

McCormick Theological Seminary
Doctor of Ministry Program

Student Handbook
January 2016

CROSS-CULTURAL *Urban*
Reformed ECUMENICAL

McCormick

MCCORMICK
THEOLOGICAL
SEMINARY

Doctor of Ministry
 *McCormick*

Welcome to McCormick Theological Seminary!



In this handbook for our Doctor of Ministry program, you will find all of the information that you need to successfully navigate this stage of your leadership journey. We truly appreciate the rich contexts of ministry from which you come, in fact, these contexts are crucial components of the learning environment to which you will contribute.

McCormick is a learning community that is cross-cultural, urban, Reformed, and ecumenical. In our delivery of theological education and among our students and extended community, we believe that we are participating in a vision of what the Church is and will become—a living image of God’s life-giving presence among a diverse humanity.

McCormick is committed to training women and men for leadership in God’s Church for the 21st Century. Experts predict that by 2040 the U.S. will no longer have a racial/ethnic majority. This is a unique time to live in North America. Yet, one could still argue that Sunday is still the most segregated day of the week. At McCormick, we already learn in and live through these dynamics of diversity that will define the next generations of the Church.

We are a graduate institution of higher learning within the rich intellectual and theological tradition of the Presbyterian Church (U.S.A.). Founded in 1829, McCormick has a long history of being on the cutting-edge of theological education. From the time that it moved to Chicago in 1860, the seminary’s identity has been deeply connected to this thriving urban center in all of its rich complexity.

Leaders in theological education have declared that McCormick has one of the most diverse, if not the most diverse, student body in North America. When I describe our learning community to prospective students, I invite them to imagine being in a class with African-American, Latino/a, Asian-American, Euro-American, and international students from around the globe. No one racial or cultural group constitutes a majority among our student body and our students represent the full range of the theological spectrum. All engage traditions that are both ancient in their wisdom and contemporary in relevance. They study with professors whose vocational identity has been transformed by the rich diversity that our setting provides. This is truly a place of transformation.

Come and catch a glimpse of the future. Come and be challenged to study with a world-class faculty. Come and learn at McCormick, amidst a community where diversity is not an idea, but our reality. Come, “taste and see that the Lord is good” (Psalm 34:8).

Peace and grace to you,

A handwritten signature in black ink that reads "Frank M. Yamada". The signature is written in a cursive, flowing style.

Frank M. Yamada
President

Welcome to the McCormick Doctor of Ministry Programs

We are delighted that you have chosen McCormick Theological Seminary as the place to do your doctoral work. McCormick's Doctor of Ministry programs integrate theory and practice, value experiential knowledge, focus on peer-based learning in cohorts, and are rooted in culturally attentive contextual education. Our goal is to provide a challenging course-of-study directly applicable to your ministry.

This handbook will outline the requirements for obtaining your Doctor of Ministry degree at McCormick and all the particular details that go along with a degree program, including general academic information, housing, tuition payments, even navigation of the Chicago public transit system.

I know there are a number of reasons you may have chosen to enroll in one of McCormick's Doctor of Ministry programs including our urban location, attentiveness to diversity and cultural needs, cost, theological commitments, or denominational affiliation. Most of all, I hope it is because this is a program that fits who you are – your values in ministry and the places where you need to grow and be stretched. I am delighted to accompany you on this exciting journey and look forward to the learning ahead.

Sincerely,

Jennifer M. McBride, Ph.D.
Associate Director of D.Min. Programs and Continuing Education
jmcbride@mccormick.edu
773-947-6332 (office)

McCormick Theological Seminary

Doctor of Ministry Program

Academic Overview and Policies

Program Overview

The Doctor of Ministry program at McCormick Theological Seminary is designed to foster the spiritual and theological growth of individual students while developing their organizational and analytical skills and understanding. The program is committed to the transformation and revitalization of congregations and agencies and their leaders. It encourages academically rigorous, cross-cultural, and ecumenical inquiry as it nurtures the gifts of women and men for faithful Christian ministry. Core values in McCormick's program include group learning based in context and practice, serious theological reflection, engagement across cultures and traditions, and personal congregational transformation.

McCormick seeks to create cross-cultural learning communities in which students and faculty work with and learn from each other. It values partnership as the primary means for ministry, and involves congregations, agencies, and other ministry participants from the application process through the graduation, including thesis research and writing. This commitment to partnership also provides students with the benefit of participation in a diverse learning cohort, as well as the opportunity to take elective courses in a preferred area of concentration. Each aspect of the program emphasizes a collaborative model of learning and ministry and a mode of inquiry that sustains the essential relationship between theory and practice.

At the core of a McCormick Theological Seminary education is a commitment to institutional life, scholarship, and ministry that is ***Cross-Cultural, Urban, Reformed, and Ecumenical***. Built on those bedrock values, the McCormick Doctor of Ministry program offers three concentrations, each directed at particular ministry and the needs of its leaders:

Parish Revitalization

Parish Revitalization is designed for those whose ministry is the local church, and whose calling is to a congregation seeking a vital witness to the Gospel and in its community. Here, Christian tradition, current scholarship, and contemporary ministry meet in ways that help form and maintain faithful and fruitful churches and pastors.

Building Beloved Community

The Building Beloved Community concentration is designed for those who seek to broaden and nurture a vision of the common good that promotes justice, compassion, and faithfulness to a religious heritage. Whether your ministry is the local church or a community agency, this concentration encourages and supports leaders as they work with their constituents to strengthen communities within and outside of the church or agency.

Pastoral and Spiritual Care

The *Pastoral and Spiritual Care* concentration is for those whose ministry focuses on the spiritual nurture and care of God's people, whether in a congregation or other ministry setting. This concentration enables pastors and leaders to study the dynamic life of the people of God as a helping community.

The McCormick Doctor of Ministry program is designed to produce the following outcomes:

- Promote the capacity of students to engage in practical theology through critical reflection on ministerial practice;
- Envision and design fresh approaches to ministry, including the ongoing testing and evaluation of these approaches;
- Communicate the significant understandings and insights that have been gained to peers in the profession, in forms easily appropriated and applied in other contexts.

Academic Information and Policies

Course of Study

Individual classes are offered as five-day intensives, primarily on McCormick's campus in the Hyde Park neighborhood of Chicago. The program is composed of nine one-unit courses, which includes an eleven-day thesis residency requirement, and a thesis in the practice of ministry. These nine courses are the equivalent of one year of full-time work. A full course load for students in the DMin program is three courses, including work on the thesis, during an academic year. Because the program of study is closely integrated with the student's professional work, the minimum time for fulfilling the degree requirements is three academic years. Five years is the maximum time allowed unless an extension of time is granted.

The following three courses form the foundation of the McCormick DMin curriculum, and are required of all McCormick doctor of ministry students, regardless of concentration. These courses will be taken primarily with the DMin cohort group with whom you began studies:

- **Where Three or More are Gathered**, exploring the relationship of group dynamics and leadership. This is the first course of any DMin student's program.
- **The Church in the World Today**, exploring the changing landscape of Christian expression in North America and around the world.
- **Culturally Attentive Pastoral Leadership**, equipping students to lead religious organizations with more sensitivity to diverse congregants and communities.

Two additional courses connected to the student's thesis project are also required of all students:

- **Research Methods**, focusing on the theory and application of practical theology, and on the development of a specific thesis project. The thesis project explores in depth an issue of ministry within their current context.
- **Thesis Residency**, an eleven-day, on-campus retreat in January where substantive work on the thesis project is undertaken, guided by a faculty advisor.

In addition to the core courses, each student will take four elective courses in their own specific concentration of study. Those courses can be taken together by the whole cohort group, if it

chooses, or individuals may select from a short menu of courses, at least one of which will be specifically in his or her concentration.

The Thesis in the Practice of Ministry

Students must satisfactorily complete a Thesis in the Practice of Ministry in order to complete the degree requirements. In the thesis, students demonstrate the ability to: (1) identify and analyze a particular challenge in their context of ministry; (2) work effectively with appropriate resources out of the tradition, the wider culture, and personal experience to address the challenge; (3) formulate theological principles to guide thought and action in relation to the challenge; (4) design and implement (in partnership with others) appropriate means of responding to the challenge; and (5) critically evaluate the outcome, learnings, and significance of the work undertaken. The thesis is to be a 40-page article of publishable quality.

To facilitate the development of the thesis, all students participate in course I-648 Thesis Residency, for which they receive one unit of credit. This is an eleven-day intensive course offered on the Seminary campus. It is designed to be team-taught, interdisciplinary, and integrative in its approach. Students bring with them a preliminary proposal and then work with faculty, peers, and library staff to refine the proposal and to carry out appropriate research. Before enrolling in this course, a student will ordinarily have taken four or more courses, including M-617 Methods. The primary McCormick faculty instructor for I-648 will be designated as the student's thesis advisor and will work closely with him or her through the entire thesis process. The Oral Evaluation of the thesis is a conversation involving the student, a peer in the program, a recent graduate of the program, a member of the faculty, and the thesis advisor. Ordinarily the Oral Evaluation follows completion of all course work and the final thesis.

Additional information about the thesis is included in the Thesis Handbook, which students receive before their Thesis Residency is scheduled.

Registration for Courses

Course offerings will be posted on the McCormick website. On-line registration is available on McCormick's website at least two months before the first day of class, and more for spring classes. You will receive notification from the registrar when registration for a course is available. ***Please register no later than 30 days before the course and sooner if possible.*** All courses are subject to cancellation when fewer than six students register.

No student may register for a class if he or she has not made satisfactory arrangements with the Business Office for payment of financial obligations from previous classes. .

Syllabi and Textbooks

Course syllabi for Doctor of Ministry courses will be available approximately two months prior to the course. Syllabi will be posted on the registrar's page of the McCormick Theological Seminary website and may also be sent directly to you. It is the responsibility of the student to acquire and read the syllabi and abide by its assignments and requirements. McCormick Seminary does not have its own bookstore. Students are encouraged to secure their books from a convenient source.

Due Dates for Work

Because DMin coursework involves application of learning in a student's place of ministry, due dates for final projects in individual courses are scheduled between the instructor and the students and listed in each course syllabus. Given the nature of the course project, final course projects are normally due from two-to-three months following the completion of course itself. Any disagreement between faculty and student over due dates will be adjudicated by the dean for Doctor of Ministry programs. Students planning to graduate in May must submit all coursework by April 1 or as designated by the doctor of ministry office.

Faculty members are expected to return papers in a timely manner. It is the responsibility of the student to communicate with the faculty member first and, if necessary, with the Doctor of Ministry Office if a paper she or he has submitted to a professor is not graded and returned.

Deadlines and Incompletes

If a student cannot complete the course assignment by the date on which it is due, he or she may request an extension. Instructors may or may not grant course extensions. Requests for a second extension, or any appeal on a faculty member's decision on an extension request, must be addressed to the Dean, who may or may not grant the requested extension. No more than two extensions may be granted in any particular course. All course work deadlines will be observed.

After the given extension expires, a Permanent Incomplete (PI) will be recorded on the transcript if work has not been submitted. A PI remains permanently on the student's transcript, but is not included in the student's GPA. Students are required to take another course for full credit at full tuition to replace a course that has become PI.

A student who has received two Incompletes on the transcript will not be allowed to take further course work until these Incompletes are resolved.

Grades

Letter grades are assigned at McCormick as follows: A, outstanding; B, satisfactory; C, marginal. Each grade may be given with a plus or minus added. Grade point averages are calculated on a three-point scale as follows:

A+	4.00	B-	2.75
A	4.00	C+	2.25
A-	3.75	C	2.00
B+	3.25	C-	1.75
B	3.00	F	0.00

The DMin degree requires a 3.00 average for graduation. A student with a grade point average below 3.00 is not making satisfactory progress.

Transfer of Course Credit

Doctoral level courses completed at other institutions may be accepted by transfer if the course work undertaken relates directly to the learning objectives of the student's DMin program at McCormick. No more than three courses can be applied to a student's course of studies. Transfer courses will normally be counted as elective courses unless there is substantial overlap of content with a required McCormick core course; then, the transfer course can be counted as a replacement for the core course.

Other Academic Policies

The time limit for the Doctor of Ministry degree is five years. Degree candidates are expected to maintain an adequate qualitative level of work and to make progress sufficient to complete the degree in the statutory time allowed unless special permission for a slower rate of progress is given.

Graduation

All degrees are voted by the Board of Trustees on the recommendation of the faculty. The faculty explicitly reserves the right to determine whom it will recommend for any degree, taking into account not only the candidate's fulfillment of minimum course requirements but also the quality, coherence, and integrity of the student's program as a whole as indicated by the reports of the assessments.

Students expecting to graduate will fill out an application for graduation and pay the established graduation fee prior to the spring semester of the year of graduation. To be eligible to graduate, degree candidates are required to submit all academic work to instructors no later than April 1, unless specific arrangements have been made with the instructor and with the dean of DMin programs. All students must meet all financial obligations to the Seminary by April 15, including payment of rent in housing owned by other ACTS seminaries, settlement of all debts and obligations to JKM Library, other ACTS libraries, and the Regenstein Library. Diplomas will be withheld until all accounts are reconciled and financial obligations have been satisfied.

Extensions beyond the Five-Year Limit for the Program

Students who do not complete the Doctor of Ministry program within a five-year time limit may petition the dean of Doctor of Ministry Programs in writing for a one-year extension.

A student requesting an extension must present an intentional plan to move toward completion of the Doctor of Ministry program within an established period. The plan must show evidence of active work on the Thesis in the Practice of Ministry and registration for any courses necessary to complete the nine other units of credit needed for the degree.

An annual continuation fee of \$500 is charged to all students who require more than five years to complete the degree.

Leave of Absence Policy

Students who find it necessary to take time away from studies should submit a request for a leave of absence to the Dean of Doctor of Ministry Programs, stating the reason and expected duration of the leave. A leave of absence may be granted for no more than one year at a time. At the end of the leave of absence, students must resubmit their statement of learning goals. Time while on a leave of absence is not included in calculation of the five-year program limit nor in calculation of the continuation fee. If a student needs additional time away from the program, he or she may voluntarily withdraw from the program and reapply for admission when ready to resume studies.

Changes in Student Status

In the case of a change in ministry setting, it is the responsibility of each individual student to notify the Doctor of Ministry Office of any changes in email, telephone numbers, work or home addresses.

Without such changes being submitted, lost correspondence may negatively impact the student's progress through the program.

In cases where a change of parish or other ministerial context occurs, it is essential that a student communicate this to the Doctor of Ministry office. Normally at such a juncture, one should follow these procedures:

- A new application cover sheet should be completed;
- If the move occurs prior to Residency, a new Advisory Group on Corporate Ministry should be formed and their names submitted;
- A new Governing Body Assessment should be submitted (if student has changed judicatories);
- A new Governing Board Assessment for pastors (or Personnel Committee Assessment) should be submitted;
- A revised statement of learning goals should be submitted.

In addition to the above, if a thesis proposal has been submitted but interventions not yet undertaken, the proposal must be revised, or if necessary, a new thesis proposal addressing issues in the new ministry setting must be submitted. Such rethinking and rewriting should be done in consultation with the thesis advisor.

Academic Probation

A DMin student is placed on academic probation and suspended from the program for the following reasons:

- inability to function in an educational context and as a member of the learning community or DMin group of which she or he is a part;
- failure to pay tuition and fees on a timely basis;
- two Incompletes on the transcript.

When these conditions exist, the dean of Doctor of Ministry Programs will notify the student of the academic probation. Students on probation may not take additional courses or continue working with their advisor on their Thesis in the Practice of Ministry until the required financial payments have been made, or the incomplete work has been submitted.

Voluntary Withdrawal from the Program

A student who, for any reason, wishes to withdraw from the Doctor of Ministry program may do so by petitioning the dean of Doctor of Ministry Programs. All fees must be current before a withdrawal request will be granted. In the case of a voluntary withdrawal, a student may reapply in the future and be considered without prejudice.

Dismissal

DMin students may be dismissed by action of the Student Standing Committee for any of the following reasons:

- failure to make academic progress in a timely manner;
- three or more Incompletes (Is), permanent incompletes (PIs) or Fs on the transcript;
- breach of integrity or other disciplinary actions.

Policy for Readmission to the Program

If a student leaves the program by voluntary or administrative withdrawal and then wishes to continue studies at McCormick, she or he must apply for readmission. Students applying for readmission will submit a complete and current admissions application. (An exception may be the request for transcripts, which are already on file unless there are additional transcripts to be presented.) Students applying for readmission must present evidence that the reasons for previous difficulties have been identified and resolved. All previous indebtedness to the Seminary, including tuition for courses taken but not completed satisfactorily, must be satisfied.

Readmitted Students

Students who are readmitted will ordinarily be required to take or retake I-648 Thesis Residency and pay the full course and thesis fees; pay full tuition for all courses needed to meet degree requirements at the prevailing rate at the time of readmission; and maintain a 3.00 average in all courses after readmission and must complete all courses in accordance with the Seminary's rules or be again subject to action by the Student Standing Committee. After readmission, previous Fs and PIs will not be considered in computing the average.

The Student Standing Committee

The Student Affairs Committee (SAC) of the faculty is responsible for taking appropriate action with students in academic or other difficulty that is affecting the student's ability to make satisfactory academic progress. When the SAC receives a referral concerning a student or a recommendation in writing for remedial action from a degree level dean, explaining the reasons for the referral/recommendation, SAC will come to a decision on the issue concerned, after which the appropriate dean will communicate with the student in writing, explaining the reasons for the referral/recommendation and for the SAC decision. The student may appeal the decision of the SAC by following the procedure set out in the Appeals section below.

Appeals

All students have the right to appeal any action of the Student Affairs Committee. Notice of such appeal must be filed with the dean of the Doctor of Ministry program within in ten (10) days of the date of the written notice of the decision of the committee. If no appeal is filed in writing within this period, the decision of the committee is final. If an appeal is duly filed with the dean within the appropriate time period, the dean will communicate with the chairperson of the SAC and the matter of appeal will be taken up at the next scheduled meeting of the SSC or within 30 days of receipt of the appeal. The Student Affairs Committee will take up the issues presented in the appeal and decide its merits. The decision of the SAC will be communicated in writing to the student in a timely manner by the chairperson. All matters of a student's standing which involve the Student Standing Committee will be recorded in writing and become a part of the student's file on record in the offices of the Registrar and the dean.

Academic and Personal Integrity

The seminary maintains high standards for integrity in academic work and in community relationships. Evidence of a lack of integrity in either of these areas which comes to the attention of faculty members or students may be dealt with on a personal basis, or, in the case of flagrant breaches of academic honesty such as plagiarism, may be referred by the dean to the Student Standing Committee. The Seminary is committed to fairness, due process, and proper compassion. At the same time, given its objectives, McCormick cannot overlook failures of personal integrity in members of the Seminary community and will deal with them in an effort to seek the best interests of all concerned.

Confidentiality of Student Records

The Seminary recognizes the necessity of confidentiality of student records and endorses and will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA). Only school officials of the Seminary and the student may have access to the student's records, and no copy of a transcript, test score, or other evaluation will be supplied to any other person or agency without the expressed written permission of the student. Registered students may inspect their records by application to the Registrar. Students have the right to request that no personal information such as name, address, and telephone number be disclosed.

Doctor of Ministry Tentative Course of Study
2016 Start

M647 Where Three or More Are Gathered	Core	January, 2016 June, 2016	Deborah Kapp
TH601 The Church in the World Today	Core	October, 2016	Anna Case-Winters
M609 Culturally Attentive Leadership	Core	January, 2017	Joanne Lindstrom & Ozzie Smith
M657 Environmental Ministry and Leadership	<i>Elective (choose 1 or more)</i>	March, 2016	Anna Case-Winter Ted Hiebert
E651 Being Together: The Ethics and Practice of Community Building		May, 2016	Jennifer Ayres
M641 Interfaith Spiritual Care		May, 2016	Daniel Schipani
M630 From Ministry to Mission		June, 2016	John Schmidt
M617 Research Methods	Core	October, 2016	Faculty TBA
I647 Thesis Residency	Core	January, 2017	Faculty TBA
Specific Courses TBA (will include courses in each concentration)	<i>Elective (choose 1 or more)</i>	May-June, 2017	Faculty TBA
Optional Elective Class	<i>Elective</i>	January 2018	Faculty TBA
Thesis Oral Examinations		Feb-Mar 2018	Faculty TBA
GRADUATION		May 11-12, 2018	WHOO-HOO!!

Registrar

The Registrar's office is primarily responsible for recording and maintaining your academic record. The registrar also serves as the Principal Designated School Official for international students. F-1 visa students must maintain their status via communication with the registrar's office.

Registration for McCormick courses and for courses at the schools who participate in the ACTS cluster takes place through this office and its page on the [McCormick Web Site](#).

Course registration cancellation: if you must cancel participation in a course, notify the associate dean for DMin programs and email the registrar so that your records are properly maintained and unnecessary billing is avoided.

Changes in contact information

Communicate all changes in contact information: name, mailing address, phone number (s), and email addresses to the registrar so that the database may be updated. In addition, it is important to send changes in e-mail addresses to IT (mtssupport@mccormick.edu) so that your Moodle information is correct.

Transcripts are released upon written request.

There are transcript request forms on the front counter outside the registrar's office. There is no charge for the first request. Otherwise, the charge is \$5.00 for each transcript. Please give at least three days notice for mailing. Transcripts "on demand" are \$10.00 each.

For more information, please contact **Chandra Wade** (773-947-6285), Registrar, cwade@mccormick.edu.

Student Accounts / Cost of Study

Tuition and Other Costs

The 2013-14 tuition for Doctor of Ministry courses is \$900 per course, with nine courses required for graduation. There is an additional Thesis Advising Fee equal to the tuition for one course and is charged six months following thesis residency. Tuition is subject to annual revision. Total tuition for the program, then, at the current tuition rate, is \$10,000.

If a student requests and is granted an extension of time for completing the program beyond the five-year academic limit, a continuation fee of \$500 annually will be charged until the student successfully completes the program.

Additional costs for travel, housing, and books are the responsibility of the student. Guest housing is available through the McCormick Guest Housing Office.

Tuition, Fees, and Other Costs	
Tuition, per course	\$900.00
Thesis Advising Fee	\$900.00
Graduation Fee (assessed in the spring prior to graduation)	\$140.00
Thesis Digitization Fee	\$35.00
Guest Housing (optional)	\$60 / night

Billing and Payment

You will be billed for tuition upon completion of your course, with the expectation of payment within 30 days. You will be expected to remain up-to-date on your accounts before registering for another course.

Scarlet Coleman-Dell is your primary contact in the McCormick Finance Office for all matters related to billing and payment. She may be reached by email at scoleman-dell@mccormick.edu or by phone at 773-947-6277. It's always handy to have your student account number available.

Payment on account may be made by check or by credit card. To use a credit card, please contact Scarlet directly.

Parking

Parking can be scarce in Hyde Park, especially in winter. If you desire to purchase parking in advance in the McCormick underground garage, please complete and submit the parking application form at least two weeks in advance of your class.

Financial Aid

The responsibility for meeting the costs of the McCormick Doctor of Ministry program belongs primarily to the student, the congregation or agency served, and/or the denomination of which the student is a member. Continuing education funds, congregational or agency grants, and local, regional, or national scholarship programs are the primary sources of funding for most students. The McCormick Student Financial Planning office or the Doctor of Ministry office will help students determine their annual expenses and assist with locating sources of scholarship and grants, to the extent those are available.

McCormick Seminary also makes a limited amount of financial aid available for doctor of ministry students. Priority is given to those students under-represented in the student mix, including those from small churches, those with incomes below their denominational average, and persons of color. To receive consideration for grant assistance, a student must fill out a McCormick financial aid form with the student financial aid office. All decisions for financial aid must be approved first by the financial aid office and then by the associate dean for doctor of ministry studies. Students must reapply annually to be considered for financial aid. Under no circumstances will any student receive more than 40 percent of the cost of tuition in financial assistance.

Initial Eligibility Requirements: United States citizens must complete a McCormick financial aid application and the federal FAFSA form; all other students must complete the McCormick financial aid application form.

Continuing Eligibility Requirements: Students must remain in good academic standing and must complete an application each academic year to determine / maintain eligibility.

Application Deadlines: Students must apply for aid during each academic year. Applications received early in the academic year are recommended, since aid is awarded to eligible students as long as funds are available.

Contact Information: For financial aid advice or forms, please contact Tabitha Clark, Director of Student Financial Planning, at 773-947-6309 or tclark@mccormick.edu.

The JKM Library

The JKM Library is administered as the JKM Library Trust by a board of directors comprised of the presidents, academic deans, two faculty and representatives of the boards of the Lutheran School of Theology at Chicago and McCormick Theological Seminary, the JKM Library director, and a treasurer (currently the McCormick VP for Finance). The JKM in our name was — from 1975 to 2004 — an initialism for Jesuit-Krauss-McCormick: Jesuit from the Jesuit School of Theology, which closed in 1981; Krauss from the Krauss Library, the original name of the merged collection when LSTC moved to Hyde Park in 1967; and McCormick, obviously, for McCormick Theological Seminary, which joined the Jesuits and LSTC in the Hyde Park neighborhood in 1975). In 2004, in an agreement worked out with the Chicago Province of the Society of Jesus, the name Jesuit was dropped, and we became officially known as the JKM Library.

Library Privileges and Services are available to Doctor of Ministry Students as outlined below.

Library Privileges for DMin students

- Borrowing all regular circulating items
 - Length of loan: 91 days
 - Renewals: 2
 - Recalls: yes
- Interlibrary loans
- Mail loans to individuals outside the Chicago metro area
- On- and off-campus access to databases, ejournals
- Borrowing privileges at Association of Chicago Theological Schools libraries and the University of Chicago libraries

On-campus help

- In-person reference assistance
- Request retrieval of materials from the stacks
- Request scanned copies of articles
- *Free* scanning; Printing/photocopying \$0.15/page

Additional Services

- On-line tutorial on how to use the ATLA Religion Databases
- Text a Librarian: email, internet chat & text messaging with Barry
- Request electronic copies of completed McCormick D.Min. project-theses
- Interpretation of what is/is not plagiarism & fair use
- Submission process of your D.Min. Thesis

Help between classes when you are at home

- Email and phone reference and circulation assistance
- Text a Librarian: email, internet chat & text messaging with Barry Hopkins, reference librarian

Location (1100 East 55th Street, Chicago, IL 60615)

- JKM East: northeast corner of 3rd floor LSTC's east wing houses the reference collection, circulation services, library staff, current print periodicals, reading areas, free scanning, free WiFi, computers, printer/copiers, microfilm reader-printer
- JKM West: 2nd & 3rd floors of LSTC's west wing houses the main stacks (limited hours of access --hours posted on the JKM web site)

Web-link (s): the JKM Library website can be found at www.jkmlibrary.org.

There you will find

- Policies
- Services
- Hours
- Links to our databases
- On-line catalog
- Staff contact information
- Links to other ACTS libraries & the University of Chicago libraries
- Tutorials on using the ATLA RDB

Who to contact?

- Barry Hopkins for reference, interlibrary and mail loans, website questions
773-256-0738 or bhopkins@jkmlibrary.org
- Elaine Bonner for circulation privileges, ACTS cards
773-256-0732 or ebonner@jkmlibrary.org
- Christine Wenderoth for policy questions
773-256-0735 or cwenderoth@jkmlibrary.org

CAMPUS LIFE

Housing/ID

Housing

D.Min. Students have the option of staying in McCormick Guest Housing while on campus for classes. This housing is referred to as Guest Housing. A description of the facilities, rate information, and a Reservation Form may be found on the McCormick Web site at: <http://mccormick.edu/content/guest-housing-facilities>.

Students are responsible for reserving accommodations for each class well in advance. To make reservations contact Monica Williams at mwilliams@mccormick.edu or by phone at 773-947-6275 or fax at 773-947-6273. If you must cancel or change reservations, contact Monica directly.

Guests are expected to pay for their guest housing accommodations at or before check in. Payment may be made by credit card or check.

ID Badges

All students are issued identification cards upon matriculation and must wear school-issued identification cards at all times whenever on the second or third floor of either school building. This process helps us to get to know everyone by name and to identify visitors as well as those who are not authorized to be on-site. You will receive a lanyard and badge holder at orientation.

For the safety of all, exterior doors, except the Main Entrance and Refectory Entrance, will continue to be locked at all times.

Maintaining a balance between having a user-friendly, welcoming school climate and a facility which is secure from unauthorized intruders is our goal. We appreciate your cooperation as we continue to provide a welcoming and safe environment for all.

If you ever need a replacement ID, see the Registrar, Chandra Wade.

Monday-Friday Parking

REGISTRATION INSTRUCTIONS

Adjunct Faculty, DMin Students, Deployed Staff and Residents of LSTC Guest Housing Only

McCormick Parking is available to D.Min. Students for the 5 days they are on campus for class. On street parking is also available in the neighborhood. D.Min. students desiring on-campus parking should contact Joe Ann Watson to request a parking application form.

1. Request and complete the application for Monday-Friday parking.
2. Return application with payment to Scarlet Coleman-Dell, at least 2 weeks in advance of your class to allow adequate time for processing.

Payment may be by cash, check or credit card to the McCormick Student Accounts Office (Scarlet Dell), in room #230. If you have questions, Scarlet is available between 10:00 a.m. - 12:00 noon or 3:00-4:00 p.m.

3. Take application with yellow copy of receipt attached to McCormick's front desk receptionist, located on the first floor of the McCormick building, for further processing (extending current parking, obtaining proximity card, obtaining new permit, etc.).

General Parking Rules include:

- **There is no overnight parking on the surface level.**
- Parking is permitted only in areas designated for parking. Parking in roadways, loading zones, fire lanes, on the grass, posted no parking zones, or at building exits is prohibited.
- Parking permits are nontransferable and will be revoked in the event any application, permit or vehicle misrepresentation.
- All vehicles not displaying the proper parking permit will be ticketed on the first offense, and may be ticketed and towed on the second offense at the owner's expense and risk.
- The speed limit in the parking facility is five miles per hour.

Permit-holders and visitors acknowledge, by use of the parking facility, the authority of LSTC and McCormick to regulate and enforce parking in the shared parking garage and the surface lots. In using the area, the permit-holder and/or visitor affirm that they will act in compliance with the parking rules and regulations. A copy of the complete parking policy may be reviewed upon request.

STUDENT SAFETY - KEEPING YOURSELF SAFE

Hyde Park is a wonderfully diverse community. The presence of the University of Chicago makes it a destination for visitors from all over the country and the world; its businesses make it a major shopping center for the South Side of Chicago. Stately private homes, subsidized housing, and high-rise private apartment buildings share the tree-lined blocks. The streets of Chicago are filled with people of all racial, ethnic, and economic backgrounds, and they rub shoulders in the hundreds of museums, theaters, restaurants, clubs, shops, public parks, gardens, and more. If you are a new comer or if you are unfamiliar with urban life, this vibrant mix will present some unfamiliar situations. As you learn how to enjoy and become part of the community and the city, keep basic safety rules in mind. As you travel around the city, you will ultimately understand the difference between discomfort and danger; you'll learn "street smarts." Trust your instincts. If someone approaches you and seems agitated or aggressive, be on your guard. If you feel threatened, get to some place safe as soon as possible. Your safety must come first, even if you feel discourteous.

The following are some tips for keeping yourself safe:

1. University of Chicago police officers are always there for you. Call them (773-702-8181) if you ever need help.
2. Campus buildings have locks – never prop these doors open!
3. If your building has an intercom, use it. Never open the door for anyone you do not know.
4. Keep things locked up – your room or apartment, your car, etc.
6. Use University of Chicago buses or late-night van service. Find information about these services the University of Chicago's website at <http://chicagolife.uchicago.edu> under City Life.
7. Avoid walking alone, especially late at night.
8. Be aware. Know where you are and who's nearby. In Hyde Park, know where the white emergency phones are located.
9. Act alert and confident.
10. If someone hassles you, get away quickly.

WHAT IF SOMETHING HAPPENS?

If a student is a victim in a crime, he or she is advised to take the following steps:

1. If in the Hyde Park neighborhood, call the University of Chicago Police immediately. Whether a victim or a witness, the student should use one of the white emergency phone

boxes located throughout the neighborhood. The phone number for the University Police is 773.702.8181. Contacting the University Police will automatically result in the Chicago Police being contacted. However, if the student is not in Hyde Park, she or he should call 911 and contact the Chicago Police department directly.

2. The student should go to the University Hospital Emergency Room if injured or if the victim of a sexual offense. The hospital should be informed that he or she is a student.
3. In the event of such an emergency you should contact John Schmidt at 773-947-6332 (Office); or 616-403-7149 (Cell)), or email jschmidt@mccormick.edu.

Community Worship

Wednesday, 12:15 – 1:15 p.m., in the McGaw Common Room

A Service of Word and Sacrament

During the fall and spring semesters, weekly worship provides the McCormick Community with a time to deepen its faith formation and commitment. Doctor of Ministry Students are invited to attend. (Your opportunity will be when you are here for your fall class.)

The Community joins together in music and prayer, listen to the Word of God proclaimed in Scripture and sermon, and celebrate the sacrament of the Lord's Supper. Worship teams are comprised of students, faculty and staff who are ordained ministers who preside at the Lord's Table. Sermons are offered by faculty, staff and McCormick seniors and DMin students.

The community moves from the Lord's Table to the lunch table and many students and faculty eat together in the Ender Lobby outside the Common Room after worship and before afternoon classes. Meals are underwritten by the OSA (Office of Student Affairs) however contributions are encouraged.

LSTC offers morning and evening prayer services during the fall and spring term, to which members of both communities are always welcome. Please check the LSTC calendar for details.

IT Information

McCormick E-Mail Address

You will be provided with a McCormick e-mail address so that there will be one point of contact for the Seminary to reach you for easy communication from the seminary. You may choose to forward your MTS email to any personal email if you so desire. *If your personal e-mail address changes, remember to update the forwarding for your McCormick account.*

The naming convention for their MTS e-mails is: firstinitiallastname@go.mccormick.edu. You will be assigned a password that you will be prompted to change when you first log in.

Wireless Connections

Wireless connections are available throughout the McCormick academic building and in Guest Housing. In the academic building, the wireless network is MTS Guest; the password is McWi-Fi. Instructions for logging onto the wireless network in Guest Housing will be found in your guest room.

For assistance with email, wireless connections, or other technology-related questions, please contact the IT Helpdesk at mtssupport@mccormick.edu, or call 773-753-1835.

GENERAL SEMINARY POLICIES

POLICY ON THE PROPER USE OF SOURCES

Education at McCormick is an ongoing, critical, and constructive conversation between students and faculty, academy and church, and the sources of knowledge which are used to inform it. In some cultures, students learn by rote or memorizing the words and ideas of great scholars. At McCormick one measure of excellence in this conversation is the honest acknowledgment of the different voices that contribute to it. When sources of information are unacknowledged, the conversation loses its power, students lose their voice, and the sources lose their integrity. Therefore, at McCormick, plagiarism is considered a serious threat to good learning and academic standards because it threatens the conversation.

The purpose of this statement is to make clear what constitutes plagiarism, and how one can be sure that one is using sources correctly and usefully. Generally, any use of someone else's words or ideas without acknowledgment is plagiarism. It blocks further conversation and is not acceptable.

WRITING/COMPOSITION GUIDELINES

The first rule of thumb for all written work (in Seminary and elsewhere) is that it should be your own creation. Any paper on which you place your name should contain your ideas and words, and your considered and informed judgment on the topic you have chosen. The rules for proper use of sources should be applied to your "informed" judgment. Your work in many papers should be based upon research on the topic in relevant books, articles, reference works and other sources. A major goal of a Seminary education is to learn how to find and access the best resources for ministry and on-going learning. Your work should be yours, but also informed by the work of others. This means giving credit where credit is due.

The second rule to be followed in all writing is that if you use anyone else's words in your paper, they must be both put in quotation marks and cited properly in a footnote/endnote or parenthetical reference. It is not enough merely to provide a proper citation- - exact quotations must be put in quotation marks. Avoid paraphrase (changing a word or two here or there)- - either quote directly or rephrase completely in your own words. If you use anyone else's ideas, but put them completely into your own words, then you must cite them properly. The proper methods of citation of someone else's words or ideas are described in "Guidelines for Research Paper Form" accompanying this statement.

If you do quote from a source, because you think it says the point so eloquently and well that you must include it, be sure to evaluate what you quote in your own words, and tie it in with the argument of your own paper. Avoid too many long quotes in your paper, because then your own ideas do not come through, and you give up your own voice. Use your resources to support your ideas in your paper; do not let them dominate the paper. The thesis (main point), organization and style of your paper should be your own.

If you have any questions about this, feel free to ask your professors, your advisor or the members of the staff at the Language Resource and Writing Center. The Language Resource and Writing Center has a variety of resources available to improve your ability to write. The Seminary is a good place to refine and improve your writing skills which are so valuable in your life in ministry.

Faculty Procedure for Dealing with Plagiarism (Fall 2011)

5.61 DEFINITION:

Plagiarism is the unattributed use of another's words or ideas in material submitted by a student for a class.

5.62 PROCEDURE:

5.621. Preemptive Procedures:

(A) The Seminary shall provide an introduction to proper academic writing during orientation.

(B) In their course syllabi, instructors should include a reminder of the Seminary's *Policy on the Proper Use of Sources*.

5.622 Remedial Procedures:

(1) If the instructor detects plagiarism, she/he shall ascertain, by consulting the Administrator of the Masters Level/DMin Program office, whether this is the first, second, third, etc. instance of suspected plagiarism in the student's written work.

(2) **First Instance of Plagiarism.** If the instructor determines that this is the first instance of suspected plagiarism, she/he shall

- a) notify the Academic Dean or the DMin Dean and the advisor
- b) meet with the student to explain what is wrong with the paper and how it can be remedied (i.e., the Seminary's *Policy on the Proper Use of Sources* shall be explained to the student, and the plagiarized passages in the paper will be discussed).
- c) require the student to rewrite the paper before grading it,
- d) require that the student complete McCormick's remedial plagiarism course & submit written notification of this to the Administrator of the Masters Level/DMin Program office within two weeks
- e) refer to the student to the LRWC for help with writing papers.
- f) send a copy of the paper and its evaluation to the Administrator of the Masters/DMin program office and to the student's advisor.

(3) **Second Instance of Plagiarism.** If the instructor determines that this is the second instance of suspected plagiarism (either for the same or a different course), the steps above under "First Instance" (5.622(2)) shall be repeated with the following changes:

- a) the meeting between the instructor and the student will now also include the advisor or, when appropriate, the DMin Dean. A representative of the LRWC may also be present.)
- b) the instructor will decide whether the paper should receive a "0" or whether it can be re-written for credit.

(4) **Third Instance of Plagiarism.** If the instructor determines that there have been two or more previous instances of suspected plagiarism (either for the same or a different course), she/he shall refer the student to the Student Standing Committee ("the Committee") by informing the chair of the Committee and the Academic and/or DMin Dean, and submitting relevant materials to the chair of the Committee.

The following section is adapted from 5.1 (guidelines for the committee on student standing)

(4.1) The Academic and/or DMin Dean shall advise, in writing, any student of his or her referral to the SSC, giving reasons for the referral.

(4.2) The student referred to the SSC shall be invited, in writing, to appear before the SSC if the student so desires to address the pertinent issues.

(4.3) If the student is unable to appear in person, the Committee will deliberate and respond without prejudice.

(4.4) Upon review of the materials, the Committee shall judge whether plagiarism took place and whether the action constitutes a breach of academic and personal integrity (see the Bulletin). If the Committee judges that plagiarism took place, it shall decide between the following actions:

- (a) failure in the course,
- (b) academic probation,
- (c) suspension,
- (d) dismissal.

(4.5) If the action involves failure in the course (4.4a) or academic probation (4.4b), the Committee shall notify the faculty member, the student, and the advisor of its judgment and decision. A copy of the paper, the instructor's evaluation, and the notification letter will be filed with the Administrator of the Masters Level/DMin Program office

(4.6) If the action involves suspension (4.4c) or dismissal (4.4d), the Committee shall communicate such proposed action to the faculty in a confidential memorandum. This memorandum shall specify a time and place at which the Committee will next meet (at least seven days notice shall be given). Faculty members may communicate with the SSC about the student and the proposed action either in writing or in person at the announced SSC meeting.

(4.7) The SSC shall, after appraising pertinent information, confirm or alter its proposed action; making thereby a definitive action.

(4.8) The SSC shall communicate, in writing, its determinative action to the student. It shall also, where feasible, interpret its action orally to the student through two or more of its members (including *ex officio*).

(4.9) When appropriate, the SSC shall request the President, Vice President for Academic Affairs, or a member of the faculty or administration to be responsible for personal follow-up with the student.

(5) **Any other instances of plagiarism** beyond three shall result in dismissal. All of the steps in 5.622(4) shall be followed, with the exception of 5.622(4.6)

5.623 Appeals

All students have the right to appeal any action of the Student Standing Committee (with the exception of issues relating to grade disputes). Notice of such appeal must be filed with the appropriate degree level dean within 10 days of the date of the receipt of the written notice of the decision of the committee. If no appeal is filed in writing within this period, the decision of the

committee is final. If an appeal is duly filed with the degree dean she or he will communicate with the chair of the SSC and the matter of appeal will be taken up at the next scheduled meeting of the SSC or within 30 days of receipt of the appeal. The Student Standing Committee will take up the issues presented in the appeal and decide its merits. The decision of the SSC will be communicated in writing to the student in a timely manner by the chair.

Approved by the Faculty, Fall 2011

Policy on Inclusive Language

The Seminary has made its expectations for the use of inclusive language known in several ways beginning with the Board of Directors' action on October 28, 1976. McCormick usage is consistent with the PC(USA) General Assembly recommendation for inclusive language in all church documents. What follows is the official statement adopted by the 197th General Assembly of Presbyterian Church (USA):

INCLUSIVE LANGUAGE__DEFINITION AND GUIDELINES ***Adopted by the 197th General Assembly (1985)***

INTRODUCTION

In recent years, the Presbyterian Church has become aware that the diversity of culture, gender, class, and race which is present in the church and in the world often is not reflected in the language of the church. This has led to the development of study papers by both predecessor churches which explore and affirm the use of inclusive language in speaking of people and in speaking of God. The definition and guidelines that follow deal with the inclusiveness of language used by the church in every area of its life. The churches, including our own, are participating in a discussion about the problems of inclusive language. The guidelines that follow are not meant to obviate the importance of that continuing discussion, but rather to furnish some guidelines at the present time, when special sensitivity to the significance and use of language is required.

The Presbyterian Church is a multilingual church and the issue of inclusive language exists cross-culturally.

This statement acknowledges this and deals with it illustratively in Guideline 2.B. It is important that all of us remember that our basic unity under "one Lord, one faith, one baptism..." far exceeds the issues that would separate us. Those who speak are to take care to be as responsibly inclusive as possible thus showing their care for the feelings of others. Those who hear are to exercise an equal responsibility to listen with love. It is far too easy to accuse one another of being too inclusive or too exclusive rather than trying to listen and speak to each other thoughtfully and with love. The use of language in new ways or the employment of unfamiliar terminology and imagery does not come easily or automatically, but we urge a willingness to explore new possibilities in language even as we implore understanding and sensitivity on the part of all.

DEFINITIONS AND GUIDELINES

A concern for inclusive language bespeaks the church's emerging conviction both that the diversity of the people of God is to be acknowledged and embraced in such a way that all may feel included, as well as the realization that every reference to God is limited in its capacity to express the reality and mystery of the One who has so variously encountered us. For the sake of guidance within the church the following working definition and guidelines for inclusive language are offered.

Definition 1 -- **Inclusive language with reference to the people of God:**

Language that intentionally seeks to acknowledge the diversity of the membership of the church in such a way that each person may feel included, addressed, and equally valued before God (e.g.,

"brothers and sisters," rather than "brethren"; "God's children," rather than "sons of God"; "our ancestors" or "our mothers and fathers" rather than simply "our fathers").

Guideline 1.A. Effort should be made at every level in the life of the church to use inclusive language with respect to the people of God. By seeking to substitute a word such as "humankind," for the more traditional generic terms "man" or "mankind", as well as by seeking to avoid exclusive dependence on the personal pronoun "he," we testify to the fact that women and men are called by God into service and are equally valued before God and the community of believers. Further, we show responsible sensitivity to the many women and men who are offended when exclusive language is used.

Guideline 1.B. The reading of Scripture in the context of worship is an especially important event for the church. Careful preparation is advised. Decisions to use inclusive language are in order when the lector has been able to discern that the intention of the original text is preserved (e.g., "those of faith" instead of "those who are men of faith"; "no one is justified" instead of "no man is justified"; "therefore, friends" instead of "therefore, brethren"). When standard translations are altered in the effort to render them more inclusive, proper acknowledgment is in order. If especially unfamiliar translations or paraphrases (e.g., An Inclusive Language Lectionary or The Living Bible) are to be used, they should be identified for the congregation so that the unfamiliarity of a particular reading will not unduly distract the hearers from proper attention to the reading.

Definition 2 -- Inclusive language with reference to God:

Language which intentionally seeks to express the diverse ways the Bible and our theological tradition speak about God: e.g., one who delivers, champions, and befriends as well as "Savior" and "Lord"; one who acts as guardian, parent, begetter and bearer of children as well as "Creator" and "Heavenly Father"; one who serves as rock, shelter, fortress as well as "the Almighty" or "King."

Guideline 2.A. Our language about God should be as intentionally diverse and varied as is that of the Bible and our theological tradition. This diversity should be reflected in the language and life of the church. Rather than using only a small number of terms referring to God (e.g., "Father," "Creator," "Lord," "Almighty"), we should seek to employ the rich reservoir of imagery to be found in the New and Old Testaments. God is appropriately addressed as "Father," but many other terms may also be used legitimately and with great benefit in referring to God. Our understanding of the richness of God may be enhanced by using other metaphors and similes such as "Rock," "Refuge," "Foundation," "Helper," "Shepherd," et al. Although maternal qualities are ascribed to God in Scripture, the title "Mother" is not applied to God in the Bible and its use is currently under debate. Our theological tradition also supplies language that may be useful in speaking about God (e.g., the Triune One, the Ground of Being, the Divine One, the Other, et al).

Guideline 2.B. In some languages such as Spanish, in which nouns and their modifiers are grammatically either masculine or feminine, additional care must be exercised in order to be both inclusive and theologically sound. For example, the word "Dios" (God), grammatically a masculine form in Spanish, may only be modified by a masculine definite article, or by masculine adjectives ("el Dios de Israel," "the God of Israel"; or "buen Dios," "good God"; or "Dios es misericordioso,"

"God is merciful"). In these cases, the use of masculine signifiers (el, buen, misericordioso) required by the rules of grammar may reinforce a theologically inappropriate impression that the One signified is a being of masculine gender. Such an impression may be avoided by balancing the liturgical and homiletical use of grammatically masculine signifiers with appropriate referential terms that are grammatically feminine (e.g., "roca," "rock"; "fortaleza," "fortress"; "esperanza," "hope"), and by highlighting biblical similes for divine activity--for example, "nursing the children of Israel like a mother"-- which correct the possible wrongful implication of divine maleness. The use of inclusive language may or may not pose problems in the worship of other language speakers (e.g., Asians, Africans, and Native Americans).

Guideline 2.C. The Trinitarian designation, "Father-Son-Holy Spirit," is an ancient creedal formula and as such should not be altered. It is deeply rooted in our theological tradition, is shared widely by the church catholic, and is basic to many of our ecumenical relationships. It is not theologically acceptable to refer to the persons of the Trinity in terms of function alone (e.g., Shepherd, Helper, Refuge, Creator, Redeemer, Sanctifier). The church needs to seek new terms which refer to the being of the persons of the Trinity (cf. Calvin Institutes I.13. 5, 16, 17). While the language of the Trinitarian formula should remain unchanged, we must still remember that this formula is not the only way by which we refer to God, and that efforts to express the fullness of our knowledge of God in terms of being and function are to be encouraged.

Guideline 2.D. The personal pronouns "he," "his," and "him," are used with reference to God with great frequency. Biblical usage is often cited in justification though it is clear that the writers of the Bible did not think God was a man. The use of nouns rather than masculine pronouns is desirable (e.g. "God shows God's love" for "God shows his love," "praise God's name" for "praise his name").

The interchanging of feminine with masculine pronouns so that it calls attention to itself seems to emphasize gender in a way that may be counterproductive to efforts to develop more inclusive language with respect to God.

Definition 3 -- Exclusive language:

Language which purposely or inadvertently excludes a part of the community of faith (e.g., "brethren," "sons of God," "man") or restricts our perception of God by failure to use the rich testimony of that community's experience of the Holy One.

Guideline 3.A. Exclusive language should be avoided by the conscientious and affirmative use of inclusive language as indicated above. To this end the manifold wisdom of God is revealed through the Church to all peoples everywhere. (Ephesians 3:10)

EPILOGUE

The language of worship and theology can be a powerful force in shaping our conceptions and experiences of God and of ourselves. Reflection on the power of language is important as we strive to affirm the richly diverse character of God's people and the mystery of the divine presence and

self- presentation. Consequently the search for a more adequate language should be done with careful study in thoughtful dialogue with others, with sensitivity to the opinions and feelings of all involved. The General Assembly has previously adopted two study documents which are especially useful and are herewith commended (*The Power of Language Among the People of God and Language about God: Opening the Door*, 1979; *Language About God*, 1980). In this time of exploration and discussion it is important that we not become idolatrous of any particular set of terminology.

In the letter to the Galatians Paul sums up the reality of our experience before God and one another with language that is both formative and normative by saying "there is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus." Our aim is to glorify God and share joyously the good news of divine grace that has been extended to the whole of creation.

Family Educational Rights and Privacy Act (FERPA)

The **Family Educational Rights and Privacy Act (FERPA)** affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Seminary receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The Seminary registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Seminary to amend a record that they believe is inaccurate or misleading. They should write the registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Seminary decides not to amend the record as requested by the student, the Seminary will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the Seminary in an administrative, supervisory, academic or research, or support staff; a person or company with whom the Seminary has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Seminary discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The seminary discloses without consent "directory information" which include the information in the Seminary directory, student's honors and awards, and dates of attendance. If a student does not wish to have directory information disclosed, s/he must notify the registrar by the first day of the first quarter in which s/he matriculates.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Seminary to comply with the requirements of FERPA.

Anti-Discrimination and Anti-Harassment Policy and Complaint Procedure

A. POLICY STATEMENT

McCormick Theological Seminary (the “Seminary” or “McCormick”) promotes a productive working and learning environment and does not tolerate verbal or physical conduct by any employee or student that harasses, disrupts, or interferes with another’s work or academic performance or that creates an intimidating, offensive, or hostile environment. Such harassing treatment is unacceptable and contrary to our policy and the basic commitment to treat one another fairly, with dignity and mutual respect.

The Seminary strictly enforces its policy against all forms of prohibited harassment involving members of the Seminary Community. No form of harassment will be tolerated. The Seminary cannot stress enough that it will not tolerate any form of prohibited harassment, nor will it tolerate retaliation against individuals who, in good faith, complain of or oppose prohibited harassment or participate in a harassment investigation.

B. WHO IS PROTECTED?

The rules and procedures set forth below apply to the entire Seminary Community. The Seminary Community includes, but may not be limited to, Seminary employees (full time, part time, exempt, non-exempt, hourly or contract staff, outsourced independent contractors, faculty, and adjunct faculty, and student field site supervisors), students (including cross-registered students), Board members, and applicants for employment and admission into the Seminary. The Seminary Community may also, from time to time, include prospective new students, third-party service providers, consultants, and other visitors. The Seminary will not tolerate harassment from any source or against any person in the Seminary Community.

C. PROHIBITED CONDUCT UNDER THIS POLICY

1. *Discrimination.*

a) It is a violation of this Policy to discriminate in the provision of employment or academic opportunities, benefits or privileges, to create discriminatory work or academic conditions, or to use discriminatory evaluative standards in employment, admission to the Seminary, or academic performance if that discriminatory treatment is based, in whole or in part, on the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, marital status, or veteran status.

b) Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including but not limited to Title VII of the Civil Rights Act 1964; the Age Discrimination Act of 1975; and the Americans With Disabilities Act of 1990. This Policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

c) Discrimination in violation of this Policy will be subject to sanctions up to and including termination.

Note: The discrimination provisions of this Policy as set forth above do not in any way restrict or limit McCormick's lawful admissions requirements.

2. *Harassment.*

Harassment, including sexual harassment, is prohibited by federal, state, and local laws. This Policy prohibits harassment of any kind, and the Seminary will take appropriate action to swiftly address any violations of this Policy. Harassment includes any electronic, written, verbal, or physical act toward an individual which is based on any actual or perceived trait or characteristic of that person and is designed to threaten, intimidate or coerce. Also, verbal taunting (including racial and ethnic slurs) which, in the complaining party's good faith opinion, impairs his or her ability to perform his or her job or academic work.

Examples of harassment may include, but are not be limited to, the following:

- a) Comments that denigrate or show hostility regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability, or appearance, epithets, slurs, negative stereotyping.
- b) Distribution, display or discussion of any written, electronic or graphic material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual, or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, marital or other protected status.

3. *Sexual Harassment.*

Sexual harassment in any form is prohibited under this Policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964.

What is sexual harassment? Sexual harassment includes unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when such conduct:

- a) Is made explicitly or implicitly a term or condition of employment or academic standing, or
- b) Is used as a basis for an employment or academic decision, or
- c) Unreasonably interferes with an employee's or student's work or academic performance or creates an intimidating, hostile, or otherwise offensive environment.

Everyone should be aware of the possible consequences of entering into romantic relationships with individuals over whom they have academic, professional, or supervisory responsibility -- even if by mutual consent. Faculty and Students must also comply with applicable codes of conduct set forth in their respective published handbooks.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is **unwelcome**, that is personally offensive, that lowers morale and, therefore, interferes with work and academic effectiveness. Sexual harassment may take different forms.

Examples of conduct that may constitute sexual harassment include, but are not limited to, the following:

- (i) Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats.
- (ii) Non-verbal: The distribution, display, or discussion of any written, electronic or graphic material, that is sexually suggestive, or shows hostility toward an individual or group because of sex;
- (iii) Physical: Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting.

4. ***Retaliation.***

The Seminary feels very strongly that it is important to provide faculty, staff, and students with a sensitive, respectful, non-threatening process for registering their concerns **without fear of retaliation**. Therefore, no adverse employment or academic action will be imposed on an employee, student, or other complainant, as punishment for:

- a) Reporting or responding to a good faith complaint of harassment; or
- b) Appearing as a witness in the investigation of a complaint; or
- c) Serving as an investigator.

Retaliation or attempted retaliation is a violation of this Policy and anyone who does so will be subject to severe sanctions up to and including termination.

D. Relationship to Freedom of Inquiry and Expression.

McCormick is committed to the principles of free inquiry and free expression. Discussion and debate are fundamental to the mission of the Seminary and this Policy is not intended to restrict or limit teaching methods or freedom of expression. However, discrimination, harassment, sexual harassment, and retaliation are neither legally protected expression nor the proper exercise of academic freedom. Violations of this Policy compromise the integrity of the Seminary, its tradition of intellectual freedom and the trust placed in the members of our community.

E. Reporting.

The Seminary can respond to specific instances and allegations of harassment only when we are made aware of them. The Seminary therefore requires anyone who believes that he or she has

witnessed or been subjected to discrimination or harassment to promptly come forward with inquiries, reports or complaints and to seek assistance from the Director of Human Resources or the Chief Business or Financial Officer of the Seminary. To the extent the complaint involves either the Director of Human Resources or the Chief Business or Financial Officer of the Seminary, complaints shall be submitted to the Seminary President who will manage the complaint and any investigation in a matter consistent with this Policy.

In addition, any supervisor who becomes aware of instances or allegations of harassment, including but not limited to sexual harassment, by or against a person under his or her supervisory authority must report it to the Director of Human Resources or Chief Business, Financial, or Administrative Officer of the Seminary.

What should you do if you believe you are a victim of harassment or sexual harassment or have witnessed harassment?

F. Complaint Procedure.

1. Reporting Complaints and Concerns.

a) If you are the recipient of any unwelcome gesture or remark of a sexual or non-sexual nature, **DO NOT REMAIN SILENT**. You are empowered to make it clear to the individual engaging in the offensive conduct that you find such conduct offensive and unwelcome and state clearly that you want the offensive conduct to stop at once.

b) If you find it uncomfortable confronting the individual engaging in the offensive conduct or, the conduct does not stop, notify your supervisor, the Vice-President of your department (e.g., the Dean of Faculty, the Dean of Students, Chief Financial or Business Officer), hereafter referred to as the “Department Head”), Classroom Instructor, or the Director of Human Resources. Any such complaint received by any supervisor, Department Head, or Classroom Instructor shall be immediately reported by that person to the Director of Human Resources, or, to the extent the complaint involves the Director of Human Resources, to the Chief Business, Financial, or Administrative Officer of the Seminary.

c) The report/complaint can also be made directly to the Director of Human Resources. The Director of Human Resources and her/his Department Head have the primary responsibility of implementing this policy. The Director of Human Resources will respond to all inquiries and complaints regarding discrimination, sexual harassment, other harassment, or retaliation; maintain records of these inquiries and complaints as well as their resolution, and keep the President advised of them, unless the complaint involves allegations about the President, in which case, the Director of Human Resources and her Department Head shall consult and advise the Chair of the Board of Trustees or her/his designee.

It is very important that you register your complaint as soon as possible following the behavior or incident giving rise to your complaint. It is extremely important that complaints are made within a reasonable period of time following the behavior or incident giving rise to the complaint. Timely reporting of complaints will help us all maintain a productive and respectful workplace, as well as insure that relevant testimony and witnesses will be available

to assist in the investigation of the complaint. The Director of Human Resources will make a written record of your complaint and initiate an investigation of the complaint. The Director of Human Resources may, under certain circumstances, utilize the assistance of one or more Department Heads as well as outside professionals, to conduct the investigation. The investigation shall be carried out as confidentially and as promptly as possible.

2. Investigative Process, Resolution, and Disciplinary Action

The Seminary shall conduct investigations of reports and complaints as follows:

- a)** The Director of Human Resources and, in some cases, her/his Department head and/or legal counsel, will interview the individual or individuals bringing forward the complaint, the individual alleged to have violated our Policy, and any necessary witnesses, as well as review any relevant documentation to determine the nature and extent of the conduct giving rise to the complaint.
- b)** As soon as practicable after receiving the complaint, but in no event more than 10 business days following receipt of the complaint, the Director of Human Resources, and her/his Department Head and/or legal counsel will conclude the investigation and submit a report of their findings to the President of the Seminary, with copies to the appropriate Department Head.
- c)** If the investigation reveals sufficient evidence to reasonably conclude that harassment or retaliation in violation of this policy took place, the Director of Human Resources, in conjunction with his/her Department Head, will recommend to the President of the Seminary (or, to the extent the complaint involves the President of the Seminary, the Chair of the Board of Trustees) the appropriate disciplinary action to be taken by the Seminary. The appropriate action may take the following factors into consideration: **(i)** The severity, frequency and pervasiveness of the conduct; **(ii)** Prior complaints made by the complainant; **(iii)** Prior complaints made against the respondent; **(iv)** The quality of the evidence (first hand knowledge, credible corroboration etc.). To the extent that the President concurs in that recommendation (or, the chair of the Board of Trustees in the event the complaint involves the President), the recommended disciplinary action shall be carried out.
- d)** If the investigation does not reveal sufficient evidence to reasonably conclude that harassment or retaliation took place, or it is determined that there has been no harassment or retaliation in violation of this Policy, but some potentially problematic conduct is revealed, preventative/corrective action may be taken.
- e)** Within 5 business days after the investigation is concluded, the Director of Human Resources will meet with the respondent, in order to notify him or her in person of the findings of the investigation and to inform them of the action being recommended by the Director of Human Resources and approved by the President (unless the complaint involves the President in which case, the Chair of the Board of Trustees). The Director of Human Resources or his/her designee will also meet with the complainant to notify the complainant about the findings and, to the extent permitted in light of privacy concerns, the action(s) taken to resolve the complaint.

f) In the event the Seminary receives a complaint or complaints under this Policy involving a member of the Faculty covered by the Seminary's Faculty Handbook , to the extent that Faculty member disagrees with the resolution of the complaint and/or the disciplinary action to be implemented, that Faculty member may invoke his or her right to file a written grievance in accordance with the procedures set forth in the Faculty Handbook.

G. CONFIDENTIALITY

The Seminary will work to protect the privacy of all those involved in a complaint of harassment or discrimination to the extent it is possible. The Seminary will, to the extent permitted by law, keep confidential all records of complaints, responses, and investigations. Allegations of harassment will not be placed in a personnel file unless, after appropriate investigation, such allegations have been investigated and found more likely than not to have been accurate. Written records of complaints and all other materials relating to such complaints will be marked "confidential" and will be retained in a separate and secure file by the Human Resources department.

H. DISSEMINATION OF POLICY

The Seminary shall make this Policy available to all employees and students. Periodic notices sent to students, employees, and supervisors about the Seminary's anti-harassment policy will include information about the complaint procedure and will refer individuals to designated offices/officials for additional information.

The Seminary reserves the right to modify and/or amend any and all of the procedures outlined herein at any time, in its sole discretion. In the event that the Seminary determines that the circumstances warrant modification/amendment of any part of these procedures, timely notice of same will be given to all relevant and affected parties.

The Seminary will make every reasonable effort to ensure that employees have received the appropriate training related to this Policy. However, any supervisor who believes additional training may be beneficial to his or her unit should feel free to request the services of the Human Resources department.