appointment to meet with their faculty advisor **prior** to registration. Once the Registrar has been notified of the advising session, the student will be cleared to register.

#### For Returning Degree Seeking and Certificate Students –

Continuing students use the web-based registration system to register for courses online. During the Spring semester, students will register for the following Summer and Fall semesters. Students must meet with their advisor at least once during the year, **prior** to the registration period, to review their progress and their academic plan.

Registration changes can be made online until the end of the 100% refund period. (See Detailed Academic Calendar.) Non-payment of student account balance may result in cancellation of registration.

Students are expected to adhere to and follow the Academic Calendar for all dates related to adding, dropping, and registration.

**Summer Session Registration** – Registration begins early April. The last day to add a class is the second class meeting; the instructor’s permission is required. Summer grades are due to the Registrar two weeks after the last class meeting.

**For All Students** – Incomplete work is due to faculty by the fourth Friday after the last class meeting. Incomplete grades are due to the Registrar one week after that. Specific dates for fall and spring semesters are in the *Detailed Academic Calendar*. *NOTE: Incompletes must be resolved before attendance in a course for which the incomplete course is a prerequisite.*

**For non-degree students and auditors** – Non-degree students and auditors register by completing a paper registration form and submitting it to the Office of the Registrar. New non-degree students and auditors must fill out the non-degree application form, as well as the registration form.

## SECURITY

If you notice suspicious behavior or unauthorized persons in the CTS main building, parking lot, grounds, or housing areas, please call Butler University Police Department at 317-940-9999 for emergencies and 317-940-9396 for non-emergencies.

## SMOKING

CTS is a “Smoke Free” campus. Smoking is banned in the main building, the Hospitality House, the Counseling Center and on the grounds of these properties. The ban includes the student apartments. This ban reflects the concern of the community about “secondhand smoke” that often enters open office windows and ventilation systems when persons smoke outside the entrances to the Seminary. It also reflects a concern over how unhealthy lifestyles affect all members of this community as part of the human family.

The Butler University Campus policy, which applies to CTS, is: “Smoking and tobacco use (including smokeless tobacco and e-cigarettes or vaping) are not allowed in or around buildings occupied by university faculty, staff and students including classrooms, laboratories, private offices, residence halls, university apartments and common areas except in those locations designated as smoking areas.”

There are no exceptions to the smoking policy, and it will be strictly enforced.

## STUDENT ACCOUNTS

Each student has a Seminary account. Included on this account will be tuition, fees, books (non-degree students may not charge books), financial aid (if applicable), and scholarships (if applicable). For questions about your student account, please contact the Business Office. Non-payment of a student account balance will be addressed in accordance with the Tuition Policy (*see pp. 29-30*). Official transcripts will be released by the Registrar upon payment in full of the student account.

## STUDENT COUNCIL

The Student Council serves the student body by organizing community activities, supporting student endeavors financially and otherwise, and representing students on various administrative and faculty committees. Elections are held every year and are open to all students.

## STUDENT GROUPS

### AFFINITY

Affinity is a group for gay, lesbian, bisexual, transgender and affirming students, staff and faculty who seek to provide a safe place where sanctuary and fellowship are extended to all people. Affinity meets each semester at different times depending on the schedules of its members. It is the intention of Affinity to participate actively in CTS community life, sharing together in what it means to live and serve together as people of God. Contact the Dean of Students.

### BLACK STUDENT CAUCUS

This group provides mentoring and fellowship for African-American students and intends to offer a forum for African-American voices within the CTS community. The Caucus meets once a month or as needed, elects officers, and invites all CTS students, faculty and staff to participate in meetings and special programs. Contact the Dean of Students.

### LATINX STUDENT ASSOCIATION

The CTS Hispanic Latino/a Student Association (HLSA) seeks to promote academic support, cultural identity, and fellowship by providing resources and services for Hispanic Latino/a and international students. The group also promotes multicultural and diversity awareness on campus. Contact Mary Harris, Dean of Students.

## STUDENT HEALTH INSURANCE

Full-time, degree seeking students (nine hours or more) are required to carry health insurance coverage. Once a year the Business Office will provide an insurance verification form for each student to sign and submit. If the full-time, degree seeking student is not covered by a health insurance plan, he/she will be required to purchase an individual plan by a specific date set forth on the insurance verification form. Christian Theological Seminary does not provide health insurance policies for students.

### TECHNOLOGY

Students are expected to use technology (cell phones, laptop computers, iPads, etc.) during classes only for the purposes of class work. Students should turn off or mute cell phones and refrain from texting and using laptop computers during classes except for purposes of taking notes or doing research specifically authorized by the course instructor. Students who have emergency needs not covered by this policy must ask for an exception from the course instructor.

### TERM SCHEDULE

Christian Theological Seminary offers courses in 14-week format during fall and spring semesters, weekend-based courses, weeklong intensive classes, and summer courses.

### TRANSCRIPTS

**From CTS:** Current students may receive an unofficial transcript from the Registrar and have access to their course history from *InsideCTS*. Any student whose CTS financial account is clear may obtain a copy of his or her complete academic record (official transcript) from the Registrar. The request may be submitted in person, via mail or via fax (legal signature is required). Please allow five business days for official transcripts to be processed. Transcripts may be distributed to the student or sent to a third party.

**From other schools:** Transcripts from other schools are considered the complete, official record of a student's classes and grade progress while attending a particular school. The records belong to that academic institution, although the grades have been earned by the student. It is CTS policy that no transcript or copies of transcripts provided by another institution will be released to the student or any other requesting entity. Transcripts sent by another school to CTS are for CTS use only. If a student anticipates needing a copy of another school's transcript, that student must request it directly from that institution.

### WEATHER

When it becomes necessary to cancel classes and/or close the CTS campus due to inclement weather, that information will be submitted to local radio and television stations (though they may not report all closings). The closing or delay will be posted on the front page of the CTS website under "News" and will be recorded on the Seminary's voice mail at 317-924-1331.

### WHEELCHAIR ACCESS

The main entrance to CTS Main Building, by the fountain (west) parking lot, is wheelchair accessible with an automatic door opener. There are additional handicap entrances off the east parking lot near Sweeney Chapel, and on the north wing at the Shelton Auditorium entrance. Handicap accessible restrooms are located in both the east and west wings of the main building.

### WORSHIP

Community worship at CTS is shared by students, faculty, staff, the general community and guests serving as preachers, musicians and liturgists. Chapel services are designed to nurture the faith and life of the CTS community and to provide a place for practice and growth in worship leadership. The weekly schedule in Sweeney Chapel is Word & Table on Wednesdays at 11:30 during the 4-week semester. The Wednesday services are the fullest gathering of the CTS community at worship.

### WRITING CENTER

The CTS Library offers basic writing consultations and services to **current CTS students**. This service is meant to assist with the basic writing needs of students as related to their coursework at CTS. Services are free, but students must make appointments with the Writing Tutor, preferably in advance, by contacting [WritingTutor@cts.edu](mailto:WritingTutor@cts.edu).

# Policies & Procedures for Students

## ACADEMIC POLICIES

Always consult the current online Catalog ([www.cts.edu](http://www.cts.edu)) and *Detailed Academic Calendar* for information regarding academic-related matters, such as withdrawals, admission and degree requirements, leave of absence, graduation, auditing, course descriptions, refund policies, transfer work, change of degree, etc.

## ACADEMIC STANDING

A student is found to be in good standing when he or she is making continuous progress toward the degree program of choice and is achieving at least the minimum grade point average for his or her program each semester. A student whose cumulative GPA falls below the minimum for his or her degree will be placed on academic probation and the Academic Dean will become the student's advisors. While he or she is on probation, the student may not enroll in any course without the permission of the Academic Dean. The student may enroll of a maximum of 9 credit hours while on probation. Each semester while on probation, the student's GPA for the semester must not fall below the minimum for the program. Failure to achieve the minimum GPA for the program while on probation will result in dismissal. Probation will be lifted when the cumulative GPA reaches the minimum for the program.

## ATTENDANCE POLICY

Students enrolled in classes are expected to attend. A student who misses more than 25% of the class sessions for any reason will not receive credit for that course. Faculty may choose to abide by more stringent, but not more lenient, attendance requirements. In special cases, the Academic Dean may grant exceptions to this rule.

If a student misses class for any reason, the professor is to be notified immediately. If a student misses class and does not make contact with the professor or the Dean of Students within one week, the professor will report this to the Dean of Students. The Dean of Students will try to determine the reason for the absence. Students who do not contact the Seminary when they stop attending classes will receive a punitive grade for the class.

## CHEATING AND PLAGIARISM POLICY

### DEFINITION WITH THEOLOGICAL RATIONALE

Christian Theological Seminary is committed to critical theological reflection and ministerial practice in accord with rigorous standards of academic and ministerial integrity. We uphold with the apostle Paul the claim that all persons called to leadership in the Church are gifted by God "for building up the body of Christ" (Eph. 4:12b, NRSV), and as such, do their work in and for the community of faith rather than for personal gain or acclamation. We recognize and celebrate our dependence on the ideas and actions of others as insights and models for our own thinking and service, and demonstrate our hospitality to others and our thankfulness for their contributions by establishing and adhering to the following policy regarding plagiarism and cheating.

"Plagiarism is the failure to distinguish the student's own words and ideas from those of a source the student has consulted. Ideas derived from another, whether presented as exact words, a paraphrase, a summary, or quoted phrase, must always be appropriately referenced to the source, whether the source is printed, electronic, or spoken. Whenever exact words are used, quotations marks or an indented block indicator of a quotation must be used, together with the proper citation in a style required by the professor." (Robert A. Harris, *The Plagiarism Handbook*, Los Angeles: Pycszak Publishing, 2001, p. 132). Students must also use proper attribution with artistic media (images, music, website elements, etc.) and attend to all copyright restrictions on the use of such media.

"Students should realize that an act of plagiarism may include some degree of premeditation or may be the result of carelessness or ignorance of acceptable forms of citation; the act is plagiarism in any case and is a violation of the [Seminary's policy]. Students, therefore, must be conscious of their responsibilities as scholars under the [policy], to learn to discern what is included in plagiarism...and must know and practice the specifications for citations in scholarly work" (Vanderbilt University Student Handbook, as cited February 22, 2004 on its website, [http://www.vanderbilt.edu/student\\_handbook/Honor\\_System.htm](http://www.vanderbilt.edu/student_handbook/Honor_System.htm)). Students should also understand that the Seminary views plagiarism as more than an issue of academic standards; it is an ethical violation that raises questions about their fitness for ministry.

"Cheating includes the use of unauthorized aids (such as crib sheets, discarded computer programs, the aid of another person on a take-home exam, etc); copying from another student's work; soliciting, giving, and/or receiving unauthorized aid orally or in writing; or similar action contrary to the principles of academic honesty." It also includes "[s]ubmission of work prepared for another course without specific prior

authorization of the instructors in both courses” or “[u]se of texts or papers prepared by commercial or noncommercial agents and submitted as a student’s own work” (Ibid).

Appropriate collaboration “may include the sharing of research sources (book titles, URLs, journal articles, and so forth), brainstorming and sharing of ideas, and peer editing of drafts. [It] shall not include writing sections of a draft for another student, writing a paper together, or lending an electronic copy of a paper or draft to another student” (Harris, p. 136) unless an assignment is clearly designated a joint project requiring a joint submission of work.

Submitting an assignment with your name attached “has several implications. First, it declares that you are the true author of all the words in the paper, except those that you have clearly indicated as quotations, Second, you assert that your ideas are presented within, and that when you have built upon the ideas of others, you have honored them with due credit in a citation. And finally, you take full responsibility for the accuracy of the text. The implication is that you have proofread the paper carefully and that every mark – present or absent – represents your intention” (Ibid).

### **POLICY ENFORCEMENT ELEMENTS**

All students will sign a document pledging academic integrity prior to participation in academic coursework. This document contains the full version of the Seminary’s policy on cheating and plagiarism and ask the student to attest that the student has read the policy and will abide by it. Education about the policy will be included in new student orientation, reproduced and disseminated in the student handbook, and posted on the CTS web site. All instances of cheating and/or plagiarism must be reported to the Academic Dean, who will maintain a file documenting such reports separate from individual student files. “Any plagiarized work, or any work on which a student has been known to cheat, will be graded ‘F’ ” (Previous CTS policy). However, at the instructor’s discretion, students may be allowed to resubmit an assignment for a lower grade if it is the student’s first violation of the policy. The instructor must check with the Dean’s Office to determine if the student has been in violation of the policy in another course and thus is not eligible for this act of grace. The Academic Dean’s record of a student’s first offense will be destroyed once a student has graduated.

Should a student violate the policy a second or subsequent time (either in the same course or a different course), the student and instructor shall meet with the Academic Dean (or, if the Academic Dean is the instructor, with the Chair of the Academic Council) to discuss the violation and determine an appropriate course of action, which will be noted in the student’s file and may become part of the student’s permanent academic record. The burden falls to the student to demonstrate why what he or she did does not constitute plagiarism or

cheating under the Seminary policy. Potential consequences in those cases where the Academic Dean determines “there is sufficient evidence to sustain a charge of academic dishonesty” (Lancaster Theological Seminary, 2001-02 Student Handbook, p. 18) may include (alone or in combination):

- Receipt of an “F” on the assignment;
- Failure of the course;
- Academic probation;
- Academic suspension; and/or
- Dismissal from the Seminary.

The decision of the Academic Dean (or the Chair of the Academic Council in cases where the Academic Dean is the instructor) regarding the sufficiency of the charges of plagiarism and/or cheating and the appropriate penalty is final. However, a student who believes the Seminary’s policy has not been properly followed may appeal the process in writing to the Committee on Discipline, who (the Dean having recused her/himself) will review the student’s appeal and determine whether to investigate further. The Committee may refuse to hear an appeal if it determines on initial review that the appeal has no procedural merit. If the Committee upholds the student’s appeal, the matter will be returned to the Academic Dean (or the Chair of the Academic Council) for proper adjudication of the matter in accord with the Seminary’s policy.

## **CTS COMPUTER USAGE POLICIES**

(STUDENT SECTION)

### **INTERNET/E-MAIL POLICY**

#### **INTRODUCTION**

This document constitutes the CTS policy for the management of computer networks, personal computers and the resources made available thereby. The policy reflects the ethical principles of the CTS community and indicates, in general, the privileges and responsibilities of those using CTS computing resources.

As computer and communications technological advances are made, we will have to remain vigilant regarding the integrity and proper use of those systems. Electronic mail, or e-mail, can greatly enhance the quality and efficiency of communication at CTS. However, e-mail can also be misused, with potentially serious consequences for both CTS and the e-mail user. You should respect the rights and sensitivities of recipients and potential recipients or viewers of communications you send.

Data, information, messages, or communications that are transmitted or stored on our computer system, including e-Mail, are CTS records and property. Users should recognize that our system allows messages, once transmitted, to be printed, forwarded, or disclosed by the receiving party without the consent or knowledge of the original sender of the message. Therefore, students should always use care in addressing any message to make sure that it is not inadvertently sent to the wrong party. This is not only important with regard to internal messages, but is equally important with respect to messages sent via the Internet. All students should bear in mind that internal and external e-mail systems are to be used *for CTS purposes only* and that messages sent by students may be accessed by CTS in the ordinary course of its business at any time without notice. Students are expressly prohibited from sending any messages or materials containing obscene, profane, lewd, derogatory, or otherwise potentially offensive language or images. The use of material containing racial, sexual, or similar comments or jokes is forbidden.

**ELECTRONIC COMMUNICATION SYSTEMS GUIDELINES:**

- Foul, inappropriate, or offensive messages, including racial or sexual slurs, shall be prohibited.
- Electronic communication networks shall not be used to solicit outside business ventures.
- Electronic communication shall not be used to promote outside political, religious or social causes.
- Employees shall not use unauthorized codes or passwords to gain access to others' files.
- Electronic communications shall not be used for non-business-related communications, except for brief communications between staff members.
- Abuse of the electronic communications policy will subject to academic discipline.

Access to the Internet is a privilege which may be revoked by CTS at any time and for any reason. CTS reserves all rights to any material stored in files which are generally accessible to others and will remove any material which CTS, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students may not use CTS resources to obtain, view, download, or otherwise gain access to, distribute, or transmit such materials.

**All students must observe the following in accessing the Internet:**

- The Internet may be used only in connection with the academic and business purposes of CTS. Examples of inappropriate Internet uses include, but are not limited to, any traffic that violates state and/or federal laws; any traffic that violates a copyright, trade secrets, or other intellectual property right; any traffic that is unethical in nature; the distribution of unsolicited advertising; propagation of computer worms and/or viruses; distribution of chain letters; attempts to make unauthorized entry to another network node; receipt or transmission of pornography; or use for recreational games.
- Students may not disrupt the operation of CTS's network through abuse of or by vandalizing, damaging, or disabling the hardware or software.
- This policy is exceedingly important and, as is true of other CTS policies, any violation may result in discipline, regardless of the date of discovery.

**ACCEPTABLE USE**

CTS computing resources are to be used exclusively to advance CTS' mission as it relates to education, research and public service. Faculty, staff, and students may use them only for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with CTS, and other CTS-sanctioned or authorized activities. The use of CTS computing resources for commercial purposes including any sort of solicitation is prohibited, absent prior written permission of the office of the President.

CTS acknowledges that occasionally faculty, staff, and students use CTS computing resources assigned to them or to which they are granted access for non-commercial, personal use. Such occasional non-commercial uses are permitted by faculty, staff and students, if they are not excessive; do not interfere with the performance of any faculty, staff member or student's duties; do not interfere with the efficient operation of CTS or its computing resources; and are not otherwise prohibited by this policy or any other CTS policy or directive. Decisions as to whether a particular use of computing resources conforms with this policy shall be made by the President if the use involves faculty or student academic matters, if the use involves non-academic student use, and if the use involves administrators or staff.

## IMPERMISSIBLE USE

Computing resources may only be used for legal purposes and may not be used for any of the following purposes or any other purpose which is illegal, immoral, unethical, dishonest, damaging to the reputation of CTS, inconsistent with the mission of CTS, or likely to subject CTS to liability. Impermissible uses (some of which may also constitute illegal uses) include, but are not limited to, the following:

1. Harassment
2. Libel or slander
3. Fraud or misrepresentation
4. Destruction of or damage to equipment, software, or data belonging to CTS or others
5. Disruption or unauthorized monitoring of electronic communications
6. Unauthorized copying or transmission of copyright-protected material
7. Use of CTS's trademarks, logos, insignia, or copyrights without prior approval
8. Violation of computer system security
9. Unauthorized use of computer accounts, access codes (including passwords), or network identification numbers (including e-mail addresses) assigned to others
10. Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, and so forth)
11. Development or use of unapproved mailing lists
12. Use of computing facilities for private business purposes unrelated to the mission of CTS or to CTS life
13. Use of computing facilities for outside political, religious or social causes.
14. Academic dishonesty
15. Academic Honor Code violations
16. Violation of software license agreements
17. Violation of network usage policies and regulations
18. Violation of privacy
19. Posting or sending obscene, pornographic, sexually explicit, or offensive material
20. Posting or sending material that is contrary to the mission or values of CTS
21. Intentional or negligent distribution of computer viruses
22. Gambling or the securing of material for the purpose of gambling

## COOPERATIVE USE

Computing resource users can facilitate computing at CTS in many ways. Collegiality demands the practice of cooperative computing. It requires:

1. Regular deletion of unneeded files from one's accounts on shared computing resources
2. Regular deletion of old e-mail messages.
3. Refraining from use of sounds and visuals which might be disruptive or offensive to others
4. Refraining from use of any computing resource in an irresponsible manner
5. Refraining from unauthorized use of departmental or individual computing resources

## GENERAL POLICIES

Computer use has become an integral part of many CTS activities. While much computing occurs on individual computing resources, most information and communication systems reside on the central network. Distributed resources, such as computer clusters, provide additional computing tools. Procedures for gaining access to and making optimal use of these resources are available to users with permission from the Director of Information Services.

CTS will support Microsoft PC-based computers. Our network cannot support Macintosh or Mac clones or other non-compatible systems.

CTS will not provide financial assistance to faculty and staff for home computer systems.

## RESPONSIBILITIES OF USERS

The user is responsible for correct and sufficient use of the tools available for maintaining the security of information stored on each computer system. The following precautions are strongly recommended:

1. Computer accounts, passwords, and other types of authorization that are assigned to individual users should not be shared with others.
2. The user should assign an obscure account password and change it frequently.
3. The user should understand the level of protection each computer system automatically applies to files and supplement it, if necessary, for sensitive or confidential information.
4. The computer user should be aware of computer viruses and other destructive computer programs, and take steps to avoid being a victim or unwitting distributor of these processes.

5. Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user.
6. The computer user should consider whether information distributed using CTS resources should be protected from unauthorized use by the use of copyright notices or by the restriction of distribution of certain materials to the CTS users. Information regarding copyright may be obtained from the CTS Communications Office.
7. Information regarding restriction of distribution of materials may be obtained from the CTS Communications Office.

### **SECURITY**

CTS will assume that users are aware that electronic files are not necessarily secure.

Users of electronic mail systems should be aware that electronic mail in its present form is generally not secured and is extremely vulnerable to unauthorized access and modification. Levels of obtainable security will vary depending upon the system involved.

### **PRIVACY AND CONFIDENTIALITY**

CTS reserves the right to inspect and examine any CTS-owned or -operated communications system, computing resource, and/or files or information contained therein at any time.

When sources outside CTS request an inspection and/or examination of any CTS-owned or -operated communications system, computing resource, and/or files or information contained therein, CTS will treat information as confidential unless any one or more of the following conditions exist:

1. When approved by the appropriate CTS official(s) or the head of the Department to which the request is directed
2. When authorized by the owner(s) of the information
3. When required by federal, state, or local law
4. When required by a valid subpoena or court order

Note: When notice is required by law, court order, or subpoena, computer users will receive prior notice of such disclosures (viewing information in the course of normal system maintenance does not constitute disclosure).

### **SANCTIONS**

Violations of this Policy shall subject users to the regular disciplinary processes and procedures of CTS for students, staff, administrators, and faculty and may result in loss of their computing privileges. Illegal acts involving CTS computing resources may also subject violators to prosecution by local, state, and/or federal authorities.

### **CTS WEB PAGES**

#### **OFFICIAL WEB PAGES**

The content and appearance of the official Seminary web pages will be under the editorial control of the President's Office. The official site will provide a link to the faculty and staff pages.

#### **PRIVACY POLICY**

If any web page or website is created that collects personally identifiable information from third parties, the web page should prominently disclose the site's Privacy Policy. This Policy should detail:

- what personally identifiable information is collected
- what organization is collecting the personal information
- how the personal information is used
- with whom the personal information may be shared
- information regarding how an individual may correct or restrict the collection or distribution of personal information
- the nature of security procedures in place to protect against the loss, misuse or alteration of personal information

For assistance in drafting such a policy, contact the Executive Administrator to the President.

### **DRUG-FREE CAMPUS**

As a condition of receiving funds or any other form of financial assistance under any federal program (including Federal Work-Study and Guaranteed Student Loans), CTS must certify that it has adopted and implemented a drug prevention program and make a good faith effort to maintain a drug-free campus. The following information is provided in compliance with federal regulations.

1. The Seminary prohibits the unlawful use, possession, consumption, manufacture, dispensation or distribution (for sale or not) of drugs, controlled substances, or alcohol by any of the CTS community at any time on Seminary premises, or at any time while an employee or student is on Seminary business off premises.
2. Employees and students with drug and/or alcohol related problems may contact the CTS Counseling Center for initial counseling and/or referral to off-campus treatment programs, or they may contact treatment programs directly. The successful completion of a treatment program may be required in certain disciplinary procedures.
3. Possession and/or use of alcohol in Seminary buildings and grounds is prohibited with the exception of officially sanctioned purposes. State underage drinking laws will be strictly enforced. Abuse of alcohol will not be tolerated.

4. An employee or student will not be permitted on campus while under the influence of illegal drugs, illegal substances, or alcohol. Attending class or reporting to work under the influence of drugs or alcohol is likewise prohibited. Violation of this policy will result in discipline.
5. Excessive or illegal use of prescription medications and controlled substances will not be permitted.
6. The Seminary requires all students and employees to cooperate in investigations of illegal drugs and alcohol use on school premises.
7. As a condition of employment or maintaining student status, students and employees will abide by these terms and will notify the Seminary in writing of his or her conviction of a criminal drug statute occurring in the workplace no later than five calendar days after such a conviction.
  - a. After receiving notice from an employee or student or otherwise receiving actual notice of such conviction, CTS is required to notify the US Department of Education, in writing within 10 calendar days.
  - b. Within 30 calendar days of receiving notice of conviction, CTS is required to take one of the following actions with respect to any student or employee who is so convicted:
    - i) Take appropriate action against such an employee or student, up to and including termination in the case of an employee or expulsion in the case of a student, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - ii) Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.
8. Off-the-job or off-campus alcohol or illegal drug use which could adversely affect job performance or a student's ability to learn or which could jeopardize the safety of other employees or students, the public, the Seminary or its reputation may result in disciplinary action, up to and including discharge or expulsion.
9. Employees or students who are arrested for off-the-job or off-campus drug activity may be considered to be in violation of this policy. In deciding what action to take, the Seminary will take into consideration the nature of the charges, the employee or student record with the Seminary and other factors relative to the impact of the person's arrest upon the Seminary.
10. Violations of the above standards of conduct can result in disciplinary action up to and including dismissal and referral for prosecution (consistent with local, State and Federal law.

## EMERGENCY POLICY

### EMERGENCY NUMBERS

**911:** Employees should call 911 for all medical and fire emergencies.

**Butler Police emergency (317-940-9999):** Butler Police have a faster response time than IMPD.

### LOCKDOWN PROCEDURE

Situations that require the community to begin lockdown procedures include any event where it is necessary for individuals to take cover in interior offices to protect themselves from an imminent threat.

#### Issuing a Lockdown Procedure

Any employee of the seminary community may initiate the lockdown procedure by sending an email out to the community.

Immediately call Butler Police, or have a co-worker call while you are emailing for a lockdown.

#### Community Response

Staff should immediately move into a classroom or office, closing and locking all access doors to suites and individual offices in an attempt to prevent anyone else from entering.

If at all possible, Butler Police will lock all entrances to CTS buildings.

Library staff will lock all entrances to the library and direct students and patrons to the media center auditorium.

Counseling Center staff will lock outer doors and direct patrons, staff and therapists to a safe location in the building.

Hospitality House staff and guests, if they are able, will lock outer doors and move to a safe location in the building.

Butler Police or Communications staff will keep the community informed via e-mail and CTS Text

#### Alerts concerning the nature and status of the situation.

##### All Clear

Once the situation is under control, Facilities or Communications staff will issue an "All Clear" message via Text Alert or e-mail message.

## IN CASE OF ACCIDENT OR INJURY

### **Minor Injury or Illness**

First-aid kits are located in the Student Operations area for use in the event of minor injuries or illnesses. If you are injured or suddenly ill, seek help immediately. If you are helping someone who needs emergency attention, call 911.

As soon as practical, report the incident to Butler Police, 317-940-9396. If you do not report the injury, there will be no documentation that the injury was work-related, and you could jeopardize your eligibility for work-related coverage under Indiana Worker's Compensation.

### **Serious Injury or Illness**

If a serious injury or illness occurs, please call 911 immediately, and treat the injuries

if you are trained and able to do so without risking further injury.

As a student worker, all job-related injuries must be reported to the Butler University Police Department as soon as practical. We ask your cooperation in filling out the necessary medical forms and accident reports. Complete and timely documentation is necessary to expedite claim processing and to enable us to help assure a safe work place.

## FIRE EXTINGUISHERS AND ALARMS

Fire extinguishers and fire alarm boxes are placed in locations throughout the building and are inspected regularly. Only employees who are trained to operate a fire extinguisher should do so to avoid possible injury from improper use.

### **Fire Alarms**

Each employee should be aware of the most direct emergency exit from his or her work area and identify the location of the nearest fire extinguisher.

To report a fire to the Fire Department, call 911 on an outside line. To report a minor fire or suspicion of one internally, call one of the following: Butler Police at 317-940-9396.

A test evacuation will occur at least once a year, typically in the fall.

### **When the Fire Alarm Sounds**

- Assume that there is an actual fire in the building.
- Turn off fans and lights, close the windows and file drawers, close off interoffice doors, leave the room and close the door.
- Leave the building via the nearest exit and go as far as the street or the parking lot.
- Stay clear of fire department equipment.
- Assist visitors and new students in vacating the building.

- Do not create panic!
- Return to the building only after it has been determined that the emergency is over.

## EQUAL OPPORTUNITY POLICY STATEMENT

Christian Theological Seminary does not discriminate on the basis of race, religion, color, gender, sexual orientation, age, national origin, handicap, disability or veteran status in employment, admissions, financial aid or in any Seminary-administered program.

## FERPA ANNUAL NOTIFICATION

Christian Theological Seminary (the "Seminary") recognizes and acts in full compliance with the Family Educational Rights and Privacy Act of 1974 ("FERPA"). FERPA was designed to:

1. Protect the confidentiality of student education records
2. Guarantee access to certain education records
3. Regulate disclosure of information from certain student education files
4. Provide students with the opportunity to correct or to amend records and to add explanatory statements.

This policy is established with the intent to satisfy the requirements of FERPA and its regulations regarding education records, as that term is described and interpreted in those authorities.

## NOTIFICATION OF RIGHTS

The Seminary shall notify annually each student of his or her rights under FERPA by (1) providing notice of this policy upon registration for classes and (2) making the policy generally available to students.

Subject to FERPA limitations and in accordance with FERPA requirements, a Seminary student shall have the right to:

1. Inspect and review the student's education records
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its regulations authorize disclosure without consent
4. File complaints with the United States Department of Education concerning alleged failures by the Seminary to comply with the requirements of FERPA and its regulations
5. Obtain a copy of the Seminary's policy adopted under FERPA regulations.

## GENERAL POLICY

Except under conditions permitted by FERPA or its regulations, the Seminary shall not release from a student's education records personally identifiable information about the student to any person, agency, or institution, other than the student, in the absence of a signed and dated written consent of the student. The written consent must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or the class of parties to whom disclosure may be made.

FERPA does permit the Seminary to release, without student consent, certain directory information. Christian Theological Seminary hereby designates the following categories of student information as directory information to be released upon request without student consent, unless we are notified otherwise from the individual student in writing.

**Category 1:** Information that may be published in an annual community directory:

- Name
- Spouse/partner name
- Religious affiliation
- Home address
- Home phone number
- Work phone number
- CTS E-mail address
- Home e-mail address
- Mailbox number
- Degree program
- Photograph

**Category 2:** Information **NOT** published in an annual community directory but available for use and release at the discretion of the Seminary:

- Dates of enrollment
- Degrees earned
- CTS honors & awards (including scholarships)
- Congregation
- Hometown/country
- Citizenship
- Employer
- Position title

In addition, there may be occasions when a student might be photographed, audio-taped or video-taped during a CTS-sponsored activity. By not signing the request for non-disclosure form, the student gives CTS permission to use his/her name and/or photograph for reproduction in any medium for purpose of advertising, trade, display, exhibition, or editorial use during and after his/her enrollment at CTS.

Students may refuse disclosure of directory information by signing the FERPA non-disclosure form within the first two weeks of the fall semester, or the first semester the student is in attendance. A new request to withhold information must be filed annually.

**If a student does not file a request for non-disclosure of directory information, the Seminary assumes that the student approves of the disclosure of such information. Students will be automatically listed in the Community Directory unless they specifically request non-disclosure.**

Christian Theological Seminary uses discretion in releasing student information but does provide lists of students to denominational bodies, commencement photographers, etc. A student may request in writing that any or all such directory information not be released without prior written consent. Unless so requested within thirty (30) days of receipt of notice of this procedure, the Seminary reserves the right to use and to disclose any or all of the above directory information at its discretion.

The Seminary may also release certain student education information, in addition to directory information, under conditions authorized by FERPA and its regulations. For example, and without limitation, the Seminary has a policy of releasing personally identifiable student information to certain Seminary officials (persons involved in the operation, management or programs of the Seminary), including teachers and faculty members, who the Seminary determines to have a legitimate educational interest in the information. Under this policy, those individuals with a legitimate education interest in personally identifiable student education information are determined under the following criteria: those having a direct teaching, administrative or guidance relationship with or responsibility for the student; or those participating in an administrative procedure, academic program or development (personal, spiritual or otherwise) activity involving the student. The Seminary considers legitimate educational interest to be any teaching, administrative, guidance, academic, personal development, spiritual or similar interest in a student as a member of the Seminary community.

## GRADE APPEALS AND CHANGES

Any student has the right to appeal a grade to the Academic Dean. Such an appeal should be made in writing and must state clearly why the student believes the grade is unfair. A student dissatisfied with the dean's decision may appeal that decision to the Academic Council per the process below:

1. After a grade has been submitted to the Registrar, a faculty member may change the grade on his/her initiative.
2. Any student has the right to appeal a grade in a course to the Academic Dean. Such an appeal should be made in writing and state clearly the reasons for the proposed change.
3. The first step for a student distressed about his/her grade is to arrange a conference with the faculty member to discuss the grade and to understand the faculty member's reasons for the grade.
4. No student shall appeal a grade without first having a conference with the faculty member concerning the grade.

5. The Dean shall attempt to mediate between the student and the faculty member and to interpret the grade to the student.
6. A student dissatisfied with the Dean's decision may appeal that decision to the Academic Council.
7. In cases where the Dean is the faculty member with whose grade a student is unhappy, the student may appeal directly to the Academic Council.

## **GUIDANCE AND DISCIPLINE OF SEMINARY STUDENTS: PRINCIPLES AND PROCEDURES**

Note: This policy does not apply to sexual or racial harassment, which are covered under the TITLE VI AND TITLE IX POLICY PROHIBITING RACIAL AND SEXUAL HARASSMENT (Pages 24-28).

### **I. BASIC CONSIDERATIONS**

Each member of the Seminary community is entitled by principle to the maximum possible personal freedom, limited only by such considerations as are necessary to respect the rights of others, continue meaningfully the enterprise of Seminary education, and obey federal and state laws.

Seminarians are adult members of an adult community. All members of the Seminary community, including seminarians, are responsible to address relational concerns and behavioral problems as they arise, without unnecessary recourse to Seminary officials or Seminary committees. When a problem rises to the level where official action is required, the guidance and discipline process, as identified in this document, shall be followed.

The Seminary identifies itself as a Christian community, one that undertakes to realize in its life process the meaning of Christian faithfulness and fellowship. Its members undertake that self-discipline that is appropriate to Christian commitment. Its leaders attempt to address students with behavioral or relational concerns patiently and with understanding. Whenever possible, the Seminary addresses student behavioral and relational problems without recourse to public authorities.

This document does not provide principles and procedures for problems of academic delinquency or students concerned about grade changes. Delinquent conduct related to classroom behavior and academic performance is subject to the discipline of the professor involved and/or the Academic Dean (in consultation with, if desired, the Academic Council). Persons dissatisfied with judgments so rendered are entitled to petition the Academic Council for further consideration. The Christian Theological Seminary catalog describes the Seminary's academic requirements.

When a student concludes that his/her grade in a course is not appropriate, the student may follow specified procedures available in the Academic Dean's Office (see Student Grade Appeals and Grade Changes in this handbook) for appealing the grade to the Academic Council.

### **II. TYPES OF PROBLEMS AND APPROPRIATE RESPONSES**

*Misrepresentation on Official CTS Documents.* A student is expected to represent accurately, to the best of the student's knowledge, all information formally requested by CTS officials or faculty.

*Individual Behavior and Attitude that Undermines the Student's Promise for Ministry or Promise for a Profession.* Basic degree students are expected to show promise for ministry or a profession in line with generally accepted criteria for ministry. If a student shows insufficient evidence of such promise, it is appropriate to counsel and/or discipline the student concerning his/her future in the Seminary community and program.

*Individual Behavior Where the Student's Own Development, Health and/or Safety are Jeopardized.* When a student engages in activities that are detrimental to his/her own best interests, those who have knowledge of such matters should attempt to dissuade the student privately. If such attempts should fail, the problem may be referred to the Committee on Counsel with the matter proceeding as described below under Section IV.

*Individual Behavior Where Others are Disturbed.* When a student persists in behavior that disturbs or disrupts others, members of the Seminary community shall attempt to dissuade the student from such behavior. If necessary, they may request the assistance of Seminary officials. If efforts by Seminary community members and Seminary officials bring unsatisfactory results, the matter shall be referred to the Committee on Counsel or the Committee on Discipline, with the matter proceeding as described below under Section IV.

*Individual Behavior Where the Property, Health and/or Safety of Others are Jeopardized.* Members of the Seminary community shall make efforts immediately to (1) restrain actions that damage others and (2) assist the student who initiates such actions to resume an attitude of peaceable fellowship. Public officials may be summoned when efforts by the Seminary to correct the individual's behavior fail. Complaints concerning individual behavior should be addressed through the Seminary's guidance and discipline process unless the seriousness of the behavior requires the intervention and action of public officials.

*Group Behavior Where the Activities of the Seminary are Disrupted.* Every attempt shall be made to determine the cause and reason for disruptive group behavior. Efforts shall be made to substitute discussion and consultation for disruptive activities. Reasonable guarantees are appropriate for all concerned as a prelude to discussion and consultation. Mediation shall be sought where appropriate.

When reasonable guarantees are given by Seminary officials, unwillingness on the part of students to discuss disruptive group behavior shall be interpreted as action not simply against those officials but against the Seminary community as a whole.

When disruptive group behavior continues in flagrant disrespect for discussion and consultation, appropriate warning of the necessity for requiring continued operation of Seminary life shall be given to the disruptive students. Students shall be advised of the disciplinary or coercive action that will be taken against them should refusal of discussion and consultation continue. A reasonable amount of time shall be given for students to confer among themselves. If the disruptive group behavior continues, disciplinary or coercive action shall be taken. Generally, court orders will be used in preference to physical restraint by public enforcement personnel.

All persons participating in disruptive group behavior must recognize their liability to discipline thereby incurred. Disruptive group behavior that has made no attempt to use channels provided for the expression of grievances is considered offensive to the community.

### III. THE GUIDANCE AND DISCIPLINE COMMITTEES

**A. The Committee on Counsel.** The Committee on Counsel shall be a standing committee appointed by the Academic Dean. The purpose of the committee shall be to address behavioral and relational concerns that are not deemed to be serious enough to warrant disciplinary action.

**B. The Committee on Discipline.** The Committee on Discipline shall be a standing committee and shall consist of three faculty members appointed by the Academic Dean (none of whom may serve concurrently on the Committee on Counsel) and two student members named at the beginning of each school year by the Student Council. (Two alternates shall be named at that time.) The committee shall be chaired by the Academic Dean. The purpose of the Committee shall be to address and respond to behavioral and relational problems that are deemed sufficiently serious to warrant disciplinary action.

**C. The Appeal Committee.** The Appeal Committee shall be appointed when deemed appropriate by the President. Its membership shall be discretionary with the President. Seminary officers, faculty, and students should be represented on the Committee. The President shall chair the Committee. The purpose of the Committee shall be to provide counsel to the President in addressing an appeal. The President shall be the final determining authority.

### IV. THE GUIDANCE AND DISCIPLINE PROCESS

#### A. Committee on Counsel

**Step 1.** Any member of the Seminary community may initiate the official process of guidance and discipline by submitting, in writing, a request (“complaint”) to investigate an incident or action to the Academic Dean or any member of the Committee on Counsel. Any complaint should be submitted as soon as possible after the incident or action, preferably within 72 hours.

*Note:* In the event that a serious behavioral or relational problem is brought to the attention of both the Committee on Counsel and the Academic Dean (who is charged with the responsibility for convening the Committee on Discipline), the Academic Dean shall determine which Committee shall address the problem.

**Step 2.** Upon the receipt of such a written request, the Chairperson of the Committee shall do the following:

- a. Schedule a meeting of the Committee on Counsel within five days of receipt of the complaint.
- b. Notify the student(s) who is (are) the subject(s) of the complaint verbally and in writing of:
  - i. the charges made against the student
  - ii. the date, time and location of the scheduled meeting
  - iii. the student’s opportunity to be heard.

Such notification should be made a minimum of 24 hours prior to the meeting.

- c. Notify the Committee members of the meeting date, time and location

**Step 3.** The Chairperson of the Committee shall:

- a. convene the meeting
- b. provide an opportunity for the student to be heard
- c. coordinate the decision-making process .

**Step 4.** The goal of the Committee on Counsel shall be to reach a mutually agreed upon decision, with the student, that sets out a course of action that addresses and resolves the student’s behavioral or relational problem.

**Step 5.** Should the Committee on Counsel determine that mutual agreement between the student and the Committee is unlikely or that the behavioral or relational problem addressed is of sufficient concern to warrant disciplinary action, it may refer the matter to the Committee on Discipline.

*Note:* The Chairperson of the Committee shall have the discretion to extend the maximum time limits set forth above if it is deemed necessary to do so.

## B. Committee on Discipline/Disciplinary Hearing

**Step 1.** The Academic Dean shall convene the Committee on Discipline if: (1) a matter is referred to the Committee by the Committee on Counsel or (2) a student's behavioral or relational problem is sufficiently serious, as determined by the Academic Dean, to warrant immediate action by the Committee on Discipline.

**Step 2.** To convene the Committee on Discipline, the Academic Dean shall do the following:

- a. Schedule a Committee on Discipline meeting within five days of receipt of a referral from the Committee on Counsel or immediately upon notification of a serious behavioral or relational problem that requires the immediate attention of the Committee on Discipline.
- b. Notify the student(s) who is/are the subject(s) of the complaint verbally and/or in writing of:
  - i. the charges made against the student
  - ii. the date, time and location of the scheduled hearing
  - iii. the student's opportunity to be heard.

Such notification shall be made a minimum of 24 hours prior to the hearing.

- c. Notify the Committee members of the hearing date, time and location.

**Step 3.** The official nature of the Committee on Discipline shall be determined by official notification to its members, and not by the number of persons present at the hearing. The Chairperson of the Committee on Discipline shall preside over the hearing, taking steps to make certain that the person whose behavior is questioned has full opportunity to be heard. Admission of any person to the hearing shall be at the discretion of the Chairperson. If hearings involve more than one accused student, the Chairperson, at his or her discretion, may permit the hearings concerning each student to be conducted separately. The Committee on Discipline shall be empowered to enter executive session by its own action. It shall determine whether it is more likely than not that the accused student committed the behavior charged and what disciplinary response, if any, is appropriate. (See Section V that follows.) When possible, decisions by the Committee on Discipline shall be made by consensus. However, where consensus is not possible, decisions shall be made by vote of the majority of those Committee members present at the hearing. The decision of the Committee shall be conveyed verbally and in writing by the chairperson to the student and all persons involved.

**Step 4.** Discipline requiring action by Seminary officials shall be implemented under the authority of the President as soon as deemed appropriate after written notice of disciplinary action has been received from the Chairperson of the Committee on Discipline. If an appeal is to be filed, then disciplinary action shall be implemented as soon as deemed appropriate after resolution of the appeal.

Note: The Academic Dean shall have the discretion to extend the maximum time limits set forth above if it is deemed necessary to do so.

## C. Appeal

**Step 1.** Within two school days after receiving notice of the action of the Committee on Discipline, the disciplined student may appeal the severity of the penalty or the conclusions of the Committee on Discipline by presenting a letter to the President or his/her office setting forth the basis for the appeal. The disciplined student may also set forth any new facts not previously available or known to the student and, therefore, not considered by the Committee on Discipline.

**Step 2.** If the student appeals his/her case to the President, then it is at the President's discretion whether to pass judgment on the appeal directly or to convene the Appeal Committee. In either case, the President is the final determining authority concerning both the severity of the penalty and the conclusions of the Committee on Discipline. The

President shall communicate his/her decision both verbally and in writing to the appellant. The President's decision shall become effective immediately.

**Step 3. Review:** In the event that new facts become available after discipline has been fixed, they should be presented to the President of the Seminary, who may at his/her discretion reactivate the procedure as appropriate.

## V. Disciplinary Responses

Decisions arrived at mutually by the student and the Committee on Counsel do not represent disciplinary action and are not treated under this section.

Disciplinary responses available to the Committee on Discipline are as follows:

- A. Requiring a student to enter counseling for a stated period of time, or to seek professional psychiatric assistance.
- B. Placing a student on probation for a stated period of time during which the student's behavior may be limited and/or observed.
- C. Suspending a student from occupying student housing for a stated period of time.
- D. Restricting a student from entering Seminary property.
- E. Suspending a student from Seminary for a stated period of time.
- F. Expelling a student and/or preventing the student from future enrollment.

- G. Including an official statement of matters handled by the Discipline Committee and its actions in the student's confidential record.
- H. Filing in a sealed envelope with the Registrar an official statement of matters handled by the Committee on Discipline and its actions with a note appended to the transcript: "Confidential File in Registrar's Office."
- I. Other disciplinary responses as deemed appropriate.

The withholding or withdrawal of student aid shall not be used as a method of discipline except as the Seminary may be required so to do by governmental regulations.

### HOURLY LOAD AND SCHEDULE

The minimum requirement for certification as a full-time student is 9 credit hours. X-999 is considered equivalent to 3 hours toward a full-time load, although no credits are issued toward a degree program for this class.

The maximum number of credit hours for which a student may enroll is 16. A load of 15 hours or more requires a grade point average of 3.0 or higher.

The maximum enrollment ordinarily permitted for any student whose supervised ministry/field-education commitment or outside employment obligates him or her for more than 20 hours a week is 12 credit hours.

### HOUSING POLICY

Student housing is made available to students who are enrolled in CTS degree programs and their immediate families. Students are welcomed regardless of their race, gender, age, national origin, sexual orientation or veteran status. (See pp. 5-6 for *Housing Process*.)

### INTELLECTUAL PROPERTY POLICY

CTS encourages research and efforts to develop artistic, creative, and pedagogical works of the highest possible caliber. This Policy is designed to protect the intellectual property of CTS and its faculty, instructors, staff and students created in the course of their work and studies at CTS. The full policy is available from the Dean's Office.

### INTERNET/EMAIL POLICY

(See *Computer Usage Policy pp. 11-15*)

### PRESENCE OF STUDENTS' CHILDREN

CTS does not have appropriate facilities for childcare and will not be in the position to provide such a service in the near future. The safety of unsupervised children of any age is especially a concern in our building that has numerous points of entry. Therefore, students may not bring children to CTS and leave them unsupervised while they are in class. Students may make arrangements with other students who may be willing to directly supervise the children, but an adult must be with the children at all times. Children are prohibited from wan-

dering the building on their own, and the computer labs are reserved CTS student use, not for children.

### REFUND POLICIES

Consult the Registrar for Refund Policy.

### REPEATING CLASSES

A student may retake any class for which he or she earned a grade of C (2.0) or lower. Once retaken, the original grade no longer calculates into the GPA but is retained on the transcript as a record of the class being attempted.

### REQUIRED GRADE POINT AVERAGE POLICY

CTS requires the following grade point averages

Master of Arts in Christian Ministry .....	2.5
Master of Arts in Clinical Mental Health Counseling.....	2.7
Master of Arts in Marriage and Family Therapy .....	2.7
Master of Divinity.....	2.5
Master of Theological Studies .....	2.7
Dual Degrees .....	2.7
Doctor of Ministry.....	3.0

### SMOKING/SMOKE-FREE CAMPUS

In an effort to help protect the health of the CTS community CTS became a "Smoke Free" campus in 2006. Smoking is banned in the main building, the Hospitality House and the Counseling Center *and* on the grounds of these properties.

This ban reflects the growing concern of the community about "secondhand smoke" that often enters open office windows and ventilation systems when persons smoke outside the entrances to the Seminary. It also reflects a growing concern over how unhealthy lifestyles affect all members of this community as part of the human family. There are no exceptions to the smoking policy, and it will be strictly enforced.

The Butler University Campus policy, which applies to CTS, is: "Smoking and tobacco use (including smokeless tobacco and e-cigarettes or vaping) are not allowed in or around buildings occupied by university faculty, staff and students including classrooms, laboratories, private offices, residence halls, university apartments and common areas except in those locations designated as smoking areas."

### STUDENT BACKGROUND INVESTIGATION POLICY AND PROCEDURE POLICY

CTS recognizes that the personal integrity, emotional health, and spiritual maturity of students are critical to our mission to form disciples of Jesus Christ for church and community leadership to serve God's transforming of the world. We are also responsible for the character and safety of our seminary community and for the safety of our partner congregations that CTS students may serve as part of their seminary education. For these reasons, CTS requires background checks for all students.

Typically, background checks are processed prior to a student's admission to a program. Students who are currently enrolled and do not have a valid background check on file must submit to, and satisfactorily complete, a background check review. Some programs of the seminary require heightened scrutiny and may require additional background checks to be processed. Students who refuse to submit to a background check or do not pass the background check review may be dismissed from a program.

As part of the background check process, students are asked to complete a Personal Disclosure Form disclosing prior disciplinary and criminal history. A student may be subject to dismissal if the student fails to disclose or misrepresents his or her history on the Personal Disclosure Form and those omissions or misrepresentations are reasonably believed to cast doubt upon the student's suitability for theological study and ministry.

### PROCEDURE

Background investigations under this Policy include any activities or research relevant to determining a student's suitability for participation in a program of CTS and may include "consumer reports" or "investigative consumer reports" as defined in the Fair Credit Reporting Act. Examples of background investigation screenings include, but are not limited to:

- Motor Vehicle Records Search
- Drug and Alcohol Testing
- Education & Professional Credentials Verification
- Federal Criminal Record Search
- Social Security Number Trace
- Employment and/or Personal Reference Check
- Limited Criminal History Search
- Credit History Report
- County Criminal Record Search
- Personal interviews with references and other individuals of CTS's choosing

CTS will engage an outside vendor to complete these screenings.

Students will be asked to complete a Personal Disclosure Statement and sign an Authorization Form for a background check. On these forms, students are required to disclose prior disciplinary and criminal history. In addition, prospective students are required to report to CTS all disciplinary and criminal history that occurs between the date of application to CTS and the dates of enrollment. Students may also be subject to additional background checks after enrollment.

CTS will not perform a background check on prospective students until after the Admissions Committee approves the applicant for admission and the student has accepted the offer of admission. Enrollment offers are conditional based on the results of the background check.

The Admissions Committee will review, in consultation with the Academic Dean, the results of background investigations for prospective students. In the event of an unsatisfactory background check, CTS will notify the prospective student immediately and provide the prospective student with the opportunity to explain or challenge the report.

The Academic Dean will review the results of background investigations for current students in consultation with the directors of the programs for which the student is enrolled or is being considered. In the event of an unsatisfactory background check, the Academic Dean will notify the student immediately and provide the student with the opportunity to explain or challenge the report.

A background investigation report with unsatisfactory results, by itself, may not disqualify a student from admission, continuing in a degree program or participating in a new program. It will be a factor for consideration. Unsatisfactory background investigations will be assessed taking into account the following factors:

- Nature, seriousness, and date(s) of the occurrence
- Relevance of arrest, violation or conviction to the degree program
- Number of arrests, violations or convictions
- Rehabilitation.

All background check information will be kept confidential as part of the student's academic records.

### TERM PAPERS: GUIDELINES

Every student who enrolls at Christian Theological Seminary will be required to do considerable theological research and reflection, much of which will be submitted in written form. There is no guarantee that a term paper submitted in proper form will save a poor paper; neither is there any guarantee that poor form will ruin a good paper. There is, however, correlation between excellence of form and excellence of presentation. In order to submit papers in proper form, the following guidelines are suggested:

#### SPACING

Double-space the text of the paper. Direct quotations of two or more sentences or more than three lines in length should be single-spaced and blocked in to a margin of four spaces on the left side of the text.

**MARGINS**

The margin on the left side of the page should be 1½". Margins on the other three sides should be 1". The first page of the paper and subsequent main divisions should have a 2" margin at the top.

**INDENTATIONS**

Paragraphs should be indented six spaces for the text. Paragraphs within a direct quote should be indented four spaces from the body of the quotation.

**CORRECTIONS**

Do not turn in a photocopy as the original. Typewritten (rather than computer generated) papers should be corrected using correcting paper or liquid paper. Do not make corrections in pencil. Do not strike over mistakes.

**PROOFREADING**

It may take a little extra time to proofread the paper, but even the best typists make mistakes. Proofread one time for content only; proofread again for typographical errors.

**QUOTATIONS**

All term papers are to be your original work. It is not original if you type what others have written and use connecting phrases to tie it all together. Good research will naturally involve consulting others to discover what has been written and to assist you in the development of your own ideas on the subject. If the exact words of someone else are essential to your paper, this constitutes a direct quotation and must be noted by the use of quotation marks to avoid plagiarism. When the ideas of another person are incorporated into your paper and you have either paraphrased or summarized that person's material, it is known as an indirect quotation and must be footnoted to avoid plagiarism. (See the CTS "Policy on Cheating and Plagiarism.")

**NOTES**

There are two kinds of notes: content and reference. Content notes provide incidental comments upon, amplify, or explain the text but are disruptive to the flow of the paper. These notes should be placed at the bottom of the page. Reference notes cite the authority for statements in the text and acknowledge the source of the information. Information used directly or indirectly must be acknowledged.

Term papers submitted as part of the requirements for a class may use the following form for acknowledging borrowed material within the text of the paper: set in parentheses the author's last name, the date of the material used, and the page number. Footnotes may still be used with this method of citation to provide information not relevant to the body of the paper but may be helpful as background.

**BIBLIOGRAPHY**

Sources used in the preparation of the paper should be listed at the conclusion of the paper in a bibliography. Include materials quoted as well as those consulted (though not quoted) if they were important in the development of the paper. All materials should be arranged alphabetically by the last name of the authors. If more than one work is used by the same author, arrange them chronologically by date of publication.

**TITLE PAGE**

Each term paper should have a title page providing the following: title of paper, name of student, professor and course title for which the paper is being submitted, date, name of the Seminary, and student mailbox number.

**CONTENTS, ILLUSTRATIONS, ETC.**

If the paper contains chapters, charts, illustrations, or other divisions or explanatory material, a preliminary page should be provided listing them and the page number for the explanatory material or the beginning of the chapters. For spacing and format consult John L. Sayre, *A Manual of Forms for Term Papers and Theses*, 4th ed. rev., 1979. For basic reference to form, footnotes and bibliography, great use can be made of Kate L. Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations*, 6th edition, 1996.

**INCLUSIVE LANGUAGE**

Except when quoting from other writings, writers of papers are urged to use inclusive language. For example, generic language phrased in sex-specific terms and the use of gender designations for inanimate objects should be avoided (e.g. "brother" when the meaning is human being or person; "her" as the pronoun for an inanimate object). Language for "God" should be selected with great care so that the metaphors and grammatical forms are faithful to the biblical revelation of God whose being transcends titles, names and metaphors. The following may be helpful guides: Keith Watkins, *Faithful and Fair*, (Nashville, TN: Abingdon Press, ©1981) and "Inclusive Language Guidelines for Use and Study in the United Church of Christ," June 1980, United Church of Christ Leadership Resources, P.O. Box 179, St. Louis, MO, 63166.

**TECHNOLOGY IN THE CLASSROOM, USE OF**

It is expected that students will use technology (cell phones, laptop computers, tablets, etc.) during classes only for the purposes of class work. Students should, therefore, turn off or mute cell phones during classes, and refrain from texting and using laptop computers during classes except for purposes of taking notes or doing research specifically authorized by the course instructor. Students who have emergency needs not covered by this policy must ask for an exception from the course instructor.

## STUDENT DISABILITIES AND ACCOMMODATIONS POLICY

CTS is committed to providing equal access to its programs of graduate professional education for all qualified students with learning, physical, medical or psychological conditions. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. Accordingly, CTS makes admissions decisions without regard to disabilities, and CTS aims to provide reasonable accommodation for qualified individuals with a disability to ensure their access and participation in CTS' programs.

All prospective students are expected to present academic credentials that meet or exceed the minimum requirements for admissions. Prospective students with disabilities are not required to identify themselves to the Networking, Recruitment & Admissions Office or the Student Disabilities and Accommodations Coordinator ("SDA Coordinator"). However, those requesting academic accommodations are required to meet with, or contact, the SDA as early as possible to allow for a review of documentation and the formulation of an accommodation plan. Accommodations may include:

- Alternative test taking formats
- Note-taking services
- Recording lectures
- Books in alternate formats
- Adaptive technology
- Extended time for tests and assignments.

### Accommodation Procedures

To request an accommodation, students must submit completed paperwork for each semester or course for which an accommodation is requested. Students should notify the SDA Coordinator as soon as possible to ensure that accommodations can be implemented as needed. Accommodations cannot be instituted retroactively. In other words, faculty are not obligated to accommodate prior exams, assignments, or any course-related activity before an accommodation is discussed and processed. It is important that students requesting accommodations petition the SDA as early as possible.

In support of the written petition, students must submit relevant current documentation of a disability from a qualified health professional(s). The SDA Coordinator may forward these materials to an educational consultant with special training in disabilities who will suggest appropriate action to CTS.

Appropriate documentation should include:

- A description of the disability, including duration and severity
- Test scores and interpretation, if relevant
- Information concerning prescribed medications and their potential side effects
- Assessment of substantial disability-based limitations and how they relate to the educational environment
- Recommendations concerning educational accommodations.

All medical documentation must be reviewed and updated every three years. CTS reserves the right to request additional documentation, if needed. No documentation will result in a waiver of CTS admissions policies, regulations regarding acceptable behavior, or course objectives and requirements. All costs for testing and assessment in support of the petition are the responsibility of the student, although testing costs may be reimbursed by health insurance companies. Educational consultant charges are the responsibility of CTS. After receiving all documentation, the SDA Coordinator will recommend specific accommodations.

After a plan of action has been determined, the student must fill out a notification form, listing the instructors and academic adviser who should be notified about the learning disability and the recommended accommodations. The SDA Coordinator will consult with instructors about implementing the accommodation plan. Notification forms must be completed by the student each semester.

## DISABILITIES AND ACCOMMODATIONS

### *Guidelines and Procedure for Written Petition and Documentation*

To receive an accommodation, a student must:

- Provide a doctor's statement to the SDA Coordinator and request the Disability and Accommodations packet, which includes the CTS Disabilities and Accommodations Policy and the following forms:
  - Student Request for Accommodations
  - Student Permission to Release Information Regarding Notification of Disability
  - Notification of Accommodations with Instructor
- Complete the Student Request for Accommodations form and give it to the SDA Coordinator.
- Meet with the SDA Coordinator to discuss the desired accommodations.

- Meet with each instructor to reach an agreement on accommodations, complete the Confidential Notification of Accommodations with Instructor form describing the agreement with the instructor, and obtain the instructor's signature on the form. A separate form must be completed for each instructor.
- Submit the completed paperwork to the SDA Coordinator as soon as possible.

All medical documentation must be reviewed and updated every three years. All completed forms will be kept in the SDA Coordinator's Office. Information about student disabilities is only provided to individuals on a need-to-know basis. The SDA Coordinator and the Academic Dean are available to consult with instructors about implementing the accommodation plan.

If a student requests accommodation directly from a faculty member without completing the procedures outlined above, the faculty member should counsel the student to contact the SDA Coordinator. Accommodations for reported disabilities should not be provided without notification from the SDA Coordinator.

Any questions about the CTS disability policies and procedures should be directed to the Academic Dean's office. The name and contact information for the SDA Coordinator is:

Karen Kelm  
[kkelm@cts.edu](mailto:kkelm@cts.edu)  
 317-931-2330

## TITLE IX POLICY PROHIBITING RACIAL AND SEXUAL HARASSMENT

### I. CTS Policy Against Sexual and Racial Harassment ("Policy")

Christian Theological Seminary is committed to providing students an educational and working environment free from all forms of harassment, including harassment based on race or sex. The Seminary strictly prohibits both on-campus harassment and off-campus harassment affecting the Seminary environment.

Students are encouraged to immediately report incidents of racial or sexual harassment to one of the individuals named in this Policy. Faculty and other staff are also required to promptly address incidents of harassment unless circumstances would make intervention dangerous and to document and report such incidents to one of the individuals named in this Policy. The Seminary will investigate all formal and informal complaints of sexual and/or racial harassment impartially and in accordance with the procedures set forth below. The Seminary will take action to stop any sexual or racial harassment, to remedy the harassment, and to prevent its recurrence.

### II. Prohibition Against Sexual and Racial Harassment and Retaliation

This Policy prohibits sexual harassment, racial harassment, and retaliation. This conduct is prohibited whether on-campus or off-campus and affecting the Seminary environment. Such prohibited conduct could occur, for example, in the classroom, at on-campus social or educational events, or at campus facilities, including student housing.

Racial harassment consists of any oral, written, graphic, or physical conduct relating to a student's race, color, or national origin that is sufficiently severe or pervasive to interfere with, limit, or deny the student's ability to participate in or benefit from the Seminary's educational, social, or residential programs or activities. Examples of racially harassing behaviors include name-calling, leaving harassing messages on voice mail, sending harassing emails, posting harassing notes or images through social media, or joking in ways that demean an individual or group because of race.

Sexual harassment consists of any unwelcome conduct of a sexual nature that is sufficiently severe or pervasive to interfere with, limit, or deny a student's ability to participate in or benefit from the Seminary's educational, social, or residential programs or activities and create a hostile environment. Examples of sexually harassing behaviors include unwanted sexual advances, sexual violence, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment may also be based upon power differentials (*quid pro quo*) where a faculty member or other Seminary employee conditions an educational decision or benefit on a student's submission to unwelcome sexual conduct.

Retaliation is any adverse action taken against a student because of his/her participation in a protected activity. CTS prohibits retaliation for reporting sexual or racial harassment, for supporting a complainant alleging sexual or racial harassment, or for assisting in providing information relevant to investigation of a claim of sexual or racial harassment. Acts of alleged retaliation should be reported immediately to one of the individuals named in this Policy and will be promptly investigated. The Seminary will take appropriate steps to protect individuals who fear that they may be subjected to retaliation, and individuals who engage in retaliatory behavior are subject to discipline.

Offensive conduct or harassment not based on sex or race will be addressed through other means and policies established by the Seminary.

### III. Appointment of Coordinator

The President of the Seminary has appointed a Title VI and Title IX Coordinator (“Coordinator”). Reports of sexual and/or racial harassment or retaliation can be made to the Coordinator or the individuals identified below. The current Seminary Coordinator is:

Name: Rebecca Arnott  
 Address: 1000 West 42nd Street, Indianapolis, IN 46208  
*Office Location: Student Services, Room 185*  
 Phone: 317-931-2300  
 Email: [TitleX@cts.edu](mailto:TitleX@cts.edu)

### IV. Selection of Complaint Panel

The Seminary also selects a complaint panel (“Panel”) to assist the Coordinator in carrying out this Policy. Panel members are announced with the annual distribution of this Policy to all students and may include faculty members, non-faculty employees, or members of the Seminary’s Board of Trustees. Members of the Panel are trained in Title VI, Title IX, and key aspects of the complaint process and receive annual training by the Coordinator. Members of the Panel can perform the following roles as directed by the Coordinator:

- Sensitive intake and initial counseling of complainants
- Engaging in informal conflict resolution
- Investigating complaints
- Acting as advisors to those involved in complaints.

Panel members report to the Coordinator. For a complete listing of current Panel members.

#### Panel Members

Dr. Jacqueline Braeger, Faculty Member  
 Dr. Christina Davis, Faculty Member  
 Jim Ruddell, Staff Member

### V. Complaint, Investigation, and Resolution Procedures

This section provides detailed information on the complaint, investigation, and resolution procedures for allegations of racial and/or sexual harassment. During this process, the Seminary will make reasonable efforts to provide periodic status updates to both parties (to the extent permitted under the Family Educational Rights and Privacy Act). All deadlines contained in this section may be extended for good cause by the Seminary upon written request submitted to the Coordinator.

#### A. Filing a Complaint

Any student or other individual who believes, in good faith, that this Policy has been violated should contact the Coordinator or the Academic Dean to submit a complaint. Complaints can be made orally or in writing; oral complaints will be reduced to writing by the individual receiving the complaint to facilitate the investigation process. The Seminary’s primary

concern is the safety of its students. The Seminary will not discipline any student who makes a good faith complaint or report of harassment under this Policy.

Additionally, students are reminded of their right to file and pursue a concurrent criminal complaint with the appropriate law enforcement official for conduct that could also constitute a criminal offense. A student may pursue criminal charges while simultaneously pursuing a complaint with the Seminary.

All complaints will be treated as confidential to the extent possible. Any requests or concerns relating to confidentiality should be directed to the Coordinator at the complainant’s earliest opportunity.

#### B. Assignment of Complaint to Panel Member

Following receipt of a complaint, the Coordinator will process the complaint and will promptly assign a Panel member to work as an advisor to the complainant. Within three (3) business days, the Coordinator (or another Panel member designated to act on the Coordinator’s behalf (“Designee”) will make an initial determination as to whether a Policy violation has been alleged and whether informal conflict resolution might be appropriate. In some instances (i.e. the complaint does not allege a Policy violation or the complainant has withdrawn the complaint), the complaint may not proceed to investigation. CTS reserves the right to continue investigation to fulfill its obligations under federal law even where the complainant does not wish to proceed.

#### C. Informal Conflict Resolution

Informal conflict resolution is used for less serious, yet prohibited, behaviors that may be remedied short of full investigation. The Coordinator or Designee will determine if conflict resolution is appropriate based on the willingness of the parties, the nature of the conduct at issue, and the susceptibility of the conduct to informal conflict resolution.

In an informal conflict resolution meeting, the Coordinator, Designee, or another Panel member facilitates dialogue with each party to resolve the issue. Sanctions may not be imposed as the result of the informal conflict resolution process, but the parties may agree to appropriate remedies.

Under no circumstances will the Seminary require the complainant to participate in informal conflict resolution or to work out the problem directly with the accused. A student may withdraw his/her willingness to participate in informal conflict resolution at any time and may then begin the formal investigation stage of the complaint process. If an informal resolution has not been reached within five (5) days, a complaint will automatically move on to the formal investigation.

#### D. Investigation

If a complaint proceeds to investigation, the Coordinator or Designee will conduct the investigation or will select another Panel member to conduct the investigation. The Seminary will not allow conflicts of interest (whether real or perceived) to impact the investigation process. If the investigator has a conflict of interest, he/she must recuse himself or herself from the investigation.

Investigations will be completed as expeditiously as possible. The Seminary aims to complete all investigations within 30 days of receiving the complaint. During the investigation, both parties will receive periodic updates as to the status of the investigation. Seminary action will not necessarily be altered or precluded on the ground that civil or criminal charges have been filed or that criminal charges have been dismissed or reduced, as the Seminary's investigation process is distinct from a criminal investigation and flows from the Seminary's obligations under federal law.

All investigations will be thorough, reliable, and impartial, and will be treated as confidential to the extent possible. The investigator will first obtain from the complainant detailed information concerning the basis of the complaint and will thereafter interview the accused. The investigator will provide both parties equal opportunity to identify witnesses, documents, or other evidence bearing on the complaint. The investigator will conduct private interviews of all individuals identified as having relevant information. A student has the right not to appear in the same room as the accused. In cases of sexual harassment, evidence of past relationships is prohibited. The investigator will follow-up on information obtained during the interview process, which may involve additional interviews based on the information subsequently obtained.

The investigator will compile all information, including documentary evidence and interview notes, and assess the compilation based on a preponderance of the evidence standard (i.e. is it more likely than not that prohibited harassment occurred). The investigator will reach a decision regarding whether, and to what extent, the allegations of the complaint are substantiated by the evidence obtained.

The investigator will then prepare a report (the "Report") summarizing the investigation process, including a summary of evidence collected and interviews conducted. The Report will also provide the investigator's decision as to whether and to what extent the allegations of the complaint are substantiated. The investigator may also make a recommendation of a remedy or remedies for the substantiated Policy violation(s). If the investigator is someone other than the Coordinator (and the Coordinator is not available or conflicted out of the process), the investigator will provide the Report to the Coordinator, who may adopt or modify it or direct the investigator to undertake additional investigation.

The final Report will be submitted to (1) the Academic Dean if the accused is a student, faculty member, or staff member under the supervision of the Academic Dean, (2) to the Chief Operating Officer if the accused is a staff member under the supervision of the Chief Operating Officer, or (3) to the President if the accused is an executive level employee who reports directly to the President, within ten (10) days after completion of the investigation. The Academic Dean, Chief Operating Officer or President may use this opportunity to ask questions of the investigator or Coordinator or to request further investigation of matters alleged. Once the Report has been reviewed and follow-up is complete, the Academic Dean, Chief Operating Officer or President will determine whether he/she agrees with the investigator's conclusion and will also determine the appropriate remedy or remedies for substantiated Policy violations, taking into account the investigator's and Coordinator's recommendations.

The Academic Dean, Chief Operating Officer or President will write letters to both the complainant and the respondent informing them of the outcome of the investigation. These letters will be issued no later than 15 days after the Academic Dean, Chief Operating Officer, or President receives the Report. For complaints that are substantiated, the complainant's letter will identify the following: any individual remedies offered or provided to the complainant; any sanctions against the respondent that directly relate to the complainant (for example, a no contact order); all sanctions against the respondent if the harassment involves a crime of violence or a sexual offense; and any steps the Seminary has taken to eliminate the hostile environment, if one is found to exist, and prevent its recurrence. The respondent's letter will identify any sanctions imposed on him/her as a result of the substantiated allegations. Both letters will remind the parties that they have seven (7) days to initiate an appeal and that the outcome of an appeal is final and binding.

The Academic Dean, Chief Operating Officer or President will write letters to both the complainant and the respondent informing them of the outcome of the investigation. These letters will be issued no later than 15 days after the Academic Dean, Chief Operating Officer, or President receives the Report. For complaints that are substantiated, the complainant's letter will identify the following: any individual remedies offered or provided to the complainant; any sanctions against the respondent that directly relate to the complainant (for example, a no contact order); all sanctions against the respondent if the harassment involves a crime of violence or a sexual offense; and any steps the Seminary has taken to eliminate the hostile environment, if one is found to exist, and prevent its recurrence. The respondent's letter will identify any sanctions imposed on him/her as a result of the substantiated allegations. Both letters will remind the parties that they have seven (7) days to initiate an appeal and that the outcome of an appeal is final and binding.

The Seminary will make efforts to process every complaint in a timely manner. However, in situations where the Seminary requires additional time to complete its investigation and reporting process (for example, if an incident is reported during a break in the academic schedule), the Seminary may extend the deadlines outlined above. The Seminary will inform both parties of this extension in writing. Additionally, either party may request an extension of one or more deadlines. Such request must be made to the investigator in writing. The investigator will advise both parties of the outcome of the extension request within a reasonable timeframe following submission of the request.

#### **E. Interim Measures**

During the investigation, interim measures may be taken to protect the safety or well-being of members of the Seminary community. Interim measures may include, but are not limited to, referral to counseling and health services, education to the community, altering housing situations, altering work arrangements for employees, providing campus escorts, implementing contact restrictions between the parties, and offering adjustments to academic deadlines or course schedules. The Coordinator will work with the Academic Dean, Chief Operating Officer or President to determine appropriate interim measures.

In some situations, the Seminary may impose an interim suspension on a student, student organization, or employee pending the completion of the investigation process. Prior to the suspension, the student or student organization will be given the opportunity to meet with the Academic Dean and/or the Coordinator to show cause why the suspension should not be implemented. Any employee will be given the opportunity to meet with the Coordinator and/or the Academic Dean, Chief Operating Officer, or President depending on who is designated to receive the final Report. Violation of an interim suspension under this Policy will be grounds for termination in the case of an employee or expulsion in the case of a student.

During an interim suspension, a student, student organization or employee may be denied access to Seminary housing and/or the Seminary campus, facilities or events. This restriction can include classes and/or all other Seminary activities or privileges for which the student might otherwise be eligible.

#### **F. Sanctions and Remedies**

The Seminary will take appropriate disciplinary action against parties who violate this Policy to stop and remedy the harassment and prevent its recurrence.

Students may be subject to the following sanctions: warning, probation, suspension, dismissal, and/or withholding of his/her diploma. Student organizations may be subject to the following sanctions: de-activation, de-recognition, and/or loss of privileges for a specified period of time. Employees may

be subject to the following sanctions: warning, counseling, demotion, suspension (with or without pay), and/or termination of employment. The Seminary may assign other sanctions as appropriate. Sanctions will be implemented immediately unless extraordinary circumstances justify staying the sanctions pending appeal.

All parties against whom Policy violations are substantiated are expected to comply with the sanctions or remedies within the time frame specified. Failure to comply, whether by refusal, neglect or any other reason, may result in additional discipline, sanctions, or remedies as determined by the Coordinator in consultation with the Academic Dean, Chief Operating Officer or President.

The Seminary will take other reasonable steps to remedy any harm caused to a student subject to sexual or racial harassment. These remedies may include counseling for the student or the provision of academic support, including the reassessment of grades. Counseling for the individual committing the harassment may also be a remedy.

#### **G. Appeals**

All requests for an appeal of the outcome of an investigation must be submitted in writing to the Coordinator or the Designee within seven (7) days of receiving the letter regarding the outcome of the investigation. Either party may appeal, and other parties will be notified of the appeal and may join in the appeal. Appeals are generally limited to procedural errors, omissions significantly impacting the outcome of the hearing, or consideration of evidence that was unknown or unavailable during the investigation that could substantially impact the outcome.

The President of the Seminary is responsible for all appeals other than for appeals involving executive level employees. The Chair of the Board of Trustees is responsible for appeals involving executive level employees. Both the President and the Chair will conduct all appeals in an impartial manner and will act as impartial decision-makers in this regard.

Once the President or the Chair is promptly notified of the appeal by the Coordinator or Designee, the President or Chair has fifteen (15) days to review the complaint materials, including the complete investigation file, the Report, and the letters to the Complainant and accused. The President or Chair may affirm the determination in full or in part, modify the determination as appropriate, or return the matter to the Coordinator or investigator for further investigation or consideration.

The President or Chair will write a letter to both the complainant and the accused informing both parties of the outcome of the appeal. The decision of the President or Chair is final and binding.

## VI. Records

The Coordinator will maintain records of all complaints and investigations under this Policy pursuant to the Seminary's established protocols. Additionally, decisions regarding a student found responsible for violation of this Policy will be noted in his/her student file. The Seminary will maintain the confidentiality of all complaints and investigation documents to the fullest extent possible.

## VII. Alternative Support Resources

Students are reminded of additional support resources available to them, including on-campus counselors, off-campus local rape crisis counselors, members of the clergy, or chaplains. Students may access on-campus counselors in the Counseling Center free of charge and on an emergency basis during normal business hours.

<sup>1</sup> The complaint form is provided at the end of this Booklet.

<sup>2</sup> The President may also designate another person to oversee this process if a complaint is made against the Coordinator or if the Coordinator is unavailable, has a conflict of interest, or is otherwise unable to fulfill her duties.

<sup>3</sup> The Seminary does not permit a student to fully withdraw if that student has a complaint pending against the student for violation of the Policy. Should a student decide to leave and not participate in the investigation and/or hearing, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to the Seminary unless all sanctions have been satisfied. A hold may be placed on the student's account to prohibit re-enrollment and the release of transcripts.

## TUITION AND FEES PAYMENT POLICY AND PROCEDURE

The following describes CTS' policy and procedure for student billing and payments. If you have any questions, please contact Student Accounts.

### Current Semester Charges

CTS will generate invoices for the current semester charges approximately one month prior to the scheduled due date. Once generated, students will receive notice that they can access their invoices online through their student account in Populi.

Tuition and fees, bookstore, housing and other charges are calculated based on registration at the time the invoice is created. If a student adds, drops, or accrues additional charges prior to the official drop/add date, the student's balance will be adjusted. Additional tuition, fees, bookstore charges, or miscellaneous fees that are acquired after the initial payment deadline must be paid within two weeks of the applied charge.

Students who do not attend some or all of their courses after registration are required to officially withdraw or drop enrollment prior to the add/drop deadline. Otherwise, students will be held responsible for all charges on their accounts. There are no exceptions to this cancellation and withdrawal procedure.

### Prior Semester Charges

Students are required to pay all tuition and fees, bookstore, housing and other charges outstanding from prior semesters in full before beginning coursework in a new term. Students who fail to pay prior semester balances on time will be locked out of registration, or, if registered, will be dropped from all courses until payment is made in full.

### Payment Arrangements

Payment in Full. Students may pay their current semester invoice in full prior to the scheduled due date. Payments are accepted via a direct bank draft or major credit card (online via Populi) or by personal check or money order (on-campus only). Standard credit card fees will be applied and a penalty of \$25 will be assessed for checks returned for insufficient funds.

Deferred Payment Plan. A deferred payment plan can be arranged. This will allow current net tuition, fees, and other charges to be paid throughout the current semester. The deferred payment option is only available during the Fall and Spring semesters and cannot be utilized to make payment on prior semester balances.

To enroll in a deferred payment plan, students must make a payment of at least 25% of the net amount invoiced for the current semester. The initial 25% payment will be due by the established deadline per the academic calendar. A promissory note containing an arranged schedule of payments during the semester must be signed with the Bursar for the remaining 75% amount. Under no circumstances can a promissory note extend beyond the current semester. A deferred payment fee in the amount of \$75 will be charged the student for each semester the student elects a deferred payment plan. Students are expected to meet their payment obligations according to their payment plans.

Deferred Payment Plan Late Payment Fee: A student whose payments have not been received in accordance with the terms outlined in the student's payment plan will be charged a \$100 fee and have a temporary Financial Lock placed on the student's account until the payments are received in full.

Financial Aid. Students relying on federal or private loans for tuition payment must have completed all necessary loan arrangements so that such loans are approved and on file with the Financial Aid Office by the payment due date each semester. If the financial aid deadline is not met prior to the payment deadline, students will be required to enroll in a payment plan until the loan money becomes available.

Third Party Payment. Students who are expecting payment from a third party or outside scholarship must provide documentation of the award type and amount to the Financial Aid Office prior to the tuition due date.

### **Unresolved Balances**

CTS reserves the right to suspend any or all of its privileges and services to students who have not met their financial obligations to the Seminary. This includes the right to suspend or withdraw students from classes; withhold grades, transcripts, and diplomas; deny future enrollments; suspend campus privileges; and possibly require students to move from student housing until their balances are paid in full.

Students whose accounts are not paid in full will have a Financial Lock placed on their accounts. This lock will designate that students may not receive transcripts or diplomas, and are not permitted to register for courses until the balance owed is paid in full. Students' campus IDs will also be deactivated, which will suspend their access to campus facilities and other campus services. If unpaid for an additional 30 days, a student's account may be turned over to an outside collection agency. The Financial Lock on the student account will remain in effect until the past-due balance and collection costs are paid in full. Students are encouraged to pay all accounts as promptly as possible to avoid potential collection and litigation costs.

### **TRANSFER CREDIT POLICY**

Christian Theological Seminary accepts credits for work completed at other institutions toward the Master's degrees it grants. The courses in which the credits were earned must be graduate level and completed at an institution accredited by a recognized accrediting body. The student should submit a transfer credit portfolio packet to the Office of the Registrar. This packet should include a list of the courses to be considered for transfer credit. Each course for which a student is seeking transfer credit must be demonstrably related in subject matter to the work required for the CTS degree. At minimum, a course description is required for each course to be considered for transfer credit. A syllabus for each course is preferred. Coursework must be less than 10 years old and have resulted in a grade of B (3.0) or better to be considered for transfer.

Acting as an advocate, the Registrar submits the transfer credit portfolio packet to the Academic Dean. The Academic Dean, in consultation with the appropriate field when necessary, makes the final determination of what transfer credit is accepted. Decisions by the Academic Dean related to transfer credit may be appealed to the Academic Council.

No more than 50 percent of the hours from a completed degree program in a related field may be transferred. No limit exists on the number of credits that may be transferred from one CTS degree program to another if the first degree program has not been completed and the coursework is less than 10 years old. D.Min. students may transfer six semester hours of CTS non-degree work.

D.Min. work from other ATS approved seminaries may be transferred in, if the work is no more than 10 years old and subject to the approval of the Academic Dean in consultation with the Director of the D.Min. Program.

### **WEAPONS POLICY**

In order to maintain a safe and secure environment, it is the policy of Christian Theological Seminary that no firearms of any kind, regardless of whether the owner has a valid state permit to carry a weapon, are permitted in any of the buildings owned and maintained by the Seminary or on Seminary grounds. This policy applies to students, staff, and faculty without exception. The only exceptions are local, state and federal law enforcement officers as required by law. Violation of this policy is considered a serious offense and may result in suspension or dismissal.

**TITLE VI AND TITLE IX COMPLAINT FORM** Please complete the following information as thoroughly as possible. (Print out and use the back of the page for additional space.)

Name of person filing the Complaint: \_\_\_\_\_  
(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged accused solely on the basis of an anonymous report.)

Check whether you are the:  Complainant  Witness

Check whether you are a:  Student  Faculty  Administrative Staff Member  
 Other (specify): \_\_\_\_\_

Your contact information/telephone number(s): \_\_\_\_\_  
\_\_\_\_\_

**Information About the Complaint**

Name of complainant/target: \_\_\_\_\_

Name of accused: \_\_\_\_\_

Description of accused:  Student  Faculty  Administrative Staff Member  
 Other (specify): \_\_\_\_\_

Date, time and location of incident(s): \_\_\_\_\_  
\_\_\_\_\_

**Witnesses** (list persons who saw the incident or have information about it):

Name: \_\_\_\_\_

Student  Staff  Other (specify): \_\_\_\_\_

Name: \_\_\_\_\_

Student  Staff  Other (specify): \_\_\_\_\_

Details of the incident (please describe what occurred and who was involved using as much detail as possible):

\_\_\_\_\_  
\_\_\_\_\_

For claims of retaliation, please explain the basis of the claim: \_\_\_\_\_  
\_\_\_\_\_

Other notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Person Filing the Complaint \_\_\_\_\_ Date \_\_\_\_\_ Name Printed \_\_\_\_\_

Signature of Person Receiving the Complaint \_\_\_\_\_ Date \_\_\_\_\_ Name Printed \_\_\_\_\_

**CTS** Christian Theological Seminary  
**COE** Butler College of Education

**KEY**

- CTS Space
- CTS/COE Shared
- COE Space



**Facility Icons:**

- Elevator
- Handicap Access
- Restrooms
- Enter-Exit
- Parking

Butler South Campus

- East Wing**
- 101 Chapel
  - 103 COE Print Center
  - 104 COE Resource Library
  - 105 COE Student Services
  - 106 CTS Library (future COE Library)
- East Wing Lower Level**
- 001M Meeting Room
  - 001 CTS Archives and Special Collections
  - 006 CTS Library, Writing Center
- South Wing**
- 114-124, 134, 138 COE Classrooms
  - 132, 136 Shared Classroom
  - 146 CTS Student Council
  - 148-158 CTS Classrooms

- South Wing Second Level**
- 217-232 COE Offices
  - 237 Shared Lounge
  - 238 CTS Faculty Room
  - 239 Shared Kitchen
  - 241-259 CTS Faculty Offices
  - 244 CTS Faculty Support
  - 248 CTS Faith and Action
  - 250 CTS Supervised Ministry/ADA
  - 257 Center for Pastoral Excellence
- West Wing**
- Main Entrance Lobby
  - 160-163 COE Administrative Offices
  - 165 CTS Dean's Office
  - 166 CTS Meeting Room
  - 167 CTS President's Office

- North Wing**
- 168 CTS Finance & Operations
  - 170 CTS Studio Pod
  - 171 CTS Canfield Conference Room
  - 173 CTS Communications
  - 174 Common Room
  - 175 CTS Mail Room
  - 179 CTS Advancement
  - 180 CTS Class/Meeting Room
  - 183 CTS Recruiting
  - 185 CTS Student Services
  - 186 Café
  - 189 CTS Student Lounge
  - 191 Lactation Room
  - 199 Shelton Auditorium



# Student Handbook



CHRISTIAN THEOLOGICAL  
**SEMINARY**

1000 West 42nd Street  
Indianapolis, IN 46208

[www.cts.edu](http://www.cts.edu)

