



EDEN THEOLOGICAL SEMINARY

Student Handbook

2021-2022 ACADEMIC YEAR



Table of Contents

Introduction and Overview

General Academic Policies

Registration Policies

Master of Divinity Program

Master of Arts in Professional Studies

Joint Degree Programs

Master of Theological Studies

Doctor of Ministry

Library

Admissions Policies

Financial Aid

Institutional Policies

Appendices

2021-22 Addendums

Introduction

Welcome to Eden Theological Seminary. Eden's emphasis on contextual theological education encourages faculty, staff and students to have clarity about degree requirements, academic expectations, policies and procedures we hold in common. You will find in this Handbook information about Eden's Credit Non-Degree, Master and Doctoral level programs, as well as policies appropriate for all members of the Eden student community.

Institutional Mission

Eden Theological Seminary is called to strengthen the life of the church by educating women and men for ministry, enlivening critical reflection on faith, and supporting bold Christian discipleship.

Handbook as Covenant

Students, faculty and staff are mutually responsible for adhering to the policies and procedures outlined in the following pages. While faculty advisors can be helpful in vocational discernment and guiding course of study, students are held accountable for reading the *Handbook*, maintaining, tracking and following their particular program requirements and policies.

Changes in Policies

The institution is obligated to provide the basic requirements necessary for fulfilling the degree program outlined in the particular *Handbook* for the year in which a student matriculates into a program. At the same time, a *Handbook* is dynamic in the sense that policies are subject to change in an effort to offer the best programs possible for the church. Changes that have an impact on all students, regardless of the year of matriculation, will be highlighted on the website and will be made available to students as changes are made.

Institutional Communication

Eden Seminary provides students with an email account upon the student's matriculation to the institution. Students are expected to check their official e-mail accounts on a frequent and consistent basis in order to receive communications in a timely manner. Increasingly, email is becoming the primary mode of communication between students and faculty/staff. The information distributed via email varies from announcements to changes in course offerings.

It is a student's responsibility to keep their email accounts functional. Information on tech support for email is found on the Brightspace HUB.

Other forms of communication include:

- Eden Theological Seminary website: www.eden.edu
- Eden InfoBoard: an interactive information center located in the Rand Rotunda
- Eden Community HUB on Brightspace
- Weekly Update via Eden email

Statement on Inclusive Language in Our Common Life

Theological Vision

Eden Theological Seminary strives to be an inclusive community of learning and faith. Grounded in a vision of God as creator in Genesis 1:26 and 2:7 in which God creates humankind in God's image and God's Spirit is breathed into humanity, the Eden community honors the sacred worth, dignity and equality of all humanity — inclusive of all races, ages, physical abilities, genders and sexual orientations. Eden Theological Seminary affirms that the Bible is the life-giving story of God's redeeming love and authority — in and over the community of faith — whose center is Jesus Christ. Whenever people or institutions of the wider society discriminate or injure another human being based on race, age, physical ability, gender or sexual orientation they set themselves in the place of God and thereby deny God's sovereignty and the Grace of God in Jesus Christ. Theologically considered, such discrimination is sinful because it violates God's sovereign purposes for humanity and creation. In the face of this, the Christian community of faith, of which Eden Theological Seminary is a part, is called to have the courage to stand over against any form of discrimination that denies the dignity and sacred worth of each person created in the likeness and image of God.

Inclusive Language

As it strives to be an inclusive community, Eden Theological Seminary holds to a policy to use inclusive language in references to persons in all situations. Special attention will be given to the use of inclusive language in public situations:

- in the classroom by faculty and students;
- in the Eden Chapel and worship services;
- in official publications of the Seminary;
- in which the use of unjust and discriminatory language on papers and other written work assignments will be called to the attention of students.

The community will endeavor to address God using language that is expansive, honoring the mystery of the Divine and not limiting the Divine to only a few images or metaphors. Guidelines for Gender, Orientation, Racial, Ethnic, & Disability Justice in Common Worship

In seeking to heed the call of Christ to freedom and unity, we affirm that the way we use language and offer verbal or nonverbal images is an indicator of our commitment to the full human community. In recognition that language and verbal or non-verbal images have shaping power in our lives, and in solidarity with all who strive for justice Eden Seminary community commits itself to language that is just and compassionate in relation to gender, orientation, racial, ethnic, and disability in the worship of God.

Such inclusivity reveals more of the fullness of God's being and affirms that all persons are created in the image of God.

Guidelines for Inclusive Language in Common Worship

People of all races, ethnicities, genders, sexual orientations, and abilities are beloved of God. Exclusive use of masculine, white supremacist, heteronormative, or ableist language and of other restrictive verbal and non-verbal images encourage and perpetuate assumptions that can be theologically limiting and reinforcing of exploitation. Therefore, it is important to explore more inclusive ways to refer to and represent the people of God.

Toward this end, the Council for Worship of Eden Theological Seminary encourages attention to the following in the preparation and leadership of Common Worship:

- A. It is urged that all elements of worship which originate from the leader (i.e., prayers, sermons, statements, etc.) be written/presented in an inclusive/expansive language style when referring to humankind.
- B. It is urged that the worship leader provide an inclusive/expansive language version for all spoken/written/sung elements from other sources.
- C. It is urged that non-verbal images be developed and used with sensitivity to issues of gender, orientation, racial, ethnic, and disability inclusivity.
- D. It is urged that any hymns used be selected or changed to make the person language inclusive and that images contained therein be sensitive to issues of gender, orientation, race, ethnicity, and differing abilities
 1. Current resources of revised hymn wordings are available and may be used by the worship leader. Care should be taken of copyright laws.
 2. Many hymns require only minor changes to be inclusive.
 3. Occasionally revisions are not available or may be impossible without destroying the poetry of imagery of the hymn. In such instances, the leader may make an historical comment by way of introduction or simply acknowledge the situation and invite congregants to make their own internal translation.
- E. It is urged that worship include and affirm varieties of cultural elements whenever and wherever possible.
- F. It is urged that language and practices used in worship attend to challenging ableism and seek to affirm the presence of God in and with all bodies in the worship space.

Inclusivity asks us not merely to manipulate words and liberate liturgies, but to rethink, to reflect theologically, on the naming of The Divine One in whose image we are all created.

Academic Calendar and Curricular Design

Eden's academic calendar follows a 4-1-4-1 (fall, j-term, spring, summer) design and builds upon cohort education. Students in the Masters programs take 3-4 courses in the fall and spring semesters and are eligible to take one intensive three-hour elective in both the January and Summer terms in order to maintain a full-time load.

Additionally, one-hour Intensive Focused Learning Seminars (IFLS) are offered throughout the year to enhance course offerings in diverse areas of ministry and provide opportunity for students to maintain a full load.

An academic calendar of .5-.5-1-1 (fall, j-term, spring, summer) is traditionally followed by students enrolled in the Doctoral program. Students take required courses over the course of the fall semester (online) concluded with a one-week retreat in the first week of January (on campus). Electives are offered in a weekend intensive (Thurs PM-Friday) format during the spring semester and in the summer term. These courses are held on campus and available via distance learning.

Eden's programs and courses are structured in ways that seek to build on common experiences and courses for a group of students who matriculate into a program at the same time. You will find these common courses and expectations built into the curricular design. The academic calendar for each year, along with semester course offerings, can be accessed on Eden's web site on the Eden Brightspace HUB.

The fall semester begins the last week of August and is fifteen weeks long inclusive of a Reading Week, normally scheduled during the eighth week of the semester and a break in classes the week of Thanksgiving. Final examinations normally are scheduled during the fifteenth week. The Schmiechen Lectures occur normally in the beginning of October. Students are expected to attend the lectures and classes are not held during the lectures.

The January Interim begins shortly after New Year's Day. Masters-level courses are normally three weeks long, while doctoral-level courses are scheduled for one-week intensives in retreat format. Most courses meet daily in order to meet the number of contact hours necessary for three credits per course. Classes will not meet on Martin Luther King, Jr. Day when the institution honors the witness of King by also observing this holiday. Creative uses of the January Interim are encouraged. Master of Divinity students often will have the option of a January travel opportunity. Introductory language courses (Greek and Hebrew) are offered in January.

The spring semester usually begins one week following the conclusion of the January Interim, and is fourteen weeks long inclusive of a Reading Week, normally scheduled during the seventh or eighth week of the semester. Final examinations normally are scheduled during the fifteenth week. During the week following Easter, Eden hosts the Brueggemann-Kulenkamp lectures. Day classes are cancelled for the lectures as students are expected to be in attendance.

The summer term begins shortly after graduation and extends through the end of June. The course offerings are much like those in the January Interim, with the exception that international opportunities and language courses normally are not offered. Beginning with the 2021 Cohort, Contextual Education Progressive Leadership Seminars (PLS) will be required during the summer, along with 100 hours of supervised ministry.

Chapel is an important part of the Eden community and is held on Monday at 11:40 a.m. (CT), on Tuesday evenings at 5:30 p.m. (CT), and on Wednesday at 10:10 (CT) during the academic year.

Advising

Full-time faculty persons are appointed to relate to students as faculty advisors. As the name “advisor” implies, this relationship is to be distinguished from the decision-making role of the Deans. The Director of the MTS degree program also functions in an advisory capacity for students in that program for consultation in developing any remedial plans recommended by evaluation committees. At times, students in these programs may want to consult with their advisor, as well as with the Program Director. When an advisor for a thesis in the MTS program or a project in the MAPS program is appointed, that faculty member becomes a student’s advisor.

Specifically, the role of the advisor involves:

- Overseeing the student’s total program within the norms of the established curriculum including the development of a plan for the student’s total academic program in keeping with the student’s goals and the competencies expected of an Eden graduate. This advising happens in formal and informal ways. The primary formal ways are through thesis and project advising in the MTS, MAPS, and DMin and the Portfolio and Evaluation process in the MDIV (see degree programs for details)
- In exceptional cases where elements of a student’s program lie outside the established curriculum, the faculty advisor should refer the matter to the Academic Dean and the Degree Program Committee for decision.
- Aiding the student in registering: This would include a formal consultation in the process of registration for each semester. In this consultation, the faculty advisor is to discuss the student’s goals, seminary expectations, take note of any academic or personal problems which appear, and encourage the student to take necessary action. The faculty advisor should refer serious problems arising from the consultations to the Dean for any necessary action.
- Reading the student’s Portfolio to evaluate student’s body of work relating to courses, contextual education assignments and progress towards completion of degree program. Faculty advisors are considered primary persons for consultation in developing any remedial plans recommended by Evaluation Teams, and will assist students in the choice of vocationally intentional electives.
- Being available to the student as a faculty resource person as necessary to interpret policies and procedures of the seminary and to listen to the student and convey student feedback to faculty, Dean or committee. When necessary, in this connection, the faculty advisor may represent the student’s concern in faculty.
- The faculty advisor is the beginning point of any major problem a student might experience. This does not mean the advisor should engage in personal counseling.

Normally, the faculty advisor will be appointed to serve on a student’s Supervisory Committee should one become necessary.

Classroom Expectations, Grades and Assessment

Students are expected to attend regularly all sessions of a course in which they are enrolled for credit, to take scheduled examinations, and to complete all other required work according to the schedule announced for the course. It is common courtesy to alert faculty members when a student will miss a class or when a student needs to talk about approaching deadlines. It is the student's responsibility to stay in contact with faculty members about course expectations. In addition, if a student decides to drop a course, they must fill out the appropriate paperwork available from the Registrar located on the Brightspace Eden Community HUB and follow the other policies outlined below.

Grades/Class Evaluation Policy

Class evaluation is an important facet of Eden's degree programs. The following will apply regarding class evaluations:

- It is expected that class instructors will make clear and explicit at the beginning of each course their expectations and standards for evaluation. This should be given to students as a part of the class syllabus.
- The Degree Committee, at the conclusion of each academic year, will survey the patterns of faculty evaluation and grading to see if the evaluations and grades evidence patterns that may suggest biases or discrimination. Should such be found, the matter will be referred to the Dean of the Seminary for further review and action.

Class Evaluation Options

After successful completion of twelve hours and a Cumulative Grade Point Average of 2.5 or higher, students who are not on probation may choose to take any course on a pass/fail basis.

A class instructor may designate that a class must be taken on a pass/fail basis if, in the instructor's judgment, a letter grade will not be possible or works against the educational purposes of the class.

Students on probation must take classes for letter grades unless the class is designated by the instructor as a pass/fail class only.

The Pass/Fail Option

This option will allow for three conclusions:

Honors (PH): given infrequently for work of exceptional quality; intended for extraordinary achievement in a class;

Pass (PA): indicates that the student has done satisfactory work at a graduate level; would be at least a grade of "C" on a letter grade basis;

Fail (F): indicates unsatisfactory work at a graduate level; little evidence that the student has accomplished the class goals.

There is no limit on the number of classes that can be taken on a pass/fail basis after the first 12 hours (*see above*). Classes taken pass/fail will count toward a student Grade Point Average when a student receives a failing grade for the course. Passes will not alter the Grade Point Average.

The Letter Grade Option

Five grades will be possible with plus (+) designation for B, C and D, and minus (-) designation for A, B, C and D:

A: for exceptional work at a graduate level; demonstration of comprehensive knowledge of the field; work of near publishable quality; fully integrative.

B: for solid work at a graduate level; a sound grasp of the field; articulate communication of ideas; evidence of good integration.

C: for average work at a graduate level; adequate knowledge of the field; comprehensible expression of ideas; acceptable integration.

D: for inferior work at a graduate level; some basic knowledge of major ideas; marginal communication of ideas; minimal integration.

F: for inadequate work at a graduate level; little evidence of a grasp of the field; unclear expression of ideas; little evidence of integration.

Grade Point Averages (GPA)

Grade Point Averages will be calculated for classes taken for letter grades. Grade points will be awarded for each letter grade:

A = 4 pts.; A- = 3.7 pts.; B+ = 3.3 pts.; B = 3.0 pts.; B- = 2.7 pts.; C+ = 2.3 pts.; C = 2.0 pts.; C- = 1.7 pts.; D+ = 1.3 pts.; D = 1.0 pt.; D- = .7 pts.; F = 0 pts.

To determine the Grade Point Average, grade points for each class will be multiplied by credit hours for that class.

The total for all classes will be divided by the total credit hours attempted for letter grade to determine the GPA (i.e., the total classes in a semester or cumulatively for all courses taken for a letter grade).

The minimum acceptable Grade Point Average for graduation is 2.5. Students with a GPA below 2.5 will be placed on probation. (*Note: Policies related to dismissal for reasons of unacceptable GPA may be found in each section of the degree programs under "Dismissal for Academic Reasons."*)

Extensions

The expectation is that all class work will be completed during the course of the semester. Under unusual circumstances, a student may negotiate an extension beyond the end of the term.

Students who anticipate the need for additional time to complete course work must file an Extension Form (available in the Registrar's Office) no later than the last day of the term, as stated on the academic calendar.

The Extension Form must be signed by the professor and returned to the Registrar's office.

Students will be given approximately 2 additional weeks beyond the end of the term to complete their work. This work must be turned in to the Registrar's office no later than the grading deadline for the term. This date will be listed on the form as well as on the academic calendar.

Course Retake Grading

If a student fails a course and retakes it, both the failed and the retake grade will appear on the transcript. If a student chooses to retake a course which s/he had not previously failed, the grade for the second course will become the permanent grade even if it is lower than the original grade. Students will receive credit for the retake but not prior attempts. All courses and grades appear on the permanent transcript. Students who retake courses and are on the flat fee tuition system will continue to pay their flat fee per semester. They are not required to pay extra for retaken courses. They will, however, pay continuation fees each semester after their final flat fee tuition payment. Students who are paying per credit hour tuition will be responsible for paying the normal per/credit amount for retaken courses, regardless of the reason for the retake. Scholarship money will not be awarded in such cases.

Recording of Grades on Transcript

A student's semester grade will become permanent thirty (30) days following the posting of that grade. Changes in the grade may be made by the class instructor during this thirty-day period, but not following.

A graduating student's final semester grade becomes permanent immediately upon the posting of that grade on the student's completed transcript. Changes may not be made following this completion of the student's transcript.

Failing Required Courses

Students who fail a required course in the master's curriculum will be required to repeat the course and receive a passing grade in order to graduate.

If a degree student fails a required course, the student will be expected to re-enroll in that course the next time it is offered, making the necessary adjustment in the remainder of the required course sequence.

Failure of a required course automatically places the student on probation. *(Note: For specific probation policies, see individual degree programs)*

Appeal of Failing Grades

Only failing grades for a semester may be appealed. There will be no appeal of any passing grades (i.e. any grade that allows the student to receive credit for the course) nor any appeal of other than the final semester grade.

A student who receives a failing grade in a class for a semester may request a review of the grade by the Degree Committee. Request for a review is to be made in writing to the Dean of Academic Affairs within 30 days of the posting of that grade (if the Dean's grade is at issue, the request is made to the Dean of the Seminary who will function in the Dean of Academic Affairs' role as outlined below). The request for a review must indicate why the review is being requested. The Dean of Academic Affairs will not participate with the committee in its review process.

When a review is requested, the appropriate faculty committee (excluding any faculty member whose grade is being reviewed) will review any tests or papers, and have an interview with the class instructor and student involved.

At the conclusion of the committee's review, the committee may support the failed grade or may recommend to the faculty person involved and the Dean of Academic Affairs some alternative to the failure including the reasons for this recommendation. The committee is to report its findings and recommendations to the Dean of Academic Affairs in writing.

If the committee recommends an alternative to a failed grade, the Dean of Academic Affairs will discuss the recommendation with the faculty person involved to see if agreement about the committee recommendation is possible. Should no resolution be possible, the Dean of Academic Affairs will determine if the failed grade or the committee recommendation is to be followed.

Final appeal may be made by the student to the President. Any judgment of the Dean of the Seminary will be final.

Directed Study

Purpose and Criteria

Directed studies are intended to supplement the curriculum of the seminary by offering students an opportunity to explore issues not addressed by normally offered required and elective courses. Except in extraordinary circumstances, directed studies may not be undertaken in lieu of required courses or to duplicate regularly offered electives.

In giving approval for any proposed directed study, the Degree Committee will use the following criteria:

- The proposal must have a clearly defined primary focus of study;
- The proposal must include a rationale indicating why the student wants to undertake a directed study and why the focus of the study cannot be addressed in the context of the normal required and elective courses. The proposed directed study must not closely duplicate a required or regularly offered elective course.
- The primary focus of study must be specified by learning objectives achievable within a semester's study;
- The proposal needs to include an outline for the conduct of the study including a bibliography, the learning activities which are envisioned, ways the student and faculty supervisor will work, some method of evaluation (papers, projects, presentations, etc.), and the criteria to be used in evaluation;
- The proposal must be signed by the member of the faculty willing to supervise the project; only in extraordinary circumstances will persons who are not full-time members of the Eden faculty be approved as directed study supervisors.

If the supervisor is not full-time Eden faculty, the rationale for having this person as a supervisor and the qualifications of the proposed supervisor must be included with the proposal. A fee equivalent to one credit hour will be charged and used as a stipend for the supervisor if the directed study is approved.

The proposal itself will be taken as an indication of the student's readiness to engage in directed study – the clarity of focus, the completeness of the outline and bibliography, the responsibility evidenced in the suggested evaluation processes and criteria, etc.

All other factors being equal, priority will be given to students who have not undertaken a prior directed study.

Limitations and Procedures

Master of Divinity students may take no more than one directed study in their second year and one in their third year. Normally, directed studies will not be approved for first-level students. Master of Arts in Professional Studies degree students may undertake one directed study after completing 24 hours of course work and their oral evaluation. Master of Theological Studies degree students may undertake one directed study after completing 24 hours of course work. (For policies related to Doctor of Ministry degree students, see the section on Doctor of Ministry.)

Procedures

1. Registration for a directed study will not be considered and cannot take place until the proposal form is completed, signed by the faculty member willing to supervise the project, submitted to the Registrar and approved by the Degree Committee.

2. Directed study proposals must be submitted to the Registrar by the dates indicated on the Academic Calendar. The appropriate form is available on Brightspace within the Registrar's Office on the Eden Community HUB.
3. The Degree Committee decision regarding approval or disapproval is final and will be communicated by the Dean of Academic Affairs to the student, faculty supervisor and Registrar.
4. If more than one student requests the supervision of a faculty member who can only oversee one directed study, registration will be approved using these criteria: first, if one of the students has already undertaken a directed study; second, which proposal was submitted the earliest.
5. The Degree Committee and/or the Dean of Academic Affairs may recommend an alternative faculty supervisor than the one proposed by the student. Alternatively, a proposal for which there is no faculty supervisor will be given priority in the next semester if the student so desires. Proposals rejected by the Degree Committee for failing to meet the criteria for directed studies must be rewritten and will be considered in the order received at the time of their re-submission.

January and Summer Directed Studies

January study options which are student initiated will be counted as a directed study. Normally, there are no directed studies during the summer.

Master's Thesis

The purpose of the Master's Thesis at Eden Seminary is to give students in the Master of Theological Studies and Master of Divinity degree programs the opportunity to engage in critical dialogue with the literature appropriate to their chosen field of concentration, to demonstrate their competence in the use of sound methods of scholarship and to make an appropriate and critical contribution to the field of concentration. The preparation and defense of the thesis entails six (6) hours of course credit. Qualifying criteria applying to Master of Divinity degree students can be found in the Master of Divinity section of this *Handbook*. *(For policies and procedures related to the thesis, please see the related section under the Master of Theological Studies degree program.)*

Transfer of Credit

Transfer of Credit

In routine matters (when fewer than 15 credits are being transferred from an ATS-accredited graduate school, the courses are less than seven years old and the grades are B- or higher) the Academic Dean will make decisions regarding the acceptance of transfer of credit. Credit for previous course work will be given only when the work is presented as part of the original admissions process and documentation. The Academic Dean will make all decisions relative to transfer of credit.

Transfer students from ATS-accredited graduate theological schools may request an evaluation of their records by the Academic Dean. An official transcript showing the grades received must be on file in the Office of the Registrar before transfer of credits will be considered. An assessment of the course work will be made at the student's request. A transfer evaluation will be completed and the results will be communicated to the student. These results are an *estimation* of the course work (and its Eden course equivalents) that Eden anticipates will transfer. The credits associated with the coursework will be applied to the student's official transcript in accordance with the following guidelines:

1 – 12 credit hours of transfer credit will be accepted after the successful completion of one semester. Students must have a cumulative GPA of 2.5 or higher, no incompletes and must have successfully completed one semester of Contextual Education (for M.Div. students).

13 – 23 credit hours of transfer credit will be accepted after the successful completion of two semesters. Students must have a cumulative GPA of 2.5 or higher, no incompletes and must have successfully completed two semesters of Contextual Education (for M.Div. students).

24 + credit hours of transfer credit will be accepted after successful completion of the oral evaluation. In addition, students must have a cumulative GPA of 2.5 or higher, no incompletes and must have successfully completed two semesters of Contextual Education (for M.Div. students).

Coursework from non-ATS accredited schools

Students may request a review of master-level course work from institutions not accredited by ATS if the credit has not been used to earn another degree. All course work of this nature will be reviewed and determined by the Academic Dean after the first year of study.

Shared credits may be transferred from George Warren Brown School of Social Work at Washington University when the student is enrolled in one of two joint-degree programs offered with that institution. The number of credits allowed is determined by each dual-degree program.

Coursework from Advanced ATS Degrees

In applying to the M.Div. degree program, students who present a Master of Arts in Religion, Religious Education, a Master of Theological Studies or similar degree will be evaluated on a case-by-case basis. Normally, it would be expected that such a student would spend four (4) semesters in full-time study at Eden to complete both course work and Contextual Education requirements.

Movement within Eden Degree Programs

A student must get a letter of recommendation from their advisor or other faculty member. This letter is submitted to the Registrar with the student's letter of request for the change. The Dean of Academic Affairs will review degree requirements and the student's current transcript in order to assess the student's progress toward graduation in the new degree program.

Leave of Absence, Withdrawals and Refunds

Leave of Absence

Students admitted to Eden's master or doctoral programs are expected to be enrolled in each semester (Fall and Spring) of the regular academic year in order to maintain steady progress towards the completion of their degrees.

In the event that a student's program must be temporarily interrupted, the student must Degree students may request a leave of absence. Requests are submitted via the "Request for Leave of Absence or Withdrawal" form, available to all students in Brightspace. Upon receipt of the completed form, Eden's Dean of the Seminary will reach out to the student for further conversation.

Leaves will not be granted for longer than two academic years. Students need to stay in touch with the institution through the Dean's office while they are on leave of absence. When a student returns from an approved leave of absence within two academic years, no re-application will be necessary.

Students who fail to resume study at the conclusion of an approved leave will be recommended for dismissal by the Academic Dean

Withdrawal

In the event that a student chooses to completely withdraw from their program of study, they must complete a "Request for Leave of Absence or Withdrawal" form, available to all students in Brightspace. Upon receipt of the completed form, Eden's Dean of the Seminary will reach out to the student for further conversation.

Leave of Absence/Withdrawal effect on Financial Aid (Scholarships and Loans)

If applicable, students requesting a Leave of Absence or Withdrawal should also see the Financial Aid section of the Student Handbook for policies related to scholarship and direct loans.

Withdrawal and Refund for Individual Classes

Academic Penalty

Students who withdraw from individual courses *before* the published end of the add/drop period will be withdrawn from the course(s) without academic penalty.

Students who withdraw from individual courses *after* the published end of the add/drop period will be subject to academic penalty (course grade will be "Withdraw/Fail").

Financial Penalty

Students on the Flat Fee Payment System (M.Div., MTS, MAPS, Dual Degree)

A student on the flat fee payment will receive no refund for dropped courses unless s/he is officially withdrawing from Eden Seminary or taking an approved leave of absence (see below).

Students on the Credit Hour Payment System (D.Min., Credit/Non Degree)

A student who pays per credit hour will receive a 100% refund if the course is dropped during the published add/drop period, but no refund if dropped after the published date.

Withdrawal and Refund from the Institution

A student who intends to withdraw from a seminary degree program or requests a leave of absence needs to notify the Dean of Academic Affairs in writing of this intention and the effective date of the withdrawal or leave of absence.

In the event a student withdraws from the seminary or is granted a leave of absence, the amount of refund due to the student from monies paid is determined by applying the following percentage schedule to all tuition and fees *less a withdrawal fee of \$100*.

Fall/Spring

During the first week of classes	100%
During the second week of classes	90%
During the third week of classes	75%
During the fourth week of classes	50%
During the fifth week of classes	25%
After the fifth week of classes	No refund

January/Summer

During the first three days of class	100%
4 th day of class and beyond	No refund

Academic Honor Code and Disciplinary Policy

Eden Seminary is committed to securing and maintaining a student body with the gifts and graces to assume positions of leadership in the church. To have credibility with the church, the commitment of Eden students to the gospel of Jesus Christ must be evident in their public conduct including the ways in which they participate in the academic life of the seminary. This policy recognizes that certain behaviors related to the academic life of the seminary may result in dismissal from the seminary.

Yet the gospel is also the transforming power of God. This policy seeks to outline procedures by which the seminary might support any student who has engaged in unacceptable academic behavior and encourage changes that might allow the student to continue in seminary.

The purpose of this policy is to define those student behaviors which Eden expects of students as they participate in the academic life of the seminary, and also to define those academic behaviors which Eden judges to be unacceptable for future leaders of the church. This policy also specifies procedures by which the seminary will respond if it seems a student has engaged in unacceptable behavior while a participant in the academic life of the seminary.

This policy is not intended to define standards of academic achievement necessary for graduation and which serve as the basis for probation or dismissal for academic reasons. Rather, this policy is concerned with the behaviors of students as they participate in the academic processes of the seminary. (*Note: please refer to "Dismissal from the Seminary for Academic Reasons" found in each degree program of the Handbook and "Dismissal from the Seminary for Disciplinary Reasons" and "Sexual Harassment" found in the Institutional Policies section of this Handbook.*)

Expected Academic Behaviors

It is expected that students will give proper acknowledgment when using sources in written or oral projects. The direct quotation or paraphrase of persons' speech, or material in articles, books etc., as well as the use of the ideas of others (as these have been spoken or written) in one's work needs to be acknowledged appropriately (i.e. in footnotes, endnotes or other ways that the class instructor may indicate as acceptable).

Eden Seminary defines "plagiarism" as the deliberate attempt to present another's words or ideas as one's own. Eden Seminary defines "misuse of sources" as failing to fully and accurately acknowledge the quotations, paraphrases, or ideas of others. Both plagiarism and misuse of sources are unacceptable academic behaviors at Eden Seminary. Cases of possible plagiarism or misuse of sources require the intervention of the professor. Extreme or repeated cases may be referred to the Academic Dean, the Dean of Students, and/or the faculty table, with possible consequences up to and including expulsion.

As an institution pursuing an anti-racist culture, we acknowledge that much has been stolen from black and indigenous peoples as well as from other people of color. Therefore, though we are committed to guarding against further theft, we also seek a reparative approach to issues of plagiarism and misuse of sources that acknowledges the theft upon which American higher education is built. It is in this spirit that we present this policy as an effort not to punish or police students but to support them with the skills to develop their own voices in conversation with a community of scholars. Professors will establish policies around plagiarism and misuse of sources for their own classes in this spirit and within these parameters, including consequences for assignment grades, expectations for rewrites, and/or other possible requirements.

It is expected that in presenting papers, projects, oral reports or other assignments, students will present their own work. For instance, a paper submitted to an Eden professor bearing the student's name should be the paper of that student. This is not to preclude discussions with other persons about a paper or other project as the paper or project is being developed, or to discourage acknowledged group projects. It is to expect that academic work presented by a student as his/her own will be the work of that student. Finally, a student may not submit a paper written in fulfillment of the requirements of one class to fulfill the requirements of a second class unless both professors involved are consulted and both agree that a single paper will be acceptable.

Honor Code

It is expected that students will not only adhere to the above expectations for academic behavior, but that they will also report any known violations of these expectations of which they become aware. Even as unacceptable academic behavior undermines the academic integrity of the seminary, so, too, does knowing toleration of unacceptable academic behavior.

To know of unacceptable academic behavior and fail to report such to the instructor involved, the Dean of the Seminary or the President of the Seminary itself is unacceptable academic behavior at Eden Seminary.

Procedures

Initial investigation and hearing

Student behaviors which might warrant investigation under this policy might come to the seminary's attention in several ways:

- the class instructor may observe the unacceptable academic behavior (e.g. during an examination period) or discover the behavior while evaluating a paper or project (e.g. determine that material has been copied from a source but not acknowledged in a footnote);
- a written and signed complaint about a student may be submitted to the class instructor, Dean of the Seminary or President;
- a student behavior may become a matter of public knowledge or allegation within the seminary community.

The records of any investigation into academic misconduct will be kept confidential. No record pertaining to academic misconduct will be placed in a student file until all investigative and hearing procedures are completed. If a student is exonerated of charges of academic misconduct, no record of the incident will be included in the student's file.

When student behavior which warrants investigation under this policy has come to the attention of the class instructor, Dean of the Seminary or President, the instructor of the class and the student's faculty advisor (or other faculty appointed by the President if the advisor is the dean or class instructor) (hereinafter the "Investigating Committee") will conduct an initial investigation regarding the alleged incident and meet with the student to provide the student an opportunity to respond to the allegations. Said meeting will take place within ten (10) days after receipt of the information.

In the event the Investigating Committee determines that allegations of unacceptable academic behavior (as described) have merit, they shall recommend to the faculty and to the student a plan to resolve the matter that will include a resolution of the academic issue as follows:

1. For first offenses during a student's seminary career, the particular examination paper, project, etc. will be considered failed and the class evaluation will be determined on the basis of the failed work;
2. Second offenses will normally be grounds for dismissal from Seminary. The Dean of the Seminary may bring the motion to the faculty.

In addition the plan may include mandatory remedial instruction in proper academic conduct (e.g. instruction in research, proper footnoting, etc.), the formation of a supervisory committee to supervise the student, mandatory counseling, other provision for supervision or support and the recommendation for a leave of absence. The recommended plan will include provision for the final resolution of the matter including consequences if the student fails to follow through on the recommendations.

In the event the Investigating Committee determines that allegations of failure to report unacceptable academic behavior have merit, they may recommend to the faculty and student a plan to resolve the matter primarily as provided above.

In the event the Investigating Committee recommends dismissal, or in the event the student does not agree with the plan to resolve the matter as described above, the Committee shall forward their findings and recommendations to a hearing board as hereinafter described.

Hearing Board

The Hearing Board will consist of the President, who shall be Chairperson of the Hearing Board, a faculty member appointed by the President who was not part of the Initial Hearing process, a faculty member chosen by the student, the student body president, and a student appointed by the President. If the student fails to appoint a faculty member within two (2) days of the notice described below, the President shall appoint the remaining member from the faculty or administration.

The Hearing Board shall meet within fifteen (15) days after receipt of the recommendation of the Dean of the Seminary, class instructor and faculty advisor (or appointee).

Hearing Board Procedure

At least five (5) days prior to the hearing, the student shall receive notice in writing of the time and place of the hearing and a statement of the specific reasons for the proposed dismissal. The student shall be given the opportunity to inspect in advance all written affidavits, written statements, exhibits, and records that will be presented at the hearing.

The hearing shall be private unless otherwise requested by the student. At the hearing, the student has the right to be represented by counsel at his or her expense, the right to present a defense including the right to call witnesses and introduce other evidence, the right to confront and cross examine witnesses and the right to make a record of the hearing. The notice to the student of the hearing shall also inform him/her of the above described rights.

At the hearing, technical rules of evidence do not govern. However, the Chairperson has discretion to make protective rulings to exclude unreliable or prejudicial evidence.

At the hearing, conformity to technical rules of procedure is not required, but the Chairperson may make procedural rulings to expedite the hearing and insure due process of law.

Within five (5) days of the hearing, the Hearing Board shall report in writing its specific findings of fact and its decision regarding dismissal or terms of the student's continued participation at the Seminary to the student.

In the event the student desires to appeal the decision of the Hearing Board, the student may, within five (5) days, file an appeal to the Executive Committee of the Board of Trustees. The appeal is to be made in writing to the Chairperson of the Board of Trustees.

Executive Board Hearing

In the event the student appeals the decision of the Hearing Board, the Executive Committee of the Board of Trustees will be convened. The Executive Committee will review the written findings and decision of the Hearing Board and may, thereafter, reaffirm or reverse the decision, or return the matter to the Hearing Board for further hearing.

Waiver

The student may, upon receipt of the recommendation of the Dean of the Seminary, class instructor and faculty advisor (or appointee) for dismissal, consent to the dismissal and waive his/her right to a hearing before the Hearing Board. In such a case, the student must sign and file a waiver.

Graduation

Eden Theological Seminary will hold Commencement in May. Commencement is a public act of the Seminary in which the seminary confers degrees upon graduates. The seminary, through its faculty, administration and board of trustees, will determine the nature of the commencement ceremony, speakers, participants, etc.

A **non-refundable, non-transferable** graduation fee will apply to May graduates. All graduates will pay this fee regardless of participation in the commencement ceremony or activities pertaining to the graduating class.

Procedure of Approval:

At its March meeting, the faculty will recommend to the board of trustees the approval of senior students for graduation. Normal progress through the curriculum for each degree program, including completion of required courses, maintenance of the stipulated grade point average and completion of pertinent evaluations, projects or theses, indicate that a student is fulfilling the graduation requirements. All requirements must be completed within the time limitation appropriate to the individual degree program (*see degree program requirements*).

Approval for graduation normally will be given to students:

- who are enrolled in courses (including the project) that will fulfill their credit hour and required course requirements;
- Who have a cumulative GPA of 2.5 or higher;
- who have completed all necessary evaluations;
- who have no supervisory committee at the time of approval.

No student will participate in the graduation program or be announced as the recipient of a degree unless and until they have completed all degree requirements.

Tuition and Flat Fee System

The flat fee tuition system provides a structure for tuition that both clarifies the seminary's billing practices and underscores a core value of the curricula of our academic degree programs. That value is the understanding that theological education for the practice of Christian ministry is best accomplished with a cohort of learners, or a community of student colleagues, who are engaged together over a series of semesters in academic work and contextual theological reflection. As such, the flat fee billing payments encourage students to enter the program (after a semester or two of credit non-degree discernment if they choose) and complete the M.Div. degree program in a period of three years, and the M.T.S. and M.A.P.S. degree programs within a period of two years. During each of these semesters of these two- and three-year periods, students pay a single, flat tuition payment. If the student requires an extra semester or two beyond these time frames, they do not pay another tuition payment, but rather pay a "continuation fee." Providing flexibility for those students who need more time to complete the degree. The flat fee tuition applies to all Master and Doctoral level students.

Credit Non-Degree students are billed on a "credit hour basis." If a student takes courses as a credit non/degree student before entering a Master degree program, those course credits may be used to meet degree requirements (under the same guidelines as those transferred from another seminary). The cost of the degree program that the student matriculates into remains the same: six semesters of flat fee tuition payments for the MDiv program and four semesters of flat fee tuition payments for the M.T.S. and M.A.P.S. programs. The advantage of bringing hours into the degree program is the opportunity to carry a slightly reduced course load during the remainder of the degree program.

Scholarships may be available and may be conferred only to those students who are enrolled in Master and Doctoral level degree programs and paying the flat fee tuition rate.

Additional Related Policies:

Students enrolled in the M.Div. program will be allowed to enroll in a maximum of 81 credit hours earned under the flat fee structure. Course enrollment beyond the maximum will be charged at the current credit-hour rate and will not be eligible for Financial Aid assistance.

Students enrolled in the M.T.S. and M.A.P.S. programs will be allowed to enroll in a maximum of 60 credit hours earned under the flat fee structure. Course enrollment beyond the maximum will be charged at the current credit-hour rate and will not be eligible for tuition grant assistance.

Students who do not complete the M.T.S. thesis or M.A.P.S. project in the semester for which it is registered will be charged a continuation fee for each additional semester until the thesis or project is complete.

Students enrolled in the Joint Degree program will have their flat fee payments reduced by one to take into account the "shared" credits between the George Warren Brown School and Eden. M.A.P.S./M.S.W. students will pay three flat fee payments and M.Div./M.S.W. students will pay five flat fee payments.

Registration Process and Policies

Registration Process

All students are expected to register during the time prescribed. Students should refer to Eden's Brightspace HUB for process and procedures for registration in consultation with their advisor.

Policies related to class load can be found in each of the degree sections in the *Handbook*. During January, no student will be permitted to register for more than three hours without permission from the Academic Dean. All January and summer classes will be elective offerings.

Changes in Registration (Adding or Dropping a Course)

Courses may not be added after the first week of a semester has passed (fall or spring). Classes may not be dropped without academic and financial penalty after the third week of a semester. Audit/credit status and grading option may not be changed after the third week of a semester. Refer to the General Academic Policies section on refunds and withdrawal from the institution for policies related to changes in registration.

During January and summer, no change may be made in course or credit status after the third day of class.

Students who withdraw from a class after the third week of classes will have a "Withdrawal/Failure" (W/F) recorded on their transcript. While a W/F is not calculated as part of the grade point average, no credit hours are counted for the course toward graduation. If a W/F is received for a required course, the course must be repeated as soon as possible. Students who receive more than one W/F in an academic year will be placed on probation and a supervisory committee may be formed at the discretion of the faculty. The student will be removed from probation after two consecutive semesters of not receiving a W/F. Under unusual circumstances (illness, family emergency), the Academic Dean may waive the entry of the W/F on the transcript for dropping a course beyond the third week of the semester.

Payment Policy

Charges for each semester are due in full by the published add/drop deadline for that semester. Students must be paid in full to remain in classes beyond the add/drop deadline.

Students with outstanding accounts will not be allowed to register for subsequent terms. Students who do not register for courses in the allotted time will be assessed a late fee.

Credit Non-Degree Students

Credit Non-Degree Status for Master Degree Programs

Credit Limit

No more than six (6) credit hours of credit/non-degree courses may be subsequently applied to the MTS or MAPS degree program at Eden, and no more than twelve (12) credit hours in the M.Div. degree program without special approval from the Academic Dean.

Normally, non-baccalaureate students are allowed to take credit non-degree classes only if planning to apply for the MDiv or MAPS degree programs.

Eden Alum

Eden alumni who have graduated within past five (5) years and wish to complete a Credit Non-Degree course, must complete the online Credit Non-Degree application.

Credit Non-Degree Status for Doctor of Ministry Students

Credit Limit

No more than six (6) credit hours of credit/non-degree courses may be subsequently applied to the Doctor of Ministry degree.

Course Numbering

Course Numbers

The schedule and registration sheet indicates courses appropriate to first-, second- and third-level students respectively. These groupings are guidelines for the work that will be expected. The numbering system for courses is as follows:

100-199 - required courses;

200-299 - open to all levels;

300-399 - open to second- and third-level students only; 400-490 - open to third-level students only;

500-699 - open to D.Min students only.

Audits

Audits

Students accepted into the Masters and Doctoral degree programs may elect to audit regularly- scheduled classes in the semester in which they are enrolled. A record of the class audited is recorded on the student's transcript. To qualify for a recorded audit, the student must register for and attend the class on a regular basis. If the professor decides the student has not attended sufficient classes to justify an audit, the professor will notify the Registrar and the audit will not be entered on the records. Persons enrolled as degree students may audit courses at no charge.

Spouses of students currently registered in a degree program may audit courses upon payment of \$15.00 per course. For further information, please contact the Registrar.

Auditors will not be allowed to compose more than 30% of a class enrollment. Auditors will be enrolled on a first come, first served basis.

Cross Registration

Cross Registration

Eden maintains cross registration agreements with Aquinas Institute and Kenrick Seminary. Students may register for courses at these institutions by contacting the Eden Registrar. Up to 12 hours of elective courses may be taken. Grades are recorded and calculated in the normal manner.

Webster University: At Webster University: This memorandum will reaffirm the policies for inter- institutional registration between students from Webster University and Eden Seminary. Our catalog has, for a number of years, carried this description:

“Webster has established a program...with Eden Theological Seminary which allows full-time, degree seeking students to register for classes at [either] of these institutions during their regular terms. Webster [undergraduate] students register and pay tuition at Webster but attend classes and observe regulations of the host institution.” Graduate students from Webster must register through Eden and pay tuition to Eden as credit/non-degree students.

In implementing this policy, we have always required the approval of the home institution. Largely this has been to avoid the problems which arise when students “shop” for more convenient time or favorites among faculty. We have generally not given approval if the course-or a similar one-is offered by the home institution. We have made exceptions to that rule when a delay in registration for a particular course would seriously impair a student’s progress. We have resisted exceptions if the course is being offered during the same semester.

Since our policy grows out of the undergraduate program and refers specifically to undergraduate courses while Eden offers graduate work only, the approval of the institutional advisor is crucial.

Our Registrars are familiar with the exchange of grade sheets and the recording of grades.”

Students on Probation

There will be no cross registration in other higher educational institutions for students on probation. Probationary students will be required to take all of their work on the Eden campus.

Transcripts and Academic Records

A student's academic record or transcript is a private document and will be issued only upon written authorization of the student. Instructions for requesting a transcript may be found on Brightspace in the Eden Community HUB. Eden Seminary reserves the right to withhold transcripts from any student with unpaid accounts. Copies of transcripts from other institutions will not be released by the Registrar.

Retention of Records for Currently Enrolled Students

While a student is enrolled at Eden Seminary, a complete file of all academic records, including evaluations, will be maintained in the Registrar's Office. This material is understood as pertinent to evaluation of student progress toward graduation.

The admission application will be retained by the Registrar, but letters of reference will be destroyed when the student registers for his/her first semester of study.

The Office of Contextual Education will maintain a file of Contextual Education learning contracts and evaluations, including Clinical Pastoral Education (CPE) evaluations.

Retention of Records for Graduates

At the time of graduation, the seminary will retain only an official transcript, student application and the acceptance letter. All material for internal seminary use to assess progress toward graduation will be destroyed at the time of graduation. This material will include evaluations, any narrative evaluations, Contextual Education reports, etc.

Student transcripts will be digitized on a periodic basis as economically feasible and stored in a secure location as protection against accidental destruction.

Students who are dropped or withdraw from Eden:

For a period of ten years, the seminary will retain complete files of students who are dropped or withdraw from the seminary. These files, including academic and Contextual Education records, will be gathered by the Registrar at the time the student leaves school and kept by the Registrar.

After ten years, these files will be purged of all material except application form and transcript and kept with the files of other former students.

Use of FAX for the Receipt and Transmission of Academic Records

Because the original source of documents received through a FAX transmission cannot always be accurately determined, Eden Seminary adopts the following policies about the FAX receipt and transmission of student academic records:

Academic documents (transcripts, Contextual Education evaluations, CPE reports, etc.) received by FAX will not be considered acceptable as permanent records, but will be considered working documents only. Such working documents may be used, for instance, to give a prospective transfer student a preliminary indication of the work needed to complete a degree at Eden Seminary. However, all admissions decisions or transfer of credit will require receipt of signed or otherwise certified documents (e.g. transcripts with the official seal of the institution from which they originate, reports with proper signatures, etc.).

Requests for any academic records from Eden students, graduates or former students received by FAX will not be granted. Persons who send such requests by FAX will be notified promptly of the need for a written request and payment.

Student Rights and Confidential Nature of Records

Family Rights and Privacy Act

Eden Seminary complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. Eden Seminary will:

- inform the students annually of their privacy rights;
- permit students to inspect and review their educational records. The student is required to complete written request form and make an appointment with the Registrar to review academic records;
- provide an all-inclusive list of types and location of educational records with titles of officials responsible for those records;
- inform students that no personally-identifiable information from educational records will be disclosed without written consent, except when written consent is not required by this act;
- maintain records of requests for disclosure of personally-identifiable information and permit students to review those records;
- provide students with the opportunity to seek correction of educational records if an error has occurred.

Confidentiality of Student Records:

Within the seminary administrative structures, which serve students from the time of inquiry to the time of their withdrawal or graduation, there are a number of offices which maintain student records. These records are maintained with discretion and integrity and in keeping with the guidelines of the Family Rights and Privacy Act. They are set up to serve the students and facilitate the necessary administrative function of each office.

The seminary has traditionally included certain information regarding each student in a directory, published annually and generally available to the public. Public information (so-called "directory information") which is released to third-party inquiry by telephone or in writing normally would include the following: name of student, name of spouse of student and/or children, photograph of student, local address, local telephone number, degree for which registered, confirmation of student's status, date and place of birth, dates of attendance, degrees and academic awards received, most recent college attended and degree awarded, and current Contextual Education placement. Each year, students will be provided an opportunity to withhold the disclosure of this so-called "directory information."

Institutional records of all students include all the information gathered about students while a student at the seminary, such as admissions material, transcripts, evaluation reports, narrative CPE evaluations, paragraph seminar/practicum evaluations, Contextual Education reports. Each student's institutional records will be available for review by the student. A student's institutional records will be held confidential by the seminary and not released to third parties without written permission of the student, except those necessary to pursue collection of past-due bills or loans.

Access to student files will be limited to appropriate staff and full-time members of the Eden faculty and is subject to assessment of their legitimate educational interest as outlined under FERPA guidelines.

Rights of Students

Students have the following rights:

- right to clear evaluation and open consultation by all concerned officers of the seminary;
- right not to be diagnosed, categorized, labeled (subjected to value judgment) in information dispensed to public. (That is, information should be descriptive of personality or conduct.);
- right to a second chance if one experience produced negative reports in an evaluation, class or Contextual Education placement;
- information will be dispensed only to authorized persons or institutions, e.g., Church and Ministry Committees;
- right to know information in advance which is dispensed to non-seminary persons or institutions;
- right to rebuttal of information dispensed.

Rights of Church

The Seminary has a responsibility to maintain communication with Church and Ministry Committees/denominational committees related to our students and is desirous to do so.

Eden Seminary regularly communicates information regarding institutional standing to In-Care Committees or Boards of Ordained Ministry of various denominations within the guidelines of this policy regarding student rights and the Family Rights and Privacy Act.

Therefore it is our policy to inform such a committee when a student under its care:

- is placed on probation or removed from probation (an explanation of the meaning of probation should be included);
- is to have his/her work overseen by a supervisory committee;
- has stood for a comprehensive oral evaluation;
- is dismissed from the seminary.

Student Account Payment Policies

Tuition and Fees

Tuition fees and all other fees for students in any Masters degree program are due by the first day of class for the term in which the student is enrolled. Any other outstanding fees and charges must be paid at that time.

A grace period, until the last day to drop classes, is possible for students who have student loans or external scholarships pending.

Failure to pay this amount will cause the student to be automatically dropped from enrollment. In addition, a hold will be placed on their record.

Credit Non-Degree and Doctor of Ministry Tuition and Fees

One-third of the tuition and fees for credit non-degree and DMIN students are due by the first day of class. The remaining two-thirds are due by the last day to drop classes. Failure to pay this amount will cause the student to be automatically dropped from enrollment. In addition, a hold will be placed on their record.

Housing Fees

Seminary housing rent is charged by the semester. Students may pay rent, either in one amount or in equal monthly payments due on the first day of the month. If a student fails to pay rent on time a notice will be sent. Please refer to your lease for additional policies.

Master of Divinity Degree Program

The Master of Divinity degree (M.Div.) has as its purpose the education of ordained leadership for the church. The M.Div. program is designed to educate persons for leadership ministries and help them discern their vocation for ordained ministry and other ministries of the church. Eden Seminary as a school of the Progressive Christian movement has shaped its M.Div. degree based on several presuppositions:

- As an Open and Affirming School of the United Church of Christ with commitments to race equity and intersecting struggles for human freedom, Eden Seminary serves the church universal as it participates in God's mission in the world;
- The focus of Eden's Master of Divinity degree is the education of women and men through critical reflection on the Christian witness of faith and through personal, spiritual and intellectual formation.
- The center of Eden's M.Div. degree is our Contextual Education program in which students engage throughout all aspects of the degree in immersive learning in supervised contexts of ministry in the community and in congregations.
- The goal of this formation and critical reflection is the preparation of leadership for the Progressive Christian Movement – a movement that engages with God among people of any faith and no faith in struggles for human freedom and the redemption of the world;
- The foundational ministry of the church in service of God's mission is carried out by the baptized. The ordained ministry exists to nurture the ministries of the baptized and to participate in God's mission in the world. Leaders in this mission are called to be people who can collaborate with others and build community in pursuit of God's mission of the redemption of the world.

Program Goals

For leaders of the church to be able to nurture communities that are faithfully engaged in God's mission, Eden Seminary has ordered its MDiv degree to prepare leaders for the Progressive Christian Movement who are:

*Inspired by **Theological Imagination***: the capacity to see God's creative and redemptive purposes at work in the world informed by deep knowledge of the scriptures, traditions, and practices of the faith.

Hallmarks of this capacity are:

- Passion for God's justice and shalom for the earth and its peoples – particularly as they speak to systemic oppression (i.e., racism, sexism, heterosexism, colonialism, imperialism and their intersecting oppressions)
- Humility borne of the study of scripture, tradition, and history in context for the church's complicity with oppression and God's enduring call to reform
- Hope in the face of all that divides and demeans that God is making all things new

*Grounded in **Spiritual and Vocational Formation***: the capacity to develop one's walk of faith while critically engaging one's faith tradition in its particularity, and to forge relationships of collegiality and accountability with others to collaborate more fully with God's redemptive work in the world in their course of study and in ways appropriate to their vocational focus in ministry.

Hallmarks of this capacity are:

- Clarity about one's aptitudes, strengths, and weaknesses for faith development and religious leadership and an openness to learn and grow
- Commitment to developing practices of spiritual discipline in support of one's vocation and leadership
- Openness to God's presence and purpose in the other, and a vision to collaborate with others to build community among people of different faiths and no faith.

*Empowered for **Social Transformation***: the capacity to engage one's theological imagination and spiritual formation toward social justice action and institutional reformation in order to lead communities to collaborate in God's redemptive work in the world.

Hallmarks of this capacity are:

- Engagement in the prophetic witness of faith in the face of ideologies and structures that seek to diminish, demean, and destroy God's people and creation
- Insight borne of historical and contextual study that institutional forms of the church exist to serve God's redemptive work, and the capacity to adapt one's practice of ministry in pursuit of one's vocation
- Purpose to draw on the resources of the faith in collaboration with others in order to lead communities in the church and public arena to collaborate with God's work of justice and shalom.

Infused capacities across these goals that the faculty highlights and draws into the integrative teaching of Contextual Education and required courses:

- Engagement in racial equity and intersecting struggles for human freedom and justice
- Ecumenical, Interfaith, and Non-faith collegiality in the practice of ministry
- Resilience and adaptability in pursuit of one's vocation

Course of Study and Graduation Requirements

Eden's M. Div. program requires 72 credit hours for graduation. Four basic components comprise Eden's Master of Divinity degree program:

Required Courses (30 credit hours)

Biblical Studies (9 hours)

Introduction to the Bible and its Interpretation Old Testament
New Testament

Historical, Theological, and Ethical Studies (9 hours)

Church History
Ethics and Christian Faith
Constructive Theology

Ministry Studies (12 hours)

Pastoral Theology and Care Preaching
Liturgy
Educational Ministry

Contextual Education (9 credit hours) seminars; inclusive of 14-week engagements in settings in ministry

Progressive Christian Leadership (PCL) I: fall, 1.5 hours, spring, 1.5 hours
Progressive Christian Leadership (PCL) II: fall, 1.5 hours, spring, 1.5 hours
Progressive Leadership Seminars (PLS): summer I, 1.5 hours, summer II, 1.5 hours

Electives (33 credit hours)

Distributive Electives (18 hours)

Biblical Studies (6 hours)
Historical, Theological, and Ethical Studies (6 hours)
Ministry Studies (6 hours)

Open Electives (9 hours)

In any area, and inclusive of Intensive Focused Learning Courses

*Focused Electives** (6 hours)

Racial Equity
Interfaith Collegiality

*these elective course options will be marked as such on all term schedules

Other Requirements

Healthy relationships/boundaries in ministry workshop
Mandatory for all Master degree students

Students may elect to complete the course of study in three years. Eden faculty members encourage students to be as fully engaged as possible in course work in order to receive the optimal educational advantage of the curriculum. All course work must be completed within six years.

Sample three and four year degree completion plans may be found in the Appendix.

Requirements for Graduation

In order to be awarded a Master of Divinity degree from Eden Theological Seminary, a student must satisfactorily complete the following within six years of matriculation (the semester a student enters the degree program):

- satisfactory completion of a total of 72 credit hours of course work with a minimum cumulative GPA of 2.5 (or better) on a 4.0 scale;
- satisfactory completion of portfolio/faculty learning assessment and advising consultations (level 1 and 2) and the peer consultation and Senior Capstone in a Progressive Leadership Seminar.
- demonstration in the judgment of the faculty of an adequate measure of competence and maturity for ministry;
- transfer students must complete at least one full year (27 credit hours and two semesters of Contextual Education) in residency at Eden Seminary;
- attendance of approved workshops on healthy boundaries in ministry, and Progressive Leadership Seminar (PLS) Racism and Intersecting Oppressions.

Contextual Education

Program Goals

In Contextual Education (CE), ministry experience and classroom learning come together in support of the Master of Divinity program goals of **theological imagination, spiritual formation, and social transformation**. Contextual Education provides ministry settings for M.Div. students. In certain instances, Contextual Education supports students in ministry settings where they are employees or volunteers. In their Contextual Education settings, complemented by weekly theological reflection and by Progressive Christian Leadership (PCL) or Progressive Leadership (PLS) seminars, students, supervisors, and faculty practice theological integration of academic and Contextual Education learning in relation to the curricular goals.

Components of Contextual Education

Contextual Education is an experiential component of the M.Div degree. All Contextual Education placements are arranged through the Director of Contextual Education.

M.Div students are required to engage in Contextual Education for six semesters of their progress toward the degree. CE includes a 100 hour per/semester placement in an approved and supervised setting in ministry and participation in a PCL integrative seminar. Through the PCL & PLS seminars CE is credited with 1.5 hours of academic credit per semester, for a total of 9 hours required for the degree.

Supervision: Crucial to experiential learning is skilled supervision. Theologically educated supervisors approved by the Contextual Education Office oversee each placement and help students reflect weekly on their Contextual Education experiences. Students and supervisors evaluate the Contextual Education experience each semester. Students under appointment by their church judicatories or already serving as pastor must make special arrangements through the Contextual Education Office in order to have these settings serve as for their CE courses, inclusive of the arrangement of a qualified CE supervisor for that setting.

Community Learning Placements (CLP): M.Div. students are encouraged to complete their first two Contextual Education semesters with an agency or institution of the church which ministers to societal structures or persons in society, for instance, community organizing, health care settings, after school programs, organizations addressing housing and food insecurity. These are called “community learning placements.” Students under appointment by their church judicatories or already serving as pastors must make special arrangements to forego the CLP experience and are encouraged to seek exposure to ministry in CLPs elsewhere in their M.Div. education.

Congregational placements: Two semesters of Contextual Education are designed to be taken in an approved congregational setting. Arrangements can be made with the CE Office if this requirement is not appropriate to the student’s vocational journey and pathway.

Stipend: The suggested stipend for students in placements is \$1500 per semester. This stipend is provided by the church, or organization or where the student is doing Contextual Education. Students can submit a waiver if they accept a placement that does not provide the stipend.

Vocational Preference placements: The remaining two semesters of Contextual Education may be utilized by students in a placement that corresponds with the vocational direction a student intends to pursue after graduation. Students consult with both their faculty advisors and the Director of CE in determining what type of placement is best for their final two semesters of CE.

Progressive Christian Leadership (PCL) Seminars

Semester-long Contextual Education placements require simultaneous participation within courses of integrative engagement between contextual education experiences and the students' academic coursework. These courses are called Progressive Christian Leadership Seminars. The modes in which faculty and students engage in integrative exercises vary from level to level. Whatever the particular format, students register for PCL courses each semester in combination with the arrangement of their CE setting with the CE director.

PCL 101 - First Level Fall (combined with CE setting),
PCL 102 - First Level Spring (combined with CE setting),
PCL 103 - Second Level Fall (combined with CE setting), 1.5 credit hours
PCL 104 - Second Level Spring (combined with CE setting). 1.5 credit hours

Progressive Leadership Seminars (PLS)

Seminar style courses focused in the month of June with an opening all day plenary, weekly virtual sessions, and online asynchronous components students focus on the infused goals of the seminary designed to support new leaders for the Progressive Christian Movement. The seminars give attention to our commitments to be anti-racist, ecumenical while providing progressive leaders with the practical skills of vocation resilience.

Progressive Leadership Seminars serve to focus on the curricular infused goals of the seminary. PLS seminars require 20 contact hours. The contact hours are achieved with an 8 hour all day in-person/hybrid opening session, 4 (2 hour weekly online synchronous seminar meetings) and 4 (1 hour weekly asynchronous sessions). PLS seminars can be taken as an IFL with students completing the opening and weekly sessions for IFL credit. PLS for CE credit (1.5) must accompany 100 hours of supervised ministry that can be completed from May 21-August 21. If a student has completed one unit of CPE (400 hours) student will get PLS credit. Students without CPE must take two PLS seminars.

Progressive Leadership Seminars (PLS) Options:

PLS 101 - Racial Equity and Intersecting Oppressions (1.5 credit hours) **required**
PLS 102 - Ecumenical and Interfaith Collegiality (1.5 credit hours)
PLS 103 - Faith Based Non-Profit Management (1.5 credit hours)
PLS 104 - Clinical Pastoral Education (3 credit hours)

Faculty of the PCL seminars evaluate student learning in these courses, and in consultation with the CE supervisor's semester evaluation of the student, issue a grade of Pass or Fail for the semester. Faculty may also consult with the Director of Contextual Education in this course evaluation.

Academic year: CLP, congregational placements, and vocational preference placements are normally for the entire academic year, fall, spring, and summer semesters. Each three semester Contextual Education placement will consist of a contractual agreement between the seminary and the agency/institution or church providing placement.

To earn course credit for Contextual Education during the academic year, a student must be involved in Contextual Education for a specified number of weeks and hours each week:

- in CLPs, a semester of Contextual Education will require 10 weeks of service in the fall semester and 10 weeks of service in the spring semester; 10 weeks of service in the summer semester.
- in congregational ministry placements, a semester of Contextual Education will be 10 weeks of service;
- 8 hours per week during the weeks of the course (one of which is spent in conversation with CE supervisor);
- PCL Seminar attendance.

Time away from the placement for vacation and/or study opportunities will be arranged within the defined parameters of the fall and spring Contextual Education courses. Arrangements about schedules need to be made in advance of the start of each course, and whenever possible, at the beginning of the academic year. Negotiating such arrangements is an important part of the student's learning.

During the academic year, Contextual Education courses need to be completed within specified calendar parameters.

The fall course may begin as early as August 20 for second- and third-level students. First year student will begin serving at their contextual education site in October. The fall semester must be completed by the second Friday in January.

The spring course may begin as early as January 20 and must be completed by June 1.

The summer course may begin June 1 and must be completed by August 14.

Summer or intensive CE courses: A "summer intensive" requires 400-hours of supervised Contextual Education work and reflection on learning in the practice of ministry. For these courses students earn 3 hours of PLS course credit. Students who complete CPE will still have to complete the opening plenary PLS 1 "Racism and Intersecting Oppression" for graduation, but will not have to complete the seminar, or supervised contextual education hours.

Many ordaining bodies require Clinical Pastoral Education, (CPE), an intensive pastoral education experience typically consisting of full-time institutional (hospital, skilled nursing care, retirement residence) chaplaincy work directed and overseen by trained, credentialed CPE supervisors. All summer and intensive CE courses must be arranged for with the Director of Contextual Education and approved by the Academic Dean. Students will complete a written reflection on their learning in these courses that will be evaluated by the Director of CE and the Academic Dean. These components, along with any supervisor evaluations will become a part of the student's electronic portfolio. Summer and intensive CE courses are evaluated on a Pass/Fail basis.

A Code of Conduct for Contextual Education

Students and supervisors are committed to relating to one another and to those with whom they minister according to a Code of Conduct for Contextual Education. (See appendix.)

Exceptions

Exceptions to the requirement of six semesters Contextual Education units may be made in the following circumstances:

Transfer Students: students who transfer from another accredited theological school or from the Eden M.T.S. program to Eden's M. Div. program will be required to complete semesters of Contextual Education for graduation according to the following schedule:

Hours Transferred/Contextual Education units required:

- Less than 24 hours/6 semesters required
- 24-51 hours/4 semesters required
- More than 52 hours/2 semesters required

Contextual Education placements begin in the fall semester. Students who matriculate in the spring will begin Contextual Education the following fall semester. To ensure the possibility of a three-year MDiv degree program, student who begin in the spring will be allowed to complete 3 credits of contextual education in the fall semester of their third year.

Academic Load and Class Level

The minimum course load necessary to be considered a full-time student in the M.Div. program is 24 credit hours in an academic year. This requires a minimum of 12 credit hours per term (inclusive of Contextual Education/PCL Seminar). Note that intensive terms (January and Summer terms) and Intensive Focused Learning courses (IFLs) are offered throughout the year to support students in carrying a lighter load (10.5 credit hours) during the Fall and Spring semesters.

M.Div students not needing to take Contextual Education in a particular year must take 24 hours per year. Twelve hours must be taken in the first semester, and at least twelve hours in the second semester (including the January Interim).

The following notes and exceptions apply:

- The seminary may make the determination that 2 required courses and Contextual Education) constitutes a full load. This may occur at the point of admission due to academic or personal circumstances. It also may happen during the course of a student's study at Eden if the Academic Dean or a committee of the seminary acting on behalf of the faculty would so designate.
- This policy also implies that the student fees, which are assessed to full-time students, will be governed by this same policy.

The maximum course load for M.Div. students normally will be 12 hours and one semester of Contextual Education per semester. The following notes and exceptions apply:

- A student will be allowed to take 13 or 14 hours and one semester of Contextual Education to: a) take a one-hour language reading course; b) acquire one hour needed for graduation by arranging extra work in order for a three-credit-hour course to be credited as four hours; c) take a two-hour denominational history/polity/doctrine course if required for ordination; d) enroll in IFLs (Intensive Focused Learning) courses.
- An M.Div. student may take 15 hours in a semester in which he/she is not taking a semester of Contextual Education provided that: a) he/she has a minimum 3.0 GPA; b) he/she has written permission from the faculty advisor; c) subsequent to the approval of the faculty advisor, the student also has permission from the Academic Dean.

Any exceptions to the above policy governing full-time and maximum course loads will be determined by the Academic Dean in consultation with the Degree Programs Committee.

Class Level (First, Second, Third)

A student will be considered a first-level student when he/she has less than 24 hours

A student will be considered a second-level student when he/she has completed a minimum of 24 hours inclusive of two semesters of Contextual Education and integrative PCL seminars.

A student will be considered a third-level student when he/she has degree requirements remaining that will require only one year to complete as a full-time student.

MDIV Enrollment in DMIN Electives

An Eden MDIV student may enroll in DMIN electives when:

- Student holds a 3.2 cumulative GPA
- Student has successfully completed their 2nd Level Portfolio Consultation and Evaluation
- With permission of the course faculty

MDIV students may take up to two elective DMIN courses for a maximum of 6 credit hours. Online modules and retreats may not be taken (DM601-DM603) by MDIV students.

Qualifying Criteria for Thesis/Project Proposals

Friday, July 19, 2019 2:37 PM

M.Div students submitting proposals for a thesis or project must meet the following criteria:

- not on academic probation;
- no incompletes or extensions from any previous semester, including the first semester of a student's third year;
- a minimum grade point average of 3.5;
- support of a faculty member

M.Div students are encouraged to enroll in the MTS Seminar II course, offered in the Fallterm prior to submitting their proposal.

A Master's Thesis for M.Div students may be used to fulfill distributive electives in the subject area to which their thesis pertains (B - biblical studies, M - studies in ministry, HT - history, theology, ethics).

Portfolio & Evaluations

Eden's M.Div is centered on integrative theological learning between classroom settings and Contextual Education settings in the practice of ministry. Contextual Education Supervisors and students work at theological integration in weekly supervision. Faculty and students practice theological integration in academic coursework and the PCL seminars at each level of the curriculum. In order to assess how individual students are achieving the degree program goals and integrating this learning into their own vocational development the faculty has ordered a portfolio process through which students will reflect on their learning, and faculty advisors will assess student learning in annual consultations (at levels 1 and 2) and in peer consultation (at level 3 in the Senior Capstone).

First Level Fall Term Faculty Review

In late November the Dean of Academic Affairs and Faculty of the first-level fall required courses will meet to review the progress of M.Div students registered in their courses. The purpose of this early review is to determine if there are significant concerns regarding student learning, and to provide the faculty and student the opportunity of an early intervention. If the faculty determines that across the courses a student has significant trouble, they may recommend a meeting with the student's academic advisor, the assigning of a supervisory committee, or other action to the faculty. A report of this review will go to the December Faculty meeting for discussion and action. If the review raises concerns for a student, the Deans Office will notify them.

The Portfolio/Evaluation/Consultation Process

Throughout their program students will compile a portfolio consisting of evaluated course assignments and reflections on their learning in both academic and CE courses. Students are supported in this process through annual evaluation/consultations with their academic advisors (level one), their academic advisor and CE supervisor (level two), and their Senior Capstone cohort (level three). In the first and second levels, evaluations are combined with consultative academic advising in the process of pre-registering students for courses and planning CE settings for the following academic year.

By the spring term first and second level students will select an evaluated assignment from a course they have taken and prepare a reflection on how their learning from that assignment meets one or another of the stated outcomes of the MDIV curriculum (guidelines for Portfolio Reflections may be found in the Appendix.) They will upload these components along with other prescribed documents to their electronic portfolio. The Office of Academic Programs will publish annually the due dates for portfolio completion and submission.

Further instructions for completing the portfolio are normally made available to students in November. Students will be notified via email when this information is posted in Brightspace.

First and Second Level Annual Consultations

First Level

During mid-February – mid-March (before reading week) first level students will meet with their academic advisor in which the advisor will share feedback on the student's portfolio and assess their learning in relation to the outcomes of the degree program goals. In this appointment, advisors will consult with students regarding Fall/January registration, drawing on the learning assessment to recommend particular course offerings to address both areas for growth and vocational development. A copy of the evaluation will be shared with the student following the appointment.

Second Level

During mid-March (after reading week) – mid-April second level students will meet with their academic advisor and their CE supervisor. In this consultation the advisor and CE supervisor will evaluate the student's reflection on their learning and other portfolio components for how they evidence the student's achievement of the outcomes of the degree program goals. The consultation will reflect on the student's learning in relation to the first level evaluation and assess strengths and weaknesses of the student's learning and development in their vocation. As with the first level evaluation, the consultation will provide space for advising/pre-registration for the summer/fall terms in which the student will be supported by the team to identify courses and CE opportunities that can support their learning. The advisor will post the evaluation to the student's portfolio following the appointment.

If in the course of the first or second level consultation/evaluation the advisor has pervasive concerns about a student's achievement of the outcomes of the curriculum, that faculty member will take the student's portfolio to the next faculty meeting where the faculty as a whole will determine (in relation to the advisor's recommendation) if the student would be best served by the formation of a supervisory committee to create a remedial plan to address the learning deficiencies. These committees (normally composed of two faculty members) serve as support and accountability for students as they develop and complete a plan to address the concerns.

If during this process a student feels as though they may have been unfairly evaluated, they may bring a written statement of their complaint, detailing their unfair treatment to the Dean of Academic Affairs who will hear the complaint and in light of the faculty evaluation form decide either to create a new evaluation process for the student (inclusive of a new faculty member and CE supervisor) or to have the results of the initial evaluation stand. If the student believes the Dean of Academic Affairs decision to be unfair, her or his final recourse is to bring that complaint to the Dean of the Seminary. The Dean of the Seminary's decision on the matter will be final.

In the case of a new evaluation committee, students will agree to abide by findings of the new evaluation. The findings will be taken to the faculty, and the faculty will confer and decide how to proceed. The results of the new evaluation and the faculty's determination of action or remedial plan (inclusive of supervisory committee) will be final.

Senior Capstone

Evaluation of student learning continues in the senior year with the Senior Capstone. The capstone begins early in the fall of the senior year with an all senior and faculty retreat during which capstone small groups will form with seniors and faculty advisors to begin planning for the year. The capstone is an intentionally free space for student collaboration, evaluation, and creation of learning and vocational development plans. Each capstone group will create a project in which students will combine their interests into an experience that engages with the goals of the curriculum and creates opportunities for reflection on their learning and next steps toward ministry. Faculty serve as collaborators and consultants in this peer driven process. Both students and faculty will upload an evaluation of the capstone to the student's portfolio upon the completion of the capstone.

Supervisory Committees

A supervisory committee may be formed for a student as a result of the First Level fall Faculty Review or the spring First or Second Level Evaluation, or if serious deficiencies are identified in the student's progress toward graduation and readiness for ministry. The Committee will consist of the student's faculty advisor and one other faculty member chosen by the Dean of Academic Affairs. The Dean of Academic Affairs will designate the Committee chair. The Dean of the Seminary will serve as a consultant to supervisory committees.

A supervisory committee generally will follow these procedures.

The committee will review all material in the files of the student including academic records, portfolio, and Contextual Education records. The committee may solicit any other information from faculty and/or students it deems useful.

The committee will meet to consider what points may need clarification beyond the material so far reviewed and prepare to interview the student.

The committee will interview the student after the above process has been completed to explore any and all points in question concerning the student's progress.

After the above review process and interview have been completed, the committee will work with the student to develop a plan to address deficiencies. The plan will include a process to determine if the learning issue has been resolved. This may entail a re-take of the student's Second Level Evaluation (with the same or a different committee depending on the circumstances) or another process to determine if the student has met the learning outcome(s). Examples may include the successful completion of a recommended elective in the curriculum, or the successful evaluation of a reflection paper by the Supervisory Committee. In other cases, the committee may advise the student to withdraw from seminary or may recommend to the faculty that the student be dismissed from the seminary.

The supervisory committee will meet with the student on an on-going basis. Students are responsible to schedule these appointments with their committee members based upon the remedial plan they outline together. The committee will consult with the Associate Dean of Academic Affairs about the student's progress, and report to the faculty at least once a semester on the student's progress. If the committee believes no progress is being made toward resolution of issues, it may recommend to the faculty dismissal of the student provided the committee has been meeting with the student for at least three months.

A record of the committee proceedings will be kept by the Registrar for reference by the Dean of Academic Affairs, the faculty, and the student.

Academic Standing and Probation

Good Standing (for purposes related to scholarships, recommendations, and references)

A student is considered to be in good standing if he/she:

- maintains a GPA of 2.5 on a 4.0 scale;
- has not failed a required course;
- has stood for and completed first and second level evaluations;
- does not have a supervisory committee.

(Note the difference between academic “good standing” and Satisfactory Academic Progress as outlined in the Appendix for Financial Aid and Student Loans)

Probation

Students are placed on probation under one or more of the following conditions:

- *Admitted on Probation:* When a student does not meet the minimum qualifications for admission, but in the view of the Admissions Committee deserves special consideration, the student may be admitted on probation. Students admitted on probation may be limited in the number of hours that can be taken in a semester
- All non-baccalaureate students will be admitted on probation. Non-baccalaureate students entering Eden’s programs must show satisfactory progress and achieve good standing in their first semester (as defined under “Good Standing” in student Handbook)
- *Grade Point Average:* A student will be placed on probation if his/her GPA falls below 2.5 on a 4.0 scale. Removal from probation will be considered after a student’s GPA is 2.5 or above.
- *Faculty first-level student evaluations or the Portfolio Consultation & Evaluation:* Students may be placed on probation as a result of faculty first-level student evaluations or the Portfolio Consultation & Evaluations, or if the student fails to take part in the evaluation process when scheduled.
- *Failure in a Required Course:* A student who fails a required course is placed on probation and will be considered for removal from probation only after the course is satisfactorily completed.

A student will be placed on probation if the faculty discerns serious deficiencies in the student’s progress toward graduation and forms a supervisory committee to work with the student.

Students on probation are not permitted to elect the Pass/Fail grade option (unless this option is mandated for the course) or to take a directed study.

In conversation with the Academic Dean and in consultation with the student's advisor, students on probation as a result of low GPA will be limited to 10.5 credit hours (3 classes + PCL) while on academic probation.

The faculty will determine the academic standing of a first-level student who is on probation (because the student was admitted on probation or placed on probation during the first year of study). At the time of first-level student evaluations, the faculty will act to

- remove the student from probation
- continue the student on probation. The faculty will include in their recommendation what issues must be addressed for the probation to be removed, a process by which the issues will be addressed, and a time line for either the removal of probation or dismissal of the student.
- dismiss the student from the Seminary. The faculty will prepare a written report to the Academic Dean, a copy of which will be given to the student.

Students who are placed on probation after they have successfully completed their Portfolio Consultation & Evaluation will meet with the Dean of Academic Affairs. The Dean of Academic Affairs will develop with the student a process by which the issues resulting in probation will be addressed and a timeline for either the removal of probation or the dismissal of the student. Removal of probation or dismissal of the student will be by action of the faculty according to the timeline developed by the student and Dean of Academic Affairs.

Dismissal for Academic Reasons

Guidelines on discontinuation are correlated with guidelines for admission and are related to each other. As in the case of admission, different guidelines apply regarding the dismissal of students from different degree programs.

For the amount of refund due, see item the *General Academic Policies* section of this Handbook.

Decision-making criteria

The sources of information used in reaching a decision to dismiss a student from seminary may include the following (depending upon the degree program):

- Reports from evaluations;
- Contextual Education reports;
- Evaluation data and grades from courses;
- Reports and recommendations from the supervisory committee assigned to counsel with the student;
- Other data available to faculty which comes from professional (i.e., instructional and supervisory) interaction. Not germane is data received by faculty in the confidence of therapeutic interaction;
- Other public information available to the faculty giving evidence of the responsible maturity of the student.

A decision to discontinue a Master of Divinity student is related to negative conclusions regarding the following criteria:

Vocational clarity: There is information which strongly suggests that the ordained ministries of the church are no longer of vocational interest to the student, and that this loss of interest in the vocation of ordained ministry is adversely affecting the student's ability to function at the Seminary and/or interfering with the education of others.

Intellectual capability: There is information which strongly suggests that the student is not capable of the academic demands of the degree program, is closed to new learnings, and/or is unwilling or unable to function in a collegial learning situation.

Personal maturity: There is information which strongly suggests that the student is unwilling or incapable of mature relationships with other persons, closed to self-discovery and growth, and/or has engaged in behavior which is disruptive and damaging to community.

Theological commitment and openness: There is information which strongly suggests that the student has little interest in or commitment to the faith and mission of the church, and is unwilling or unable to think critically about gospel and its implications for the church, the world or his/her own life.

For MDiv students, a primary consideration will be if the information available when related to the criteria above strongly suggests that there is little prospect for the student to enter into the faithful and effective practice of ministry. Any decision to dismiss a student on the basis of such reports and considerations requires the action of the full-time faculty.

Decision-making in relation to discontinuation:

Students may be dismissed by the Academic Dean (with no faculty action required) under the following circumstances:

- after the completion of a minimum of 12 attempted hours, a student's GPA is below 1.5 and/or the student has failed two classes (including Contextual Education);
- after the completion of a minimum of 24 attempted hours, a student's GPA is below 1.7 and/or the student has failed a total of three classes (including Contextual Education);
- after the completion of a minimum of 36 attempted hours, a student's GPA is below 2.0 and/or the student has failed a total of four classes (including Contextual Education);
- after the completion of a minimum of 48 attempted hours, a student's GPA is below 2.2;
- after the completion of a minimum of 60 attempted hours, a student's GPA is below 2.3.

The Dean of Academic Affairs will recommend to the faculty the immediate dismissal of any student with two violations of the Academic Disciplinary Policy of the Seminary. The student will be dismissed by the faculty unless there are compelling reasons not to do so. The Dean of the Seminary will notify the student.

For a student admitted to the Seminary on probation, whose first-level review may warrant dismissal, faculty must present a written report to the Dean of Academic Affairs and provide the student with a copy of the report. Dismissal will be by faculty vote and will be immediate. The Dean of Academic Affairs will notify the student.

A supervisory committee may recommend to the faculty the dismissal of a student with whom the committee has had at least one substantive meeting. The supervisory committee must present a written report to the faculty and provide the student with a copy of the report. Dismissal will be by faculty vote and will be immediate. The Dean of the Seminary will notify the student.

When dismissal is being recommended or occurs, there will be consultations.

- Faculty persons will be consulted or notified as appropriate.
- The student will be consulted as dismissal is being considered.
- Where appropriate and possible, the relevant Church and Ministry Committee and home pastor will be consulted.
- Decisions will be made in a context of pastoral concern for the student. As is possible, efforts will be made to support the student in refocusing vocational priorities.

Students who do not register for any classes in a 12-month period and who do not communicate with the Registrar regarding their plans to resume studies may be dismissed. Near the beginning of the fall and spring semesters, the Registrar will notify the faculty of inactive students to be dismissed. Faculty may discuss the circumstances of individual students at the next scheduled faculty meeting before the students are dismissed. Dismissal of students about whom the faculty requests discussion will be by faculty action; those about whom no discussion is requested will be dismissed by administrative action of the Dean.

Appeal of Dismissal

A student dismissed by the Dean of Academic Affairs under the provisions outlined above may appeal the dismissal to the faculty. The appeal needs to be in writing, indicate the reasons why dismissal should not occur and be presented to the Academic Dean no later than two weeks after notification of dismissal. The Dean of Academic Affairs will bring the appeal to the faculty for their consideration. At the discretion of the faculty, a student may be invited to appear before the faculty to present the appeal.

Students who are dismissed by vote of the faculty may not appeal the decision.

Process for Consideration of Re-entry into Seminary

Students who have been dismissed will be considered for re-entry to the Seminary upon:

- request of the student;
- the passing of two semesters (approximately one year);
- evidence that the problem(s) leading to discontinuation has/have been resolved in an adequate manner.

Master of Arts in Professional Studies (MAPS)

Program Goals

Program Goals

The purpose of the Master of Arts in the Professional Studies (MAPS) degree is to equip persons for leadership in some form of specialized ministry in congregations or other settings. At Eden Theological Seminary, the goals of the MAPS degree program are:

Theological Imagination: the capacity to see God's creative and redemptive purposes at work in the world informed by deep knowledge of the scriptures, traditions, and practices of the faith.

Hallmarks of this capacity for MAPS students are:

- Passion for God's justice and shalom for the earth and its peoples – particularly as they speak to systemic oppression (i.e., racism, sexism, heterosexism, colonialism, imperialism and their intersecting oppressions)
- Humility borne of the study of scripture, tradition, and history in context for the church's complicity with oppression and God's enduring call to reform
- Hope in the face of all that divides and demeans that God is making all things new

Social Transformation: the capacity to engage one's theological imagination and spiritual formation toward social justice action and institutional reformation in order to lead communities to collaborate in God's redemptive work in the world.

Hallmarks of this capacity for MAPS students are:

- Engagement in the prophetic witness of faith in the face of ideologies and structures that seek to diminish, demean, and destroy God's people and creation
- Clarity for how one's specialized area of ministry collaborates with other ministries of the church and the life of the broader community in the pursuit of God's shalom for all creation.

Infused capacities across these goals that the faculty highlights and draws into the integration of theological reflection on the practice of ministry in context:

- Engagement in racial equity and intersecting struggles for human freedom and justice
- Ecumenical, Interfaith, and Non-faith collegiality in the practice of ministry
- Resilience and adaptability in pursuit of one's vocation

Course of Study and Graduation Requirements

The Master of Arts in Professional Studies will require 42 credit hours (inclusive of classroom and experiential requirements) and will require a minimum of two years of full-time study to complete. Continuation beyond five years will be considered when there is evidence of active, sustained pursuit of the degree. This degree program consists of the following elements:

Required Courses (27 hours)

Students must complete the following courses:

** these courses are 1.5 credit hour courses will all others are 3 credit hour*

- Social Ethics and Christian Life
- Introduction to the Bible
- Progressive Christian Leadership (First year, Fall)*
- Church History
- Old Testament Survey
- MAPS/MTS Seminar I*
- Progressive Christian Leadership (First year, Spring)*
- Constructive Theology
- New Testament Survey
- MAPS/MTS Seminar II*
- MAPS Project

Courses in the area of Concentration (15 hours)

In consultation with the advisor and MAPS degree Program Director, each student will identify one of the following areas of concentration: Gender Equality and Social Change, Community Leadership and Public Advocacy, Non-Ordained Ministry

MAPS Integrative Seminar and Capstone Project

Complementing a student's engagement in their area of concentration will be the MAPS Capstone Project and an Integrative Seminars, included in the required course listing above.

Other Requirements

Creating Healthy Relationships in the Church Workshop

Attendance at a workshop on healthy relationships/boundaries in ministry is required for all MAPS students.

Racism, Intersecting Oppressions Progressive Leadership (Plenary only)

This is a mandatory workshop for all MAPS students and will take place in the Summer term

Requirements for Graduation

In order to be awarded a MAPS degree from Eden Seminary, a student must satisfactorily complete the following within five years of matriculation (the semester a student enters the degree program).

Continuation beyond five years will be considered in those cases when there is evidence of active, sustained pursuit of the degree. Graduation requirements include:

- 42 credit hours of course work with a minimum GPA of 2.5 on a scale of 4.0, including the following:
 - 27 hours of required course work; including 3 hours of integrative seminars and the MAPS Capstone Project.
 - 15 hours of course work in a specific area of concentration;
- demonstration in the judgment of the faculty of an adequate measure of competence and maturity;
- Creating Healthy Relationships in the Church Workshop;
- Racism, Intersecting Oppressions Progressive Leadership (Plenary only)

MAPS Capstone Project

Requirements for the MAPS Capstone Project are being revised.

Academic Load and Class Level

MAPS students must take 21 hours per year to be considered full-time. The following notes and exceptions apply:

- the Seminary may make the determination that nine hours constitutes a full load. This may occur at the point of admission due to academic or personal circumstances. It also may happen during the course of a student's study at Eden if the Academic Dean or a Committee of the Seminary acting on behalf of the faculty would so designate;
- this policy also implies that the student fees, which are assessed to full-time students, will be governed by this same policy.
- The maximum course load for MAPS students normally will be 12 hours/semester in addition to working in a ministry setting. The following exception applies:
 - a MAPS student with a 3.0 or higher GPA may take 15 credit hours in a semester upon written approval of the advisor and, subsequently, the Academic Dean.

Any exceptions to the above policy governing full-time and maximum course loads will be determined by the Dean of Academic Affairs in consultation with the Degree Program Committee.

Academic Standing and Probation

Good Standing (for purposes related to scholarships, recommendations and references)

A student is considered to be in good standing if he/she maintains a GPA of 2.5 on a 4.0 scale.

Probation

Students are placed on probation under one or more of the following conditions:

- *Admitted on Probation:* When a student does not meet the minimum qualifications for admission, but in the view of the Masters Committee deserves special consideration, the student may be admitted on probation. If this occurs, the student may be limited in the number of hours that can be taken in a semester.
- *Grade Point Average:* A student will be placed on probation if his/her GPA falls below 2.5 on a 4.0 scale.
- *Failure in a Required Course:* A student who fails a required course is placed on probation and will be considered for removal from probation only after the course is satisfactorily completed.

A student will be placed on probation if the faculty discerns serious deficiencies in the student's progress toward graduation and forms a Supervisory Committee to work with the student.

Students on probation are not permitted to elect the Pass/Fail grade option or to take a directed study.

It will be noted on a student's transcript if he/she is placed on probation and when the student is removed from probation.

Dismissal for Academic Reasons

Guidelines on discontinuation are correlated with guidelines for admission and are related to each other. As in the case of admission, different guidelines apply regarding the dismissal of students from different degree programs.

The sources of information used in reaching a decision to dismiss a student from the Seminary may include the following (depending upon the degree program):

- Evaluation data and grades from courses,
- Reports and recommendations from the Supervisory Committee assigned to counsel with the student;
- Other data available to faculty which comes from professional (i.e. instructional and supervisory) interaction. Not germane is data received by faculty in the confidence of therapeutic interaction;
- Other public information available to the faculty giving evidence of the responsible maturity of the student.

A decision to discontinue a MAPS student is related to negative conclusions regarding the following criteria:

- *Vocational clarity*: There is information which strongly suggests that a form of specialized ministry is no longer of vocational interest to the student, and that this loss of interest in a vocation in a specialized ministry is adversely affecting the student's ability to function at the Seminary and/or interfering with the education of others.
- *Intellectual capability*: There is information which strongly suggests that the student is not capable of the academic demands of the degree program, is closed to new learnings, and/or is unwilling or unable to function in a collegial learning situation.
- *Personal maturity*: There is information which strongly suggests that the student is unwilling or incapable of mature relationships with other persons, closed to self-discovery and growth, and/or has engaged in behavior which is disruptive and damaging to community.
- *Theological commitment and openness*: There is information which strongly suggests that the student has little interest in or commitment to the faith and mission of the church, and is unwilling or unable to think critically about gospel and its implications for the church, the world or his/her own life.

Students will be dismissed (with no faculty action required) under the following circumstances:

- after the completion of a minimum of nine attempted hours, a student's GPA is below 1.5
 - and/or the student has failed two classes;
- after the completion of a minimum of 18 attempted hours, a student's GPA is below 1.7
 - and/or the student has failed a total of three classes;
- after the completion of a minimum of 27 attempted hours, a student's GPA is below 1.9
 - and/or the student has failed a total of four classes;
- after the completion of a minimum of 36 attempted hours, a student's GPA is below 2.3;
- if, one year after completing 48 attempted hours of course work, the student has not submitted a successful project proposal.
- The Dean will recommend to the faculty the immediate dismissal of any student
 - with two violations of the Academic Disciplinary Policy of the Seminary. The student will be dismissed by the faculty unless there are compelling reasons not to do so; the Academic Dean will notify the student.

A Supervisory Committee may recommend to the faculty the dismissal of a student with whom the Committee has had at least one substantive meeting. The Supervisory Committee must present a written report to the faculty and provide the student a copy of the report. Dismissal will be by faculty vote and will be immediate; the Dean will notify the student.

MAPS students who do not satisfactorily complete the Project Interview and subsequently do not satisfactorily complete the remedial plan that is devised within the specified time will be dismissed from the Seminary.

Students who fail to register for any classes in a 12-month period and who do not communicate with the Registrar regarding their plans to resume studies will be dismissed. Near the beginning of the fall and spring semesters, the Dean will notify the faculty of inactive students to be dismissed.

Faculty may request that the Dean's Office bring to the faculty for discussion the circumstances of individual students at the next scheduled faculty meeting before they are dismissed. Dismissal of students about whom the faculty requests discussion will be by faculty action; those about whom no discussion is requested will be dismissed by administrative action of the Dean.

Appeal of Dismissal

A student dismissed under the provisions above may appeal the dismissal to the faculty. The appeal needs to be in writing, indicate the reasons why dismissal should not occur and be presented to the Dean no later than two weeks after notification of dismissal. The Dean will bring the appeal to the faculty for their consideration. At the discretion of the faculty, a student may be invited to appear before the faculty to present the appeal.

Students who are dismissed by vote of the faculty may not appeal the decision.

Process of Consideration for Re-entry into Seminary

Students who have been discontinued will be considered for re-entry to the Seminary upon:

- request of the student;
- the passing of two semesters (approximately one year);
- evidence submitted that the problem(s) leading to discontinuation has/have been resolved in an adequate manner.

Joint Degree Programs

The joint degree program is designed for students to earn both a Master of Divinity or Master of Arts in Professional Studies degree from Eden Theological Seminary and Master of Social Work degree from George Warren Brown (GWB) School of Social Work. The programs typically represent a four-year program of study for the M.Div. option and a three-year program for the MAPS option. Each degree program must be applied to separately following the requirements for each educational institution.

Special Note: The MAPS program joint degree is currently under revision and is subject to change. This handbook will be updated accordingly when the revision is complete. ~ 11.1.21

Program Goals

The goals for the joint degree programs between Eden and the George Warren Brown School of Social Work are to prepare students for ministries that combine skills and values in both Christian ministry and social work.

Vocations for which degrees from both fields of study are most appropriate include:

- Faith-based or community-based social service organizations and agencies;
- Commissioned or ordained ministries within specific denominations;
- Hospital and hospice chaplaincies; pastoral counseling and psychotherapy;
- Work in family ministries or agencies that relate to family health and welfare;
- Development of policy in ecumenical and denominational agencies nationally and/or
 - internationally in areas of social justice such as human rights, immigration, women's issues, child
 - development and community/economic development.

Course of Study for the MAPS/MSW Joint Degree Program

MSW program currently under revision please check with GWB for their current requirements

Students must meet admission requirements for both graduate programs and apply separately to each school. For a more complete description of degree requirements and policies for the Master of Divinity, please see that section of this handbook.

Eden Required Courses (27 hours)

Students must complete the following six courses:

- Social Ethics and Christian Life
- Church History
- Introduction to the Bible
- Old Testament Survey
- New Testament Survey
- Constructive Theology
- Progressive Christian Leadership (First Year)
- MAPS Seminar I
- MAPS Seminar II

Courses in the Area of Concentration (15 hours)

In consultation with the advisor and MAPS degree Program Director, each student will identify an area of concentration in an area of Professional Studies. These will be a blend of classes taken at both Eden and Washington University.

MAPS Integrative Seminar and Capstone Project (included in required courses)

Complementing a student's engagement in their area of concentration will be the MAPS Capstone Project and an Integrative Seminar.

Other Requirements

Creating Healthy Relationships in the Church Workshop

Attendance at a workshop on healthy relationships/boundaries in ministry is required for all MAPS students.

Racism, Intersecting Oppressions, and Diversity Awareness Workshop

This is a mandatory workshop for all MAPS students.

Requirements for Graduation

In order to be awarded a MAPS degree from Eden Seminary, a student must satisfactorily complete the following within five years of matriculation (the semester a student enters the degree program).

Continuation beyond five years will be considered in those cases when there is evidence of active, sustained pursuit of the degree. Graduation requirements include:

- 42 credit hours of MAPS course work with a minimum GPA of 2.5 on a scale of 4.0, including the following:
 - 27 hours of required course work;
 - 15 hours of course work in a specific area of concentration;
- demonstration in the judgment of the faculty of an adequate measure of competence and maturity;
- Creating Healthy Relationships in the Church Workshop
- Racism, Intersecting Oppressions, and Diversity Awareness Workshop

Course of Study for the MDIV/MSW Joint Degree Program

MSW program currently under revision please check with GWB for their current requirements

The combined M.Div./MSW degree program requires that students take 57 credit hours at Eden. 15 hours will be transferred from GWB School of Social Work. Students must meet admission requirements for both graduate programs and apply separately to each school. For a more complete description of degree requirements and policies for the Master of Divinity, please see that section of this handbook.

Required M.Div. Courses (39 credit hours)

Biblical Studies (9 hours)

- Introduction to the Bible and its Interpretation
- Old Testament Survey
- New Testament Survey

Historical and Theological Studies (9 hours)

- Church History
- Ethics and Christian Faith
- Constructive Theology

Ministry Studies (12 hours)

- Pastoral Theology and Care
- Preaching
- Liturgy
- Educational Ministry

Progressive Christian Leadership/Contextual Education (9 credit hours)

At least one full year will be negotiated through the School of Social Work as fulfillment of requirements for both degrees. Students will work with Eden's Contextual Education program to determine equivalencies.

- 4 semesters will be completed at Eden through the Contextual Education program (6 credit hours)
- 2 semesters will be credited for work completed as part of the Practicum requirements for the School of Social Work (3 credit hours)

Eden Electives (18 hours)

- Distributive Electives (9 hrs)
- Focused Electives (6 hrs)
- Open Electives (3 hrs)

GWB elective transfer 15 credit hours

Other Requirements

- Healthy relationships/boundaries in ministry workshop
- Racism, Intersecting Oppressions, and Diversity Awareness Workshop
First Level Portfolio and Consultation
- Second Level Portfolio and Consultation

Graduation Requirements for Joint Degrees

Requirements differ according to the degree studied. Please see individual degree programs for graduation requirement information.

For all other academic policies, please see the appropriate degree section of this *Handbook*.

Program Goals

The Master of Theological Studies (MTS) degree is an academic degree. It is appropriate for persons interested in broadening their understanding of the Christian tradition, developing their academic leadership for the service of the church, and/or those who may be considering Ph.D. work in some field of theology. The degree program requires a minimum of two years full time study to complete.

The purpose of the MTS degree is that students undertake a rigorous course of academic study aimed at

Theological Imagination: the capacity to see God's creative and redemptive purposes at work in the world informed by deep knowledge of the scriptures, traditions, and practices of the faith.

Hallmarks of this capacity are:

- Passion for God's justice and shalom for the earth and its peoples – particularly as they speak to systemic oppression (i.e., racism, sexism, heterosexism, colonialism, imperialism and their intersecting oppressions)
- Humility borne of the study of scripture, tradition, and history in context for the church's complicity with oppression and God's enduring call to reform
- Hope in the face of all that divides and demeans that God is making all things new

Social Transformation: the capacity to engage one's theological imagination toward social justice action and institutional reformation in order to lead communities to collaborate in God's redemptive work in the world.

Hallmarks of this capacity are:

- Engagement in the prophetic witness of faith in the face of ideologies and structures that seek to diminish, demean, and destroy God's people and creation
- Purpose to draw on the resources of the faith in collaboration with others in order to lead communities in the church and public arena to collaborate with God's work of justice and shalom.

Infused capacities across these goals that students will develop in coursework and the thesis:

- Engagement in racial equity and intersecting struggles for human freedom and justice
- Ecumenical, Interfaith, and Non-faith collegiality in the practice of ministry

Course of Study and Graduation Requirements

The MTS degree program requires the successful completion of 45 semester hours including the following:

Required Courses (18 credit hours)

A core of 6 required courses:

- Introduction to the Bible and its Interpretation (3 credit hours)
- Old Testament Survey (3 credit hours)
- New Testament Survey (3 credit hours)
- Church History (3 credit hours)
- Ethics (3 credit hours)
- Constructive Theology (3 credit hours)

Concentration (12 credit hours)

A major field of concentration consisting of four courses as specified in one of the following areas of concentration:

Bible

- Two electives in Biblical Studies (6 credit hours)
- Hebrew or Greek Grammar and Exegesis (6 credit hours)
- *Historical/ Theological/ Ethical Studies*
- Two electives in Historical, Theological, Ethical Studies (6 credit hours)
- Greek Grammar and Greek Exegesis or six hours of Latin tutorial (6 credit hours)

Open Electives (6 credit hours)

MTS Seminars (3 credit hours)

Two semesters of MTS Seminar (1.5 credit hours each semester) are required of all MTS students. Students normally register for the Seminars in their 2nd and 3rd semesters. The Seminars meet weekly. MTS students from all fields meet to study theological method and approaches to research, and to present to one another aspects of their work done in courses, or work done in preparation for a thesis. The Seminars function to move students toward a thesis proposal.

The thesis advisors of MTS students may attend the Seminars with their students to participate in the discussion of their work and to model the kind of theological integration that might happen in such a setting. Master of Divinity students writing a thesis may also enroll in these Seminars.

Completion and Oral Presentation of a Thesis (6 credit hours)

Students will write a thesis of original quality to be credited with six credit hours during the final semester of their degree program. A Thesis Proposal, developed in consultation with a thesis advisor, must be submitted to the Degree Program Committee for approval during the semester prior to that in which the thesis is to be written and credited. Upon completion, the thesis normally will be presented in a public, oral presentation. Final approval and evaluation of the thesis is by the thesis advisor and a secondary reader, both appointed by the Director of the MTS Program. (see requirements below)

Requirements for Graduation

In order to be awarded an MTS degree from Eden Seminary, a student must satisfactorily complete the following within five years of matriculation (the semester the student enters the degree program).

Continuation beyond five years will be considered in those cases where there is evidence of active, sustained pursuit of the degree. The requirements for graduation include:

- satisfactory completion of 45 credit hours of course work with a minimum GPA of 2.5 on a scale of 4.0;
- completion of two semesters of MTS Seminar;
- completion and Oral Presentation of a thesis;
- Creating Healthy Relationships in the Church workshop
- Racism, Intersecting Oppressions, and Diversity Awareness Workshop
- Religious Experience in North American Cultural Context Reflection Paper (see appendix) or Progressive Leadership Seminar with supervised contextual placement.
- demonstration in the judgment of the faculty of an adequate measure of competence and maturity.

Master's Thesis

The purpose of the Master's Thesis is to give students in the Master of Theological Studies and Master of Divinity degree programs the opportunity to engage in critical dialogue with the literature appropriate to their chosen field of concentration, to demonstrate their competence in the use of sound methods of scholarship, and to make an appropriate and critical contribution to the field of concentration. The preparation and defense of the thesis entails six hours of course credit.

Procedure for Shaping, Proposing and Presenting the Master's Thesis

The MTS Seminar prepares students to propose and write their thesis. The first semester of the seminar helps students determine the focus of their research. The second semester of the seminar

In the second semester of the MTS Seminar, students settle on an area of research, approach a professor who has the appropriate expertise to serve as thesis advisor, and begin conversation that will lead to a thesis proposal. Thesis advisors and second readers are approved by the Director of the MTS program after the proposal has been approved by the Curriculum and Assessment Committee. If a non- faculty person serves as advisor or second reader, the student will be charged a fee equivalent to one credit hour for payment to the advisor or second reader. Normally thesis advisors and second readers are members of the full-time faculty. Exceptions to this practice require approval by the Director of the MTS program.

MDiv students may be advised to take the MTS Seminar if they elect to write a thesis.

The Thesis Proposal

Prior to registering for the thesis, a thesis proposal must be approved. In the fall (for spring registration), this will be on or before December 1; in the spring (for fall registration) this will be on or before May 1.

The Thesis Proposal will include:

- a well-defined research question;
- a brief survey of the study of this question in various contexts;
- a brief description of the student's context and the context they seek to address;
- an annotated bibliography;
- the signature of the advisor (indicating their approval and willingness to serve as thesis advisor).

The Degree Program Committee will approve the Proposal and forward it to the Director of the MTS program for the appointment of a thesis advisor and second reader. The Curriculum and Assessment Committee may also reject the proposal and send it back to the student with suggestions for re-submission before the end of the semester.

Approval of the Thesis

The Director of the MTS program will appoint a thesis advisor to work with the student in developing and writing the thesis, and a second reader. The completed thesis must be submitted to the thesis advisor and second reader not less than four weeks prior to the date on which grades are due for graduating seniors. When the thesis advisor and the second reader both deem the work as passable, an oral presentation normally will be scheduled, at which time the student's work will be presented and celebrated. The thesis advisor will assign a grade for the thesis and report it to the Registrar. The student will provide two copies of the approved thesis, with signatures and ready for binding, to the Registrar's Office five days before graduation.

If additional time is needed to complete the thesis, a continuation fee will be charged for each additional semester.

Specifications

The thesis should be a work of substance comprising not less than 50 typed, double-spaced pages of text. The work should not exceed 150 pages. For information about submitting the thesis, bibliographic style, requirements for typing the thesis, and for sample pages, see Appendices of this *Handbook*.

Academic Load and Class Level

MTS students must take 24 hours per academic year to be considered full-time. Twelve hours must be taken in the first semester and at least twelve hours in the interim and second semester. The following notes and exceptions apply:

- The Seminary may make the determination that nine hours constitutes a full load. This may occur at the point of admission due to academic or personal circumstances. It may also happen during the course of a student's study at Eden if the Director of the MTS program or a Committee of the Seminary acting on behalf of the faculty would so designate;
- This policy also implies that the student fees, which are assessed to full-time students, will be governed by this same policy.
- The maximum course load for MTS students normally will be 12 hours, 13.5 if the student is taking Greek Readings or Hebrew readings. MTS students may take 15 hours in a semester provided that:
a) they have a minimum 3.0 GPA; b) they have written permission from their faculty advisor; c) subsequent to the approval of their faculty advisor, they also have permission from the Director of the MTS program.

Any exceptions to the above policy governing full-time and maximum course loads will be determined by the Director of the MTS program in consultation with the Degree Program Committee.

Supervisory Committees

A Supervisory Committee is formed for a student under extraordinary circumstances by action of the faculty if serious deficiencies are identified in the student's progress toward graduation and readiness for ministry. The Committee will consist of the Director of the MTS degree program and one other faculty member chosen by the Director. The Director will also designate the Committee chair.

A Supervisory Committee will generally follow the procedures outlined below:

- The Committee will review all material in the files of the student concerned, and will solicit any other information from faculty and/or students it deems useful.
- The Committee will meet to consider what points may need clarification beyond the material so far reviewed, and prepare to interview the student.
- The Committee will interview the student after the above process has been completed to explore any and all points in question concerning the student's progress.
- After the above review process and interview have been completed, the Committee will work with the student to develop a plan to address deficiencies. In extreme cases, the Committee may recommend to the faculty that the student be dismissed from the seminary.
- The Supervisory Committee will meet with the student on an on-going basis until the student submits and has approved a Thesis Proposal; or after six months of its initial meeting with the student, the Supervisory Committee may bring to the Faculty a recommendation to dismiss the Committee if the student's progress warrants.
- A record of the process will be kept by the Committee chair for reference as needed by the Registrar, faculty, and student.

Academic Standing and Probation

Good Standing (for purposes related to scholarship, recommendations, and references)

A student is considered to be in good standing if he/she maintains a GPA of 2.5 on a 4.0 scale.

Probation

Students are placed on probation under one or more of the following conditions:

- *Admitted on Probation:* When a student does not meet the minimum qualifications for admission, but in the view of the Recruitment and Admissions Committee deserves special consideration, the student may be admitted on probation. If this occurs, the student may be limited in the number of hours that can be taken in a semester.
- *Grade Point Average:* A student will be placed on probation if his/her GPA falls below 2.5 on a 4.0 scale.
- *Failure in a Required Course:* A student who fails a required course is placed on probation and will be considered for removal from probation only after the course is satisfactorily completed.
- A student will be placed on probation if the faculty discerns serious deficiencies in the student's progress toward graduation and forms a Supervisory Committee to work with the student.

Students on probation are not permitted to elect the Pass/Fail grade option or to take a directed study.

MTS students who are placed on probation may be assigned a Supervisory Committee. Together with the student, the Supervisory Committee will develop a process by which the issues resulting in probation will be addressed and a timeline for either the removal of probation or the dismissal of the student. Removal of probation or dismissal of the student will be by action of the faculty according to the timeline developed by the student and the Supervisory Committee.

Dismissal for Academic Reasons

Guidelines on discontinuation are correlated with guidelines for admission and are related to each other. As in the case of admission, different guidelines apply regarding the dismissal of students from different degree programs. The sources of information used in reaching a decision to dismiss a student from seminary may include the following:

- Evaluation data and grades from courses,
- Reports and recommendations from the Supervisory Committee assigned to counsel with the student;
- Other data available to faculty which comes from professional (i.e. instructional and supervisory) interaction. Not germane is data received by faculty in the confidence of therapeutic interaction;
- Other public information available to the faculty giving evidence of the responsible maturity of the student.

A decision to discontinue a student is related to negative conclusions regarding the following criteria:

- *Intellectual capability*: There is information which strongly suggests that the student is not capable of the academic demands of the degree program, is closed to learning new things, and/or is unwilling or unable to function in a collegial learning situation.
- *Intellectual commitment and openness*: There is information which strongly suggests that the student has little interest in or commitment to exploring seriously the Christian tradition, and is unwilling or unable to think critically about that tradition and the implications of his/her work for the church, the world or his/her own life.

Decision-making in relation to discontinuation:

Students may be dismissed by the Dean of the Seminary (with no faculty action required) under the following circumstances:

- After the completion of a minimum of nine attempted hours, a student's GPA is below 1.5 and/or the student has failed two classes;
- After the completion of a minimum of 18 attempted hours, a student's GPA is below 1.7 and/or the student has failed a total of three classes;
- After the completion of a minimum of 27 attempted hours, a student's GPA is below 1.9 and/or the student has failed a total of four classes;
- After the completion of a minimum of 36 attempted hours, a student's GPA is below 2.3;
- If, one year after completing 48 hours of course work and written comprehensive examinations, the student has not submitted a successful thesis proposal.

The Academic Dean will recommend to the faculty the immediate dismissal of any student with two violations of the Academic Disciplinary Policy of the Seminary. Such a student will be dismissed by the faculty unless there are compelling reasons not to do so; the Dean of the Seminary will notify the student.

An MTS student will be dismissed who does not receive a satisfactory evaluation in his/her thesis and subsequently fails to execute a remedial plan (as offered by a supervisory committee) within the prescribed time limit; or, after completing a remedial plan, still does not receive a satisfactory evaluation.

A Supervisory Committee may recommend to the faculty the dismissal of a student with whom the Committee has had at least one substantive meeting. The Supervisory Committee must present a written report to the faculty and provide the student a copy of the report. Dismissal will be by faculty vote and will be immediate; the Dean of the Seminary will notify the student.

Students who fail to register for any classes in a 12-month period and who do not communicate regarding their plans to resume studies with the Registrar will be dismissed. Near the beginning of the fall and spring semesters, the Registrar will notify the faculty of inactive students to be dismissed. The faculty may request that the Registrar bring to the faculty for discussion the circumstances of individual students at the next scheduled faculty meeting before they are dismissed.

Dismissal of students about whom the faculty requests discussion will be by faculty action; those about whom no discussion is requested will be dismissed by administrative action of the Dean.

Appeal of Dismissal

A student dismissed under the provisions detailed above may appeal the dismissal to the faculty. The appeal needs to be in writing, indicate the reasons why dismissal should not occur, and be presented to the Dean of the Seminary no later than two weeks after notification of dismissal. The Dean will bring the appeal to the faculty for their consideration. At the discretion of the faculty, a student may be invited to appear before the faculty to present his/her appeal.

Students who are dismissed by vote of the faculty may not appeal the decision.

Process of Consideration for Re-entry into Seminary

Students who have been discontinued will be considered for re-entry to the seminary upon:

- request of the student;
- the passing of two semesters (approximately one year);
- evidence submitted that the problem(s) leading to discontinuation has/have been resolved in an adequate manner.

Doctor of Ministry Program

Program Goals

The purpose of Eden's Doctor of Ministry (D.Min.) degree is to guide leaders of the Progressive Christian Movement who hold the Master of Divinity degree or its educational equivalent and who are engaged in ministerial leadership.

Eden Seminary guides leaders of the Progressive Christian Movement to transform their ministry to be:

Inspired by Theological Imagination: The capacity to see God's creative and redemptive purposes at work in the world informed by deep knowledge of the scriptures, traditions, and practices of the faith. In their course of study and in ways appropriate to their vocation focus in the D.Min. program, students will:

- Identify their existing competency in biblical, historical, and theological traditions, as well as theories and skills related to the practices of ministry and how expressions of racism, classism, sexism, heterosexism, and imperialism have affected one's acquisition of these competencies
- Draw connections between these traditions and practices, bringing them into critical conversation with each other as well as with contemporary contexts and issues of justice.
- Apply biblical, historical, pastoral, and theological traditions in conversation with one another to critique, challenge, and re-create the church in its contemporary contexts as a witness to God's call to justice and Shalom in all of creation.

Empowered for Social Transformation: The capacity to engage one's theological imagination and spiritual formation toward social justice action and institutional reformation in order to lead communities to collaborate in God's redemptive work in the world. In their course of study and in ways appropriate to their vocation focus in the D.Min. program, students will:

- Demonstrate knowledge of legacies of classism, racism, sexism, heterosexism, and colonialism (including Christocentrism) and how they impact the practice of ministry in one's ministry context.
- Draw on theological imagination resources to critique and reimagine theories and practices of religious leadership in diverse contexts.
- Construct, sustain, and promote new avenues for ministry that will advance the relevance of the church and the vitality of communities while working against systemic oppression.

Grounded in Spiritual and Vocational Formation: The capacity to nurture one's walk of faith while critically engaging one's faith tradition in its particularity, and to forge relationships of collegiality and accountability with others to collaborate more fully with God's redemptive work in the world. In their course of study and in ways appropriate to their vocation focus in the D.Min. program, students will:

- Demonstrate foundational competency in a range of personal and communal spiritual and vocational practices and dispositions, including an understanding of the connection between spiritual practices and dispositions and healthy ministry.
- Determine what current spiritual and vocational practices and dispositions support or limit you and those you serve, taking into account theological commitments and intersectional particularities.
- Develop and teach spiritual and vocational practices and dispositions appropriate to one's own theological identity and the theological commitments and intersectional particularities of a ministry context.

Course Work

Three required modules and retreats (9 hours)

Introduction to Advanced Theological Education I and II

An online module will be offered every fall, to be followed by an on campus retreat the first full week of January. Students should take both in their first year in the D.Min. program. Together, the goals of these courses are:

- Students will take stock of and assess their previous education in sacred traditions and practices and the way that learning has been shaped by relationships to power.
- Students will map the structures of power and oppression as they intersect with the practice of ministry in their contexts as well as in the broader community in which they minister.
- Students will identify their spiritual practices including networks of collegial accountability, care, and support and their effect on the practice of ministry.

Practical Theological Method I and II

An online module will be offered every fall, to be followed by an on campus retreat the first full week of January. Students should take both in their first year in the D.Min. program. Together, the goals of these courses are:

- Students will develop competencies in practical theological method.
- Students will use practical theological method to analyze elements of justice, identity, privilege, and power in relationship to traditions, practices, and institutions as they intersect with the practice of ministry
- Students will use practical theological method to account for the particular legacies of sexism, heterosexism, racism, colonialism, imperialism, and Christocentrism in their traditions, and how those legacies can be addressed using theological imagination within and without the tradition toward God's justice and shalom.
- Students will utilize practical theological method to constructively identify their spiritual and vocational gifts and deficits in conversation with colleagues in ministry.

Skills for Writing the D.Min. Project and Proposal I and III

An online module will be offered every fall, to be followed by an on campus retreat the first full week of January. Students should take both in their third year in the D.Min. program. Students who have completed all three required courses and are not on leave of absence should plan to attend the retreat portion of this course until the D.Min. project is completed. Together, the goals of these courses are:

- Students will apply biblical, historical, pastoral, and theological traditions in conversation with one another to support their D.Min. Project and Proposal.
- Students will develop the skill set necessary for academic theological writing that responds to systemic oppression.
- Students will discuss ways that their research can advance the relevance of the church and the vitality of communities.
- Students will reflect theologically on time use.
- Students will develop practices toward making writing a regular spiritual discipline.

Three electives to fulfill a distribution requirement (9 hours)

Students must take one course each in Bible, History and Theology, and Studies in Ministry.

Open electives (6 hours)

Students may fill remaining hours with any D.Min. electives, including the possibility of two directed studies in which the student works with a single professor to build bibliography and expertise for the D.Min. project.

Alternately, and with approval of the Degree Program Committee, D.Min. students will be able to earn 1.5 credits for attending a ministry-related conference or event and writing a paper in which their theological reflection connects the conference or event to the goals of the program.

Requirements for the paper, including length and artifacts from the conference or event will be determined by the supervising faculty member in consultation with the student. Each student may do this two times for a maximum of 3 credits. (see appendix for additional details)

D.Min. electives will be offered in the spring and summer terms. Both spring and summer D.Min. electives may be taken either by attending class in person or by video conference. All D.Min. electives will be offered in Eden's virtual classroom to enable students using both options to interact with one another during class time. Students may not attend the on campus retreats by video conference as retreat attendance fulfills the residency requirement for the D.Min. (The global pandemic may cause adjustments to schedule, requiring all online course instruction including intensives.)

If a D.Min. student wishes to take an advanced elective course that is currently being offered at the master's level, the student may do so with the permission of the professor. The professor will then adapt the course assignments to meet with doctoral standards and goals but will not change the course schedule to match the intensive format reflected in standard D. Min. courses. The seminary may be able to arrange for the course to be offered in the virtual classroom at the student's request but this is not guaranteed. Introductory/required courses offered at the master's level are not available to D.Min. students.

The Project

The D.Min Project is a mandatory component of the D.Min degree program. It is intended as an exercise in which the student will be able to put to use the critical reflective capacities s/he has gained through the course work of the program. Normally, a student will begin work on a Project after completing 15 credit hours of course work, including the Skills for Writing the D.Min Project and Proposal Module and Retreat.

The Project Proposal

When the student has completed 15 credit hours, including the Skills for Writing the D.Min. Project and Proposal Module and Retreat, s/he may submit a Project Proposal to the Degree Program Committee. Submission dates are listed annually in the academic calendar. The Proposal shall include:

- a clearly defined focus that reflects the program goals and will make a contribution to the understanding of the practice on ministry (see D.Min. Project Rubric in Appendix);
- a statement of disciplinary foundations that will include:
 - the academic discipline(s) in which the student has chosen to situate the project, with attention to the student's intended focus area within the broader discipline(s)
 - the ways in which the student anticipates these discipline(s) will serve the project
- a time line for completing the Project in four semesters;
- a bibliography that demonstrates an awareness of the breadth and depth of the issues associated with the Project;
- a statement on human subjects research protocol (NOTE: see appendices for guidelines)
 - **Rationale**

D.Min. research involves intentional and disciplined engagement with ministerial issues and contexts, with its guiding principle the care for human beings and human relationships. Ministry is intrinsically complex, hence any critical inquiry into ministerial life and practices is inevitably complex, requiring keen self-awareness, self-critical reflection and reflexivity and clear understandings of ethical responsibility and accountability. The guidelines provided here reflect a commitment to ensuring high ethical standards and measures of protection of human subjects in research conducted by students of Eden Theological Seminary.
 - **Procedure**

D.Min. students who are proposing their projects must submit a "Human Subjects Research Protocol" form along with their project proposal by the deadlines designated in the academic calendar. The research protocols will be reviewed by the Human Subjects Review Committee (HSRC), and must have the committee's approval before students may commence research.
 - **Human Subjects Research Protocol**

The Human Subjects Research Protocol is a document that clearly explains the student's proposed research design and rationale for selected research methodology. The form for this invites responses to important issues related to research design and research ethics. Students must complete this form and submit it along with the project proposal by the deadlines designated in the academic calendar. All instruments of data collection involved in the research project must also be attached for review and approval.
 - **Human Subjects Review Committee (HSRC)**

The HSRC will have four members appointed by the Director of DMin: two members of the Degree Program Committee, one member of the Degree Program Committee, a person from outside the seminary with expertise in qualitative research appointed annually by the Dean, and the Dean who will chair this committee.

 - The committee will meet as needed to review the Human Subjects Research Protocols that must be submitted with the D.Min. project proposal.
 - The committee will review the research protocols and must approve these before research can begin. The committee may require modifications before giving its approval.
 - The decisions of the committee will be communicated to students through the Associate Dean of Academic Affairs.

Submitting the Project Proposal

1. Before submitting a Proposal, the student must have completed at least 15 hours of course work, including the required Practical Theological Method Module and Retreat and the Skills for Writing the D.Min. Project and Proposal Module and Retreat, and achieved a 3.0 GPA on a scale of 4.0.
2. Following the Skills for Writing the D.Min. Project and Proposal Module and Retreat, the student, in consultation with the Director of Dmin and Academic Dean will identify a member of the faculty to serve as the Project supervisor.
3. The student then will work with the faculty supervisor to develop a Project Proposal.
4. The completed Project Proposal will be signed by the Project supervisor and submitted to the Registrar. The Proposal will be reviewed by the Curriculum and Assessment Committee, who will approve it or return it to the student for revision and re-submission. The student is admitted to Candidacy when her/his proposal is approved by the Committee.
5. When the Proposal is approved, the Dean of Academic Affairs will confirm the Project supervisor and assign a second reader from among the faculty. The second reader also may be invited from outside the faculty if the Project warrants the expertise of a specialist who can be identified and will agree to serve. A fee will be charged and used as a stipend for the outside reader.
6. Students should submit Proposals to the Registrar within approximately one year of completing the Skills for Writing the D.Min. Project and Proposal Module and Retreat. (Additional policies related to time limits for submitting the project proposal may be found in the Time Limits and Related Fees section of this handbook).

Writing and Completing the Project

1. The student may proceed with the Project only after it has been approved by the Curriculum and Assessment Committee.
2. Once the Project Proposal has been approved, the student has four semesters to complete it. A registration fee will be charged for each of the four semesters. Extensions beyond four semesters are at the discretion of the Dean of Academic Affairs in consultation with the Degree Program Committee. An extension fee will apply if students are granted an extension. The entire degree program must be completed within six years of the date on which the student first matriculates as a student in the degree program. Students who fail to complete the program and its components within these time limits may be dropped from the program.
3. The student will submit two unbound copies of the Project, normally 75-125 pages, to the supervisor by April 1.
4. The Project should conform in matters of style with the guidelines set forth in the Appendix of this *Handbook*.
5. The Project supervisor, in consultation with the second reader, will determine when a Project is satisfactorily completed. In case the supervisor and reader disagree, the Dean of Academic Affairs will convene a consultation that will determine if the Project is to be judged completed.
6. The student must make any subsequent changes as required by the Project supervisor and then resubmit two corrected copies of the Project to the Academic Dean.
7. The library will bind both copies of the Project, making one a circulating copy and the other an archival copy.
8. Normally the Dean of Academic Affairs, in consultation with the Registrar, will arrange a public presentation of the Project.

Academic Load

The minimum course load necessary to be considered a full-time student in the DMIN program is 3 credit hours in an academic term.

For the purpose of direct loans, students must be considered "at least half-time" in any given term to be eligible for a direct loan for that term. The module and retreat courses are 1.5 credit hours, which is considered half-time.

Students not enrolled in a DMIN course for any given term are not considered enrolled for that term and therefore are not eligible for direct loans or loan deferment.

Students in the writing phase of their project are registered for 3 credit hours in the four semesters (Fall/Spring) subsequent to the approval of their project proposal. Students will be considered full-time for the duration of those four semesters, but not beyond.

Academic Standing and Probation

Good Standing

A student is considered to be in good standing if she/he:

- maintains a GPA of at least 3.0 on a 4.0 scale;
- has received no less than a C+ in any course taken.

Academic Probation

A student who fails to meet the minimum standards of the degree program will be placed on academic probation. Such instances include:

- a student admitted who does not meet the minimum qualifications for admission as specified in the admissions policy. The student may be limited in the number of courses she/he may take in a given semester. The student is removed from probation upon completing 12 hours of course work without receiving a grade lower than C+, and achieving cumulative GPA of 3.0 on a 4.0 scale.
- a student whose cumulative GPA falls below 3.0 on a 4.0 scale. The student is removed from probation when her/his GPA rises above 3.0.
- a student who receives a grade below C+ in any given course. The student is removed from probation after consultation with the Academic Dean resulting in a means by which the deficient course work is to be remediated.

The Academic Dean will inform a student in writing when she/he is placed on probation, and when the probation is lifted.

Dismissal for Academic Reasons

Dismissal for Academic Reasons

A student may be dismissed from the D.Min. program by vote of the faculty, on the recommendation of the Dean of Academic Affairs and the Curriculum and Assessment Committee. Dismissal from the program will be communicated in writing from the Dean of the Seminary.

A student may be dismissed for one or more of the following reasons:

- student's GPA, after completing at least nine hours is below 2.0 on a 4.0 scale, or after 19 hours is below 2.5 on a 4.0 scale.
- student has failed a class.
- student has one violation of the Academic Disciplinary Policy.
- student fails to submit a successfully approved Project/Thesis Proposal within 24 months of completing the Skills for Writing the D.Min. Project and Proposal Module and Retreat.
- student fails to complete the Project/Thesis within the specified time limits, and has not been granted an extension by the Academic Dean.
- student does not register for a course in a 12-month time period, and does not communicate with the Dean of Academic Affairs her/his reasons for inactivity and any plans for resuming formal study.
- student is unable to engage in study and peer interaction in a manner that is consistent with the goals of the program.

The Dean of Academic Affairs will bring to the faculty any recommendation for dismissal with a written summary of the reasons for dismissal.

Time Limits and Related Fees

Duration

It is expected that the D.Min. degree will be completed within a six-year time frame, starting with the date on which the student matriculated into the degree program. Extensions may be granted at the discretion of the Academic Dean.

Submission of Project Proposal

Upon completion of the Skills for Writing the DMIN Project and Proposal module and retreat, students are expected to submit their project proposals at one of the next two deadlines (Feb 15 / Sept 15). If the proposal is not submitted at one of those two deadlines, the student will be expected to enroll as an auditor at the following Skills for Writing the D.Min Project and Proposal Retreat (DM603-B) and submit their proposal by the Feb 15th deadline. Students who miss this third opportunity to submit their proposal will be recommended for the Certificate of Advanced Theological Studies(CATS).

When a Project Proposal has been approved, the student will have four semesters to complete the Project. During this period, the student will register and be charged for 12 credit hours, spread evenly over four semesters. If the student completes the work before four semesters have elapsed, the tuition for the full 12 hours must still be paid before the student graduates.

If the student does not complete the Project within four consecutive semesters, she/he will be charged a continuation fee for each additional semester.

Course of Study, Grading and Graduation Requirements

Course of Study, Grading and Graduation Requirements

The D.Min. program requires 36 credit hours for graduation. Students must complete 24 hours of course work with a cumulative GPA of 3.0 on a 4.0 scale, and write a final Project or Thesis for which 12 credit hours are given.

Grading Options

Students may choose to take their courses for a letter grade or pass/fail. A with the following exceptions:

- All required courses are graded as pass/fail (DM601-A/B; DM602-A/B; DM603-A/B)
- First two elective courses must be taken for letter grade in order to establish a GPA of "B" or higher
- Students must be maintaining a 3.0 GPA or higher to elect pass/fail option for elective coursework

The pass/fail option will allow for three conclusions:

- **Honors (PH):** given infrequently for work of exceptional quality; intended for extraordinary achievement in a class;
- **Pass (PA):** indicates that the student has done satisfactory work at a doctoral level; would be at least a grade of "B" on a letter grade basis;
- **Fail (F):** indicates unsatisfactory work at a graduate level; little evidence that the student has accomplished the class goals.

D.Min Elective Course Guidelines

Guidelines and outcomes for D.Min electives, connecting the program goals to the D.Min program.

Every DMin Elective:

- Assumes a starting R/U level (Remember/Understand) general knowledge of biblical, historical, and theological traditions, as well as theories and skills related to the practices of ministry. It may seek to deepen the student's interaction with/analysis of these subject areas or introduce R/U level knowledge/skills sets where particular information is concerned.
- Assumes that the student is a religious professional actively engaged in a ministry context.
- Makes direct connections to/use of students' ministry contexts in class and in assignments.
- Requires an analysis of identity/ privilege/ justice power in the course's subject matter (e.g. paper, presentation, class discussion, case study, etc.) and names this among the course goals/ course evaluation (for assessment).
- Requires a public or published piece (e.g. article, blog post, liturgy at a multi-faith event, protest, public art project, etc.) that locates the student's ministry setting within the broader culture and current events. Students should provide artifacts, a description, and a reflection that shows understanding of how and why this action participates in God's work, as well as confidence to step out in public and to motivate and inspire the same in others. The reflection should connect the public piece to at least one if not all of the three program goals.

In addition, we encourage activities and assignments that reflect the outcomes in the DMin Program Goals, Objectives, and Outcomes. These outcomes are not required for any particular elective course but are meant to assist faculty in designing courses.

These guidelines may be instructive as:

- Faculty construct elective courses;
- Students work with faculty to construct Directed Study proposals;
- DMin students adapt Master Level course offerings.

Admissions Policies Related to Current Students

Degree Status Definition

Normally, students enrolled in a degree program take a minimum of nine (9) credit hours per semester. Students admitted to a degree program pay flat fee tuition. If a student enrolls in a degree program and later enrolls in less than nine (9) hours per semester, the student will continue paying the flat fee followed by the continuation fees until graduation.

Degree time limitations, i.e. six (6) years to complete the Master of Divinity degree and five (5) years to complete the Master of Theological Studies or Master of Arts in Professional Studies degrees, begin when the student enrolls in the degree program.

Movement within Eden Degree Programs

Any transfer from one Master-level degree program to another will be done through the student's academic advisor and the Registrar. A student must get a letter of recommendation from his/her advisor or other faculty member. This letter is submitted to the Dean of Academic Affairs with the student's letter of request for the change. The information is acted upon by the Degree Program Committee. The Registrar will review degree requirements and the student's current transcript in order to assess the student's progress toward graduation in the new degree.

Admission of Students Bringing an Advanced ATS Degree

In applying to the M.Div. degree program, students who present a Master of Arts in Religion, Religious Education, a Master of Theological Studies or similar degree will be evaluated on a case-by-case basis. Normally, it would be expected that such a student would spend four (4) semesters in full-time study at Eden to complete both course work and Contextual Education requirements.

Veterans

Eden Theological Seminary is approved for the enrollment of veterans and dependents of deceased or disabled veterans eligible for education benefits under various public laws relating to veterans that have been passed by the Congress of the United States.

Credit Non-Degree Status for Master Degree Programs

No more than six (6) credit hours of credit/non-degree courses may be subsequently applied to the MTS or MAPS degree program at Eden, and no more than twelve (12) credit hours in the M.Div. degree program without special approval from the Dean of Academic Affairs. No more than six (6) credit hours of credit/non-degree courses may be subsequently applied to the D.Min. degree.

Normally, non-baccalaureate students are allowed to take credit non-degree classes only if planning to apply for the M.Div. or MAPS degree programs.

Credit Non-Degree Status for Doctor of Ministry Students

The application requirements and process are the same as the process listed in the Credit/Non-Degree section above.

No more than six (6) credit hours of credit/non-degree courses may be subsequently applied to the Doctor of Ministry degree.

Eden Graduates Applying for the DMIN Program

An Eden MDIV graduate admitted into the DMIN degree program may transfer in a maximum of 2 Eden DMIN electives taken for their Eden MDIV degree provided the course grade is "B" or higher.

Non-Baccalaureate Admissions Policy

	Non-Baccalaureate Student Tiers	Policy
Tier 1	<p>If a student has no prior education experience</p> <ul style="list-style-type: none"> • Student must have a GED 	<p>Then the student must:</p> <ul style="list-style-type: none"> • Attend a writing course and obtain a B or better, use final writing for that course as your writing sample • Complete the Proctored Writing Exam • Take the writing tutorial from Webster University • Turn in Writing Sample • Probationary Period for first year of seminary. Student must earn a minimum 2.5 GPA in first term.
Tier 2	<p>If a student has some prior education experience</p> <ul style="list-style-type: none"> • Student has some college credits more than 5 years old 	<p>Then the student must</p> <ul style="list-style-type: none"> • Demonstrate a B or better in previous English course within the last 5 years • Complete the Proctored Writing Exam • Turn in a writing sample • Take the writing tutorial from Webster University • Probationary Period for first year of seminary. Student must earn a minimum 2.5 GPA in first term.
Tier 3	<p>If a student has a lot of prior education experience</p> <ul style="list-style-type: none"> • Student has college credits less than 5 years old 	<p>Then the student must:</p> <ul style="list-style-type: none"> • Turn in satisfactory writing sample • Probationary Period for first year of seminary. Student must earn a minimum 2.5 GPA in first term.

CND/Continuing Education Credits Policy

Eden students who have recently graduated (five years or less) and are requesting to complete a denominational polity course at Eden will not be required to re-apply. Instead, the student will complete the Credit Non-Degree application so that all information is brought current in our system. The application fee will be waived.

If there is a financial HOLD on the student account, the student will not be allowed to enroll until the hold is lifted.

Student is recorded as CND student and pay the current credit hour rate (\$675/credit hour for 2021-22 academic year)

FINANCIAL AID AND STUDENT LOANS

Eden Based Tuition Assistance

There are two financial aid programs available at Eden Seminary:

1. An *Eden-based Tuition Assistance Program* provides tuition grants of various kinds using funds controlled by Eden Theological Seminary.
2. Eden participates in the *Federal Direct Loan Program of the United States Government*.

The Eden-based tuition assistance program is made possible by several sources of funding: Income from endowed funds that have been given to Eden for the purpose of providing scholarships and financial aid; in some cases gift agreements specify which students have priority to receive the funds (e.g., students from a specific UCC Conference); and current gifts given to the Seminary for the purpose of providing financial aid to students.

In order to help students make financial plans, Eden based tuition assistance commitments are made to students prior to the beginning of school. Eden honors these commitments by continuing to raise funds in support of these scholarships. Scholarship recipients will be asked to help Eden thank donors for funds used to underwrite Eden based tuition assistance. In addition, students may be encouraged to apply for scholarships that are granted individually but are used to help underwrite Eden based tuition assistance. At no time, will individually granted scholarships be used to underwrite an amount larger than the Eden based tuition assistance for a school year. Consult with the Director of Development for additional details and specific scholarships.

Students must apply for **ALL** financial aid by completing the Federal Student FASFA for every year they seek aid.

Guidelines and Conditions

All tuition assistance grants carry the following guidelines and conditions:

- They are applied as credit to tuition charges only at the time of enrollment. They are applied only to Eden credit hour courses required for graduation.
- They are not applied to fee charges (i.e. student matriculation, graduation fees, contextual education fees, etc.).
- The maximum award provided by Eden Seminary will be full-tuition credit for courses required for graduation.
- All tuition assistance must be applied for annually and will only be renewed for a maximum of three years.

Returning Students

Returning students must apply annually for all **tuition assistance**. The deadline for applying for financial assistance for the following academic year is April 30.

Global Scholars Grants

International students in the MTS are eligible for full tuition, housing and living support grants when sponsored by a global partner church or denomination. For more information on international scholarships contact the Admissions Office.

Direct Loans

Direct Loans

In addition to the tuition grants offered by Eden Seminary, a student may be eligible to receive other assistance with financial obligations in the form of a Direct Loan. This program provides government loans for students to defray educational expenses. Interest may be deferred until after graduation and/or leaving school.

Persons are advised that these loans must be repaid to the government and that such repayment burden should be carefully evaluated. The Seminary's ability to continue to make this program available to students in the future is affected by student default.

Because Direct Loans are federally regulated, Eden Seminary must comply with the federal regulations that govern this program. These regulations require that Eden establish policies about a range of matters that in some cases may not otherwise be of concern regarding the academic progress of Eden students or the eligibility of students to receive scholarships and grants from funds controlled by Eden.

This section of this policy handbook has been developed to comply with the federally-mandated regulations for students participating in the Direct Loan Program.

Student Eligibility

Student Eligibility

The criteria that a student must satisfy to be considered eligible for any Title IV student aid are defined in section 484 of the Higher Education Act.

General Eligibility

The general elements of eligibility require a student to:

- be a U.S. citizen or national, or an eligible non-citizen with appropriate documentation;
- be a regular student enrolled or accepted for enrollment in an eligible program;
- not be enrolled in elementary or secondary school;
- have financial need, if applicable;
- not owe a refund of or be in default on Title IV funds, and sign a certification to that effect;
- file a statement of educational purpose;
- be registered with the Selective Service if required, and either confirm that registration or file a statement of registration status, as applicable;
- maintain satisfactory academic progress;
- not have borrowed in excess of loan limits, and file a certification to that effect;
- have a high school diploma or its recognized equivalent, or demonstrate the ability to benefit from the education offered;
- provide a verified social security number; and
- not have property subject to a judgment lien for a debt owed to the United States.

A student's eligibility for all or some Title IV aid may be affected by such factors as:

- remedial course work;
- enrollment status*;
- correspondence study;
- study by telecommunications;
- prior degrees;
- conviction for drug offenses; or
- incarceration.

Enrollment Status Requirements

Enrollment status requirements

Students must be enrolled at least ½ time (6 credit hours per term) to be eligible for Direct Loans.

In order to be eligible for loans, students must be enrolled in courses that fulfill graduation requirements for their degree. If a student is enrolled in courses that do not count toward his degree, those courses cannot be used to determine enrollment status.

Consortium Agreements

Consortium agreements, which may be between eligible institutions only, allow students to take courses at a school other than the "home" institution and have those courses count toward the degree or certificate.

Eden Theological Seminary has consortium agreements with the following institutions:

Aquinas Institute of Theology

Kenrick Seminary Webster University

Eden students will register for courses and pay tuition at Eden Seminary which will process the financial aid.

National Student Loan Database Service

National Student Loan Database Service (NSLDS)

Eden Seminary must determine whether an applicant for Title IV funds has previously attended another eligible institution. The institution the student is currently attending may not disburse any Title IV funds to the student before the institution reviews all financial aid history. This is accomplished through the National Student Loan Database Service (NSLDS) data provided on the ISIR.

Eden Seminary requires that all financial history be reviewed or submitted prior to determining a student's financial aid award. To determine if a student has financial aid history, the Student Financial Aid Office refers to the enrollment and scholarship application and the ISIR's NSLDS page.

Throughout a student's enrollment at Eden Seminary, verification of enrollment will be provided to NSLDS on a periodic basis. This allows lenders, guarantors and servicers of previous loans to verify the borrower's in-school status.

There are certain circumstances that fall out of the "norm" in regards to enrollment status at Eden. These special circumstances will be handled in the following manner:

Mid-Year completions: When a student completes his/her degree requirements mid-year (December), the student will be marked as Withdrawn, effective the last date of the Fall term. Once commencement has taken place, the student will be marked as Graduated. This will affect the date that the student's grace period ends and repayment begins. Grace Period is six consecutive months after the final date of attendance.

Satisfactory Academic Progress Policy

Before a student receives federal student aid, the federal regulations require that the student has met and continues to meet some basic academic progress standards. The following are Eden Theological Seminary's financial aid policies regarding GPA, Pace, and Maximum Credit requirements, as well as the Satisfactory Academic Progress appeals process.

Progress is measured by:

1. The student's cumulative grade point average
2. The number of credits earned in relation to those attempted (Pace)
3. The maximum time frame allowed to complete the academic program

This requirement applies to all terms regardless of whether or not the student received financial aid.

Monitoring Periods and Financial Aid Probation

Satisfactory Academic Progress is monitored on an annual basis after grades have been posted for the Spring term. Students who are not meeting the standards as outlined below will be placed on Financial Aid Probation. Being placed on Financial Aid Probation makes a student ineligible for Direct Loans for subsequent periods of enrollment unless the student appeals for, and is granted, a waiver.

Minimum Cumulative GPA Standard

Students who drop below the following minimum cumulative GPA will be placed on Financial Aid Probation. (The number of credits earned includes credits transferred from other institutions).

M.Div. and M.Div/MSW Dual Degree

Number of Credits Earned	Minimum Cumulative GPA
Under 15	2.00
15-29	2.20
30-44	2.30
45-53	2.40
54 or more	2.50

MTS/MAPS and MAPS/MSW Dual Degree

Number of Credits Earned	Minimum Cumulative GPA
Under 12	2.30
13-35	2.40
26 or more	2.50

Cumulative Credits Earned vs. Credit Attempted (Pace)

Students must complete a minimum of 67% of all credits attempted at Eden Seminary as well as those credits transferred and accepted from other institutions.

Credits attempted are defined as all classes for which a student receives a passing grade ("D-" or better, or "Pass"), or an "F," "I*," "W," "WF." Also included are transfer credits with a grade of "Credit" or courses that are graded as "In Progress (IP)" such as Thesis and Project courses.

***Effect of Incompletes (“I”) on Satisfactory Academic Progress:** As noted above, Incompletes are calculated as credits attempted and may prohibit students from being in compliance. Students whose SAP compliance is affected by the presence of Incompletes on their academic transcript may become eligible for federal loans **only** after grades have been submitted for Incompletes and SAP compliance is recalculated.

Credits earned are defined as all classes for which a student receives a passing grade (“D-” or better, or “Pass”).

Impact of Repeated Courses: Courses that are repeated will show as credits attempted. However, only the last reported grade will be included in the student’s GPA.

Audit: Classes taken as Audits receive no credit and do not influence grade point average. They are not counted in credits attempted.

Transfer Credits: Transfer credits from other institutions are calculated into the credits attempted and credits earned, but are not factored into the cumulative GPA. Students who transfer between Masters degree programs at Eden Seminary will be reviewed individually for compliance with Satisfactory Academic Progress.

Maximum Time Frame

Students must complete their degree within the following maximum number of attempted credits. Students are no longer eligible to receive financial aid after they have reached these maximums.

Degree Attempted	Credit Limit
MDIV	108
MAPS	63
MTS	67.5
DMIN	54

Financial Aid Probation, Appeal Process and Academic Plan

Financial Aid Probation

Students who do not meet the standards of satisfactory academic progress at the end of the academic year will be placed on financial aid probation. Financial Aid Probation prohibits students from borrowing additional federal funds unless they apply for and are granted an appeal.

Appeals

If **extenuating circumstances** exist which caused a student to fail to meet one of the above standards, a written appeal may be submitted. Examples of extenuating circumstances include, but are not limited to: unexpected death or major hospitalization of an immediate family member, extended hospitalization or medical condition of student, house fire, victim of a violent crime. Unexpected employment or work issues beyond the student’s control may be considered on a case-by-case basis. The appeal should address and document these extenuating circumstances AND describe how circumstances have changed so that the student will be academically successful.

Appeals must include supporting documentation. Incomplete appeals or those missing adequate documentation are typically denied. A committee will review the appeal and the committee’s decision is final. The specific instructions, deadlines and appeal forms are available in the Financial Aid Office.

Approved Appeals and Academic Plan

Students with approved appeals will be placed on **Financial Aid Probation** for **one term** if it would be possible for the student to meet minimum Satisfactory Academic Progress standards at the end of that term. (*This type of probation is for financial aid purposes only and is separate from academic probation policies for academic standing at Eden.*)

If it is **not** possible for the student with an approved appeal to achieve minimum Satisfactory Academic Progress standards within one term, the student will be maintained on an **Academic Plan**.

While on Financial Aid Probation, with or without an Academic Plan, certain conditions for academic performance will be set and monitored. Students with approved appeals will be informed of these conditions in writing.

The conditions for the approved appeal will continue **each** term until the student meets the minimum standard(s) or fails to meet the conditions of the approved appeal. When the student fails to meet the appeal conditions, the student will no longer be eligible for federal aid.

Students with approved appeals may experience a delay in receiving funds the following term because **all** of the previous term's grades must be checked before federal student aid can be released.

Students who do not regain compliance and cannot continue to pay tuition and fees without the assistance of Direct Loans will remain in a probationary state until such time they regain SAP. This includes periods of leave of absence and withdrawal. Students must regain satisfactory academic progress to restore their ability to borrow.

Financial Aid Termination

Failure to meet SAP or the conditions of the Academic Plan will result in Financial aid termination -- the loss of all federal aid. A student may regain eligibility for loans again when in compliance with SAP.

Students may continue their studies as long as they are in compliance with the school's academic performance measure. However, students must rely on other means of financing their education until SAP requirements are met. This includes periods of leave of absence and withdrawal. Students must regain satisfactory academic progress to restore their ability to borrow.

Amount of Awards and Financial Need Assessment

B.4 Amount of Awards and Financial Need Assessment

Maximum Awards

Under the Federal Direct Loan Program, graduate students are eligible for specified maximum amounts per year.

The maximum amount of unsubsidized loans for which students are eligible in a year is **\$20,500**. To be eligible, students must be enrolled at least half-time (6 credit hours per academic semester).

Need Analysis

Need analysis is the process of estimating the amount of aid a student will require to supplement the resources theoretically available from that student and his or her family. Need analysis consists of two components:

1. Cost of Attendance (COA)
2. Expected Family Contribution (EFC).

The Eden Seminary Financial Aid Office utilizes the Federal Methodology for all need based award determinations.

Cost of Attendance (COA)

"Seminary-related" costs allowable in the computation of the student's budget for the academic period shall include the following items of expense:

- Tuition & fees
- Books & supplies
- Personal
- Transportation
- Room & board for all students
 - Living expenses are based on a moderate nine-month budget for the St. Louis Region provided by The College Board. Additional information regarding this calculation may be found at <http://www.collegeboard.com/highered/res/leb/leb.html>.

NOTE: Eden Seminary's current COA and Student Budgets are updated annually and are located in the Student Financial Aid Office for reference.

Expected Family Contribution (EFC)

Expected Family Contribution is an amount that is determined by the Department of Education, Office of Student Aid. It is calculated in accordance with student income, assets and financial responsibilities.

When calculating the Expected Family Contribution, following circumstances are considered as indicated:

- Periods of Enrollment Other than Nine Months

The EFC is calculated based on an assumed period of enrollment of nine months. An EFC calculated on this basis may not be used for enrollment periods of other lengths, for purposes of the campus-based and FFELP programs.

- Separate Tax Returns for Married Students

For married students, if separate tax returns are filed, both incomes are used.

Application Process

New and Transfer Students

All students must apply and be accepted for enrollment to the Seminary. This is coordinated through the Admissions Office.

Once the student has been accepted for enrollment, that student is notified of any Eden-based financial aid for which they may be eligible. A student's letter of admission is preliminary information about Direct Loans with instructions to contact the Financial Aid Office for further information.

Students in the M.Div. program must complete the FAFSA all three years of seminary regardless of their participation in the Direct Loan Program.

Students will indicate their interest in a Direct Loan by submitting Eden's loan application form.

Should the Student Financial Aid Office require any further information, it is required from the student in writing.

Returning Students

Students will complete the FAFSA online at www.fafsa.gov along with setting up a Virtual Financial Aid Office account and completing a VFAO interview. VFAO will guide students through the necessary steps to apply for a Direct Loan for the next academic year.

Should the VFAO or Student Financial Aid Office require any further information, it is requested via email.

Over-Awards

Any recipient of federal aid will be over-awarded if the assistance received exceeds the determined need. The situation in which over-awards are most likely to occur is when outside awards are received, and the student is packaged to his or her full need. If an over-award exists, the student's loan eligibility must be recalculated, and funds more than eligibility must be returned by the student. Students will be notified in writing when an over-award is determined.

It is the student's responsibility to report to the Student Financial Aid Office any additional resources which were not known at the time the student's application was filed. All students are notified of this request through the Award letter.

It is also the responsibility of other offices at the seminary to share with the Student Financial Aid Office any information that impacts a student's eligibility.

Professional Judgment

The Financial Aid Administrator, in consultation with the Financial Aid Committee, may make changes in a student's need analysis due to unusual circumstances or special conditions. There are certain circumstances which would cause an adjustment to the original award made to the recipient. All adjustments are documented in the student's file. Written documentation must be submitted and approved. This ability is utilized on a case-by-case basis.

Some special conditions that are considered by the Student Financial Aid Office include, but are not limited to, the following:

- National Disaster;
- Independent student separation or divorce;
- Independent student's death of spouse;
- Independent student's loss of employment;
- Independent student's spouse's loss of employment;
- Private elementary and secondary tuition expenses; and
- Unusual medical and dental expenses, for self or dependents

Verification

Verification

Verification is the process used by the institution to check the accuracy of the information the applicant supplies when applying for federal student aid. Information is verified by securing additional documentation or, in some cases, a signed statement attesting to the accuracy of the information provided.

The Financial Aid Office verifies only those students the federal government flags for verification and those as seen necessary by the Director.

Items to verify include:	Where to locate the item:
--Adjusted Gross Income (AGI)	Signed income tax return
--U.S. Income Tax Paid	Signed income tax return
--# in Household Size	Verification Worksheet
--# Enrolled in College	Verification Worksheet
--Certain Untaxed Income and Benefits	
Social Security Benefits	Documentation from SS Admin.
Child Support Received	Verification Worksheet Payments to IRA/KEOGH
Signed income tax return Foreign Income Credit	
Signed income tax return Interest on tax-free bonds	
Signed income tax return	

Verification documentation that may need to be collected includes:

- Verification Worksheet, provided by the Department of Education.
- Signed copy of the base year U.S. Income Tax Returns. A 1040TEL must be accompanied by a telefile printout.
- Signed statement verifying benefit amounts from the student
- Documentation from the Social Security Administration.

The Code of Federal Regulations, which includes the Department's regulations for the verification of information submitted on a FAFSA by an applicant for financial assistance from the Federal student assistance programs authorized under title IV of the HEA.

The IRS Data Retrieval Tool enables applicants to directly transfer IRS information into their FAFSA, vastly simplifying the process of applying for financial aid. By using this tool you have completed a fair amount of the verification requirements (see items listed above).

Recipients selected for verification are contacted in writing of the documentation that is required. They have four weeks from the date of the letter to provide the requested documentation. If an extension is necessary, they can contact the SFAO. If they do not meet the four-week deadline, their offer of aid will be withdrawn.

If it is found through verification that information needs to be corrected, the SFAO sends the correction electronically and receives a new ISIR for packaging purposes.

Certification of Direct Loans

Direct Loans will be certified for fall and spring semesters only for Master degree students. Please take this into consideration when determining the amount of loan that you need.

Separate loans for January and summer terms will only be certified for Doctor of Ministry students.

Delivery of Funds

According to Federal Regulations, before delivering loan funds, the Virtual Financial Aid Office (VFAo) and Eden Theological Seminary must:

- Confirm the borrower is enrolled at least half time
- Confirm the borrower is maintaining satisfactory academic progress
- Confirm the borrower successful completion of the required credit hours for the prior payment period
- Confirm the borrower has completed recent FAFSA
- Confirm the borrower is not in default

VFAO will process borrowers loan application to determine eligibility. Once Virtual Financial Aid Office has approved the borrowers loan application Eden will process loan funds and apply funds to the borrower's ledger.

Master Promissory Notes

After a borrower has been awarded Direct Loan monies, they are required to complete a loan acceptance form to indicate their intention to borrow. First time (Eden) borrowers must first complete a Master Promissory Note (MPN) with the Department of Education. Eden then processes the borrower's loan. Returning borrowers need only to submit their loan acceptance form since they already have an MPN on file.

Loan origination and Processing:

- A borrower must complete MPN with an electronic signature
- Eden confirms MPNs have been completed
- Eden adds loan amounts & disbursement dates

Disbursement day:

The borrower will be notified by VFAO of their disbursement date.

Crediting student account, Student notification and Cash Management:

- Eden will disburse funds crediting borrower's ledger
- Borrowers will be notified of disbursement date and amount via email from VFAO
- Students must complete a Cash Management Authorization Statement and return it to the Accounting Office.
- The accounting office monitors borrowers accounts for credit balances within 14 days from the initial disbursement to determine if a borrower is eligible for a refund. A borrower will have 21 days to respond to the school to disburse funds. If there is no response, the money is to be returned to the lender. At the end of each term, additional monitoring is performed at the end of each term to determine if funds need to be disbursed to any graduating students.
- If a credit balance remains after tuition, fees and other student account charges have been paid, the student determines the amount that they wish to retain as a credit and signs to authorize. Refunds are provided to students by check

*Please note that student loan proceeds will not be delivered to the student prior to the first day of classes of the semester that the loan was certified.

Effects of Leave of Absence and Withdrawal from Eden Seminary on Direct Loan Repayment

Return of Disbursed Direct Loan Money

Students who are granted an approved Leave of Absence or Withdraw from their course of study at Eden Seminary are subject to a return of a portion of their Direct Loan funds. A calculation will be made based on the percentage of the term that the student completed. A student who has completed more than 60% of the term is considered to have earned 100% of the Direct Loan monies that have been borrowed for that term.

If a return of Title IV calculation indicates an amount that must be returned by the institution to the lender, a check will be sent from the school on the student's behalf and will be added to the student's school account for repayment.

Enrollment Verification - NSLDS (National Student Loan Database System)

Leave of Absence

An approved leave of absence is defined as a break in enrollment that is requested by the student and approved by the school based upon the school's published leave of absence policy. The student's request must be in writing and must include the reason for the leave.

Federal Direct loan regulations require that students who have active Direct loans must have their enrollment verified periodically throughout that year. This enrollment verification is reported to the National Student Loan Database System (NSLDS). A Direct Loan borrower who has been granted a leave of absence that will exceed 180 days within a 12-month period will be reported as withdrawn and will enter repayment. **The official date reported will be the last day the student attended classes or the last day of the term, whichever date occurs first.** It is important to understand that while Eden allows its students to remain on a leave of absence for 2 years, these same policies do not apply to deferment of Direct loan repayment.

Upon return to Seminary, your enrollment will be reported through NSLDS. If you have gone into repayment on your Direct loans, contact your lender/servicer and ask for an in-school deferment form. Please do not stop making payments until you are notified by your lender that you have been placed on deferment.

Withdrawal

Students who withdraw from Eden Seminary will be marked as such in NSLDS. The effective date will be either the date that the student initiated the withdrawal process (in writing or in person/on the phone) or the date of last attendance as determined by the school.

Exit Counseling

Exit Counseling is required in order to review a borrower's rights and responsibilities prior to repayment. A student who ceases to be enrolled at least half-time or discontinues studies entirely is required to complete Exit Counseling. This includes students who are on an approved Leave of Absence.

Code of Conduct regarding Private Lending and Student Choice

Eden Theological Seminary's Financial Aid Office endeavors to provide excellent service to the student body to ensure they will receive the maximum allowable amount of federal, institutional, and other organizational aid allowed by the law. In compliance with the Secretary of Education's request and to be in compliance with recent regulatory changes, the following is Eden Theological Seminary's Financial Aid Office "Code of Conduct."

- Eden Seminary bans any revenue-sharing arrangements with any lender, whether for institutional or personal gain.
- Eden Seminary does not allow any officer or person involved with student loans to either solicit or accept gifts from a lender, guarantor or servicer of student loans where that gift has more than a de minimis value.
- Eden Seminary does not allow its financial aid staff or anyone in a position of having influence over student loan decisions to consult with lenders for a financial benefit.
- Eden Seminary will not assign a borrower's loan to a particular lender or refuse to certify any loan based on a borrower's selection of a lender.
- Eden Seminary will not request or accept any offer for student loan funds in exchange for: (1) a specified number of loans made or (2) a specific loan volume.
- Eden Seminary will not accept any offer from any lender to provide call center staffing or financial aid office assistance.
- Members of the Student Financial Services staff at Eden Seminary will not accept anything of value for serving on an advisory board, commission, or group established by a lender, guarantor, or group of lenders.

Library

Library services at Eden Seminary are provided by the Webster-Eden Library System, which is comprised of the Luhr Reading and Reference Room ([http://library.webster.edu/luhr library](http://library.webster.edu/luhr_library)) at Eden and the Emerson Library (<http://library.webster.edu/>) at Webster University. Please consult the appropriate web site for information specific to each library.

Library Cards and Privileges

A Webster University ID card is necessary for students to use Webster-Eden Library System resources. Currently registered Eden students will need to obtain an ID card from the Webster University Public Safety office (572 Garden Ave.) and have it registered and barcoded at Emerson Library. This card also provides access to the facilities at the Webster University Fitness Center.

To obtain a Webster University Identification (ID) card:

Take a government-issued identification card and a copy of the “Webster University ID Request Form” signed by the Eden Registrar to the Webster University Public Safety office (572 Garden Ave.) and request a card. Take this new identification card to the First-Floor Service Desk at Emerson Library to have the card barcoded (the schedule for the Service Desk is available at <http://www.webster.edu/libinfo/hours.html>).

The Library functions of the card will be reactivated each semester that a student is enrolled at Eden. To continue to use the fitness center, however, students must resubmit a registration confirmation form from the Eden Registrar to the Public Safety office each semester.

Lost ID cards can be replaced by following the steps above and paying a \$15 replacement fee.

In times of pandemic and safety, please stay up to date through Brightspace or <http://www.webster.edu/libinfo/hours.html> for access.

Borrower Responsibilities

Because each borrower is responsible for items checked out on his/her library card, students should not let anyone else use their library cards or lend materials checked out on their cards to another person.

Library staff will arrange for delivery of materials from the Emerson Library to Luhr for students with special needs.

Loan Periods

Information about loan periods and renewals is available on the library’s home page.

Borrowing Books from Other Libraries Missouri Academic Library Consortium

The library’s web site provides opportunities to borrow materials online from academic libraries in Missouri through a system called MOBIUS, the Missouri Bibliographic Information User System. Books also may be borrowed in person at any of the MOBIUS libraries. Substantial fines are charged by the owning libraries for lost or damaged materials.

Interlibrary Loan (“ILL”) Service

Students may request materials that are not available from the Webster-Eden Library System or from MOBIUS. The lending library determines the due dates, and the borrower must return them to the Emerson Library by that due date. Students are responsible for paying charges for lost or damaged items. Additional information about borrowing books from other libraries can be found on the Luhr Library web site at

[http://library.webster.edu/luhr library/](http://library.webster.edu/luhr_library/).

Renewing Library Materials

Materials borrowed from the Webster-Eden Library System may be renewed online. See “Check your account and renew books” on the Luhr Library web site.

Materials borrowed online through MOBIUS or in person at a MOBIUS library also may be renewed online, as described above. However, materials may not be renewed more than 7 days in advance of the due date. MOBIUS loans may be renewed only twice.

Webster-Eden and MOBIUS materials also may be renewed in person at the Emerson Library circulation desk or by telephoning the circulation desk at Emerson Library (314.968.6952). Renewals will not be allowed if another user has requested the item.

Requests for renewing interlibrary loan materials must be made by contacting the ILL Coordinator in the Emerson Library at Webster University in person or by phone.

Overdue Notices

The library sends courtesy notices when Webster-Eden materials are overdue, but it is the borrower’s responsibility to keep track of when his/her borrowed items are due. A receipt is given to borrowers for each loan transaction. Students may check their loan records as noted above under Renewing Library Materials or by contacting the circulation desk staff at Emerson Library in person or by telephone.

Fines and Fees

Borrowers may be assessed a fine for library materials that are overdue. Borrowers also will be charged for lost or damaged materials. Additional information about fines and fees is on the library’s home page.

Blocks on Library Accounts/Reports to Student Accounts Representative

Borrowing privileges may be blocked for students who have excessive fines/fees due. The library reports fines/fees to Eden’s Student Accounts Representative, and students are required to settle their accounts before registering, graduating or receiving transcripts.

Electronic Databases/Password

Access to online resources that are available through the library’s web site is governed by licensing agreements with publishers. Most of the databases require an authorization process using a patron’s name and the barcode number from their identification card. Because of licensing agreements with the vendors of these databases, Eden students may not give authorization information to persons who are not currently enrolled at Eden.

Reserve Materials/CAMS Course Management System

Faculty may place materials on reserve in the library. To find out what a faculty member has placed on reserve, go to “Course reserves” on the library’s home page and click on “Paper (in-house) reserves” or inquire at the Emerson First-Floor Service Desk.

Some faculty members may use the CAMS Course Management System to post readings, lecture notes, tests, etc. The library does not manage the postings or access to the student portal. CAMS login credentials are managed by the Registrar.

Reference and Research Assistance

For assistance with the use of print and digital library resources, consult the library staff at the Luhr Reading Room and at Emerson Library. Use the “Need help?” form available in the Luhr Reading Room when a staff member is not present. Librarians at the Emerson Library reference desk at Webster University offer assistance with the use of Emerson resources and also with the electronic databases provided by the Webster-Eden Library System.

Photocopying/Printing/Microform Printing

Consult the staff and website of each library for specific information about printing and photocopying.

Computer Services

The public computers in the library are intended for research activities by Eden Seminary and Webster University students, faculty and staff. The computers are not to be used for entertainment or for illegal or inappropriate activities, including the viewing of materials that may be offensive to others.

Adaptive Technology

Eden students may use the adaptive technology equipment found in the Emerson Library.

24-Hour Cyber-Café at Emerson Library

Students can gain access to the 24-hour Cyber-Café at the Emerson Library at Webster University by using their Webster University ID.

Food/Drink/Smoking/Animals

Students may bring covered drinks into the Luhr Reading and Reference Room. Smoking is prohibited in all Eden public and office areas. Pets are not permitted unless they are service animals

Comfort/Security of Library Users/Children in the Library

Cell phones should be muted and not used in the library areas. Students should guard their personal property, such as laptop computers, cell phones, backpacks, etc. Children under high-school age are not allowed in the Luhr Reading and Reference Room unless accompanied by an adult who is responsible for the child. Suspicious persons should be reported to library staff—unless they are students, staff or faculty of Eden Seminary.

Confidentiality of Borrower Records

The Webster-Eden Library System libraries affirm the American Library Association's Code of Ethics, which states that "[librarians] protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted."

The Webster-Eden Library System avoids creating unnecessary records and also avoids retaining records that are not needed for the efficient operation of the library system. Any requests for Eden patron information will be denied unless compliance is required by state and federal law in response to a subpoena, search warrant or other court order. Such law enforcement requests will be referred to Eden's legal counsel to determine whether compliance is necessary.

Copyright Law Compliance

Eden Theological Seminary adheres to the provisions of the Copyright Law of the United States (Title 17 United States Code) and in good faith follows the law's fair use clauses with regard to providing electronic reserves and the making of photocopies of materials from its collections for research use.

Library staff will not make copies of materials that are intended for any purpose other than private study, scholarship or research.

Students are responsible for complying with the copyright law with regard to any copies they receive from the Webster-Eden Library System as well as copies they make by using the photocopiers and printers.

Dismissal for Disciplinary Reasons

Elements of the Institutional Policies Section of the Handbook are currently under review for possible update.

Dismissal for Disciplinary Reasons

Eden Theological Seminary is committed to securing and maintaining a student body with the gifts and graces to assume positions of leadership in the church. To have credibility with the church, the commitment of Eden students to the gospel of Jesus Christ must be evident in their public conduct. This policy recognizes that inappropriate student behaviors may result in dismissal from the Seminary.

Yet, the gospel is also the transforming power of God. This policy seeks to outline procedures by which the Seminary might support any student who has engaged in inappropriate behavior and encourage changes that might allow the student to continue in the Seminary.

Purpose

The purpose of this policy is to define those student behaviors which Eden Seminary judges to be unacceptable for future leaders of the church and to specify procedures by which the Seminary will respond if it seems a student has engaged in inappropriate behavior.

Types of Behavior

Behaviors for which dismissal for disciplinary reasons will be considered are:

- physical assault or a physically aggressive approach toward another person threatening or intending harm; or the articulated threat of such action;
- verbal abuse of other persons, especially verbal abuse which resorts to racial, ethnic, or sexual epithet;
- sexual assault, forcible sexual advancements, and other sexual offenses as defined in Chapters 566 and 567 R.S. MO, as now in effect or subsequently amended;
- sexual liaisons destructive to existing family covenantal or professional relationships. These are defined as:
 - sexual intercourse, deviate sexual intercourse or sexual contact as those terms are defined in Section 556.010 R.S. MO as now in effect or subsequently amended by (i) a married person with a person of the opposite sex other than the married person's spouse; (ii) a person with a person of the opposite sex who is married to a third person, (iii) a man with a woman who is engaged to marry another man; or (iv) a woman with a man who is engaged to marry another woman;
 - sexual harassing behavior as that is defined in the "Safe Church Policy Concerning Abuse Prevention," substituting "seminary community" for "church," a copy of which is on file in the Academic Dean's Office and available at www.ucc.org/ministers/safe/.
- behaviors which through intention or negligence endanger the health and safety of other persons;
- theft of the possessions, money, or property of other persons or of institutions;
- abuse of alcohol or prescription drugs, or the possession or use of controlled substances;
- behaviors which result in final adjudication and finding of guilty, or entry of a plea of guilty or nolo contendere in a criminal prosecution by civil authorities under the laws of any state or the United States for any felony, or any other offense, an essential element of which is fraud, dishonesty, an act of violence, or any offense involving moral turpitude (though recognizing the possibility of civil disobedience as a form of peaceful expression and protest);
- giving or taking unauthorized aid during examinations.

Procedures

Initial investigation and hearing

Student behaviors which might warrant investigation under this policy might come to the Seminary's attention in several ways:

- a) a written and signed complaint about a student may be submitted to the Dean of the Seminary or President;
- b) the Seminary may receive a report from a church or agency to which a student has been assigned as part of his/her educational program;
- c) the Seminary may learn of a student behavior through a public report (e.g. a newspaper or broadcast media report);
- d) a student behavior may become a matter of public knowledge or allegation within the Seminary community.

When student behavior which warrants investigation under this policy has come to the attention of the Dean of the Seminary or President, the Dean of the Seminary and the student's faculty adviser (or if the Dean is the adviser, then another faculty member appointed by the President) will conduct an initial investigation regarding the alleged incident and meet with the student to provide the student an opportunity to respond to the allegations. Said meeting will take place within ten (10) days after receipt of the information by the Dean or President.

In the event the Dean of the Seminary and the faculty adviser (or appointee) determine that the allegations have merit, they may recommend to the faculty and to the student a plan to resolve the matter. The plan may involve the formation of a supervisory committee, mandatory counseling, some other provision for supervision or support, and may include the recommendation for a leave of absence. The recommended plan will include provision for the final resolution of the matter including consequences if the student fails to follow through on the recommendation.

In the event that the Dean of the Seminary and the faculty adviser (or appointee) determine that the behavior(s) are so serious as to jeopardize the Seminary's credibility with the church, pose an ongoing threat to the community, or make participation of the student in the Seminary untenable in the foreseeable future, they shall recommend dismissal and forward their findings and recommendations to a Hearing Board as hereinafter described.

Hearing Board

In the event the Dean of the Seminary and faculty adviser (or appointee) recommend dismissal, or in the event the student does not agree with the plan to resolve the matter as described in A(3) above, the matter will be referred to a Hearing Board.

The Hearing Board will consist of the President, who shall be Chairperson of the Hearing Board, a faculty member appointed by the President who was not part of the Initial Hearing process, a faculty member chosen by the student, the student body president, and a student appointed by the President. If the student fails to appoint a faculty member within two (2) days of the notice described below, the President shall appoint the remaining member from the faculty or administration.

The Hearing Board shall meet within fifteen (15) days after receipt of the recommendation of the Academic Dean and faculty adviser (or appointee).

Hearing Board Procedure:

At least five (5) days prior to the hearing, the student shall receive notice in writing of the time and place of the hearing and a statement of the specific reasons for the proposed dismissal. The student shall be given the opportunity to inspect in advance all written affidavits, written statements, exhibits, and records that will be presented at the hearing.

The hearing shall be private unless otherwise requested by the student. At the hearing, the student has the right to be represented by counsel at his or her expense, the right to present a defense including the right to call witnesses and introduce other evidence, the right to confront and cross examine witnesses and the right to make a record of the hearing. The notice to the student of the hearing shall also inform him/her of the above described rights.

At the hearing, technical rules of evidence do not govern, however, the Chairperson has discretion to make protective rulings to exclude unreliable or prejudicial evidence.

At the hearing, conformity to technical rules of procedure is not required, but the Chairperson may make procedural rulings to expedite the hearing and insure due process of law.

Within five (5) days of the hearing, the Hearing Board shall report in writing its specific findings of fact and its decision regarding dismissal or terms of the student's continued participation at the Seminary to the student.

In the event the student desires to appeal the decision of the Hearing Board, the student may, within five (5) days, file an appeal to the Executive Committee of the Board of Trustees. The appeal is to be made in writing to the Chairperson of the Board of Trustees.

Executive Board Hearing

In the event the student appeals the decision of the Hearing Board, the Executive Committee of the Board of Trustees will be convened. The Executive Committee will review the written findings and decision of the Hearing Board and may, thereafter, reaffirm or reverse the decision, or return the matter to the Hearing Board for further hearing.

Waiver

The student may, upon receipt of the recommendation of the Dean of the Seminary and faculty adviser (or appointee) for dismissal, consent to the dismissal and waive his/her right to a hearing before the Hearing Board. In such a case, the student must sign and file a waiver.

Drug Free Campus

1. In accord with the Drug Free Schools and Campuses Regulations (Part 86), Eden Seminary is a Drug-Free School.
2. Students, Staff and Faculty are to use alcohol and legal drugs responsibly and in a manner consistent with a robust Christian community.
3. Possession and use of illegal drugs is prohibited. Students or employees in violation are subject to the appropriate disciplinary procedure as outlined in the student, faculty or staff handbooks.
4. The risks to physical, mental and spiritual health from abuse of drugs or alcohol may be quite serious and even life threatening.
5. Students with drug or alcohol use problems should contact the Dean of Students' office for assistance and programs of support. Faculty and staff may seek assistance from an appropriate colleague as well as seek assistance from the health insurance programs of the seminary.
6. Disciplinary actions can include dismissal from school, or discharge from employment.
7. The Seminary conducts a review of Alcohol and Drug policies and programs biennially. The next scheduled review is September 2022.

Sexual Harassment

Commentary

The pronouncement of General Synod Eighteen on Sexual Harassment and Abuse in the Church makes the following theological affirmation: As Christians we believe all creation is precious to God. We believe that as persons created in the image of God, women and men are equal. Through our baptism we are called to be co-creators with God of a world where justice, peace and mercy are to be enjoyed by all....We find in scripture a vision of beloved community, the hallmarks of which are protection for the vulnerable, hope for the oppressed, and love and respect among all of God's people, weak and strong. It is a community in which ultimately "mourning and crying and pain will be no more" (Revelation 21:4).

The scripture calls all within the church to "let love be genuine; hate what is evil, hold fast to what is goodto do acts of mercy, to extend hospitality which assures safety and mutual respect" (Romans 12:9ff).

Eden Seminary is committed to creating and maintaining a community in which students, faculty, staff and Board of Trustees can work together in an atmosphere free of all forms of sexual harassment, including sexual exploitation or intimidation. The Seminary will not tolerate sexual harassment and such behavior is prohibited both by law and Seminary policy. Sexual harassment subverts the mission of the Seminary. It impairs the work and learning environment of all persons. It is the intention of the Seminary to take whatever action may be needed to prevent sexual harassment, exploitation and intimidation, and, to discipline persons whose behavior violates this policy.

Definition

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, participation in other Seminary activities;
- Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual;
- Such conduct has the purpose or effect of substantially interfering with an individual's
- performance or creating an intimidating, hostile or offensive Seminary environment.

Excursus -- Examples of Sexual Harassment

The following examples describe, but do not exhaust the range of possibilities of sexual harassment as defined in the above statements. Sexual harassment may take place when a person in authority, e.g., an administrator, faculty member, Contextual Education supervisor, member of the Board of Trustees, or CPE supervisor exploits the power and authority of his or her role in relation to an employee or student. It may also take place: between persons of equal status in the seminary (e.g., student-student, faculty- faculty, staff-staff); in situations of reverse power differential (e.g., student-faculty, employee to supervisor); or between members of the community not related by clear lines of authority (e.g., student- staff, staff-student).

Behaviors illustrative of sexual harassment may include but not be limited to verbal abuse of a sexual nature, as covered by the above; subtle pressure for sexual activity; sexual remarks regarding clothing, body, or love life; touching, patting, or pinching; frequent sexual innuendoes; leering; brushing against the body; overt demands for sexual activity; sexual activity or physical assault; public display of sexually offensive or exploitative photographs, posters, cartoons, etc.

All members of the Seminary community are cautioned against engaging in inappropriate sexual behavior, even if it is an apparently consenting relationship. What may seem consensual at the time may be the basis of legal charges or ecclesiastical disciplines if a complaint is initiated at a future time. Such relationships between faculty and students are prohibited, and violation may be cause for dismissal. Any complaint of sexual harassment involving children will be reported to civil authorities (child abuse hot line) and will be accompanied by a written, signed complaint filed with the seminary. Such a complaint will result in immediate suspension of academic, supervisory or employee relationship of the alleged violator until the hearing process has been completed.

Justice requires that the rights and concerns of both the complainant and the alleged violator be fully assured. The Seminary shall make every effort to assure and protect these rights and concerns and shall undertake no action that threatens or compromises them.

At each step these procedures seek to protect, insofar as is possible, the privacy of individuals involved in a complaint. Every effort will be made to carry out these procedures confidentially. Any form of retaliation against a complainant for bringing a sexual harassment complaint is prohibited and will be deemed a serious separate offense.

Any accusation of sexual harassment will be deemed a serious matter and will be subject to an immediate investigation and the procedures for handling such complaints. This may include an immediate suspension of any academic or supervisory relationship until the process has been completed.

Procedures for Handling Complaints of Sexual Harassment

Complaint: When any person believes he or she is the subject of or is subjected to sexual harassment by a member of the Seminary community, and desires to lodge a complaint, such person shall make such complaint in writing or verbally within 300 days and deliver the same to the Dean of the Seminary, the Title IX Coordinator or the President of the Seminary. Such complaint will initiate an immediate investigation.

Prompt reporting is strongly urged, as it is often difficult to trace the facts of an incident or incidents long after they have occurred.

Informal Adjustment Meeting: After a written complaint is filed, an Informal Adjustment Committee of three shall be appointed to investigate the complaint. One committee member shall be the President or the Title IX Coordinator or the Dean of the Seminary, and the others shall be faculty if the allegation involves a faculty person or student, or members of the faculty or administrative staff if the allegation involves a staff person. The Committee shall include both male and female members. The Committee will be appointed by the officer who has received the complaint. The Committee will meet with the person who filed the complaint and the person against whom the complaint was made. After an investigation, and if possible within fourteen (14) days from receipt of the written complaint, the Committee shall determine if the allegation has merit or not. The Committee shall then meet with the complainant and respondent and inform them of its decision. If the decision rendered and the resolution of the matter is satisfactory to both the complainant and respondent and the Seminary, the matter will be considered resolved. Such resolution will be documented and signed by all parties.

This document will be kept in a confidential file of the officer who received the complaint and who presided over the informal adjustment hearing. If the matter is not resolved through the informal adjustment hearing and the Committee finds that the complaint has merit, or either the complainant or respondent requests such action, the matter shall be subject to further proceedings as set forth in paragraph 7.3.3, except that: if the Committee believes that an informal reprimand or warning is the appropriate resolution of the matter, it may issue such a reprimand or warning, and the matter shall be considered resolved at the informal meeting stage and no further action will be taken.

Procedure for a complaint concerning a Contextual Education placement: A student, a supervisor, or an official from the placement site may request consultation with the Professor of Contextual Education about the Contextual Education experience or supervisory relationship at any time and for any reason. It is appropriate for that conversation to be initiated by the Professor of Contextual Education. If the issue concerns the personal relationship between the student and supervisor, the Professor of Contextual Education in consultation with the complainant determines if there appears to be grounds for a complaint of sexual harassment as defined by the Sexual Harassment Policy. If so, the complaint will be lodged in accordance with the above process.

Sexual Harassment Hearing Committee

In the event it is determined that the allegation has merit, has not been resolved through the informal adjustment meeting, and is of sufficient seriousness that a reprimand is not a sufficient response, or in the event either the complainant or person allegedly violating the policy desires a hearing, this shall be shared with the President, and the President shall refer the matter within fourteen (14) days to a Sexual Harassment Hearing Committee for hearing recommendation. The composition of the Hearing Committee will seek to be sensitive to the racial and gender identity, or sexual orientation of the complainant and the accused.

In the event the alleged policy violator is a member of the faculty, the Hearing Committee shall consist of three tenured professors chosen as provided in Section IV. Discipline of Faculty, A.1-10 in the Faculty Manual;

In the event the alleged policy violator is a member of the staff, the Hearing Committee shall consist of the Title IX Coordinator, one person appointed by the President, and a staff member chosen by the alleged policy violator;

In the event the alleged policy violator is a student, the Hearing Committee shall consist of one person appointed by the President, one person appointed by the Dean of the Seminary, and a student chosen by the alleged policy violator.

In the event the alleged policy violator is a Contextual Education Supervisor, CPE Supervisor, or other person authorized to be in a supervisory relationship with Eden students, the Hearing Committee shall consist of one person appointed by the President, one person appointed by the Dean of the Seminary, a member appointed by the authorizing committee of a local church, or the Board of Trustees of a health and welfare institution or other body to which Contextual Education students are assigned, and a person chosen by the alleged violator.

In the event the accused refuses to cooperate in the process, the Seminary will act immediately to terminate the current placement and may terminate any future relationship with the particular supervisory setting, and any documentation may be forwarded to the authorizing committee and/or board of the alleged violator, or to the Conference of Association Committee on Church and Ministry.

In the event the alleged policy violator is a member of the Board of Trustees, the Hearing Committee shall consist of the President, the Title IX Coordinator and the chair of the Board of Trustees, or his or her designated representative.

Hearing Committee Procedure

Faculty Member

In the event the alleged violator is a faculty member, the procedures outlined in Section IV. Discipline of Faculty, A.1-10 in the Faculty Manual shall be followed in conducting the hearing and with regard to any recommendations of the Hearing Committee.

Non-Faculty Members

In the event the alleged violator is not a faculty member, a confidential hearing shall be conducted within fourteen (14) days after the alleged violator receives the written allegation. The Hearing Committee shall establish rules and procedures for conducting the hearing. Both parties shall have the right to call witnesses and the right to question the person or persons making the allegations.

Action on Hearing Committee Findings and Recommendations

Faculty Member

The Hearing Committee shall transmit in writing its findings and recommendations to the President and the Chairperson of the Board of Trustees for consideration, recommendation and action as provided in Section IV. Discipline of Faculty, A.1-10 of the Faculty Manual.

Student

The Hearing Committee shall transmit its findings and recommendations to the President and the Academic Dean for action, which may include dismissal. Action by the President and Academic Dean shall be in writing.

Staff

The Hearing Committee shall transmit its findings and recommendations to the President or the Dean of the Seminary for action, which may include dismissal. Action by the President or the Dean of the Seminary shall be in writing.

Contextual Education Supervisor, CPE Supervisor and other authorized Supervisors

The Hearing Committee shall transmit its findings and recommendations to the President and the Academic Dean for action, which may include severing of the supervisory relationship. The Hearing Committee will refer written allegations or the results of its deliberation to the authorizing committee or board of the alleged violator. Action by the Hearing Committee and the recommendations made to the President and the Dean of the Seminary shall be communicated in writing to all parties in the complaint.

Board of Trustees

The Hearing Committee's findings and recommendations will be implemented by the Chair of the Board of Trustees, and may include a request for the resignation, or termination, of membership on the Board of Trustees.

Notification of Findings and Recommendations

The alleged violator and the person making the allegations shall be notified by the President in a timely manner of the decision regarding the action to be taken.

Appeal of Decision

Within 60 days the accused may appeal the decision to the Executive Committee of the Board of Trustees, who shall review the written findings and recommendations of the Hearing Committee and the written action thereon and may, thereafter, affirm or reverse the action, or return the matter to the appropriate Hearing Committee for further hearing.

In the case of a complaint against a faculty member, nothing in this policy shall prohibit the President from instituting proceedings under Section 7 of the Faculty Manual for dismissal of the faculty member. In the event such proceedings are instituted, they shall supersede and replace proceedings under this policy.

Health Insurance

The Seminary urges that all students be covered by medical insurance. Each student is responsible for obtaining his/her own health insurance.

Veterans

Eden Theological Seminary is approved for the enrollment of veterans and dependents of deceased or disabled veterans eligible for education benefits under various public laws relating to veterans that have been passed by the Congress of the United States.

Veterans Benefits and Transition Act of 2018

Eden Theological Seminary will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

To inquire about Veteran education benefits, please contact the Registrar's Office.

AIDS

It is the intent of the Eden Seminary Administration to respond to any person afflicted with AIDS, whether student, staff or faculty, as they would to anyone suffering from any other illness. The Seminary will seek to be supportive. The right to confidentiality by the person living with AIDS will be respected.

There will be no public disclosure. No harassment or discrimination will be permitted. The condition for remaining in school or employment will be governed by the ability to do the required work. The Eden Administration will provide on a continuing basis information and educational events on the of caring.

Pet Policy

Residents currently with a caged or tanked pet are asked to sign an agreement accepting responsibility for any damage which might occur to Seminary property as a result of a beloved pet. Living and learning in community is an opportunity to care for our neighbors. Please consider a faithful and just response when encountering person's with allergies and noise complaints. Must provide proof of vaccinations, no aggressive breeds, and weight limits may apply. If in doubt about an acceptable pet, please check with the Admissions Office or the Facility Department. *(Note: Other housing policies also may be accessed through the Admissions Office.)*

Policy for Children in the School or Workplace

Employees can bring their children to visit their worksite/school, provided that the visits are infrequent, brief and planned in a fashion that limits disruption to the workplace/school. While children are in the workplace/school, they must be supervised by the parent at all times. If the frequency, length or nature of visits becomes problematic, the employee/student will be advised of the situation and will be expected to take corrective action. Employees are not permitted to bring ill children to work.

Students are not permitted to bring children to class. However, accommodations can be made for infants that are still nursing with the approval of the faculty.

Appendices

PROGRESS TOWARDS DMIN DEGREE**Requirements: 36 academic credit hours****Required Courses: (9 hrs.)****FIRST YEAR**

_____ DM601A - Intro to Adv Theological Education (module)

_____ DM601B - Intro to Adv Theological Education (retreat)

SECOND YEAR

_____ DM602A - Practical Theological Method (module)

_____ DM602B - Practical Theological Method (retreat)

THIRD YEAR

_____ DM603A - Skills for Writing the DMIN Project and Proposal (module)

_____ DM603B - Skills for Writing the DMIN Project and Proposal (retreat)

Distributive Electives (9 hrs.)

_____ Biblical Studies

_____ Historical/Theological/Ethics Studies

_____ Ministerial Studies

Open Electives (6 hrs.)

Project

Action	Date
Proposed	
Accepted	
<i>* the D.Min project is registered as 3 credit hours per term in 4 sequential semesters</i>	
Project Reg	Term
DM596	
DM597	
DM598	
DM599	

You will earn all 12 credit hours for the DMIN project upon receipt of your final grade for the project.

PROGRESS TOWARDS MAPS DEGREE

Requirements: 42 academic hours

Please note: this degree revision begins with the 2021-22 academic year
and applies to students admitted Spring 2021 and beyond.

Required Courses: (27 hrs.)

FIRST YEAR

_____ HT101 Social Ethics and Christian Life	_____ HT102 Church History
_____ B101 Introduction to the Bible	_____ B102 Old Testament Survey
_____ PCL101 Progressive Christian Leadership	_____ MAPS/MTS Seminar I (1.5 cr hrs)
	_____ PCL102 Progressive Christian Leadership (1.5 cr hrs)

SECOND YEAR

_____ HT103 Constructive Theology	_____ MAPS Project
_____ B103 New Testament Survey	
_____ MAPS Seminar II (1.5 cr hrs)	

Area of Concentration: (15 hrs.) - choose one

Specialization: Gender Equality and Social Change, Community Leadership and Public Advocacy, Non-Ordained Ministry

Practical Theology/Ministry (6 hours)

term	course	cr.hrs.
_____	_____	_____
_____	_____	_____

Open Electives (9 hours)

term	course	cr.hrs.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Requirements	
	<i>Creating Healthy Relationships in the Church Workshop</i>
	<i>Racism, Intersecting Oppressions, and Diversity Awareness Workshop</i>
	<i>Practical Experience in Contextual Location</i>

PROGRESS TOWARDS M.DIV DEGREE

Requirements: 72 hours of academic credit

Please note: this degree revision begins with the 2021-22 academic year and applies to students admitted Spring 2021 and beyond.

Required Courses (30 credit hours)

(taken Fall of 1st year)
 _____ Introduction to the Bible
 _____ Christian Social Ethics
 _____ Pastoral Theology and Care

(taken Spring of 1st year)
 _____ Old Testament Survey
 _____ Church History
 _____ Liturgy

(taken Fall of 2nd year)
 _____ New Testament Survey
 _____ Constructive Theology
 _____ Preaching

(taken Spring of 2nd year)
 _____ Intro to Educational Ministry

Progressive Christian Leadership / Contextual Ed (6 credit hours)

(first year CX and seminar)

PCL 101 _____
 PCL 102 _____

(second year CX and seminar)

PCL 103 _____
 PCL 104 _____

Progressive Leadership Seminars / Contextual Ed (3 credit hours)

(2 required; to be completed in summer terms between first/second and second/third years)

PLS101 *Racism and Intersecting Oppressions
 PLS102 Clinical Pastoral Education
 PLS103 Interfaith Collegiality
 PLS104 Non-Profit Management

**all students must take PLS101; second seminar is student choice*

ELECTIVES (33 credit hours)

Distributive (18hrs)		Open (9hrs)	
	course#		credit hours
B	_____	_____	_____
B	_____	_____	_____
M	_____	_____	_____
M	_____	_____	_____
HT	_____	_____	_____
HT	_____	_____	_____

Focused (6hrs)

_____ Race Equity and Intersecting Oppressions
 _____ Interfaith Collegiality

OTHER REQUIREMENTS	
	<i>Creating Healthy Relationships in the Church Workshop</i>
	<i>Racism, Intersecting Oppressions, and Diversity Awareness Workshop</i>
	<i>First Level Portfolio and Consultation</i>
	<i>Second Level Portfolio and Consultation</i>

MDIV – THREE YEAR OPTION*

Year One

Fall	January	Spring	Summer
B101 Introduction to the Bible	Elective (optional)	B102 Old Testament	Progressive Leadership Seminar (choose one) PLS101 Racism & Intersecting Oppressions PLS102 Clinical Pastoral Education PLS103 Interfaith Collegiality PLS104 Non-Profit Management (in conjunction with Contextual Education)
HT101 Christian Social Ethics		HT102 Church History	
M101 Pastoral Theology and Care		M102 Liturgy	
PCL101 Progressive Christian Leadership (in conjunction with Contextual Education)		Elective	
		PCL102 Progressive Christian Leadership (in conjunction with Contextual Education)	Elective (optional)

Year Two

Fall	January	Spring	Summer
B103 New Testament Survey	Elective (optional)	M104 Educational Ministry	Progressive Leadership Seminar (choose one) PLS101 Racism & Intersecting Oppressions PLS102 Clinical Pastoral Education PLS103 Interfaith Collegiality PLS104 Non-Profit Management (in conjunction with Contextual Education)
HT103 Constructive Theology		Elective	
M103 Preaching		Elective	
Elective		Elective	
PCL103 Progressive Christian Leadership (in conjunction with Contextual Education)		PCL104 Progressive Christian Leadership (in conjunction with Contextual Education)	Elective (optional)

Year Three

Fall	January	Spring	January and Summer optional electives are there to lighten your load during the Fall/Spring terms if you wish to replace one elective per term with a January and/or summer term elective.
Elective	Elective (optional)	Elective	
Elective		Elective	
Elective		Elective	

***72 credit hour program, beginning Fall 2021**

MDIV – FOUR YEAR OPTION*

Year One

Fall	January	Spring	Summer
B101 Introduction to the Bible	Elective (optional)	B102 Old Testament	Progressive Leadership Seminar (choose one) PLS101 Racism & Intersecting Oppressions PLS102 Clinical Pastoral Education PLS103 Interfaith Collegiality PLS104 Non-Profit Management (in conjunction with Contextual Education)
HT101 Christian Social Ethics		HT102 Church History	
PCL101 Progressive Christian Leadership (in conjunction with Contextual Education)		Elective	
		PCL102 Progressive Christian Leadership (in conjunction with Contextual Education)	Elective (optional)

Year Two

Fall	January	Spring	Summer
HT103 Constructive Theology	Elective (optional)	M102 Liturgy	Progressive Leadership Seminar (choose one) PLS101 Racism & Intersecting Oppressions PLS102 Clinical Pastoral Education PLS103 Interfaith Collegiality PLS104 Non-Profit Management (in conjunction with Contextual Education)
M101 Pastoral Theology and Care		M104 Educational Ministry	
Elective		Elective	
PCL103 Progressive Christian Leadership (in conjunction with Contextual Education)		PCL104 Progressive Christian Leadership (in conjunction with Contextual Education)	Elective (optional)

Year Three

Fall	January	Spring	Summer
B103 New Testament	Elective (optional)	Elective	Elective (optional)
M103 Preaching		Elective	
Elective		Elective	

Year Four

Fall	January	Spring	January and Summer optional electives are there to lighten your load during the Fall/Spring terms if you wish to replace one elective per term with a January and/or summer term elective.
Elective	Elective (optional)	Elective	
Elective		Elective	

*72 credit hour program, beginning Fall 2021

PROGRESS TOWARDS MTS DEGREE

Degree Requirements: 45 credit hours

Please note: this degree revision begins with the 2021-22 academic year and applies to students admitted Spring 2021 and beyond.

REQUIRED COURSES: (27 hrs.)

FIRST YEAR

- | | |
|--|----------------------------------|
| _____ Social Ethics and Christian Life | _____ Church History |
| _____ Introduction to the Bible | _____ Old Testament Survey |
| | _____ MTS Seminar I (1.5 cr hrs) |

SECOND YEAR

- | | |
|-----------------------------------|-----------------------------|
| _____ Constructive Theology | _____ MTS Thesis (6 cr hrs) |
| _____ New Testament Survey | |
| _____ MTS Seminar II (1.5 cr hrs) | |

AREA OF CONCENTRATION: (12 hrs.)

Biblical Studies

- _____ Bible Elective
- _____ Bible Elective
- _____ Language Grammar
- _____ Language Exegesis

Historical, Theological and Ethics Studies

- _____ History/Theology/Ethics Elective
- _____ History/Theology/Ethics Elective
- _____ Language Grammar
- _____ Language Exegesis

OPEN ELECTIVES: (6 hrs.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Other Requirements	
	<i>Creating Healthy Relationships in the Church Workshop</i>
	<i>Racism, Intersecting Oppressions, and Diversity Awareness Workshop</i>
	<i>Religious Experience in North American Culture Context</i>

Directed Study Guidelines

Purpose and Criteria

Directed studies are intended to supplement the curriculum of the seminary by offering students an opportunity to explore issues not addressed by normally offered required and elective courses. Except in extraordinary circumstances, directed studies may not be undertaken in lieu of required courses or to duplicate regularly offered electives.

In giving approval for any proposed directed study, the Degree Programs Committee of the faculty will use the following criteria:

- The proposal must have a clearly defined primary focus of study;
- The proposal must include a rationale indicating why the student wants to undertake a directed study and why the focus of the study cannot be addressed in the context of the normal required and elective courses. The proposed directed study must not closely duplicate a required or regularly offered elective course.
- The primary focus of study must be specified by learning objectives achievable within a semester's study;
- The proposal needs to include an outline for the conduct of the study including a bibliography, the learning activities which are envisioned, ways the student and faculty supervisor will work, some method of evaluation (papers, projects, presentations, etc.), and the criteria to be used in evaluation;
- The proposal must be signed by the member of the faculty willing to supervise the project; only in extraordinary circumstances will persons who are not full-time members of the Eden faculty be approved as directed study supervisors.

If the supervisor is not full-time Eden faculty, the rationale for having this person as a supervisor and the qualifications of the proposed supervisor must be included with the proposal. A fee equivalent to one credit hour will be charged and used as a stipend for the supervisor if the directed study is approved.

The proposal itself will be taken as an indication of the student's readiness to engage in directed study – the clarity of focus, the completeness of the outline and bibliography, the responsibility evidenced in the suggested evaluation processes and criteria, etc.

All other factors being equal, priority will be given to students who have not undertaken a prior directed study.

Limitations and Procedures

Master of Divinity students may take no more than one directed study in their second year and one in their third year. Normally, directed studies will not be approved for first-level students. Master of Arts in Professional Studies degree students may undertake one directed study after completing 24 hours of course work and their oral evaluation. Master of Theological Studies degree students may undertake one directed study after completing 24 hours of course work. Doctor of Ministry students may take no more than two directed studies.

Directed Study Guidelines

Procedures

1. Registration for a directed study will not be considered and cannot take place until the proposal form is completed, signed by the faculty member willing to supervise the project, submitted to the Registrar and approved by the Degree Programs Committee of the faculty.
2. Directed study proposals are to be submitted to the Registrar by the dates indicated on the Academic Calendar. This is normally early May for Fall semester and late November for the Spring semester. The appropriate form is available in the Registrar's Corner of the Eden Community HUB on Brightspace.
3. The Committee decision regarding approval or disapproval is final and will be communicated by the Registrar to the student and faculty supervisor.
4. If more than one student requests the supervision of a faculty member who can only oversee one directed study, registration will be approved using these criteria: first, if one of the students has already undertaken a directed study; second, which proposal was submitted the earliest.
5. The appropriate committee and/or the Academic Dean may recommend an alternative faculty supervisor than the one proposed by the student. Alternatively, a proposal for which there is no faculty supervisor will be given priority in the next semester if the student so desires. Proposals rejected by the committee for failing to meet the criteria for directed studies must be rewritten and will be considered in the order received at the time of their re-submission.

MTS Religious Experience in North American Cultural Context - Guidelines

Religious Experience in North American Cultural Context ***Guidelines for Completion***

A requirement of the MTS degree

- MTS students will attend three (or more) different worship/religious experiences or events during their MTS studies
- Students will prepare a 500-word reflection paper in which they integrate what they have been learning in their MTS program course work and their reflection on what they have experienced and learned in the three (or more) religious experiences they participated within in during their MTS program. This paper will be due the first Monday after Reading Week in the spring term of their Senior (graduating year). MTS thesis advisors will evaluate the paper.

MTS Outcomes to speak to in this written reflection:

1. Identify the sources of one's own embedded theology (in particular engagements of sacred texts and traditions) and reflect on how elements of one's own embedded theology may intersect with legacies of racism, classism, sexism, heterosexism and imperialism
 - Were there elements of the religious experiences you engaged in that related to or contrasted with your own contextual experience of religion?
 - Were you able to identify legacies of racism, classism, sexism, heterosexism and imperialism in the context and expressions of the religious experiences you experienced? Offer evidence of those expressions (e.g., theological claims in preaching, liturgy, hymnody, announcements, art, etc.).
2. Identify ways in which resources of theological imagination (sacred texts and traditions) have/are inspiring movements of social transformation in the church and world
 - Were there elements of the religious experiences you engaged in that interfaced with socially transformative movements in your own contextual experience of religion? Offer specific examples.
 - Were you able to identify resources of theological imagination in these North American religious experiences (sermons, liturgy, art, bible study, etc.) that speak to movements of social transformation at work in other contexts of the church and world?

EDEN THEOLOGICAL SEMINARY

A CODE OF CONDUCT FOR CONTEXTUAL EDUCATION

Contextual Education at Eden Theological Seminary seeks to educate pastors and teachers for the life and mission of the church by increasing their ability to assess and reflect theologically on the context of ministry. Toward that end, theological students serve with congregations and agencies along side approved supervisors to learn through direct practice of ministry. Engaging with God's people in context, seminarians seek to integrate expressed theology with lived experience, and private convictions with public actions.

We believe that pastoral responsibilities must be carried out in faithful, respectful and self-aware relationships. Pastoral integrity is critical to ministry and to a process of theological education that honors Jesus Christ and empowers disciples to engage faithfully in God's mission. *We therefore commit ourselves to the following Code of Conduct for Contextual Education.*

1. Regarding the Vocation of Teachers and Learners

- a. Contextual Education students and supervisors will honor their educational responsibility to engage one another seriously in pastoral and theological reflection.
- b. Contextual Education students and supervisors will respect the diverse theologies they encounter in Contextual Education.
- c. Contextual Education students and supervisors will not abuse their relationships with each other to meet personal needs for affection, affirmation or power.
- d. Contextual Education students will not look to their supervisors for personal therapy, even if the supervisor has counseling credentials, during a Contextual Education placement. Supervision involves attending to the student's emotions, but therapy, if warranted, will be provided by a third person outside the supervisory relationship.

2. Regarding Appropriate Interpersonal Boundaries

- a. Contextual Education supervisors will be faithful to their ordination vows, and students will conduct themselves in keeping with their denominational standards for professional behavior.
- b. Contextual Education students and supervisors will not engage in sexual, racial, or other harassment or exploitation of one another or of other people.
- c. Contextual Education students and supervisors will not enter into intimate sexual relations with parishioners, staff or others connected with the Contextual Education placement, even if the relationship is consensual.
- d. Contextual Education students and supervisors will avoid conflict-of-interest relationships (e.g., seeking financial help from church members for personal gain or using confidential information for personal advantage) that have the potential of impairing judgment or increasing the risk of personal or financial exploitation.

- e. Contextual Education students and supervisors will seek to be truthful and honest in their dealings with each other and with others. They will refrain from spreading false or malicious gossip about persons who are not present.
- f. Contextual Education students and supervisors will not disclose pastoral confidences to anyone *except* when (i) it is mandated by law, (ii) it may prevent a clear and immediate danger to someone, (iii) it is used for the purposes of pastoral supervision, or (iv) it is authorized in previously obtained written permission. Students will inform those encountered in pastoral care situations about these limits of confidentiality; and supervisors, more generally, will inform congregants about these limits.

3. Regarding Other Matters of Personal Integrity

- a. Contextual Education students and supervisors will be faithful stewards of funds entrusted to their care and shall avoid exploiting the trust of others for financial gain.
- b. Contextual Education students and supervisors will practice pastoral care within the reasonable realms of their competence. More specifically, unless professionally trained and certified, they will not present themselves as “counselors” or “therapists.” When called upon to function outside their realm of competence, they will enlist the guidance of others or refer to other professionals.
- c. Contextual Education students and supervisors will give appropriate credit for sources quoted publicly and shall observe copyright law.
- d. Contextual Education students and supervisors will refrain from alcohol and drug abuse, and if it should occur, they will seek professional help to overcome the problem.
- e. Contextual Education students and supervisors will not discriminate against or refuse to offer ministry to others because of their race, gender, age, national origin, physical ability, economic situation or sexual orientation.
- f. In matters of language, manners, dress, and ornament, Contextual Education students will conduct themselves with sensitivity to issues of context and culture. Similarly, in matters of language, manners, dress, and ornament, Contextual Education supervisors will conduct themselves with sensitivity to the diversity of Eden students.

4. Violations of This Code

- a. When violations of this code come to the attention of the Director of Contextual Education, an investigating committee will be formed, consisting of the Director of Contextual Education, the Associate Dean of Academic Affairs, a member of the Contextual Education and Formation Committee and one other professor appointed by the Associate Dean of Academic Affairs. If a complaint is brought against a supervisor, he or she may be accompanied at meetings of the investigating committee by a peer of his or her choosing.
- b. Violations of the Code of Conduct for Contextual Education may be brought to the attention of the administrator of the Contextual Education program.
 - i. by written and signed complaint.
 - ii. through regular Student and Supervisor Evaluation instruments completed at the end of a semester.

- iii. through public report found by the Associate Dean of Academic Affairs and Director of Contextual Education to warrant further investigation.
- c. The investigating committee will work together to develop a strategy to respond to the violation in such a way that the student will learn from the experience. Such a strategy may include, but not be limited to, writing and research, psychotherapy, spiritual direction, a program of or steps toward reconciliation, and immediate withdrawal of the student from the Contextual Education setting. Such withdrawal might mean failure to receive credit for a unit of Contextual Education.
- d. The Director of Contextual Education may deem the violation so grave in its consequences as to necessitate implementation of the Seminary's procedures for Dismissal for Disciplinary Reasons (Student Handbook Institutional Policies).

Adopted by Faculty 11/11/2005

Contextual Education students and supervisors are required to subscribe to this *Code of Conduct for Contextual Education* before beginning any Contextual Education placement or internship under the auspices of Eden Theological Seminary. This signed document is kept on file in the Contextual Education office as long as the student is enrolled in an Eden Seminary degree program.

I have read and agree to abide by the "Code of Ethics for Contextual Education."

Signed

Date

Name Printed

GUIDELINES FOR PROJECTS AND THESES

Candidates for each degree should check the appropriate section of this *Handbook* or consult with the degree program director to determine the procedures for submitting projects, theses and project-theses. All completed work must conform to the standards in this Appendix. Two copies of each project and thesis are bound and retained by the Emerson Library. The Library cannot arrange for the binding of personal copies.

General Requirements

1. Two copies are to be submitted, following the requirements for paper, font, etc., as specified below.
2. If changes are required in the project, thesis or project-thesis, the student must resubmit corrected copies.
3. Both copies must include an approval page.
4. The second copy may be a photocopy of the original, but it must be on the same kind of paper as the original.
5. Both copies may be submitted in manila file folders or in expandable folders. If the work is too large for a folder, submit both copies in one or two 8½" x 11" boxes in order to protect the pages from damage. If both copies are in one box or in one folder, place a colored piece of paper between the copies.
6. Do not submit your work in binders of any kind, and do not use paper clamps.
7. Do not place rubber bands around the pages, and do not punch holes in, staple, paperclip or make marks on any pages.

Bibliographic Style

Students should follow the guidelines for bibliographic style as found in the latest edition of Kate L. Turabian's *Manual for Writers of Term Papers, Theses, and Dissertations*. If Turabian does not fully answer a question about style, refer to the latest edition of *The Chicago Manual of Style*, on which Turabian is based. Copies of both manuals are available for use in the seminary library, but it is recommended that students purchase a copy of Turabian. In order to facilitate writing and to avoid having to rewrite or reformat work, students should be thoroughly familiar with Turabian prior to collecting bibliographic information and prior to writing the first draft. If any of the following information differs from the Turabian or Chicago style, follow the Eden guidelines.

Citing Sources Used

Students should choose one of the two distinct methods described in Turabian for citing publications and other resources. The first method uses footnotes/endnotes and bibliographies. The second method uses parenthetical references and reference lists. Once you decide which method you are going to follow, you must use it consistently.

Requirements for Typing the Work

1. Size of paper: 8½” x 11” only. Oversize materials, such as computer printouts, church bulletins, etc. should be reduced to fit within margin guidelines.
2. Use white paper only.
3. Use paper that is identified as:
 - a. 20 or 24 pound weight
 - b. 25% - 100% cotton or rag bond paper. Paper with very high rag content often does not work well in photocopy machines.
 - c. If the paper is identified as acid-free, acid-neutral, or archival quality, it must have a pH level of no less than 7. Paper with a lower number is not acceptable.
4. Do not use “erasable” or “corrasable” paper.
5. If a correction is necessary, retype/reprint the entire page. Do not use correction fluid, and do not use a pen to make corrections.
6. Text Font: Times New Roman 12 pt.
7. Use “letter quality” print.
8. Line spacing: Double-spaced within and between paragraphs.
9. Margins: Left: 1.5 inches
 Right: 1 inch
 Top 1 inch
 Exceptions: pages with major headings and chapter designations
 should have a 2 inch top margin. Included are the title page,
 approval page and the abstract.
 Bottom 1 inch
 Left justification only; do not use right justification.
10. Centering: Anything that is to be centered on a page should be centered within the margins noted above.
11. Numbering of pages: see Order of Contents and Pagination Guidelines, below.
12. Paragraph indentation: Word processing programs have a standard indentation of five or eight spaces. Either is acceptable, but be consistent throughout the document.
13. Last and first lines of paragraphs: keep a minimum of two lines of text together when a paragraph continues from the bottom of one page to the top of the next page. That is, avoid “widows” which occur when the last line of a paragraph spills over to the top of the next page as a single line. Also, avoid “orphans” which occur when the first line of a paragraph appears by itself on the bottom of a page.
14. Avoid dividing footnotes or parenthetical references between two pages.

Writing an Abstract

The abstract informs a reader about the nature of your work. The abstract should be no more than 100 words. In the abstract:

- a. Summarize the subject of your work.
- b. Describe the research method that you followed.
- c. State the results of your study or research.
- d. End with recommendations or conclusions.

Order of Contents and Pagination Guidelines

Preliminary Matter I

A page number (small Roman numeral) is *assigned* to each page of the preliminary matter, but the page number is *not* typed on these pages:

- Title Page (see example at the end of this Appendix)
- Copyright page (optional)
- Approval Page (see example at the end of this Appendix)
- Dedication (optional)
- Epigraph (optional)

Preliminary Matter II

Continuing the pagination assigned to the previous pages of Preliminary Matter, assign a small Roman numeral to each of these pages, *and type the page number on the bottom of each page*:

- Table of contents
- List of illustrations, if any
- List of tables, charts, if any
- List of abbreviations, if any
- Acknowledgements (optional)
- Abstract (see example at the end of this Appendix)
- Preface (optional)

Text of the project, thesis or project-thesis

Start with Arabic number 1. Page numbers can be placed in any of the following locations: centered in the footer, centered in the header, or flush right in the header. Choose one of these locations and be consistent.

Appendix, if any

Continue using Arabic numbers

Bibliography or reference lists

Continue using Arabic numbers

(two inch top margin)

TITLE IN BOLD UPPER CASE LETTERS

Subtitle in Bold Lower Case Letters

(skip two lines)

by

(skip two lines)

First Name Middle Name(s) or Initials (if any) Last Name

(ten lines below name):

A Doctor of Ministry Project/Thesis
Submitted to the Faculty of
Eden Theological Seminary
in partial Fulfillment of the
Requirements for the Degree of
Doctor of Ministry

St. Louis, Missouri

Month/year of graduation

(1 inch bottom margin)

(two inch top margin)
APPROVAL PAGE

TITLE AS TYPED ON TITLE PAGE

Subtitle as Typed on Title Page

by

Name as typed on title page

Eden Theological Seminary
Saint Louis, Missouri

(twelve lines lower)

Project/Thesis Supervisor: Type name of Project/Thesis supervisor

Signature

Date

Second Reader:
(three lines lower)

Type name of second reader

Signature

Date

D.Min. Project Rubric

	Excellent	Acceptable	Unacceptable
Theological Imagination	<p>Draws deeply and broadly on theological/biblical/pastoral/historical resources to engage a particular place of ministry</p> <p>Innovates in its response to issues facing church and society</p> <p>Works actively toward God's justice and shalom</p>	<p>Draws well on theological/biblical/pastoral/historical resources to engage a particular place of ministry</p> <p>Constructs a creative response to issues facing church and society</p> <p>Promotes God's justice and shalom</p>	<p>Neglects theological/biblical/pastoral/historical resources related to a place of ministry</p> <p>Remains abstract rather than addressing particular issues facing church and society</p> <p>Lacks prophetic courage</p>
Social Transformation	<p>Engages with the intersectionality of the ministry setting</p> <p>Enacts plans in the student's ministry setting that will advance: <ul style="list-style-type: none"> • the relevance of the church • the vitality of communities • the transformation of society </p>	<p>Demonstrates an awareness of how the project is placed in an intersectional setting of ministry</p> <p>Includes plans to engage the student's ministry setting in new ways that will advance: <ul style="list-style-type: none"> • the relevance of the church • the vitality of communities • the transformation of society </p>	<p>Fails to demonstrate an awareness of or engagement with the intersectionality of the ministry setting</p> <p>Does not engage the student's ministry setting</p> <p>Lacks concrete plans</p> <p>Doesn't give attention to the necessity for the church to be relevant, vital, and transformational</p>
Spiritual Formation	<p>Enhances the student's spiritual and vocational formation or that of those in the ministry setting by way of the project</p> <p>Adds to the understanding of ministry as spiritual practice toward God's justice and shalom</p>	<p>Evidences the spiritual and vocational formation that has been part of the project</p> <p>Reflects an understanding of the particular work of ministry in the project as a spiritual practice toward God's justice and Shalom</p>	<p>Neglects the spiritual formation of the student and those to whom the project ministers</p> <p>Draws a separation between ministry and spiritual practice</p> <p>Counteracts God's justice and shalom</p>

This rubric is meant to assess the extent to which a D.Min. project meets the curricular goals. All projects must still meet the requirements in the handbook.

Conference/Event Course (CEC)

Purpose and Criteria

Conference/Event Courses are intended to supplement the DMin curriculum of the seminary by offering students opportunities to explore issues not addressed by normally offered required and elective courses or to investigate a specific topic in depth. CEC's may not be taken in lieu of a required course or elective. CEC proposals have to be approved by the DMin Committee before the conference or event occurs; retrospective proposals will not be considered.

The proposal to the Doctor of Ministry Committee will include the following:

- a description of the conference or event,
- a clearly defined focus of study with designated learning objectives,
- an explanation of how the CEC will enrich the student's program of study or their ministry,
- a bibliography of resources that will be used in preparation of the activity,
- a description of the proposed learning activities and the criteria for their evaluation (e.g., paper, teaching curriculum, sermon, annotated bibliography, etc. and
- the signed approval of the faculty member willing to evaluate the activity.

The Committee will evaluate the proposal as an indication of the student's readiness to engage in independent study, looking at the clarity of focus, the appropriateness of the activity to the student's program and ministry, the responsibility evidenced in the learning activities and evaluation criteria, etc.

Acceptable conferences and events will be educational in nature, involve at least 20 contact hours, and provide opportunities for engagement with other participants. Asynchronous on-line conferences are not acceptable. Denominational governance meetings are not acceptable for credit.

Limitations and Procedures

1. D. Min. students can be involved in one CEC (1 ½ credit hours) per semester and can apply a maximum of two CECs (3 credit hours total) to their program. The two CECs should cover different subjects.
2. All CECs will be evaluated by Pass/Fail.
3. Registration for a CEC will not be considered and cannot take place until the proposal form is completed, signed by the faculty member willing to supervise the work, submitted to the Academic Dean's office, and approved by the Doctor of Ministry Committee.
4. CEC proposals may be submitted at any time during the academic year (Sept.-May) but will be reviewed only at scheduled D Min Committee meetings.
5. The Committee decision regarding approval or disapproval is final and will be communicated by the Academic Dean to the student, the faculty member who signed the proposal, and the Registrar.
6. Proposals rejected by the Committee for failure to meet the criteria may be rewritten and resubmitted.

REQUEST TO UNDERTAKE A CONFERENCE/EVENT COURSE

Semester: _____ Year: _____

Return to Deans' Office: Date Received: ____ / ____ / ____ Initials: _____

I. Name of the student who will participate in this CEC:

II. A brief description of the conference/event (attach additional information, if available):

III. The primary focus of this CEC:

IV. The learning objectives for this CEC:

a) _____

b) _____

c) _____

d) _____

Conference/Event Course Proposal
Page Two

- V. Explain how the proposed CEC will enrich your DMin course work, facilitate the writing of your DMin project, or otherwise expand your skills for or knowledge of ministry? Attach additional page(s) as necessary.
- VI. Attach an annotated list of those publications you will study in preparation for participating knowledgeably in this educational event. Attach additional page(s) as necessary.
- VII. Describe the proposed learning activities (e.g., paper, teaching curriculum, sermon, annotated bibliography, etc.) that will be generated by your involvement in this activity and the criteria and methods that will be used to evaluate them. Attach additional page(s) as necessary.
- VIII. Proposed Supervisor:

--Supervisors for CECs will be full-time Eden faculty, except in extraordinary circumstances.

--It is expected that the student and proposed supervisor will have had significant consultation before a CEC proposal is submitted.

--It is expected that CEC proposals will have been reviewed by a faculty member and come to the Masters Committee with the support of the proposed faculty supervisor.

For Eden Seminary Faculty member:

--I have discussed this CEC in detail with the student.

--I have read the CEC proposal and judge it viable.

--I agree to supervise this CEC within the limits of my faculty teaching load.

(Faculty Signature)

(Date)

IX. Actions of the Dean and the Committee:

_____ The proposed faculty supervisor cannot undertake oversight of this study. Please see the Academic Dean about possible alternative supervisors.

_____ The Doctor of Ministry Committee has approved this proposal, and you may proceed with it as outlined.

_____ The Doctor of Ministry Committee has not approved this proposal. The Academic Dean can provide you with details of their decision.

Notes:

For the Committee: _____

(two inch top margin)

ABSTRACT

The purpose of this Project/Thesis was to find ways to increase the confidence level and skills of members of the congregation who plan corporate worship. When a group of laypersons participated in a weekly educational project on worship over a six week period, the participants developed a deeper understanding of the theology, purpose and practice of worship. They were able to critique liturgies and to analyze the worship life of the congregation, which enabled them to participate more fully with clergy and staff in planning and leading worship on Sunday mornings. The group successfully encouraged input from members of the congregation about worship life and recruited others to participate in worship planning and leadership.

Type page number in small Roman numeral one inch from bottom of page

HUMAN SUBJECTS RESEARCH REVIEW POLICY

Eden Theological Seminary

This policy applies to any research conducted for Doctor of Ministry projects and Master of Arts in Professional Studies projects. In some cases, extensive class research assignments also may require review.

1. Rationale: The Ethics of Pastoral/Ministerial Research

DMin/MAPS research involves intentional and disciplined engagement with ministerial issues and contexts, with its guiding principle the care for human beings and human relationships. Ministry is intrinsically complex, hence any critical inquiry into ministerial life and practices is inevitably complex, requiring keen self-awareness, self-critical reflection and reflexivity, and clear understandings of ethical responsibility and accountability. The guidelines provided here reflect our commitment to ensuring high ethical standards and measures of protection of human subjects in research conducted by students of Eden Theological Seminary.

2. Procedure

DMin/MAPS students who are proposing their projects must submit a “Human Subjects Research Protocol” form along with their “project proposal” by the deadlines designated in the academic calendar. The research protocols will be reviewed by the Human Subjects Review Committee (HSRC), and must have the committee’s approval before students may commence research.

3. Human Subjects Research Protocol

The Human Subjects Research Protocol is a document that clearly explains the student’s proposed research design and rationale for selected research methodology. The form for this invites responses to important issues related to research design and research ethics. Students must complete this form and submit it along with their project proposals by the deadlines designated in the academic calendar for their respective degree programs. All instruments of data collection involved in the research project must also be attached for review and approval.

4. Human Subjects Review Committee

The HSRC will have four members appointed by the Dean of the Seminary: two members of the Curriculum and Assessment Committee, a person from outside the seminary with expertise in qualitative research appointed annually by the Dean of the Seminary, and the Dean who will chair this committee.

- a. The committee will meet as needed to review the Human Subjects Research Protocols that must be submitted with DMin and MAPS projects proposals. The committee will also review protocols for class assignments that require extensive human subjects research.
- b. The committee will review the research protocols and must approve these before research can begin. The committee may require modifications before giving its approval.
- c. The decisions of the committee will be communicated to students through the Dean of the Seminary.

HUMAN SUBJECTS RESEARCH PROTOCOL

Date: _____

Researcher's name: _____

Institution(s) of affiliation: _____

Mailing address: _____

Email address: _____

Phone number(s): _____

Name(s) of co-researcher(s), if applicable: _____

Recommended supervising faculty: _____

Project title: _____

Site of research: _____

A. Explain the nature, purpose, and significance of research.

The central research question(s):

The significance of the research:

The selected methodology and rationale:

B. Provide a detailed explanation of the research method/procedure.

Methods of data collection

- *Demographics:* Describe your research context and the demographics of your research participants. Explain why the selected population is important for your research question(s).
- *Scope and Duration:* What is the scope of the research? How long will the research last?
- *Entry, access, exit:* How do you intend to gain entry and access to the context? How do you hope to bring the project to completion? What relationships will you have to cultivate? What kinds of negotiations with “gatekeepers” or authority figures in the context will you have to make?
- *Data collection:* What are your methods of collecting data? (e.g., gathering documents, conducting interviews, holding focus groups, distributing surveys, planning a sermon or bible study series, etc.)

- *Forms of data:* What forms of data will you be gathering? (e.g., audio/video recordings of interviews, group sessions, or sermons; photographs; historical records; news clippings; etc.)
- *Recording procedures:* How do you store data, and what equipments will be involved? (e.g., computer files, audio/video recordings, digital photos, etc.)
- *Data storage & length of time:* How long do you plan to keep your research data, and how will you ensure its secure and confidential keeping? (It is recommended that the length of your data storage be between 5-10 years.)

Methods of data analysis & presentation

- *Method of analysis:* How do you plan to analyze your data? (e.g., transcribe the interviews to analyze the content; use computer software to code data; have co-researchers or research participants interpret the data with you, etc.)
- *Research publication:* Upon completion, your DMin/MAPS Project will be filed in the library of Eden Seminary. Do you anticipate using the research data from your project in future publications (e.g., for use in your sermons, for use in denominational publications, etc.)? If so, be sure to seek permission from your research participants for that purpose in the consent/assent forms.

C. Address the following issues of research ethics.

- *Identify potential risks/harm:* Fill out the informal “**Risk Assessment Form**” (used with permission from Southwestern Baptist Theological Seminary). The form contains a checklist of potential risks to research participants on spiritual, psychological, and social dimensions. This assessment form is a helpful way for you and for us to gauge the risk levels of research projects. Attach the completed form to your research protocol.
- *Privacy and confidentiality:* Indicate the ways in which you will protect the privacy and confidentiality of your research participants and research data.
- *Consent/assent:* Indicate the ways in which you will seek informed consent or assent from the research participants. Informed consent forms are needed for research involving medium to high risk levels, or for research involving participants under the age of 18. Assent forms are needed for low-risk research.
- *Potential benefits:* Given the risk/harm related to research (no matter how minimal), identify the potential benefits of this research project which outweigh the reasonable risks. How would this research benefit the research context, the research participants, the wider church, and/or your own ministerial practice? What consequences or significance might the project present for future research?

- *Researcher's reflexivity*: Briefly explain how you will assume a position of reflexivity throughout the research, how you will maintain critical consciousness of your subjectivity and subject position as research and pastor in relation to the context and to research participants. This is especially important if your research involves advocacy or is participatory in design.

D. APPENDICES: Please attach for review and approval all the forms and data collecting instruments which you intend to use for the research. Indicate which of the following documents you are appending to your research protocol:

- _____ consent/assent forms
- _____ letters of invitation to research participants
- _____ sample interview questions
- _____ surveys/questionnaires
- _____ basic framework of group sessions
- _____ any other tool/instrument to be administered in the research process (please explain)

GENERAL FORMAT OF INFORMED CONSENT/ASSENT FORMS

For research at **low-risk level**, it is sufficient to distribute to research participants a letter explaining that they are giving permission by virtue of participating voluntarily in any aspect of the research (giving “assent”).

For research at **medium- or high-risk levels**, letters seeking “informed consent” must be sent to each participant, and their signatures must be secured before you may begin research. Typically, informed consent forms are written in letter format, with clear and concise explanation of the following items:

1. Identification of researcher’s name (you), contact information, institutional affiliation (Eden seminary and your church affiliation).
2. Brief explanation of the nature, purpose, and significance of your research (what contributions you believe the research will make to the church and to the practice of ministry).
3. Brief explanation of the scope of your research (approx. # of people involved in the study) and why this is important.
4. Brief outline of your research design, noting steps that are particularly relevant to the research participant.
5. Clear identification of reasonable foreseeable risks and benefits of the research.
6. A statement on confidentiality & privacy. Be sure to indicate the public nature of your research project (that it will be filed in the library of Eden Seminary). If you anticipate using some of the research data for future work beyond your current project, be sure to ask for permission. Indicate how long you anticipate keeping the research data (recommended 5-10 years).
7. A statement assuring voluntary participation: Indicate that the participant may choose to not answer, withdraw, or review their responses at any time without consequences.
8. Indication of ways to contact researcher.
9. A statement indicating that by signing the agreement, the participant offers his/her informed consent to participate voluntarily in the research.
10. Signature, date, pseudonym (as applicable), & signature of legal guardians for participants under age 18.

Be sure to keep the originals of all informed consent forms in a secured location, and provide a copy to each research participant. Be sure to destroy all forms and data within the time period indicated in your consent forms.

Student Grievance/Complaint Policy

The purpose of this procedure is to establish a process for students to express and resolve misunderstandings, concerns, or grievances/complaints that they have with any seminary employee in a prompt, fair, and equitable manner. This procedure emphasizes informal resolution.

I. GRIEVABLE MATTERS

A student may use this procedure if the student believes that a seminary employee has violated a seminary policy or has otherwise acted in a manner resulting in unfair treatment of the student.

II. NONGRIEVABLE MATTERS

A student may not use this procedure for grievances related to the following matters:

- A. Actions of other students, which are handled under the Student Code of Conduct.
- B. Grade appeals, which are handled under the Grade Appeal Policy.
- C. Allegations of discrimination or other conduct that falls within the jurisdiction of the Sexual Harassment or other seminary policies that contain grievance, hearing and/or appeal procedures.
- D. The outcomes of student disciplinary proceedings.
- E. Matters concerning the student in his or her capacity as an employee of the seminary, which are resolved in accordance with applicable personnel policies.
- F. Billing disputes.

III. CAMPUS SOURCES OF SUPPORT

Prior to initiating an informal or formal grievance under this policy, a student may choose to contact a campus consultant to assist him or her in making decisions about how to address the situation of concern and whether to pursue an informal or formal grievance under this policy. Consultants will maintain confidentiality to the extent reasonably possible. The following people will serve as consultants under this policy:

- Dean of Students, swilliams@eden.edu
- Title IX Coordinator, dstauffer@eden.edu

IV. PROCEDURE

Any student alleging a grievable matter shall pursue the grievance as follows:

Step 1. Informal Discussion with Seminary Employee

In many cases, informal actions can be taken to resolve a dispute between a student and a seminary employee. The student may choose to meet with the employee and make a good faith effort to resolve the dispute promptly and fairly. This discussion should be initiated within fourteen (14) working days of the grievable event or as soon thereafter as reasonably possible. If this conversation does not resolve the issue, or if the student does not feel that he or she can discuss the matter with the employee, the student may, but is not required to, contact one of the consultants identified in Section III above to discuss the situation.

Step 2. Discussion with Supervisor

If a satisfactory resolution is not reached after direct discussion with the employee, or if the student chooses not to discuss the matter informally with the employee, the student shall, within fourteen (14) working days of the informal discussion or grievable event, or as soon thereafter as reasonably possible, meet with the employee's supervisor or the individual to whom such employee reports, who will attempt to resolve the situation informally. If a faculty member is the subject of a grievance, the student should ordinarily discuss the matter with the Academic Dean, who may refer the matter to a member of the Faculty Development Committee. The supervisor or Dean shall notify the employee that a grievance has been raised by the student, provide information about the nature of the grievance, and indicate that he or she will attempt to resolve the matter. The supervisor, Dean or designee shall investigate the matter, propose a resolution, and then provide a copy of a summary in writing to the student and the employee. This shall be done within 60 days or as soon thereafter as reasonably possible.

Step 3. Formal Grievance

If the matter is not resolved through the informal process, the student may submit a written statement of the grievance to the Academic Dean within fourteen (14) working days after the informal process has ended. The statement shall contain:

- a) a complete narrative of the circumstances giving rise to the grievance;
- b) identification of the parties involved, including names, addresses, and contact information;
- c) a statement of the remedy requested.

Remedies under this procedure are generally limited to restoring losses suffered by the student or making changes in seminary policy, practice, or procedure. Monetary damages, fines or penalties, or disciplinary action against the individual who is the subject of the grievance are not remedies available to the student under this policy. The Dean shall notify the appropriate vice president or other administrator that a formal grievance is pending in his or her area of responsibility. The employee shall also be notified of the grievance. Written copies of the grievance statement will be provided to the appropriate vice president, dean, or other administrator, and to the employee.

Step 4. Investigation of Grievance

The Dean or a designee will gather any material deemed necessary for review and will meet with all parties directly related to the grievance, in order to gather facts and information needed to make a fair and equitable decision. The student and the individual against whom a grievance is filed may be advised or accompanied by another person at any stage of the grievance procedure, except that practicing attorneys may not participate in any meetings as a representative of any party. This stage of the grievance procedure shall be completed within thirty (30) days after the Dean receives the grievance, or as soon thereafter as reasonably possible.

Step 5. Grievance Decision Within seven (7) working days after completion of the investigation, the Dean shall issue a written finding as to whether the employee has violated a seminary policy or has otherwise acted in a discriminatory or arbitrary manner, resulting in unfair treatment of

the student, and, if so, what remedies should be made available to the student as described in Step 3(c). A copy of the decision will be sent to the vice president or dean in the appropriate administrative area, as well as to the student and the employee. The decision of the Dean shall be final.

V. GRIEVANCES AGAINST CERTAIN ADMINISTRATORS

Grievances against the Dean or President of the seminary shall be addressed as described below but shall otherwise follow the procedures of this policy to the greatest extent practicable.

Academic Dean.

Grievances against the Dean shall be reported to the president of the seminary, who shall direct a designee to conduct an investigation and report written findings and recommendations to the president. The president shall issue a written decision, which may be appealed by the Dean or student to the Academic Committee of the Board of Trustees. The decision by the Academic Committee represents the final decision of the seminary. The president shall notify the chair of the Board of Trustees about the grievance and shall keep the chair informed throughout the grievance process.

President.

Grievances against the president shall be reported to the chair of Executive Committee of the Board of Trustees, who will inform the chair of the Board of Trustees. The chair shall appoint a panel of three tenured faculty members, who shall conduct an investigation and report findings and recommendations to the Executive Committee, which shall issue a written decision. The decision of the Committee may be appealed by the student or president to the chair of the Board of Trustees. The Board's decision represents the final decision of the seminary.

VI. DISCIPLINARY ACTION

Although disciplinary action against the employee is not a remedy available to a student who files a grievance under this policy, the seminary reserves the right to impose discipline on its employees as a result of determinations made through the grievance process. Any such discipline will be imposed only after a final decision has been issued and/or the appeal period has run with no appeal being filed. If the employee is a staff member, the employee's supervisor, in consultation with the President, shall determine whether disciplinary sanctions should be imposed. If the employee is a faculty member, the Dean, in consultation with the President, shall determine whether disciplinary sanctions should be imposed. The imposition of disciplinary sanctions may not be appealed by the employee under this policy. Faculty members may appeal the imposition of disciplinary sanctions under the faculty grievance procedure in the Faculty Handbook.

VII. CONFIDENTIALITY

All parties to the proceedings held or actions taken under this policy shall maintain the confidentiality of the proceedings and all written reports to the extent reasonably possible. Original records, documents, and reports shall be maintained in the office of the President.

VIII. NON-RETALIATION

No person against whom a grievance is filed, or any other person shall intimidate, threaten, coerce, or discriminate against any individual for filing a grievance under this policy. Complaints of such retaliation or interference may be filed and processed under this procedure.

IX. TIME GUIDELINES

If the seminary is not in session during part of these proceedings, or in instances where additional time may be required because of the complexity of the case, unavailability of the parties or witnesses, or other extenuating circumstances, any of the time periods specified herein may be extended, at the request of any party or individual involved in the grievance procedure. If a period is extended, the student and the person against whom the grievance has been filed will be so informed.

X. MISUSE OF POLICY

The purpose of this policy is to provide a mechanism to address legitimate student complaints and grievances. Any student member of the seminary community is encouraged to use the procedures provided in this policy, not only for the benefit and protection of that individual but ultimately of the entire seminary community. However, fabricated complaints undermine the purpose and effectiveness of this policy. Accordingly, persons who knowingly fabricate complaints may be subject to disciplinary action. Allegations of fabricated complaints must be reported within ninety (90) days of the date the grievance was brought. Such allegations may be reported to the administrator handling the grievance, who shall investigate the allegations and take any appropriate action. The fact that a complaint may not result in a finding that an employee has violated a seminary policy or has otherwise acted in a manner resulting in unfair treatment of a student is not alone evidence that the complaint was fabricated.

If an NC-SARA student is dissatisfied with the resolution, then they may file a formal grievance against the school by contacting the Department of Higher Education and Workforce Development (DHEWD)

<https://dhewd.mo.gov/DistanceEducation.php>

EDEN THEOLOGICAL SEMINARY

STUDENT COMPLAINT FORM

Please try to resolve a concern first by using a direct and informal approach to the individual concerned wherever possible

If a complaint includes allegations about another individual, that person may be provided with a copy of all relevant documentation, including a copy of the completed complaint form

Completed student complaint forms are to be sent to the Academic Dean (Damayanthi Niles dniles@eden.edu) in a sealed envelope, or by email, marked "Student Complaint, Confidential"

Your Details

Full Name: _____ Date: _____
Last First MI

Address: _____
Street Address

City State ZIP Code

Permanent Address

Address: _____
Street Address

City State Zip Code

Telephone Cell/Phone Email

Current Address (If different than above)

Address: _____
Street Address

City State Zip Code

Telephone Cell/Phone Email

Area of Study (Degree Program or list Non-Degree):

STUDENT COMPLAINT FORM CONTINUED

PLEASE DESCRIBE YOUR COMPLAINT (ATTACH ADDITIONAL PAGES IF NECESSARY).

WHAT HAVE YOU DONE TO ADDRESS YOUR COMPLAINT?

WHAT OUTCOME ARE YOU SEEKING?

Student Signature _____ Date: _____

[For Office Use Only

Date Received:

Addendums

Addendums to the current year student handbook will be posted in the Eden Community HUB on Brightspace.