2015 – 2016
Master’s Level Campus Life Handbook

Includes three sections:
Student Handbook
Advisory System Handbook
Student Policies Handbook

August 28, 2015
WELCOME!

Welcome to McCormick Theological Seminary! This Campus Life Handbook is a one-stop introduction to life at McCormick. It includes practical information on community life, facilities and services. The Campus Life Handbook is a guide that will help you navigate seminary life, utilize the resources available to you, and be informed about policies, procedures and expectations. The Campus Life Handbook addresses the different expectations we have of one another—those that McCormick has of its students and those that students can expect from the Seminary.

There are many resources available to theological students in Chicago, including:

1. the Association of Chicago Theological Schools (ACTS) website (http://www.actschicago.org/);
2. the University of Chicago’s online guidebook, Common Sense: Your Guide to Safe Urban Living (https://commonsense.uchicago.edu/)
3. the materials produced from McCormick’s Office for Student Academics (OSA).

These resources along with this Campus Life Handbook will help students and families find answers to many of their questions about seminary life.

Of course, the best resources are people, and you are encouraged to ask questions, seek guidance from, raise concerns with, and offer suggestions to any of McCormick’s administration, faculty, and staff. The Office of Student Academics (OSA) is always looking for ways to improve our operations, including this Handbook. We appreciate your feedback. The administration, faculty and staff welcome you to the 2015–16 academic year!

Summer 2015
TABLE OF CONTENTS

Welcome ........................................................................................................................................... 1
Letter of Introduction from President Yamada .................................................................................. 5
McCormick’s Mission Statement .......................................................................................................... 6
Academic Calendar .............................................................................................................................. 7

SECTION I: STUDENT HANDBOOK

Who Are We? ................................................................................................................................... 8
  Who Are We Today? ........................................................................................................................... 9
    A Few Statistics About the McCormick Student Body ................................................................. 9
  Seminary Governance ....................................................................................................................... 11
    Board of Trustees ............................................................................................................................ 11
    Faculty Committees ....................................................................................................................... 11
  Student Life ..................................................................................................................................... 12
    Community Worship ..................................................................................................................... 12
    Master’s Level Student Council ...................................................................................................... 13
    Student Advocacy and Constituency Groups ................................................................................. 13
    Board of Deacons ............................................................................................................................ 14
    Claret Center .................................................................................................................................. 14

Student Safety .................................................................................................................................. 15
  Keeping Yourself Safe ...................................................................................................................... 15
  What if Something Happens? .......................................................................................................... 16

How Do We Learn and Live Together? ............................................................................................. 17
  Seminary Expectations ..................................................................................................................... 17
    Academics ..................................................................................................................................... 17
    Adult Learners ............................................................................................................................... 17
    Community Life and Conflict Resolution ..................................................................................... 17
    Taking Care of Business ................................................................................................................. 18
    Quick Guide to Student Financial Planning .................................................................................. 18
    Student Status at McCormick ......................................................................................................... 19
    Second Floor Office Protocol ......................................................................................................... 20

Seminary Departments ...................................................................................................................... 21
  Office of Admissions and Enrollment .............................................................................................. 21
  Office of Academic Affairs ............................................................................................................... 21
    Registrar ....................................................................................................................................... 22
    International Students .................................................................................................................. 23
    Athletic Facilities ............................................................................................................................ 23
    The McCormick Herald ................................................................................................................... 23
    Vocational Planning ....................................................................................................................... 23
    Experiential Education and Field Studies ...................................................................................... 23
    JKM Library ................................................................................................................................... 24
    I-Share, ACTS and U-Chicago Libraries ......................................................................................... 24
    Language Resource and Writing Center (LRWC) ........................................................................... 24

Office of Administration and Finance ............................................................................................... 26
  Residence Life .................................................................................................................................. 26
  Student Financial Planning ............................................................................................................... 26
### Components of the Advisory System

**Advisory System**: 34

**Assistance from the Office of Student Academics**: 35

**Master’s Level Programs**: 36
- Master of Divinity (MDiv) 36
- MDiv Advising Worksheet 40
- MDiv 3-, 4- and 5-year sequences 41
- MDiv Dual Competency Degree Programs 44
- Coordinated Program w/UChicago 44
- Intent to Enroll In Dual Competency Degree Program Form 45
- Master of Arts in Ministry (MAM) 46
- MAM Advising Worksheet 47
- Master of Theological Studies (MTS) 48
- MTS Advising Worksheet 49

**Orientation**: 50

**Review of Academic Progress and Registration**: 50

**Required Reviews**: 50
- Master of Divinity Degree 51
- MDiv First Year Review 51
- MDiv Graduation Review 52
- MDiv Graduation Review Process 53
- Master of Arts in Ministry Degree 54
- Master of Theological Studies Degree 55

**Senior Portfolios**: 56
- Advisory System Evaluation Form 58

**Process and Timeline for the MTS and MDIV Thesis**: 59
- Permission to Write Thesis Form 61
- MTS Thesis/Research Paper Request Form 62
- Faculty Approval of Thesis Form 63

**Appendix**: 64
- Academic Year 2015-2016 Workshops 64
- Practica & Professional Boundary Workshop Registration Form 65
- LRWC and the Advising System 66
- PC(USA) Ordination Process – Advising Students 67
- Procedures for Degree Reclassification 68
Exchanging a Granted Degree for a New Degree ............................................................... 68
Degree Reclassification Form .......................................................................................... 69
Quick Guide to Credit Transfer Policy ......................................................................... 70
Request for Transfer of Credit Form ............................................................................. 71
Request for Change of Advisor Form ............................................................................ 72
Request for Leave of Absence Form ............................................................................. 73
Request for Voluntary Withdrawal Form ...................................................................... 74

SECTION III: STUDENT POLICIES HANDBOOK

Why This Collection of Policies ................................................................................... 75

Academic Policies .......................................................................................................... 75
  Guidelines for Research Paper Format ......................................................................... 75
  Policy on Inclusive Language ....................................................................................... 79
  Policy on the Proper Use of Sources ........................................................................... 82
  Faculty Procedure for Dealing with Plagiarism ............................................................ 83
  Accreditation Standards Complaint Process ............................................................... 87

Campus Administration Policies .................................................................................... 88
  Student Payment Policy ............................................................................................... 88
  Health Insurance Policy ............................................................................................... 88
  Immunization Records Policy ....................................................................................... 88
  Same-Sex Domestic Partnership Benefits Policy ......................................................... 89
  Family Educational Rights and Privacy Act ................................................................. 90
  Special Needs and Disabilities ...................................................................................... 91
  Parking Policy ............................................................................................................. 92
  Campus Security and Accessing Doors and Stairways ............................................... 96
  Student Lockers Policy ................................................................................................. 97

Community Policies and By-Laws .................................................................................. 98
  Policy Statement on Alcohol and Other Drugs ......................................................... 98
  Anti-Discrimination and Anti-Harassment Policy and Complaint Procedure ............ 101
  Korean Translation: Anti-Discrimination Policy and Complaint Procedure ....... 107
    차별 및 휘 леч 방지 규정과 이에 따른 조치과정 (한국어판)
  Spanish Translation: Anti-Discrimination Policy and Complaint Procedure ... 112
    Póliza en Contra de la Discriminación y Anti Hostigamiento y Procedimiento de Renuncia
  Master’s Level Student Council By-Laws .................................................................... 118
  Board of Deacons By-Laws ......................................................................................... 129
“Now you are the body of Christ and individually members of it.”  
(1 Corinthians 12:27)

Welcome to McCormick Theological Seminary! Here you will find the many ways in which we strive to embody Paul’s exhortation to the church in Corinth to be the body of Christ. 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. Our country is wrestling with its cultural identity and the various ways that we attempt to live with each other in an increasingly diverse society. We believe that this is why the McCormick experience is so crucial for today’s leaders in the Church and society.

McCormick is committed to training women and men for leadership in God’s Church for the 21st century. Experts predict that within the next decades 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 the dynamics of diversity that will define the next generations of the Church. At McCormick, the future is now, the future of the Church is already happening here.

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. All are transformed through the process of learning from and with each other.

No one racial, cultural or denominational group constitutes a majority among our student body; and our students represent the full range of the theological spectrum. We engage traditions that are both ancient in their wisdom and contemporary in their relevance. We apply them to contexts within and outside of the Church, to big and small congregations, to those who expect to be ordained and to those whose ministry does not require ordination. Here at McCormick you will study with professors whose vocational identity has been deeply affected by the rich diversity that our setting provides. This is truly a place of transformation. We are delighted that your journey of call has brought you to this place for such a time as this.

Again, welcome!

Peace and grace to you,

[Signature]

The Rev. Dr. Frank M. Yamada, President
MISSION STATEMENT
McCormick Theological Seminary

We are a community of learning and teaching, challenged by the Holy Spirit and grounded in God’s transforming love for the world in Jesus Christ.

We are called to nurture the gifts of women and men for faithful Christian ministry and leadership through rigorous academic study, practical experience and spiritual formation.

A seminary of the Presbyterian Church (U.S.A.) since 1829 and a progressive leader within the Reformed tradition, we are committed to institutional life, scholarship and ministry that is ecumenical, urban and cross-cultural.

Our goals are that McCormick Theological Seminary will:

1. Provide a program of study for the preparation of women and men for ministry and the professional education of ministers that is Reformed, ecumenical, cross-cultural, and urban.
2. Build upon our culture of relationships in which mutual accountability, responsibility and respect characterize all Seminary communications and operations, all of which are central to an urban seminary committed to being Reformed, ecumenical, and cross-cultural.
3. Develop technological resources and access to information resources that support the Seminary’s teaching and learning goals and are fully integrated into all aspects of the Seminary’s work.
4. Maintain the ongoing growth of financial resources, in order to support our mission, goals, and programs, while seeking to minimize student indebtedness.
5. Develop and continue to maintain external institutional partnerships that strategically advance our mission of inclusiveness, diversity, and ecumenism in the context of our identity as a seminary of the PC(USA).
6. Be a Reformed, ecumenical, and cross-cultural community in which the presence of God is named and welcomed.
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall classes begin</td>
<td>September 8</td>
</tr>
<tr>
<td>Convocation</td>
<td>September 9</td>
</tr>
<tr>
<td>Last day to drop a course w/o penalty</td>
<td>September 18</td>
</tr>
<tr>
<td>Reading week</td>
<td>October 26-30</td>
</tr>
<tr>
<td>J-Term &amp; Spring Semester registration</td>
<td>November 17-18</td>
</tr>
<tr>
<td>Thanksgiving break</td>
<td>November 26-27</td>
</tr>
<tr>
<td>Fall classes end</td>
<td>December 11</td>
</tr>
<tr>
<td>Fall Semester ends (exam week)</td>
<td>December 18</td>
</tr>
<tr>
<td>Christmas break</td>
<td>December 19-January 3</td>
</tr>
<tr>
<td>J-Term begins</td>
<td>January 4, 2016</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day - NO Classes</td>
<td>January 18</td>
</tr>
<tr>
<td>J-Term classes ends</td>
<td>January 22</td>
</tr>
<tr>
<td>Winter break</td>
<td>January 23-31</td>
</tr>
<tr>
<td>Spring Semester begins</td>
<td>February 1</td>
</tr>
<tr>
<td>Last day to drop a course w/o penalty</td>
<td>February 12</td>
</tr>
<tr>
<td>Reading week</td>
<td>March 14-18</td>
</tr>
<tr>
<td>Summer &amp; Fall Semester registration</td>
<td>April 4-15</td>
</tr>
<tr>
<td>Holy Thursday &amp; Good Friday - NO Classes</td>
<td>March 24-25</td>
</tr>
<tr>
<td>Easter</td>
<td>March 27</td>
</tr>
<tr>
<td>Senior work due</td>
<td>April 22</td>
</tr>
<tr>
<td>Spring classes end</td>
<td>April 30</td>
</tr>
<tr>
<td>Spring Semester ends (exam week)</td>
<td>May 6</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 7</td>
</tr>
</tbody>
</table>
SECTION I: STUDENT HANDBOOK

WHO ARE WE?

"Who are we?" is a complex question and requires a multi-layered response that acknowledges the importance of faith, experience and personality. Who are we as persons? Who are we as a community? Who are we as Christians? Who were we when we heard God's call to begin seminary? Who will we be a few years down the road when all the courses are completed, all the sermons are preached, all the reviews are done and the graduation service begins?

The decision to begin seminary is ultimately a decision rooted in faith. Coming to McCormick calls us to leave what is known and what we have known, step into the unknown, and be open to the transforming power of new experiences in Christ. Perhaps some of the most important things that we bring to this learning community are our stories: your story, her story, his story, and the stories of our communities of faith and culture that have nurtured us thus far. Each of our stories is a chronicle of experience that helps identify who we are, who we have been and who we have yet to become through the grace of God. At McCormick we are a community of stories of God's grace, mercy and provision.

Stories give meaning and value to places, to people, and to communities. This is why Jesus taught using parables and why the Hebrew Scriptures return again and again to the story of the Israelite exodus from Egypt and their covenant relationship with God. Our stories celebrate who we are and allow others to connect with those experiences through their own stories. At McCormick we understand history to be dynamic. There is a history of McCormick as an institution, and there are the histories each student, staff and faculty member brings to this place. Together we create a history while living, learning and working at McCormick. Finally there is the legacy that we leave for those who will come after us seeking to answer the same complex question. Who are we?
WHO ARE WE TODAY?

Diversity and pluralism are the words most frequently used to describe who we are today. McCormick is a diverse community of students, families, faculty, and staff all living together, working together, and learning from one another. We are also a community of faith and a community of people committed to the ideals of faith, worship, and service found in the teachings of Jesus Christ. Some of us have been in ministry for years. Some of us are only now hearing God’s call to serve. Some of us are ordained, some not yet, and some are not pursuing ordination. However, we are all the people of God, struggling to live faithfully in community and to claim, with integrity, our full creation in the image of God.

As McCormick has grown and matured it has become a community characterized by true multiculturality. We are a community of people from many cultural, ethnic, and linguistic backgrounds. We are a community of Hispanic, Asian American, African American, Euro American and international students, faculty and staff. At McCormick you will hear people speaking English, Spanish, Korean, and a few other languages as well.

One of the temptations inherent in our diversity is to adopt the naive assumption that living with one another necessarily means that we understand one another. Unfortunately, it is not that easy. The challenge then, is to explore, intentionally and directly, how we are similar, how we are different, and why. This is why our interpersonal relationships, our shared experiences in worship and our conversations over meals together are so important. At McCormick we are all teachers and we are all students. Our life in community at McCormick is the testing ground for our life of service in the world.

A Few Statistics About the McCormick Student Body

Every year is different, but the following statistics are intended to show you how diverse McCormick really is. Of course, all you have to do is walk into a classroom or join the community for worship in order to experience our diversity. According to the fall 2014 statistics, McCormick enrolled 107 master’s level students and 74 Doctor of Ministry (DMin) students.

Master’s Level Student Statistics for Fall 2014

<table>
<thead>
<tr>
<th>Total Master’s Enrollment</th>
<th>107</th>
<th>Full-time equivalent</th>
<th>77.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s Students by Degree</td>
<td></td>
<td>Totals</td>
<td></td>
</tr>
<tr>
<td>MTS</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDiv</td>
<td>75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Students</td>
<td>10 (6 Apostolic Assembly Cohort)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MADD</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAUM</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ThM</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAM</td>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average age</td>
<td>41</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New students</td>
<td>27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women</td>
<td>58</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men</td>
<td>49</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Master’s Level by Ethnicity

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American</td>
<td>51</td>
</tr>
<tr>
<td>Asian American</td>
<td>3</td>
</tr>
<tr>
<td>Euro-American</td>
<td>30</td>
</tr>
<tr>
<td>Hispanic</td>
<td>16</td>
</tr>
<tr>
<td>International</td>
<td>7</td>
</tr>
<tr>
<td>Mixed Race</td>
<td>0</td>
</tr>
<tr>
<td>Unknown</td>
<td>0</td>
</tr>
</tbody>
</table>

### Master’s Level by Denomination

<table>
<thead>
<tr>
<th>Denomination</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFME</td>
<td>2</td>
</tr>
<tr>
<td>American Baptist</td>
<td>1</td>
</tr>
<tr>
<td>Apostolic Assembly</td>
<td>16</td>
</tr>
<tr>
<td>Baptist</td>
<td>16</td>
</tr>
<tr>
<td>CME</td>
<td>1</td>
</tr>
<tr>
<td>Ch. of God in Christ</td>
<td>1</td>
</tr>
<tr>
<td>Coptic</td>
<td>1</td>
</tr>
<tr>
<td>Christian Reformed</td>
<td>1</td>
</tr>
<tr>
<td>Disciples of Christ</td>
<td>2</td>
</tr>
<tr>
<td>ELCA</td>
<td>1</td>
</tr>
<tr>
<td>Pentecostal Assembly</td>
<td>2</td>
</tr>
<tr>
<td>Evangelical Covenant</td>
<td>2</td>
</tr>
<tr>
<td>Church of Nazarene</td>
<td>1</td>
</tr>
<tr>
<td>Non-denominational</td>
<td>10</td>
</tr>
<tr>
<td>PC(USA)</td>
<td>35</td>
</tr>
<tr>
<td>Presbyterian</td>
<td>4</td>
</tr>
<tr>
<td>Pres. Church of Korea</td>
<td>2</td>
</tr>
<tr>
<td>Southern Baptist</td>
<td>1</td>
</tr>
<tr>
<td>United Church of Christ</td>
<td>8</td>
</tr>
</tbody>
</table>

### Doctor of Ministry Student Statistics for Fall 2014

<table>
<thead>
<tr>
<th>Total DMin Enrollment</th>
<th>74</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time equivalent</td>
<td>28.66</td>
</tr>
</tbody>
</table>

#### DMin Students by Degree

<table>
<thead>
<tr>
<th>Degree</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular DMin</td>
<td>48</td>
</tr>
<tr>
<td>ACTS DMin Preaching</td>
<td>17</td>
</tr>
<tr>
<td>Ecumenical DMin</td>
<td>8</td>
</tr>
<tr>
<td>Special Students</td>
<td>1</td>
</tr>
</tbody>
</table>

#### D.Min. Level by Ethnicity

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American</td>
<td>14</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>3</td>
</tr>
<tr>
<td>Euro-American</td>
<td>25</td>
</tr>
<tr>
<td>Hispanic</td>
<td>15</td>
</tr>
<tr>
<td>International</td>
<td>6</td>
</tr>
<tr>
<td>Mixed Race</td>
<td>0</td>
</tr>
<tr>
<td>Unknown</td>
<td>11</td>
</tr>
</tbody>
</table>

#### D.Min. Level by Denomination

<table>
<thead>
<tr>
<th>Denomination</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Baptist</td>
<td>1</td>
</tr>
<tr>
<td>Apostolic Assembly</td>
<td>11</td>
</tr>
<tr>
<td>Baptist</td>
<td>7</td>
</tr>
<tr>
<td>Bapt. Gen. Conf.</td>
<td>1</td>
</tr>
<tr>
<td>ELCA</td>
<td>1</td>
</tr>
<tr>
<td>Nat’l Baptist. Conf.</td>
<td>1</td>
</tr>
<tr>
<td>Non-denominational</td>
<td>4</td>
</tr>
<tr>
<td>Other</td>
<td>3</td>
</tr>
<tr>
<td>Presbyterian Canada</td>
<td>1</td>
</tr>
<tr>
<td>UCC</td>
<td>1</td>
</tr>
<tr>
<td>Pres. Church of Korea</td>
<td>2</td>
</tr>
<tr>
<td>PC(USA)</td>
<td>24</td>
</tr>
<tr>
<td>Presbyterian</td>
<td>3</td>
</tr>
<tr>
<td>Unknown</td>
<td>5</td>
</tr>
<tr>
<td>Seventh Day Adventist</td>
<td>1</td>
</tr>
<tr>
<td>UCC</td>
<td>1</td>
</tr>
<tr>
<td>United Ch. Of Canada</td>
<td>3</td>
</tr>
<tr>
<td>UMC</td>
<td>2</td>
</tr>
<tr>
<td>RCA</td>
<td>1</td>
</tr>
</tbody>
</table>
SEMINARY GOVERNANCE

Board of Trustees
McCormick Theological Seminary is governed by a Board of Trustees made up of ministers and lay leaders from the Chicago area and across the nation. Master’s and doctoral level students serve on the Board as do two members of the faculty and representatives of the alumni/ae. The two master’s level representatives for 2015-16 are Elliott Johnson and D’Angelo Smith. The Board delegates to the Administration the daily management of the Seminary and to the faculty the oversight of all matters related to educational program and curriculum, admissions, student standing, worship and faculty development.

The final policy-making body within the Seminary is the Board of Trustees. Matters from all committees, advisory groups, councils, sessions and forums are referred to the Trustees when appropriate.

Faculty Committees
McCormick’s committees provide input into various programs, special projects and use of resources. McCormick’s committees develop and carry out the procedures required to achieve the academic goals and objectives of the Seminary.

Chairs of all faculty committees are appointed by the Dean of the Faculty, in consultation with the President. Committees are comprised of faculty with student representatives. Students also serve on faculty search committees, and other committees composed for special purposes.
STUDENT LIFE

The quality of student life at McCormick Theological Seminary reflects the effort an individual student invests in meeting other students, faculty and staff, in participating in McCormick-sponsored events, and in being proactive about developing new initiatives to meet the needs of the student body. Student life is a combination of classroom time together; time spent in our homes, apartments, and residences; times of fellowship on retreats and in community worship; and times spent together over meals, between classes, and in the hallways and lounges of McCormick and LSTC.

Community Worship
Because McCormick students are involved in preparation for ministry, the Seminary seeks to complement your own spiritual formation. While there are many ways to achieve this goal, one important way is through McCormick community worship.

In the 2015-2016 academic year, McCormick’s weekly service of Word and Sacrament is held on Wednesdays, from 12:15 – 1:15 p.m., in the McGaw Common Room. This worship service provides the McCormick community with a time to deepen faith formation and commitment. We join 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.

The community moves from the Lord’s Table to the meal table. Following the worship service and before afternoon classes begin, many students, faculty and staff eat lunch together in the foyer area, directly outside the Common Room. Community meals are usually free (funded by OSA with support from members in the community who feel led to donate to the cost of the meal) or potlucks, sponsored by various student groups.

Midday prayer services and special prayer services are offered on occasion at McCormick throughout the academic year.

Regular worship services take place at LSTC Mondays-Thursdays at 11 a.m. during the Fall and Spring Semesters in LSTC’s Augustana Chapel, including a Eucharistic service on Wednesdays. Members of the McCormick community and the larger community are always welcome. Please check the LSTC calendar for details as well as information on special worship opportunities.

For more information about McCormick and LSTC worship services, contact the Worship Coordinator, Gary Rand (grand@mccormick.edu).
The Master’s Level Student Council
The Student Council is the connectional, communications and advocacy body of all McCormick master’s level students. The Student Council consists of two students elected from each class (Junior, Middler, and Senior) and one voting delegate representing each of the student advocacy groups. Representatives from each student advocacy group are provided voice in the Student Council. The Student Council also puts together committees to address specific concerns of the McCormick community.

The Student Council seeks ways to be responsive to the needs of a mature and diverse student body. It initiates programs and recommends policies affecting such areas as spiritual growth, recreation, anti-racism, student housing and social engagement. The Student Council actively seeks to hear and give voice to the concerns of the various constituencies within the Seminary. The Student Council is involved in the planning, funding and implementation of many events throughout the year. Funds are also available to help students reduce the cost of attending conferences. Please see a Student Council representative for more detailed guidelines regarding funds.

Students are encouraged to participate in the Student Council by running for office, serving on a Student Council committee and attending Student Council meetings. The Student Council meets on the first Thursday of every month, from 4-6 p.m. in the Buchanan Lounge of the McCormick building, unless otherwise announced. Student Council elections are held for Middlers and Seniors in the spring term and for Juniors in the fall term. The Student Council officers chosen for the 2015-16 school year are:

Co-Moderators: Elliott Johnson and D'Angelo Smith
Clerk: Bryant Warren
Senior Representatives: D'Angelo Smith and Alicia Hanner
Middler Representatives: Quantisha Mason and Elliott Johnson
Junior Representatives: Voting to occur in September
Student Advocacy Group Liaison: LaQuanza Parker Smith
Student Representative to the Board of Trustees: Abigail Heimach

The by-laws of McCormick’s Student Council appear in Section III: Student Policies Handbook. The Student Council office phone number is 773-947-6303 and the Student Council e-mail address is studentcouncil@go.mccormick.edu

Student Advocacy and Constituency Groups
In recent years, several groups have addressed special needs and concerns of the McCormick community. Student groups offer resources and challenges to the whole Seminary through forums and other events, and coordinate their plans with the Master’s Level Student Council and the office of the Seminary. Students who share common interests and concerns are encouraged to join existing groups or initiate new interest groups, fellowship groups and student organizations. Attention should be given to existing groups so that overlapping of existing groups and organizations is avoided.

Current Student Organizations and Groups:
- Acts 10:15 - lesbian, gay, bisexual, transgender and queer (LGBTQ) concerns group
- Anti-Racism (ARM) - students doing anti-racism work in the McCormick community
- La Asociacion de Estudiantes Latino/as de McCormick (A.E. L.M.) - Latino students and others interested in Latino issues
- Commuter Student Group - a support group focusing on commuter student life
- Eco-Justice Student Group - a group of individuals concerned about environmental issues
• Global Community - a group advocating for international students and communities
• Korean/Korean-American Students Association (K.S.A.) - a group for Korean students and their families
• Pan-African Students Organization (P.A.S.O.) - a group of individuals concerned with African-American students and African diasporic descent
• Women in Ministry - Students interested in women’s concerns in ministry

For more information on joining or starting a group, please e-mail the Student Council at studentcouncil@go.mccormick.edu

The Board of Deacons
The McCormick Deacons are master’s level students elected to a special office of service. The Deacons serve the emotional and spiritual well-being of students and their families. They seek to foster fellowship, provide opportunities for community building and offer recognition, prayer support and comfort regarding the joys and concerns of members of the community. The Deacons fulfill these responsibilities in cooperation with the Resident Life staff and the Master’s Level Student Council. Biblical inspiration for having deacons is rooted in Acts 6:1-7.

What the deacons do:
The McCormick student body is divided into groups of students, each with an assigned Deacon, for the purpose of coordinating intentional emotional and spiritual student care. All of the Deacons are there to help you. You are not limited to only one Deacon; you actually have several!

Students can approach a Deacon for:
• Nurture, growth, fellowship and connectedness among students and their families
• Recognition, support, and comfort regarding joys and concerns of the community
• Prayer concerns
• Financial support in times of crisis for emergency travel expenses or sudden illness
• Celebration of family milestones and support in difficult times
• Advocacy

The 2015-16 Board of Deacons are:
Co-Moderators: Teresa Jackson, TBA
Seniors - Class of 2016: Eddie Rosa-Fuentes, Nikki Blanks
Middlers - Class of 2017: Isabella Novisima, Teresa Jackson, David Goodwin
Juniors - Class of 2018: To be determined in September

You can contact the Deacons at deacons@go.mccormick.edu

Claret Center
McCormick partners with The Claret Center (www.claretcenter.org) to provide students with counseling, psychotherapy, spiritual companionsing, and group experiences. In addition, the Claret Center offers programs for Spiritual Direction Training. The Center is located in Hyde Park at 5536 South Everett, Chicago, IL 60637 with parking available. The Center offers workshops at McCormick during the school year, and provides emergency response care as needed. For information regarding Claret workshops, programs or services please contact Alma Valenzuela, Administrative Assistant (773-643-6259), or Alicia Rhine, Administrator for the Office of Student Academics (773-947-6303; arhine@mccormick.edu; office #357).
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 we meet in museums, theaters, restaurants, clubs, shops, public parks, gardens and more. If you are a newcomer 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 acquire "street smarts." Trust your instincts. If someone approaches you and seems agitated or aggressive, be on your guard. If you feel threatened, or if you see someone in danger, get to some place safe as soon as possible. Try to stay safe as you seek help.

The following are some tips for keeping yourself safe:

1. McCormick's school and housing are within the jurisdiction of the University of Chicago Police Department. You can call the UCPD if you ever need help (773-702-8181). Identify yourself as a student.
2. For the safety of the community, never prop open the doors of campus buildings.
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, your bike, etc.
5. Carry a whistle and be a part of the Whistle Stop Program. Each student will receive a whistle and information on this program at new student orientation.
6. Use University of Chicago UGo Daytime and NightRide shuttles. These offer free rides to students - show your University of Chicago library access Campus Card (see p. 23 of this handbook under I-Share, ACTS, and University of Chicago Libraries). Find more information about transportation services online at http://safety-security.uchicago.edu/transportation
7. Be alert and aware of your surroundings at all times. Don't resist an armed robbery unless absolutely necessary. Avoid using cell phones or other electronics while on the street. When walking at night, try to walk with a group or have a friend walk with you. There is safety in numbers.
8. Familiarize yourself with the location of University emergency phones. If you see suspicious activity, please report it immediately to the police by activating an emergency phone or by calling UCPD when you get to a safe location: https://commonsense.uchicago.edu/page/emergency-phone-locations
9. If you choose to document a situation by recording using your cell phone, stay safe and avoid impeding or interfering with any police officers’ activities.
10. Carry your contact numbers, medical information and insurance card with you, kept in a safe place.
WHAT IF SOMETHING HAPPENS?

If you are a crime victim, we advise you to take the following steps:

1. If in the Hyde Park neighborhood, contact the University of Chicago Police immediately by calling 773-702-8181 or by using one of the white emergency phone boxes located throughout the neighborhood. Contacting the University Police will automatically result in the Chicago Police being contacted. If you are not in Hyde Park, you should call 911 and contact the Chicago Police department directly.
2. If you choose to document a situation using your cell phone, stay safe and do not interfere with the work of any police officer.
3. If you are injured you should go directly to the nearest hospital emergency room. If you are the victim of a sexual assault, first find a safe place, then promptly seek help at a hospital emergency room, and please reach out to people on your contact list to be with you. (The nearest emergency room in Hyde Park is the University of Chicago Medical Center Emergency Room located at 901 E. 58th St. See https://healthcare.uchicago.edu/page/urgent-medical-care for more information.)
4. If you are a residential student and have an immediate need for assistance outside normal hours (not related to a personal health or security threat in which case immediately call 911), residential students may contact the Resident Assistant Lauren Robinson (312-841-7504; laurenrobinson@go.mccormick.edu; apt. 305). If Lauren is not reachable, please contact Tabitha Hightower (thightower@mccormick.edu or 312-792-1085). If you are not able to reach either Lauren or Tabitha, please contact David Crawford, our chief business officer (dncrawford@mccormick.edu; 312-543-3880).
5. Non-residential students may also contact Tabitha Hightower (thightower@mccormick.edu or 312-792-1085), or David Crawford (dncrawford@mccormick.edu; 312-543-3880).

Approximately 380 University of Chicago Emergency Phones are located throughout Hyde Park. Press the red button to be connected with the University Police dispatchers.

Emergency Phones are located as far as 40th St. to the north, 64th St. to the south, Cottage Grove Ave. to the west, and Shore Dr. to the east. https://commonsense.uchicago.edu/page/emergency-phone-locations
HOW DO WE LEARN AND LIVE TOGETHER?

One of the ways that we live and learn together more successfully is by being clear about the expectations we have of one another and the expectations we have for our experience at McCormick. This is an ongoing dialogue that takes on new dimensions every year. What follows is intended to assist that dialogue.

SEMINARY EXPECTATIONS

Academics
The Seminary recognizes that your primary purpose while at McCormick is to pursue an academic program as it relates to your formation and preparation for ministry. Though you may have additional responsibilities such as family, church, work, etc., the primary reason for being enrolled at McCormick is academic and experiential preparation for ministry. Being a seminary student requires great skills in balancing and managing a long list of responsibilities. For a full explanation of McCormick's academic policies, please consult Section III: Student Policies Handbook and the McCormick Academic Catalog (http://mccormick.edu/content/registrar-office-0).

Adult Learners
Students at McCormick are adult learners who attend classes, complete work on time and give academic work top priority. Being adult learners, you are expected to know your limitations and to ask for help when it is needed. The faculty expects you to be an active participant in your seminary education, making full use of the Seminary's resources and the life experience you bring to McCormick.

Community Life and Conflict Resolution
Though living and learning together in a community of faith such as McCormick has numerous rewards, it is not always easy. Because we are a community living, working and learning together, we have the rare opportunity to put our faith into action every day - be it in the classroom, in worship or in the residence facilities. Like all Christian communities, we struggle to live according to the ethic of love and forgiveness proclaimed by Jesus Christ. Just because we live together doesn’t mean we always agree or that we never have conflicts. The challenge is to learn how to disagree respectfully and resolve conflicts in a way that is fair and that seeks equity, reconciliation and forgiveness. This is why we try to listen before we speak, why we try to speak the truth in love and why we struggle to maintain a spirit of unity and a bond of peace with one another. The Seminary expects that all members of the McCormick community will take this challenge and this struggle seriously for our common life.

On an interpersonal level the whole McCormick community is expected to function with respect and openness. Without these two values our efforts to live according to our baptism are fruitless. This means that we attempt to honor each others’ rights as human beings and honor each person as a child of God. When conflicts and misunderstandings do arise, as they inevitably do, members of the McCormick community are expected to work toward resolution. This means communicating directly with one another, being honest with one another and learning to live with differences. Persons unwilling to work toward resolution of conflict or who are unwilling to respect other community members jeopardize their own place in the community.
When conflicts arise and you don't know what to do, begin with the following persons who will be able to assist or direct you:

Alicia Rhine, Administrator for the Office of Student Academics  
(773-947-6303; arhine@mccormick.edu; office #357)

Ken Sawyer, Associate Dean for Student Academics  
(773-947-6304; ksaywer@mccormick.edu; office #358)

Chandra Wade, Registrar  
(773-947-6285; cwade@mccormick.edu; office #355)

Student Council Co-Moderators Elliott Johnson and D’Angelo Smith  
(773-947-6303; studentcouncil@go.mccormick.edu; office #114)

Remember, you can speak to any member of the Student Council, faculty and staff about all concerns, questions or conflicts.

**Taking Care of Business**

Another important expectation is self-responsibility. As an adult learner, you are expected to be responsible for the business side of your seminary education. This means registering for courses and paying for tuition, rent and other bills on time. The Seminary understands that expenses and budgets for students run tight. If you anticipate having a problem making a payment or registering on time, let the appropriate people know. We will try to help you find solutions for problems that arise.

**Quick Guide to Student Financial Planning**

1. McCormick offers both need-based grants and merit (targeted) scholarships.
   a) Need-based grants generally cover up to 75% of tuition. Students must enroll at least half-time (6 classes) throughout the academic year between fall and spring semester to qualify for need-based grants.
   b) Merit scholarship recipients **must be full-time students** (4 classes per semester/9 classes per year). In addition to continuing academic excellence, they are expected to contribute to the life of the McCormick community.
   c) Students **must** include cost of health insurance in their budgeting.

2. Dropping a course late affects a student's finances.

3. The Office of Student Financial Planning can assist students with navigating loan issues and offer guidance to regain good standing. Please contact Tabitha Hightower, Director of Student Financial Planning (773-947-6309; thightower@mccormick.edu; office #232) with any loan questions.

4. While most faculty attempt to keep text costs low, you should be prepared to purchase books at the beginning of each term. Syllabi are posted so that you can acquire new or used books (see also http://mccormick.edu/content/required-textbooks).

5. It is not advisable for students to be both full-time students and full-time workers.

6. Student debt can limit your options in ministry. The Director of Student Financial Planning works with all students so that borrowing can be kept at a minimum. Please let the Office of Student Financial Planning know of any loan problems.

7. McCormick participates in the Federal Work-Study program.
### A guide to McCormick student status relating to aid and housing

<table>
<thead>
<tr>
<th>Courses</th>
<th>Merit Aid</th>
<th>Need-based Aid</th>
<th>Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>At least 4 courses per semester plus January term or At least 9 courses per year between Aug and June</td>
<td>At least 3 courses per semester; a minimum of 6 classes per academic year</td>
<td>At least 4 courses/semester plus January term or May term (9 courses/year). If housing is available, exceptions for less than full time students will be considered.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maximum eligibility is 3 years for MTS, MAM, MTS students and 4 years for MDiv and Dual Degree students</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Note: students planning to take a summer course, or who have extra course credits earned in the prior year will still be qualified for housing when taking fewer courses.</td>
</tr>
<tr>
<td>Field Studies year</td>
<td>At least 4 courses per semester plus January term or At least 9 courses per year between Aug and June</td>
<td>At least 3 courses per semester; a minimum of 6 classes per academic year</td>
<td>At least 4 courses/semester plus January term or May term (9 courses/year). If housing is available, exceptions for less than full time students will be considered.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maximum eligibility is 3 years for MTS students and 4 years for M Div and Dual Degree students</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Note: students planning to take a summer course, or who have extra course credits earned in the prior year will still be qualified for housing when taking fewer courses.</td>
</tr>
<tr>
<td>CPE</td>
<td>Not granted during CPE</td>
<td>At least 3 courses per semester; a minimum of 6 classes per academic year</td>
<td>Student may live in housing while doing CPE only if it is within the eligible time limit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maximum eligibility is 3 years for MTS students and 4 years for M Div and Dual Degree students.</td>
</tr>
<tr>
<td>Full time Internship</td>
<td>Not granted during internship</td>
<td>Not expected to take any classes during FT Internship</td>
<td>Exception made ONLY if a full-time internship is completed prior to graduation. Student must maintain Satisfactory Academic Progress and must be in compliance with the Financial Obligation Agreement.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maximum eligibility is 3 years for MTS students and 4 years for MDiv students</td>
</tr>
<tr>
<td>The final semester for Seniors</td>
<td>Less than 4 courses granted</td>
<td>May be considered for need-based aid with less than 3 courses</td>
<td>May live in housing with less than full load if within the eligible time limit.</td>
</tr>
</tbody>
</table>
Need Help with a Non-Academic Issue? Second Floor Staff Offices and Office Hours

The majority of McCormick's administrative staff offices and workspaces are on the second floor of the 5460 building. Administrative staff members located on the second floor include: Tabitha Clark (Financial Aid and Residential Life); Ashley Woodfaulk (Human Resources); Scarlet Coleman Dell (Student Accounts); Barbara Fassett (IT Department); and Natasha Gaines (Facilities, including Parking). Admissions, the Development Office, the Business office, and the President's Office are also located on the second floor. The Registrar's office and the office of Student Academics are located on the third floor. All students may access second floor offices and workspaces between the hours of 8:30 a.m. - 4:30 p.m., Monday-Friday, by entering through the center door, located just off the elevator at the top of the spiral staircase. Individual staff members may also be accessible outside of these hours by appointment, and can often be reached electronically by email or mobile phone.

Seminary Office Hours:
Regular office hours are from 8:30 a.m.-4:30 p.m. Monday through Friday, and individual staff members may also be available at other times by appointment. In addition, on the first Tuesday of each month, administrative personnel will be stationed at tables in the first floor Ender Lobby to provide services (e.g. financial aid, student accounts, employment, etc.) until 6:30 p.m.
SEMINARY DEPARTMENTS

The seminary is organized into five different departments: Admissions and Enrollment, Academic Affairs, Finance and Administration, Seminary Relations and Development and the Office of the President. The first four of these departments are responsible to the Office of the President, who in turn reports to the Board of Trustees. Each of the five departments has specific tasks and duties.

OFFICE OF ADMISSIONS AND ENROLLMENT

In order to form a new master’s level class each year, the Office of Admissions and Enrollment responds to inquiries for information about McCormick and actively recruits prospective students. This office processes U.S. and international master’s and doctoral level applications and enrolls new students each fall. Once students are admitted, it is this office's responsibility to coordinate pre-enrollment communication with entering students. You are McCormick’s best representatives and recruiters. Please contact Veronica Johnson, Senior Director of Admissions and Enrollment (773-947-6319; vjohnson@mccormick.edu; office #209) if you would like to refer a prospective student.

OFFICE OF ACADEMIC AFFAIRS

The Academic Affairs office oversees all programs offered by McCormick and supports programs shared with LSTC and other seminaries:

- Center for African American Ministries and Black Church Studies
- Center for Asian American Ministries
- Center for the Study of Latino/a Theology and Ministry
- Center for Faith and Service
- Institute for Cross-Cultural Theological Education
- McCormick’s MDiv, MAM, MTS and DMin degree programs
- ACTS DMin in Preaching
- Ecumenical Doctor of Ministry
- JKM Library
- Language Resource and Writing Center

The Office of Academic Affairs is responsible for coordinating special events, including convocation, commencement, lectures, continuing education and workshops and community worship services. All members of the faculty are supported by the Office of Academic Affairs. This office is overseen by the Dean of the Faculty and Vice President for Academic Affairs.

The Office of Academic Affairs staff members welcome you to call, email or stop by their offices to get to know them and ask them any questions:

Ted Hiebert, Dean of the Faculty and Vice President for Academic Affairs  
(773-947-6341; thiebert@mccormick.edu; office #214)

Carol Biesadecki, Senior Administrative Assistant for Academic Affairs  
(773-947-6307; cbiesadecki@mccormick.edu; office #215A)

Claudio Carvalhaes, Director for the Center for the Study of Latino/a Theology and Ministry  
(773-947-6340; ccarvalhaes@mccormick.edu; office #356)
**Stacey Edwards-Dunn**, Director of the Center for African-American Ministry and Black Church Studies  
(773-947-6271; sedwards-dunn@mccormick.edu; office #303)

**Alicia Rhine**, Administrator for the Office of Student Academics  
(773-947-6303; arhine@mccormick.edu; office #357)

**Joanne Lindstrom**, Director of Experiential Education and Field Studies  
(773-947-6335; jlindstrom@mccormick.edu; office #305)

**Marcy Miller**, ACTS Doctor of Ministry in Preaching Program Coordinator  
(773-947-6270; mfmiller@mccormick.edu; office #363)

**Gary Rand**, Worship Coordinator (grand@mccormick.edu)

**Priscilla Rodríguez**, Administrative Coordinator for the Center for African American Ministries & Black Church Studies, the Center for Asian American Ministries and the Center for the Study of Latino/a Theology and Ministry  
(773-947-6310; prodriqu@mccormick.edu; office #312)

**John Schmidt**, Interim Director, Doctor of Ministry Program  
(773-947-6332; jschmidt@mccormick.edu; office #345)

**Ken Sawyer**, Associate Dean for Student Academics  
(773-947-6304; ksawyer@mccormick.edu; office #358)

**Chandra Wade**, Registrar  
(773-947-6285; cwade@mccormick.edu; office #355)

**David Watkins**, Coordinator, Experiential Education and Field Studies  
(773-947-6314; fieldstudies@mccormick.edu; office #325)

**Christine Wenderoth**, Director of the JKM Library  
(773-256-0735; cwenderoth@jkmlibrary.org; JKM Library)

**Rob Worley**, Director of the Language Resource and Writing Center  
(773-256-0707; rworley@mccormick.edu; LSTC 3rd floor, east wing)

**Registrar**

The Registrar's office has primary responsibility for recording and maintaining your academic record, and assists students with registration, immunization forms, I.D. cards, forms and transcripts. The Registrar also serves as the Principal Designated School Official (PDSO) 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. With permission from your faculty advisor and the Registrar, students may also request to register for courses at the Divinity School of the University of Chicago during their tenure at McCormick.

The Registrar's office maintains immunization records for McCormick students. By law, students born after January 1, 1957, must be immunized against certain diseases. Proof of immunization or proof of date of birth prior to 1957 must be submitted to the Registrar's office before registration for the J-term and/or the Spring Semester. See the Immunization Policy for more information.

Transcripts are released upon written request. There are transcript request forms located outside the Registrar's office (#355). There is no charge for the first request or judicatory requests. Otherwise, the charge is $5.00 for each transcript. Processing time for written requests is three days before mailing. Transcripts "on demand" are $10.00 each.

Grades are available to students online within three weeks after the end of the semester. If a student has legitimate reasons for requesting an extension for completion of a course, the student must make
the request in consultation with the course instructor before the last day of the semester. Incomplete grades ("I"s) that are not completed within the specified time limit will become Permanent Incompletes ("PI"s). Please refer to the Academic Catalog for more information.

**International Students**
The Office of Student Academics and the Registrar document compliance with U.S. policies relating to residency and academic progress. International Students also receive assistance from Tabitha Hightower (thightower@mccormick.edu ; 947-6309), and from Rob Worley, Director of the LRWC (rworley@mccormick.edu ; 773-256-0707).

**Athletic Facilities**
McCormick students have the option of purchasing membership access to the athletic facilities at the University of Chicago. The Ratner Athletics Center is located at 55th & Ellis Avenue. The Henry Crown Field House is located at 56th and University Avenue.

To purchase membership, go to the Ratner Center front desk with your McCormick student ID card and fill out a membership form, available at the Ratner Center front desk (773-702-3871) or online at: http://athletics.uchicago.edu/facilities/Membership-Application-2015-16.pdf

**The McCormick Herald**
The Herald is McCormick's student-run newsletter, publishing articles, pictures, opinion pieces and information about educational and professional opportunities, school and community events and more. The Herald is also a platform for students and student organizations to express their questions, concerns, and excitement about all things McCormick, ministry, Chicago, and life. All McCormick community members are invited to submit pieces and pictures to The Herald. Submissions to the herald are accepted by via email (herald@mccormick.edu). The Herald Editor is determined during the Fall Semester of each academic year.

**Vocational Planning**
The Office of Student Academics (OSA) cooperates with various church governing bodies and other agencies to provide information about vocational planning.

**Experiential Education and Field Studies**
As McCormick Theological Seminary prepares women and men for ministry in an ever-changing world, we recognize the importance of an integrated educational experience offered in partnership with churches and ministry-related agencies. The Field Studies program provides students with opportunities to be involved in the practice of ministry under supervision as a required part of their academic study and formal training while enrolled in degree programs.

One academic year of Field Studies, in conjunction with classes MIN-404/405 Reflection on the Practice of Ministry, is required of all Master of Arts in Ministry and Master of Divinity students.
**JKM Library**
During your time at McCormick you are encouraged to avail yourself of the JKM Library’s services and resources. JKM offers the usual menu of services available in academic libraries, including reference, interlibrary loan, document delivery and instruction. The library staff is eager to assist you with your research! All JKM Library services, policies, procedures, hours and contact information may be found on the library’s website ([www.jkmlibrary.org](http://www.jkmlibrary.org)). This website is also your entrée to the JKM/I-Share online catalog, databases and e-resources to which the library subscribes.

**I-Share, ACTS and University of Chicago Libraries**
The JKM Library is a member of I-Share, a consortium of 85 academic and research libraries in Illinois. McCormick students, using their JKM Library card, enjoy both remote and on-site borrowing privileges at all I-Share libraries (a link to a listing of all I-Share libraries is available on the JKM website under the ‘Links’ tab). After applying for privileges and receiving their library card, students are encouraged to create their online JKM/I-Share account, which will allow them to determine due dates, renew materials and request materials from other I-Share libraries. When visiting another I-Share library in person, students should present their JKM library card to borrow materials. Instructions for requesting materials from other I-Share libraries are available on the JKM website.

The JKM Library is also a member of the Association of Chicago Theological Schools (ACTS), a consortium of nine theological seminaries:
- Catholic Theological Union
- Chicago Theological Seminary*
- Garrett Evangelical Theological Seminary and Bexley-Seabury Theological Seminary*
- North Park University
- Meadville/Lombard Theological School*
- Mundelein Seminary/University of St. Mary of the Lake
- Trinity International University
- Northern Seminary

(* denotes those schools whose libraries are not members of I-Share.) McCormick students enjoy borrowing privileges at all ACTS libraries. Before applying for privileges at any of the three schools that are not members of I-Share, students must request an ACTS borrower’s ID card at the JKM circulation desk (identifying you as a currently enrolled student at McCormick) and present both the ACTS card and the McCormick ID card at that library.

McCormick students also enjoy borrowing privileges at the University of Chicago libraries (note: the University’s libraries are not part of I-Share or ACTS). Before visiting the privileges office at the Joseph Regenstein library (check [http://ipo.uchicago.edu](http://ipo.uchicago.edu) for office hours), students must request an ACTS borrower ID card at the JKM circulation desk.

**Language Resource and Writing Center (LRWC)**
The LRWC is first a place of hospitality, where students can be who they are and explore their ideas, values and gifts while surrounded by peers who share their concerns and interests. In this loving but challenging environment we encourage openness, mutuality, respect and honesty from one another. The value of hospitality we place in our work and lives together is expressed through our programs, including the [Summer Language Institute](http://www.jkmlibrary.org), our [Learning Partnerships](http://www.jkmlibrary.org) and our [Global Conversations](http://www.jkmlibrary.org) (held each Monday at noon).
A critical way in which the LRWC both supports students to develop communication and relational skills is through Learning Partnerships. These partnerships develop initially from the specific needs or interests of partners and develop into partnerships of spiritual nurture, solidarity, accompaniment and mutuality. They foster a pastoral presence, and challenge the narrow political, cultural and theological conceptions we all bring to theological education. Learning Partnerships are personal and motivated by care for one another. They are particularly deep opportunities for personal growth and encounter. Russian, Greek, Hebrew, Spanish, Korean, Turkish, Thai, German and English are among the languages learning partners study together, and so can you. The LRWC also offers a number of courses that teach and promote new ways of being critically active members of the community, including listening/speaking, reading/writing and study methods for theological education.

The LRWC is also the weekly site for two engaging, ongoing conversations where students, faculty and staff gather to share a meal and to learn about a variety of topics. First, Global Conversations at the LRWC focuses on global concerns from the political to local, including the ministries of those among us from various cultural and social locations over lunch. There are also evening Race Conversations at the LRWC when issues of race are explored, especially in relation to students' experiences, concerns, and perspectives as shaped by Chicago's urban reality.

Lastly, there is a small art studio and meditation room available to students anytime to rest from the demands of seminary life and to nurture your spirit. There is always hot coffee, tea, snacks and a refrigerator in which to keep your packed meals. Make the LRWC your living room! We welcome you to the 3rd floor of the LSTC building to discover what you have to contribute to the spirit of the LRWC and benefit from what others are willing to give of themselves. If you have questions, stop by or call Rob Worley, LRWC Director (773-256-0707; rworley@mccormick.edu; LSTC 3rd floor, east wing).

Open Hours: Monday-Thursday 8 am - 8:30 pm; Friday 8 am - 4 pm, Saturday & Sunday closed
OFFICE OF ADMINISTRATION AND FINANCE

The various offices in Administration and Finance are designed to promote smooth and efficient administrative services. We are responsible for the management of financial services, student financial planning, residence life, information technology, human resources, general services, guest housing, event coordination and the maintenance and operation of all facilities.

**Residence Life**

Part of the rich community life at McCormick is created by students (some with families) who live together in McCormick's residential housing located at 1400 E. 57th Street. This housing is within walking distance of McCormick's administrative offices and classrooms and Hyde Park's libraries, schools and parks.

Residents are invited to become involved in community life to the extent that they wish. Evening "Study Breaks" offer time for food and fellowship. Throughout the year, other activities and community building opportunities (such as dinners, movies and recreation) are also offered.

Two Resident Assistants are on staff: one (Lauren Robinson) to help nurture community life, and one (HanKook Ryu) to assist with facility needs.

- Lauren Robinson, Residence Life Community Assistant (RLCA), is a Masters level student who lives in Apt. 305, and may be reached at laurenrobinson@go.mccormick.edu or 312-841-7504. Lauren serves as a resource person for residents and may advise residents about support services available within and outside McCormick, provide short-term support of residents facing difficulty and intervene in disruptive or emergency situations. She may also coordinate programs and informal gatherings for residents and in general support participation of residents in community life to the extent of their interest.

- HanKook Ryu, Residence Facilities Assistant (RFA), is an Ecumenical DMin student who lives in Apt. 701, and may be reached at hankookryu@go.mccormick.edu or 773-988-7559. HanKook also serves as a resource person for residents, works with the RLCA (Lauren) in acclimating International Students to life in Chicago, and provides immediate attention, support and/or intervention in difficult or emergency situations. In addition, he is responsible for setting a tone of proper concern for safety, keeping students aware and informed of security issues/concerns; assisting residents when locked out; working with residents moving in and out; assisting with fire drills and the Fire Department when they come out; and overseeing parking and the bike room.

If, while living in our facilities, you encounter plumbing or heating problems or have other difficulties in your apartment, please send an email to workorder@mccormick.edu or Natasha Gaines, Director of Administration, at ngaines@mccormick.edu

**Student Financial Planning**

Meeting the financial demands of seminary education can be a challenging part of your life at McCormick. The Office of Student Financial Planning is available to assist you in your educational preparation for ministry by providing financial planning and aid to those students who demonstrate financial need. While you are a McCormick student, ideally, your best attention will be on your classes, academic work related to these classes and involvement in the worship life and broader community life.
of the Seminary. The primary goal of our office is to offer support and assistance in ways that are helpful so that financial issues do not become your focus while in school.

The Office of Student Financial Planning also helps students seek funds from non-seminary sources, including scholarships and federal loans. The primary responsibility for initiating this process, however, rests with you. The seminary expects each student to examine diligently his/her financial preparedness to enter into or to remain in seminary well in advance of each year. Students should have available work income, health insurance, liquid assets, scholarships, grants or loans to meet all normal living expenses (i.e. those expenses that would be incurred in any situation; e.g., rent, personal expenses, utilities, etc.).

Please note that all McCormick degree students must have health insurance for the time they are enrolled in a degree program (see the Health Insurance Policy ). The Office of Student Financial Planning seeks to help students complete their seminary studies with the lowest possible amount of indebtedness. Individual student financial budgeting and counseling is an important part of responsible borrowing.

The Office of Student Financial Planning administers McCormick's need-based tuition grants and provides access to federal student loans. For more information, please contact Tabitha Hightower, Director of Student Financial Planning (773-947-6309; thightower@mccormick.edu; office #232).

Finance Office and Student Accounts
Tuition, bills, invoices, student accounts, payroll, petty cash and more are managed by the Finance Office. Finance Office staff members whom students will get to know are: Keith Kliver (773-947-6260; kkliver@mccormick.edu; office #232F), Director of Finance, who supervises all accounting activities, and Scarlet Coleman-Dell (773-947-6277, scolemandell@mccormick.edu; office #232), Student Accounts Receivable Specialist, who handles student accounts, accounts payable and payroll. Members of the Finance Office function as a team, and either of these persons should be able to help you or direct you to the right person or resource. The Finance Office is located on the second floor, east side, of the McCormick building.

Student Employment
Students often ask, "How many hours per week should I work while attending seminary at McCormick?" Human Resources Coordinator Ashley Woodfauk (773-947-6261; awoodfauk@mccormick.edu; office #211) is available to help you struggle with this important question. Balancing work and academic pursuits is a significant challenge faced by seminarians. All available on-campus jobs are sent out by email to all students. Please apply for each job by contacting the listed supervisor. Some jobs are designated for Federal Work Study students. Please check with the Office of Student Financial Planning to verify your eligibility for Federal Work Study funding.

Please note: A student must be enrolled or accepted for enrollment to participate in McCormick on-campus student employment. A student can only work during a period of non-attendance if the student is planning to enroll for the next period of enrollment. **(If you do not enroll during the next period of enrollment, your employment will terminate immediately.)** Upon graduation, individuals are no longer eligible to work on campus in a student employment capacity; however, if graduation takes place in the middle of a pay period the individual may complete the pay period that ends immediately after graduation. In addition, student employees are not eligible for unemployment compensation.
Information Technology
An important aspect of our administrative services is Information Technology (phones, computers and media). Barbara Fassett (773-947-6365; bfassett@mccormick.edu; office #212) is the Director of Information Technology. Any questions regarding network, phones, media equipment and information technology can be addressed to mtssupport@mccormick.edu

Guest Housing, Keycards, Room Reservations, Student Lockers, Etc.
Monica Williams, Administration and Guest Housing Coordinator, (773-947-6275; mwilliams@mccormick.edu; office #232) manages guest housing, the distribution and maintenance of keycards, room reservations and student lockers, and also works with parking, administration and operations.

Event Coordination
Tracy Turner, Event Coordinator and Administrative Support (773-947-6254; tracyturner@mccormick.edu; office #232), assists various departments with their events by managing the event workflow process, coordinating room reservations and setups, working with caterers, decorating, making arrangements for media support, parking, transportation, etc. She also provides additional administrative support to various departments as needed.

Administration and Facilities
Natasha Gaines, Director of Administration/Executive Administrative Assistant to the Executive Vice President and Chief Business Officer (773-947-6251; ngaines@mccormick.edu; office #232B) manages operation of the reception desk and mailroom, administration and operation of parking, classroom scheduling, security, and the day to day maintenance and operations of property & facilities at both the 5460 S. University building and the 1400 E. 57th building. Natasha is assisted in Property and Facilities by Luke Wallace and Ignacio Salinas, outside contractors and student workers. She is the supervisor for student employees in the mailroom/reception, security, care of the grounds and incidental light maintenance.

For more information, please contact David Crawford, Executive Vice President and Chief Business Officer (773-947-6250; dcrawford@mccormick.edu; office #233), or Natasha Gaines, Director of Administration/Executive Administrative Assistant to the Executive Vice President and Chief Business Officer (773-947-6251; ngaines@mccormick.edu; office #232B).
Facilities
The McCormick campus is composed of the following:

McCormick's Administrative Building, 5460 S. University Avenue, Chicago, IL 60615

**First Floor**
- McCormick Front Desk
- Classrooms
- McGaw Common Room
- Ender Lobby
- Student Lounge (Buchanan Lounge)
- Meeting Areas
- Mail Room (#112)
- Master's Level Student Council and The Herald Office (#114)

**Second Floor**
- Classrooms
- Office of the President (#202)
- Vice President of Academic Affairs (#214)
- Office of Seminary Relations and Development #207
- Office of Enrollment and Admissions (#209)
- Office of Administration and Finance (#232)
  - Student Accounts
  - Student Financial Planning
  - Information Technology

**Second Floor, cont.**
- All-Gender bathroom (east)
- Prayer Room
- Center for Faith and Service (#205)

**Third Floor**
- Classrooms
- Registrar (#355)
- Faculty
- Office of Student Academics (#357)
- DMin Department (#345)
- Experiential Education & Field Studies (#325)
- Center for African American Ministries and Black Church Studies (#312)
- Center for Asian American Ministries (#312)
- Center for the Study of Latino/a Theology and Ministry (#312)

McCormick administrative office hours are Monday-Friday, 8:30 a.m. – 4:30 p.m. Building hours? Students may access their mailboxes from 7:00 a.m. – 10:00 p.m. but standard Mail Room hours are Monday-Friday from 9:00 a.m. – 3:00 p.m. (may vary on any given day). On the first Tuesday of each month, administrative personnel will be stationed at tables in the first floor Ender Lobby to provide services (e.g. financial aid, student accounts, student employment, etc.) until 6:30 p.m.

**The 1400 Building**, 1400 E. 57th Street, Chicago, IL 60639
- Residence Life Housing
- Guest Housing

**JKM Library and LSTC**, 1100 E. 55th Street, Chicago, IL 60615
- Library (2nd and 3rd floor, west wing)
- LSTC Classrooms (2nd floor, east wing)
- Refectory (1st floor, east wing)
- Language Resource and Writing Center (3rd floor, east wing)
- LSTC Front Desk & Campus Security (Main Lobby – 1st floor, south wing)
- Augustana Chapel (1st floor, south wing)

**Claret Center**, 5536 South Everett, Chicago, IL 60637; 773-643-6259; [www.clairetcener.org](http://www.clairetcener.org)
- Counseling services, psychotherapy, spiritual companioning and more
OFFICE OF SEMINARY RELATIONS AND DEVELOPMENT

The Office of Seminary Relations and Development is responsible for advancing the Seminary's mission by planning and implementing the Seminary's fundraising, communications and alumni/ae relations activities. We share McCormick's unique stories and invite others to become more engaged and support the work and mission of the Seminary. Our constituents include local, national and international church and religious organization partners, our beloved alumni/ae and our current and former Trustees and faculty.

You may not know that the cost to educate a student is more than the cost of tuition - even full tuition represents only 15% of that cost! Thus, all students are supported by the gifts made by faithful McCormick donors, past and present. If you receive tuition assistance or a scholarship from McCormick, you have further benefited from the donors we work with and serve. Because of these relationships, we will require your participation to thank donors who make gifts either to specific scholarships you have received, for general student aid or for other gifts and to help with our phone-a-thons to ask current donors to renew their annual gift to the Seminary. During the course of your time at McCormick, you will be invited to events where donors, alumni/ae and Trustees gather, either to speak formally about your experience as a student at McCormick or to visit with people interested in supporting the mission of McCormick and share your story in a more casual setting. We may also seek to feature you in a donor communication or written appeal.

The Development offices are located on the west side of the second floor at McCormick near the stairs, and Alumni/ae and Church Relations is located on the third floor. Staff members include:

**Lisa Dagher**, Vice President of Seminary Relations and Development  
(773-247-6320; ldagher@mccormick.edu; office #207)

**Sam Evans**, Senior Director of Donor Relations and Stewardship  
(773-247-6288; sevans@mccormick.edu; office #206)

**Nannette Banks**, Director of Alumni/ae and Church Relations  
(773-247-6322; nbanks@mccormick.edu; office #302)

**Stephanie Moore**, Associate Director of Development  
(773-247-6282; smoore@mccormick.edu; office #220)

**Sharia Battle**, Development Associate  
(773-247-6283); sbattle@mccormick.edu; office #203)

**Alumni/ae and Church Relations Office**

The Alumni/ae and Church Relations office works closely with the Development office, as our alumni/ae and church partners represent the largest part of our base of support. The office maintains an online job board ([http://mccormick.edu/content/alum-job-opportunities](http://mccormick.edu/content/alum-job-opportunities)), distributes information about exciting ministry opportunities, hosts reunion events and continuing education sessions, shares news about fellow alumni/ae, and coordinates local and regional gatherings. The office strives to create a life-long relationship between students and the Seminary and to support alumni/ae in their ministries.

Students are welcome and invited to all McCormick continuing education events. Our largest annual event, McCormick Days in October, provides a great opportunity for students to meet alumni/ae and to hear nationally renowned speakers.
Communications
This office is currently being managed between the Office of Seminary Relations and Development (Lisa Dagher) and the Office of Admissions and Enrollment (Veronica Johnson). It plans, leads and implements McCormick's marketing, communications and media relations strategy.

The communications function coordinates the work of all departments who communicate internally or externally, insuring consistency of message, identity and branding for the school. This function includes but is not limited to the content of the MTS home page, most seminary advertising and promotion of seminary events and faculty.

If you have questions about issues related to the communications plan please feel free to contact either Lisa Dagher, Vice President of Seminary Relations and Development (773-947-6320; ldagher@mccormick.edu; office #207) or Veronica Johnson, Senior Director of Admissions and Enrollment (773-947-6319; vjohnson@mccormick.edu; office #209).
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Department</th>
<th>E-mail Address</th>
<th>Phone #</th>
<th>Office #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banks</td>
<td>Nanette</td>
<td>Alumni/ae Relations</td>
<td><a href="mailto:nbanks@mccormick.edu">nbanks@mccormick.edu</a></td>
<td>773-947-6286</td>
<td>221</td>
</tr>
<tr>
<td>Wade</td>
<td>Chandra</td>
<td>Registrar</td>
<td><a href="mailto:cwade@mccormick.edu">cwade@mccormick.edu</a></td>
<td>773-947-6322</td>
<td>302</td>
</tr>
<tr>
<td>Battle</td>
<td>Sharia</td>
<td>Development</td>
<td><a href="mailto:sbattle@mccormick.edu">sbattle@mccormick.edu</a></td>
<td>773-947-6285</td>
<td>355</td>
</tr>
<tr>
<td>Biesadecki</td>
<td>Carol</td>
<td>Academic Affairs</td>
<td><a href="mailto:cbiesadecki@mccormick.edu">cbiesadecki@mccormick.edu</a></td>
<td>773-947-6307</td>
<td>203</td>
</tr>
<tr>
<td>Carvalhaes</td>
<td>Claudio</td>
<td>Faculty</td>
<td><a href="mailto:ccarvalhaes@mccormick.edu">ccarvalhaes@mccormick.edu</a></td>
<td>773-947-6340</td>
<td>356</td>
</tr>
<tr>
<td>Case-Winters</td>
<td>Anna</td>
<td>Faculty</td>
<td><a href="mailto:acase-winters@mccormick.edu">acase-winters@mccormick.edu</a></td>
<td>773-947-6321</td>
<td>309</td>
</tr>
<tr>
<td>Cathey</td>
<td>Robert</td>
<td>Faculty</td>
<td><a href="mailto:rcathey@mccormick.edu">rcathey@mccormick.edu</a></td>
<td>773-947-6323</td>
<td>310</td>
</tr>
<tr>
<td>Coleman-Dell</td>
<td>Scarlet</td>
<td>Student Accounts/Payroll/AP</td>
<td><a href="mailto:scolemandell@mccormick.edu">scolemandell@mccormick.edu</a></td>
<td>773-947-6277</td>
<td>232</td>
</tr>
<tr>
<td>Crawford</td>
<td>David</td>
<td>VP Admin &amp; Finance</td>
<td><a href="mailto:dcrawford@mccormick.edu">dcrawford@mccormick.edu</a></td>
<td>773-947-6250</td>
<td>233</td>
</tr>
<tr>
<td>Dagher</td>
<td>Lisa</td>
<td>VP of Development</td>
<td><a href="mailto:ldagher@mccormick.edu">ldagher@mccormick.edu</a></td>
<td>773-947-6302</td>
<td>307</td>
</tr>
<tr>
<td>Daniels</td>
<td>David</td>
<td>Faculty</td>
<td><a href="mailto:ddaniels@mccormick.edu">ddaniels@mccormick.edu</a></td>
<td>773-947-6342</td>
<td>352</td>
</tr>
<tr>
<td>Davidson</td>
<td>Steed</td>
<td>Faculty</td>
<td><a href="mailto:sdavidson@mccormick.edu">sdavidson@mccormick.edu</a></td>
<td>773-947-6348</td>
<td>317</td>
</tr>
<tr>
<td>Eastwood</td>
<td>Linda</td>
<td></td>
<td><a href="mailto:leastwood@mccormick.edu">leastwood@mccormick.edu</a></td>
<td>773-947-6325</td>
<td>315</td>
</tr>
<tr>
<td>Edwards-Dunn</td>
<td>Stacey</td>
<td>Faculty</td>
<td><a href="mailto:sedwards-dunn@mccormick.edu">sedwards-dunn@mccormick.edu</a></td>
<td>773-947-6271</td>
<td>303</td>
</tr>
<tr>
<td>Evans</td>
<td>Sam</td>
<td>Development</td>
<td><a href="mailto:sevans@mccormick.edu">sevans@mccormick.edu</a></td>
<td>773-947-6288</td>
<td>206</td>
</tr>
<tr>
<td>Fassett</td>
<td>Barbara</td>
<td>IT</td>
<td><a href="mailto:bfassett@mccormick.edu">bfassett@mccormick.edu</a></td>
<td>773-947-6365</td>
<td>212</td>
</tr>
<tr>
<td>Gaines</td>
<td>Natasha</td>
<td>Admin &amp; Finance</td>
<td><a href="mailto:ngaines@mccormick.edu">ngaines@mccormick.edu</a></td>
<td>773-947-6251</td>
<td>232B</td>
</tr>
<tr>
<td>Herald</td>
<td></td>
<td>Herald Office</td>
<td></td>
<td>773-947-6272</td>
<td>114</td>
</tr>
<tr>
<td>Hightower</td>
<td>Tabitha</td>
<td>Student Financial Aid/Employment</td>
<td><a href="mailto:thightower@mccormick.edu">thightower@mccormick.edu</a></td>
<td>773-947-6309</td>
<td>232</td>
</tr>
<tr>
<td>Hiebert</td>
<td>Ted</td>
<td>Faculty and Academic Affairs</td>
<td><a href="mailto:thiebert@mccormick.edu">thiebert@mccormick.edu</a></td>
<td>773-947-6341</td>
<td>214</td>
</tr>
<tr>
<td>Johnson</td>
<td>Veronica</td>
<td>Admissions &amp; Enrollment</td>
<td><a href="mailto:vjohnson@mccormick.edu">vjohnson@mccormick.edu</a></td>
<td>773-947-6319</td>
<td>209</td>
</tr>
<tr>
<td>Kapp</td>
<td>Deborah</td>
<td>Faculty</td>
<td><a href="mailto:dkapp@mccormick.edu">dkapp@mccormick.edu</a></td>
<td>773-947-6327</td>
<td>323</td>
</tr>
<tr>
<td>Kliver</td>
<td>Keith</td>
<td>Finance</td>
<td><a href="mailto:kkkliver@mccormick.edu">kkkliver@mccormick.edu</a></td>
<td>773-947-6260</td>
<td>232F</td>
</tr>
<tr>
<td>Lackland</td>
<td>Gina</td>
<td>Admissions</td>
<td><a href="mailto:glackland@mccormick.edu">glackland@mccormick.edu</a></td>
<td>773-947-6276</td>
<td>322</td>
</tr>
<tr>
<td>Lindstrom</td>
<td>Joanne</td>
<td>Field Study</td>
<td><a href="mailto:jlindstrom@mccormick.edu">jlindstrom@mccormick.edu</a></td>
<td>773-947-6335</td>
<td>305</td>
</tr>
<tr>
<td>Mail Room</td>
<td></td>
<td></td>
<td></td>
<td>773-947-6344</td>
<td></td>
</tr>
<tr>
<td>Meisel</td>
<td>Wayne</td>
<td>Center for Faith &amp; Service</td>
<td><a href="mailto:wmiesel@mccormick.edu">wmiesel@mccormick.edu</a></td>
<td>773-947-6316</td>
<td>205</td>
</tr>
<tr>
<td>Miller</td>
<td>Marcy</td>
<td>D.Min &amp; Preaching</td>
<td><a href="mailto:mfmiller@mccormick.edu">mfmiller@mccormick.edu</a></td>
<td>773-947-6270</td>
<td>363</td>
</tr>
<tr>
<td>Miller</td>
<td>Sylvia</td>
<td>Academic Affairs</td>
<td><a href="mailto:smiller@mccormick.edu">smiller@mccormick.edu</a></td>
<td>773-947-6306</td>
<td>214</td>
</tr>
<tr>
<td>Moomaw</td>
<td>Jake</td>
<td>IT</td>
<td><a href="mailto:jmoomaw@mccormick.edu">jmoomaw@mccormick.edu</a></td>
<td>773-947-6262</td>
<td>228</td>
</tr>
<tr>
<td>Moore</td>
<td>Stephanie</td>
<td>Development</td>
<td><a href="mailto:smoore@mccormick.edu">smoore@mccormick.edu</a></td>
<td>773-947-6282</td>
<td>220</td>
</tr>
<tr>
<td>Rand</td>
<td>Gary</td>
<td>Worship Coordinator</td>
<td><a href="mailto:grand@mccormick.edu">grand@mccormick.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Last Name</td>
<td>Title</td>
<td>Email</td>
<td>Phone</td>
<td>Extension</td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
<td>------------------------------</td>
<td>-------------------------------</td>
<td>----------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Rhine</td>
<td>Alicia</td>
<td>Student Academics</td>
<td><a href="mailto:arhine@mccormick.edu">arhine@mccormick.edu</a></td>
<td>773-947-6317</td>
<td>357</td>
</tr>
<tr>
<td>Rodriguez</td>
<td>Daniel</td>
<td>Faculty</td>
<td><a href="mailto:drodriguez@mccormick.edu">drodriguez@mccormick.edu</a></td>
<td>773-947-6311</td>
<td>306</td>
</tr>
<tr>
<td>Rodriguez</td>
<td>Priscilla</td>
<td>Hisp./AA. Min.</td>
<td><a href="mailto:prodriqu@mccormick.edu">prodriqu@mccormick.edu</a></td>
<td>773-947-6310</td>
<td>312</td>
</tr>
<tr>
<td>Sawyer</td>
<td>Ken</td>
<td>Faculty and Academic Affairs</td>
<td><a href="mailto:ksawyer@mccormick.edu">ksawyer@mccormick.edu</a></td>
<td>773-947-6304</td>
<td>358</td>
</tr>
<tr>
<td>Schmidt</td>
<td>John</td>
<td>D.Min Office</td>
<td><a href="mailto:jschmidt@mccormick.edu">jschmidt@mccormick.edu</a></td>
<td>773-947-6332</td>
<td>345</td>
</tr>
<tr>
<td>Tanzer</td>
<td>Sarah</td>
<td>Faculty</td>
<td><a href="mailto:stanzerg@mccormick.edu">stanzerg@mccormick.edu</a></td>
<td>773-947-6328</td>
<td>314</td>
</tr>
<tr>
<td>Turner</td>
<td>Tracy</td>
<td>Admin &amp; Finance</td>
<td><a href="mailto:tracynturner@mccormick.edu">tracynturner@mccormick.edu</a></td>
<td>773-947-6254</td>
<td>232</td>
</tr>
<tr>
<td>Vaughn</td>
<td>Barbara</td>
<td>IT</td>
<td><a href="mailto:bvaughn@mccormick.edu">bvaughn@mccormick.edu</a></td>
<td>773-947-6349</td>
<td>228</td>
</tr>
<tr>
<td>Wasowski</td>
<td>Jamie</td>
<td>Recruit. &amp; Admin.</td>
<td><a href="mailto:jwasowski@mccormick.edu">jwasowski@mccormick.edu</a></td>
<td>773-947-6255</td>
<td>204</td>
</tr>
<tr>
<td>Watkins</td>
<td>David</td>
<td>Field Study</td>
<td><a href="mailto:fieldstudies@mccormick.edu">fieldstudies@mccormick.edu</a></td>
<td>773-947-6314</td>
<td>325</td>
</tr>
<tr>
<td>Watson</td>
<td>Joe Ann</td>
<td>Dmin</td>
<td><a href="mailto:jwatson@mccormick.edu">jwatson@mccormick.edu</a></td>
<td>773-947-6361</td>
<td>321</td>
</tr>
<tr>
<td>Wenderoth</td>
<td>Christine</td>
<td>Faculty and JKM Library</td>
<td><a href="mailto:cwenderoth@jkmlibrary.org">cwenderoth@jkmlibrary.org</a></td>
<td>773-256-0735</td>
<td>JKM</td>
</tr>
<tr>
<td>Williams</td>
<td>Monica</td>
<td>Guest Housing</td>
<td><a href="mailto:mwilliams@mccormick.edu">mwilliams@mccormick.edu</a></td>
<td>773-947-6275</td>
<td>232</td>
</tr>
<tr>
<td>Williams</td>
<td>Reggie</td>
<td>Faculty</td>
<td><a href="mailto:rwilliams@mccormick.edu">rwilliams@mccormick.edu</a></td>
<td>773-947-6279</td>
<td>311</td>
</tr>
<tr>
<td>Woodfaulk</td>
<td>Ashley</td>
<td>Human Resources</td>
<td><a href="mailto:awoodfaulk@mccormick.edu">awoodfaulk@mccormick.edu</a></td>
<td>773-947-6261</td>
<td>211</td>
</tr>
<tr>
<td>Worley</td>
<td>Rob</td>
<td>Faculty and LRWC</td>
<td><a href="mailto:rworley@mccormick.edu">rworley@mccormick.edu</a></td>
<td>773-256-0707</td>
<td>LSTC 3rd floor east</td>
</tr>
<tr>
<td>Yamada</td>
<td>Frank</td>
<td>President</td>
<td><a href="mailto:fyamada@mccormick.edu">fyamada@mccormick.edu</a></td>
<td>773-947-6301</td>
<td>202</td>
</tr>
<tr>
<td></td>
<td></td>
<td>First Floor Classroom</td>
<td></td>
<td></td>
<td>101</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Third Floor Classroom</td>
<td></td>
<td></td>
<td>320</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ID Room</td>
<td></td>
<td></td>
<td>245</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kitchen</td>
<td></td>
<td></td>
<td>102</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supply Room</td>
<td></td>
<td></td>
<td>118</td>
</tr>
</tbody>
</table>
SECTION II: ADVISORY SYSTEM HANDBOOK

ADVISORY SYSTEM

The McCormick Theological Seminary Advisory System recognizes student initiative and responsibility and seeks to facilitate personal and pastoral development. With faculty guidance through the advising process, you can plan your work at the Seminary and prepare for lifelong learning and self-assessment in your particular vocation.

The purposes and goals of the Advisory System are to:

1. develop a course of study that takes into account your educational and career goals, including a review of prior educational and work experience;
2. help you understand and meet requirements of your master’s level degree program;
3. record reviews of progress and/or obstacles toward attaining the degree;
4. provide space for conversations about how courses, Field Studies, vocational interests, spiritual formation and personal growth are integrated in the degree program;
5. provide evaluation of personal growth and development;
6. offer assistance, in collaboration with the Office of Student Academics, to satisfy requirements of ordaining and certifying agency and denominational bodies.

The Advisory System is also designed to facilitate participation in the Language Resource and Writing Center (LRWC) which provides individualized tutoring in the areas of writing, listening, speaking and the continued development of academic skills. All students are encouraged to avail themselves of the various services provided by the LRWC.

Faculty advisor assignments are made by the Office of Student Academics in August, and the first meeting with a faculty advisor takes place during Orientation. Assigned faculty advisors may be changed by written request to the Office of Student Academics after your first semester of studies.
ASSISTANCE FROM THE OFFICE OF STUDENT ACADEMICS

The Office of Student Academics keeps track with you as you progress through your degree program. Progress toward degree requirements and course distribution information is updated after each term for which your grades are reported. Audits and other related educational activities (e.g., workshops, CPE, internships, reviews) are noted apart from graded course information.

While tracking and charting student progress will be done in the Office of Student Academics and with your academic advisor, official academic records are kept by the Registrar's Office. In the case of a discrepancy over academic credits and student standing, the Registrar’s records are the authoritative documents.

Procedural Information

- McCormick Theological Seminary operates on a semester system with a Fall Semester, a January-term (J-term), a Spring Semester and a May-term (Summer-term). Students may take up to four courses in the Fall and Spring semesters. Courses in January- and May-terms are taught as intensives (one or two weeks). Students may only take one course during J-term because all course work must be completed prior to the beginning of Spring semester. Students may take more than one course during May or June.
- For transfer students, at least one-half of the courses required for graduation must be taken in residency at McCormick. Requests for transfer credit must be received and approved by your faculty advisor before your graduation review. Courses that are more than 10 years old will not be accepted for transfer, and no more than half the courses from a previous degree can be transferred toward your McCormick degree.
- Students may take up to one-third of their courses through cross-registration with other ACTS schools (nine for MDiv, six for MTS and five for MAM). Prospective graduates may not take courses from other schools during the last semester prior to graduation.
- MDiv students may take up to three independent studies, limited to one per semester; MTS and MAM students may take up to two and are limited to one per semester. Ordinarily, an independent study will not be approved during your first or last semester, without permission of your faculty advisor and the Associate Dean for Student Academics.
- Field introductory courses (300 level) should normally be taken prior to other upper level courses in a given field. Exemption from an introductory course may be granted following assessment of previous study and with the approval of your faculty advisor and consultation with the Field Convenor and the Associate Dean for Student Academics.
- Courses may be added or dropped without financial penalty during the first two weeks of a semester. Please see the Academic Catalog for complete information related to policies.
- Your faculty advisor will give you permission to register online after an advising session.
MASTER’S LEVEL PROGRAMS

MASTER OF DIVINITY DEGREE (MDIV)

The goal of the Master of Divinity degree is the education of “women and men for service in Christian ministry and faithful leadership in God’s world.” The MDiv curriculum exhibits McCormick’s institutional marks (cross-cultural, urban, Reformed, ecumenical) in pursuit of the following learning outcomes:

1. Think critically
2. Construct theological meaning using Christian tradition
3. Communicate effectively
4. Exhibit cross-cultural competence
5. Exhibit pastoral imagination
6. Lead just and sustainable communities

The MDiv degree prepares individuals for ordained ministry in the Church and for vocations in:

- Pastoral ministry
- Teaching ministry
- Agency, governing body or ecumenical staff ministries
- Ministries of social service, including community organizations
- Chaplaincy in schools, colleges, hospitals, other agencies, or in the armed forces

The MDiv degree may be completed in three years of full time study. It must be completed within six years of matriculation into the program.

The MDiv degree is awarded for successful completion of an approved 27 unit course of study which includes academic, field based and integrative studies in the fields of Bible, History, Theology, Ethics and Ministry and a Professional Boundaries Workshop.

MDiv Required Courses

Nine courses at the introductory level are required and are prerequisites to most other courses in their fields. These courses include methods, conceptual language, and a range of content basic to their fields. They are foundational for theological education at McCormick. Students with sufficient background in any of these fields may move directly to more advanced courses, following an assessment of their previous study by your faculty advisor, the Field Convener and the Associate Dean for Student Academics.

- I-301 Pilgrimage in Faithfulness (PIF)
- I-302 The Church and its Mission
- B-300 Introduction to Biblical Studies
- H-300/301 Church History Survey I and II
- T-300 Introduction to Christian Theology
- E-300 Introduction to Christian Ethics
- MIN-404/405 Reflection on the Practice of Ministry
The faculty requires a distribution of courses for the MDiv degree as follows:

- Integrative: two courses, I-301 and I-302
- Biblical Studies: five courses, including B-300, and at least two courses each in Old Testament and New Testament. The double courses of Hebrew Exegesis I and II and Greek Exegesis I and II may not be included in the distribution requirement, but are counted as open electives
- Church History: three courses, including H-300 and H301
- Theology: three courses including T-300
- Christian Ethics: one course E-300
- Ministries: six courses, including MIN-404/405, one course each in Preaching, Worship, Pastoral Care and your choice of one of the following: Religious Education, Urban Ministry or Spiritual Formation
- Open electives: seven courses

Professional Boundaries Workshop
In addition to these courses, students are required to take the Professional Boundaries Workshop prior to beginning MIN-404/405 and Field Studies Placement. This six-hour workshop:

- Encourages consciously developing a healthy and balanced way of life in ministry in order to reduce the potential risk of clergy misconduct
- Raises consciousness of issues and identifies ethical conduct and healthy ministry relationships
- Provides resources for intervention and appropriate responses to unethical conduct by those in ministry

The Seminary will also offer a number of workshops through the Claret Center throughout the year, including “Embracing Your Journey” for new students and “Continuing Your Journey” for returning students.

Concentrations
Concentrations can bring a special focus to your MDiv program. A concentration is four or more courses taken in a particular area of study. You may work closely with your academic advisor to shape your concentration which may be developed in any field. Some examples of concentrations within the MDiv degree program are:

- Christian Formation
- Cross-Cultural Ministry
- Discipline-Based Concentration
- Independent Concentration
- Interfaith Ministry
- Presbyterian Studies
- Science and Ecology
- Urban Ministry
**Biblical Exegesis**
McCormick Theological Seminary is committed to teaching exegetical skills based on the Hebrew and Greek texts of the Bible. Because such skills must be demonstrated to pass the Standard Ordination Examination in Bible Exegesis given by the Presbyterian Church (U.S.A.), the two double courses in Hebrew and Greek are considered a normal part of the MDiv program for Presbyterian students. McCormick maintains that the full, double-course sequence in each language is needed to provide a foundation for exegetical competency.

The language courses are not required for non-Presbyterian students seeking the MDiv degree. However, a student who decides to pursue exegetical work in one language or both is urged to take additional courses in the biblical field from among those which do not require Hebrew and Greek.

First semester biblical language courses (B-321 Intro to Hebrew Exegesis I and B-324 Intro to Greek Exegesis I) are offered in the Fall Semester. Second semester courses (B-322 Intro to Hebrew Exegesis II and B-325 Intro to Greek Exegesis II) are offered in the Spring Semester.

**Experiential Education and Field Studies**
The Experiential Education and Field Studies Program is designed to provide an integrative experience of study and reflection on the theology and practice of ministry. Students engaged in experiential education and field studies are in a process of spiritual, academic, personal and professional formation while simultaneously developing, practicing and refining the arts and skills of ministry. Students who are in good standing register for field studies upon the completion of nine units and the Professional Boundaries Workshop.

A two-semester indivisible field studies sequence, designed to be taken sequentially during one academic year, is required of all Master of Divinity and Master of Arts in Ministry students. One unit of credit is granted for each semester for a total of two credits. It is expected that all students will satisfy the requirement in one of three ways:

- Participate in one academic year [September-May] of ministry under supervision within an approved agency or parish setting while enrolled in MIN-404/MIN-405 Reflection on the Practice of Ministry
- Receive transfer or equivalency credit from another accredited seminary or theological education program upon approval from the advisor and Director of Experiential Education and Field Studies
- Persons currently engaged in full-time Christian ministry will enroll in MIN- 404/MIN-405 Reflection on the Practice of Ministry and be assigned a mentoring pastor for reflection, guidance and evaluation

**Optional MDiv Thesis**
MDiv students may choose to write a thesis as part of their program.

**Readiness for Ministry**
The award of a Master of Divinity degree from McCormick Theological Seminary is a statement by the Seminary that the graduate is educationally ready to consider and be considered by a presbytery or other church authority for ordination. The Seminary does not prejudge the conclusion that should be reached, nor does it substitute its judgment for that of the ordaining body. The faculty’s judgment of each student’s progress toward the degree and its final decision as to whether to recommend the student favorably to the Board of Trustees is based upon the satisfactory completion of educational requirements.

38
Candidates for the degree are cautioned that fulfillment of the formal academic requirements is a necessary but not sufficient condition for graduation. The ability of persons to communicate with and relate effectively to peers and faculty, to act responsibly and with integrity as a member of the community, and to demonstrate capacity for ministry in field education settings are criteria which are important to the faculty in determining readiness for ministry.

Church Relationships
Applicants who intend to seek ordination in the Presbyterian Church (U.S.A.) ordinarily should come under the care of a presbytery prior to entering the Seminary. If this is not possible, the applicant will plan to come under care of a presbytery by the conclusion of nine full courses. Students from other denominations are advised to sustain appropriate relationships with their governing bodies.

Students should consult the Office of Student Academics regarding all aspects of relationships with presbytery committees and with presbyteries, as well as similar relationships in other denominations. The Seminary will assist students who have not already done so to initiate contact with their appropriate church governing bodies.
MASTER OF DIVINITY ADVISING WORKSHEET

Student Name: ____________________________
Date of entry: ____________________________
Advisor: _________________________________
ID #: _________________________________

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Distribution Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrative</td>
<td></td>
</tr>
<tr>
<td>I301 PIF</td>
<td>I302 Church and Its Mission</td>
</tr>
<tr>
<td>Biblical Studies</td>
<td></td>
</tr>
<tr>
<td>B300</td>
<td>OT (2)</td>
</tr>
<tr>
<td></td>
<td>NT (2)</td>
</tr>
<tr>
<td>History</td>
<td></td>
</tr>
<tr>
<td>H300</td>
<td>H301</td>
</tr>
<tr>
<td>Theology</td>
<td></td>
</tr>
<tr>
<td>T300</td>
<td></td>
</tr>
<tr>
<td>Ethics</td>
<td></td>
</tr>
<tr>
<td>E300</td>
<td></td>
</tr>
<tr>
<td>Ministry</td>
<td></td>
</tr>
<tr>
<td>M404</td>
<td>M405</td>
</tr>
<tr>
<td>Open Electives</td>
<td></td>
</tr>
</tbody>
</table>

Other requirements for graduation
- Boundaries Workshop: ___________ (Before MIN 404/405)
- Reviews: 1 ________________
- 2 ________________

- □ Thesis (optional)
- Field Studies Placement: _______________

40
## MDIV THREE YEAR SEQUENCE

**Three Year Sequence** (nine courses per year for three years)

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>J-Term</th>
<th>Spring</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I 301 PIF</td>
<td>Elective: ministry intro or Bible</td>
<td>T 300</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B 300 IBS</td>
<td></td>
<td>Biblical language or Bible elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>H 300</td>
<td></td>
<td>H 301</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Biblical language or ministry course (intro course in worship, pastoral care, education, or urban)</td>
<td></td>
<td>I 302 The Church and its Mission</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>MIN 404</td>
<td>Elective: ministry</td>
<td>E 300</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective: history or theology</td>
<td></td>
<td>MIN 405</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ministry: intro course in worship, preaching, pastoral care, education, or urban ministry</td>
<td></td>
<td>Ministry: intro to preaching or other ministry course</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Biblical language or Bible elective</td>
<td></td>
<td>Biblical language or Bible elective</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Elective: Bible</td>
<td>Elective: history or theology</td>
<td>Elective: Bible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective: Bible</td>
<td></td>
<td>Elective: Bible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective: history or theology</td>
<td></td>
<td>Elective: history or theology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td></td>
<td>Elective</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. The sequence of electives might be organized in any of several different ways, including using the summer in addition to or in place of J-Term. The sequence given here is one of several that will satisfy the elective requirements of each field.
2. With the exception of MIN 404/405, the ministry courses and sequence given above are recommendations, not requirements of the field.
3. B 300 IBS is only offered in the fall.
4. PC(USA) students are expected to include Hebrew and Greek language and exegesis coursework in preparation for ordination.
# MDIV FOUR YEAR SEQUENCE

**Four Year Sequence** (seven courses per year for four years)

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>J-Term</th>
<th>Spring</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>□ I 301 PIF&lt;br&gt;□ B 300 IBS&lt;br&gt;□ Biblical language or ministry course (intro course in worship, education, or urban)</td>
<td>□ Elective: ministry intro, Bible or language</td>
<td>□ H 301&lt;br&gt;□ Biblical language or Bible elective&lt;br&gt;□ I 302 The Church and its Mission</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>□ H 300&lt;br&gt;□ Elective: Bible&lt;br&gt;□ Ministry: intro course in worship, education, or urban</td>
<td>□ Elective: history</td>
<td>□ T 300&lt;br&gt;□ Ministry: intro to preaching or other ministry course&lt;br&gt;□ E 300</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>□ MIN 404&lt;br&gt;□ Biblical language or Bible elective&lt;br&gt;□ Elective: theology</td>
<td>□ Elective: ministry (polity?)</td>
<td>□ MIN 405&lt;br&gt;□ Biblical language or Bible elective&lt;br&gt;□ Elective: history or theology</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>□ Elective: (ministry?)&lt;br&gt;□ Elective: Bible&lt;br&gt;□ Elective: Bible</td>
<td>□ Elective: history or theology&lt;br&gt;□ Elective: Bible&lt;br&gt;□ Elective</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. The sequence of electives might be organized in any of several different ways, including using the summer in addition to or in place of J-Term. The sequence given here is one of several that will satisfy the elective requirements of each field.
2. With the exception of MIN 404/405, the ministry courses and sequence given above are recommendations, not requirements of the field.
3. The elective in J-Term in the first year should be determined by the course taken in the fall; that is, if a language was taken in fall, then a ministry course should be taken in J-Term, and if a ministry course was taken in the fall, a Bible elective should be taken in J-Term.
4. B 300 IBS is only offered in the fall.
5. PC(USA) students seeking ordination are expected to include Hebrew and Greek language and exegesis coursework.
# MDIV FIVE YEAR SEQUENCE

**Five Year Sequence** (five to six courses per year for five years)

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>J -Term</th>
<th>Spring</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>☐ I 301 PIF</td>
<td>☐ Ministry: intro course in worship, education, urban, or language</td>
<td>☐ H 301</td>
<td>☐ Ministry: intro to pastoral care</td>
</tr>
<tr>
<td></td>
<td>☐ B 300 IBS</td>
<td></td>
<td>☐ I 302 The Church and its Mission</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>☐ H 300</td>
<td>☐ Elective: history or theology</td>
<td>☐ T 300</td>
<td>☐ Ministry: intro to preaching or other ministry course</td>
</tr>
<tr>
<td></td>
<td>☐ Biblical language or Bible elective</td>
<td></td>
<td>☐ Biblical language or Bible elective</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>☐ MIN 404</td>
<td>☐ Ministry elective: (polity?)</td>
<td>☐ MIN 405</td>
<td>☐ Elective: history or theology</td>
</tr>
<tr>
<td></td>
<td>☐ Ministry: intro course in worship, education, or urban</td>
<td></td>
<td>☐ Elective: Bible</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>☐ Elective: history or theology</td>
<td>☐ Elective: Bible</td>
<td>☐ E 300</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Biblical language or Bible elective</td>
<td></td>
<td>☐ Biblical language or Bible elective</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>☐ Elective: (ministry?)</td>
<td>☐ Elective: history or theology</td>
<td>☐ Elective: Bible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Elective: Bible</td>
<td></td>
<td>☐ Elective: Bible</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. The sequence of electives might be organized in any of several different ways, including using the summer in addition to or in place of J-Term. The sequence given here is one of several that will satisfy the elective requirements of each field.
2. With the exception of MIN 404/405, the ministry courses and sequence given above are recommendations, not requirements of the field.
3. B 300 IBS is only offered in the fall.
4. PC(USA) students seeking ordination are expected to include Hebrew and Greek language and exegesis coursework.
MDiv Dual Competency Degree Programs
McCormick Seminary, in conjunction with other Hyde Park seminaries, has developed a program whereby students in the MDiv degree program may enroll in an approved Master’s Degree program in some coordinate discipline, such as social work or information science. Students may also propose a dual competency degree program in areas other than those in which the Seminary presently participates. Opportunities for dual competency degrees provide an enriched preparation for ministry and a coordinate field. Each student’s program is individually designed in consultation with the Faculty Advisor and the Associate Dean.

McCormick is presently cooperating with the University of Chicago School of Social Service Administration (SSA) and Loyola University to offer coordinated degree programs in social work and ministry, and with Dominican University, the Graduate School of Library and Information Science, to offer a dual degree in Library and Information Science and Ministry.

Students who wish to undertake the McCormick MDiv as part of a dual competency degree program must indicate that desire during the admission process and be approved by the faculty advisor during the first term of studies after admission. Plans for participation in the dual competency degree program must be approved by McCormick before applications are made to the coordinate program.

Students must meet the degree requirements of the coordinate school and of the McCormick MDiv program, including the Professional Boundaries Workshop. Students are urged to be in conversation as early as possible with the coordinate school about requirements and the sequencing of course expectations such as field placements or internships.

Coordinated Program with the University of Chicago Divinity School
The Divinity School of The University of Chicago and McCormick Theological Seminary offer a coordinated program which allows McCormick students to take courses at the University and facilitates application to the University’s Ph.D. program. A McCormick student who wishes to pursue this program must do the following:

- Receive the written endorsement of the McCormick Associate Dean for Advising and Formation as a candidate for the program (this endorsement usually is secured during the student’s first year of study, and may be secured no later than the January term of the second year of study);
- Complete at least three courses offered by the area in which the student wishes to concentrate in Ph.D. study, by the autumn quarter (on the University of Chicago calendar) of the third year. Funds may be available for a portion of the additional tuition costs of these three U. of C. courses.

The student who does this may then apply to the Ph.D. program by submitting a course of study petition, a graded paper, and a transcript during the winter quarter (on the U. of C. calendar) of the third year. The format and nature of the course of study petition are described in the Divinity School's Guidelines of the Committee on Degrees. Copies are available in the Divinity School Dean of Students Office (Swift 104).
INTENT TO ENROLL IN THE MDIV DUAL COMPETENCY DEGREE PROGRAM

TO: Alicia Rhine, Administrator for the Office of Student Academics
   (773-947-6303; arhine@mccormick.edu; office #357)

Student Name: __________________________________________________________
   (Please Print)

Application To: ______________________________________________________
   Name of School
       In process [ ]
       Not yet in process [ ]

Expected date of enrollment at other school: ________________________________

______________________________  ________________________________
Faculty Advisor               Date
MASTER OF ARTS IN MINISTRY DEGREE (MAM)

The Master of Arts in Ministry degree provides basic theological education for ministers for whom the Master of Divinity is not required by their churches, for lay leaders, and those serving as commissioned elders and licensed pastors who are interested in general or specialized forms of ministry. Field studies in the second year will provide supervision and evaluation of the student’s capacity to minister effectively. A capstone course in the second year of the program is required (MIN-425 Seminar in the Practice of Ministry). The final assignment of this course will be a summative project that demonstrates the student’s learning and ability to integrate contextual understanding, theological insight and the practice of ministry.

The MAM curriculum exhibits McCormick’s institutional marks (cross-cultural, urban, Reformed, ecumenical) in pursuit of the following learning outcomes:

1. Think critically
2. Construct theological meaning using Christian traditions
3. Communicate effectively
4. Exhibit cross-cultural competence
5. Serve effectively in congregational ministries

The MAM degree may be completed in two years of full-time study. It must be completed within four years.

Nine core courses, three ministry electives and four open electives are required for the degree. The core courses are foundational for theological education and ministry. In addition to these courses, students are required to take the Professional Boundaries Workshop prior to beginning MIN-404/405 and the field studies placement. This six-hour workshop:

- Encourages consciously developing a healthy and balanced way of life in ministry in order to reduce the potential risk of clergy misconduct
- Raises consciousness of issues and identifies ethical conduct and healthy ministry relationships
- Provides resources for intervention and appropriate responses to unethical conduct by those in ministry

MAM Required Courses
Core Courses (9):
- I-301 Pilgrimage in Faithfulness
- B-300 Introduction to Biblical Studies
- T-300 Introduction to Theology
- E-300 Introduction to Christian Ethics
- H-300 or H-301 Church History Survey I or II
- I-302 Church and Its Mission
- MIN 404/405 (2 courses) Reflection on the Practice of Ministry
- MIN-425 Seminar in the Practice of Ministry

Ministry Electives (3)
Open Electives (4)

Concentrations
Concentrations may be added to your MAM program. A concentration is four or more courses taken in a particular area of study. You may work closely with your academic advisor to shape your concentration which may be developed in the ministries field only. Examples of concentrations that can be added to the MAM degree program are: Christian Formation, Cross-Cultural Ministry, Urban Ministry, etc.
MASTER OF ARTS IN MINISTRY
ADVISING WORKSHEET

Student Name ________________________________ Date of entry: ____________________
Faculty Advisor ______________________________ ID#: ____________________________

**Required Courses:**

<table>
<thead>
<tr>
<th>I 301 PIF</th>
<th>B 300</th>
<th>H 300 or H 301</th>
<th>T 300</th>
<th>E 300</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIN 404</td>
<td>MIN 405</td>
<td>I 302 The Church and its Mission</td>
<td>MIN 425 Seminar in the Practice of Ministry</td>
<td></td>
</tr>
</tbody>
</table>

**Ministry Elective Courses:**

<table>
<thead>
<tr>
<th>Open Elective Courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**TOTAL - 16**

Professional Boundaries Workshop: ________________ (prior to MIN404/405)

Graduation Review Date: ________________

Concentration (optional): ________________________________
MASTER OF THEOLOGICAL STUDIES DEGREE (MTS)

The Master of Theological Studies degree is awarded upon the successful completion of 18 units, including courses devoted to work on a master’s thesis. This program meets a variety of the needs of students pursuing graduate theological studies. It is also designed to meet the needs of individuals who wish to begin or to continue graduate theological education for personal or vocational enrichment. Students will plan their course of studies in Bible, Theology, Ethics and/or Church History. Courses for this degree work are selected in conversation with the faculty advisor to meet individual learning goals and research interests.

The MTS curriculum exhibits McCormick’s institutional marks (cross-cultural, urban, Reformed, ecumenical) in pursuit of the following learning outcomes:

1. Think critically
2. Construct theological meaning using Christian traditions
3. Communicate effectively
4. Exhibit cross-cultural competence
5. Engage in theological research and analysis based upon and argument and construct a theological essay or thesis article

The MTS degree may be completed in two years of full-time study. It must be completed within four years.

MTS Required Courses
Required Courses (4)
- I-301 Pilgrimage in Faithfulness
- I-302 Church and Its Mission
- I-311 Academic Research and Writing
- I-478 Seminar in Research Methods

Open Electives (14)

Professional Boundaries Workshop
All M.T.S. students are required to take a six-hour workshop, which:

- Encourages consciously developing a healthy and balanced way of life in ministry in order to reduce the potential risk of clergy misconduct
- Raises consciousness of issues and identifies ethical conduct and healthy ministry relationships
- Provides resources for intervention and appropriate responses to unethical conduct by those in ministry

Thesis or Research Paper
MTS students will complete a thesis or a research quality paper as part of their degree program. Students will select a topic in consultation with the student’s advisor, and will compose a thesis or research quality paper developed in I-478 Research Methods which demonstrates skill in research, exposition, and interpretation.

Concentrations may be added to your MTS program. A concentration is four or more courses taken in a particular area of study. You may work closely with your academic advisor to shape your concentration which may be developed in the fields of theology, ethics, church history or Bible only (not ministry). Some examples of concentrations that can be added to the MTS degree program are: Interfaith Studies, Science and Ecology, a Discipline-Based Concentration, an Independent Concentration, etc.
MASTER OF THEOLOGICAL STUDIES
ADVISING WORKSHEET

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I 301 PIF</td>
<td>I 302 The Church</td>
<td>I 311 Academic</td>
<td>I 478 Seminar</td>
</tr>
<tr>
<td></td>
<td>and its Mission</td>
<td>Research and</td>
<td>in Research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Writing</td>
<td>Methods</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Open Electives:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

TOTAL - 18

☐ Project   ☐ Thesis (check one)

Professional Boundaries Workshop: _____________________________

Graduation Review Date: _________________________________

Concentration (optional): _________________________________
COMPONENTS OF THE ADVISORY SYSTEM

ORIENTATION
New students will meet with their faculty advisors during Fall Orientation. This will be a time for informal conversation about your background and goals, and a time to register for fall semester classes. During Orientation, your advisor will be informed if you have been admitted with any conditions that will affect your academic status, or have been recommended to the Language Resource and Writing Center for academic support services. It will be very important for you and your advisor to monitor how these various conditions and recommendations are met by your class selection decisions.

REVIEW OF ACADEMIC PROGRESS AND REGISTRATION
At the time of registration for the upcoming semester, you will meet with your advisor to:

1. Review academic progress. It is especially important to monitor degree requirements including the sequencing of courses, Professional Boundaries Workshop, etc.
2. Talk over any issues that bear on your work, course plan and other experiences, which shall lead to the timely and successful completion of the desired degree.
3. Review conditions and recommendations that may have been stipulated when you were admitted to McCormick. Advisors will be informed if an advisee is referred to the Student Affairs Committee by the Registrar, and information regarding action of the Committee is sent to your advisor at the time it is communicated to you (see the Academic Catalog for details related to academic policy and procedures).
4. Review the recommendations, if any, from the assessment of your writing samples. Plan your involvement with LRWC.
5. Review the field studies requirement, vocational goals and denominational requirements for ordination and/or certification.
6. Review course selections for online registration clearance.

REQUIRED REVIEWS
Assessment of readiness for ministry through the advisory system includes two required reviews for students in the MDiv degree program and one required review for students in the MTS and MAM degree programs. Progress through a degree program is documented in each review and faculty members who conduct the reviews make recommendations for graduation. Advisors prepare reports of each review, which are kept in your file in the Office of Student Academics. The OSA will send notices about reviews when students have completed the number of units required for Graduation Reviews.

Written materials appropriate to MDiv and MTS reviews will be prepared and distributed electronically by the student one week prior to the Graduation Review. It is suggested that, where possible, statements and materials prepared for denominational requirements be used in the review process, in order to coordinate expectations of the Seminary and church committees, and to avoid unneeded duplication.

Graduation Reviews for MAM students will be conducted in the context of student project presentations in the summative course MIN-425 Seminar in the Practice of Ministry. The instructor and another member of the faculty will conduct the reviews.

Please also complete the Advisory System Evaluation Form, found in this handbook.
Master of Divinity Degree

MDiv First Year Review
This review is led by the faculty advisor and will come approximately a third of the way through a student’s degree program at McCormick. It will ordinarily take place in the fall of the middler year or when the student has completed 9-12 courses. The advisor will prepare a report for your file after the review is completed.

This review will:
- Review academic progress by looking at your transcript
- Identify any obstacles to progress and discuss how to address them
- Review vocational development
- Review first draft of a statement of faith (from T-300)
- Review issues of personal and spiritual growth
- Discuss spiritual practices (including participation in McCormick worship)
- Discuss the Field Studies experience
- Review involvement with the LRWC

Materials to be submitted electronically to your advisor one (1) week in advance of the review:

1. Copy of the Autobiographical Statement from Admissions application (on file in the Registrar’s office).

2. Your response to these questions:
   - In what ways are your classes, experiences in community life and worship, and your own spiritual practices contributing to your formation for religious vocation?
   - How would you describe your academic progress during your first year(s) in this degree program? What challenges have you faced?
   - In what ways are you being challenged and supported in your experiences in a community with diversity of faith traditions, languages and cultures?
   - What is your involvement with the LRWC?

3. Field Studies – If you are enrolled in Field Studies at the time of this review, provide a copy of the Learning/Serving Covenant and respond to these questions:
   - What are you most hoping to learn during this year?
   - What gifts and abilities do you bring to this learning context?

4. Report on progress in meeting denominational or agency requirements.

5. First draft of a statement of faith (developed in T-300) as a basis for reflection on the practice of ministry under supervision. If you are doing this review prior to taking T-300, then follow these guidelines: Write a brief (one page, single spaced) statement of faith in which you seek to express the central convictions of Christian faith in your own words. In preparation, we suggest reflecting upon the brief creeds of the early church (Apostles Creed and Nicene Creed). You might also consider any brief creeds accepted in your own denomination or faith tradition and how these documents express what is central to Christian faith. A good example, produced by the PC(USA), is titled A Brief Statement of Faith.) How would you make a statement of Christian faith in your own way and in your own words?
MDiv Graduation Review
This review will occur at the beginning of the student’s last semester, and will include a review of the portfolio (which includes academic work, statements of faith, documents from Field Studies, and reflection on vocational and spiritual growth). This review will be done with groups of three students and two faculty members. Reviews will be scheduled by the Office of Student Academics in February of each year with times for both day and evening review sessions. Faculty advisors will communicate the successful completion of the Graduation Review and a recommendation regarding graduation to the Office of Student Academics.

This review is designed to give you a time for reflection on your MDiv experience, a place to tell your story and a chance to listen to the stories of others in your group. The document which you prepare for the review will be sent online to the students and faculty members in your small group one week prior to the date of the review.

Guidelines for the Reflection on Vocational and Spiritual Growth
In 3-5 pages, please respond to the following questions based on your experience in the Master of Divinity program. Connecting these questions with examples from classes, readings, experiences in community and field education is encouraged.

1. How has your educational experience furthered your growth in:
   - Your knowledge and ability to interpret the Christian tradition?
   - Your ability to understand and analyze social location, cultural dynamics, and how persons are shaped by them?
   - Your ability to work and worship with people from different social and religious backgrounds?
   - Your ability to serve as a leader with congregations or other religious organizations?
   - Your vocational and spiritual identity?

2. In what areas have you experienced the most growth? The least? In what ways have your courses in public ministry, cross-cultural studies and ethics or your courses in education, worship or spiritual formation expanded your own knowledge and experiences? In what ways have these courses prepared you for leadership in the church and/or community?

3. What are your plans for employment and ongoing growth after graduation?

4. What advice do you have for McCormick’s growth and development as a theological school?

Occasionally it may be best for a student to have an individual review. When this is deemed appropriate, the faculty advisor will make arrangements accordingly. If, for any reason, a student’s graduation is postponed or questioned, the decision will be communicated privately to the student in an appropriate setting apart from the group review. Guidelines, including expectations about confidentiality, will be made available for the review groups.
MDiv Graduation Review Process

Gather
- Welcome – Opening Prayer
- Who we are – sharing from students in the review
- Where we come from
- What brought me to this place – theological education at McCormick Theological Seminary

Engage with Review Statements – 15 minutes for each person
- What did you hear regarding the theme of formation for Christian ministry in this paper?
- If you could identify a major theme in this paper, what would it be?

Respond
- Faculty affirmation of readiness for graduation – transcript and degree requirements
- Faith statements – discussion
  Considering your faith statement – In what ways has it been influenced by your formation for ministry during your theological education at MTS? Cite an example
- Observations from faculty members about documents
- Recommend what you would advise McCormick to do differently and to continue to do

Bless
- Sharing a quote from the faith statement – your choice and ours (faculty advisor)
- Affirming readiness for recommendation to faculty for graduation
- Closing prayer
**Master of Arts in Ministry Degree**

A Graduation Review will be conducted in the context of the summative course MIN-425 Seminar in the Practice of Ministry. Each student in this course identifies a question about the practice of ministry and explores it throughout the semester. Using Richard Osmer’s approach to practical theology, students write a paper in which they reflect on the question itself and theoretical interpretations of it, their normative theological perspective on it, and possible ways that this question might be engaged in ministerial practice. This paper is presented in class and the presentation affords students an opportunity to demonstrate their capacity to integrate contextual analysis, normative theological and biblical reflection, and ministerial practice. In the course of the presentation, students are also asked to reflect on how they have grown in their course of study, their vocational plans, and their advice about McCormick’s continued growth and development as a theological school. The class instructor and another member of the faculty conduct the Graduation Review in the context of the project presentation.

**Guidelines for the Reflection on Vocational and Spiritual Growth**

In 3-5 pages, please respond to the following questions based on your experience in the Master of Arts in Ministry degree program. Connect these questions with examples from classes, readings, experiences in community or field education.

1. How has your educational experience furthered your growth in:
   - Your knowledge and ability to interpret the Christian tradition
   - Your ability to understand and analyze social location, cultural dynamics and how persons and organizations are shaped by them
   - Your ability to work and worship with people from different social and religious backgrounds
   - Your ability to serve as a leader with congregations or other religious organizations
   - Your vocational and spiritual identity

2. In what areas have you experienced the most growth? The least? In what ways have your courses in public ministry, cross-cultural studies and ethics or your courses in education, worship or spiritual formation expanded your own knowledge and experiences? In what ways have these courses prepared you for leadership in the church and/or community?

3. What are your plans for employment and ongoing growth after graduation?

4. What advice do you have for McCormick’s growth and development as a theological school?
**Master of Theological Studies Degree**

In addition to semi-annual conversations with faculty, faculty conduct a graduation review with each MTS student. The review must be completed by March 31 of the student’s graduation. This will be an individual review.

The review will be the oral defense of the Master’s thesis, the summative project in the student’s degree program. Students who do not write a thesis will have their graduation review focused on a portfolio which they will submit. The portfolio should include the research paper written for I-478 Research Methods.

Two faculty members will conduct the review: a faculty member from the student’s field of concentration and the student’s faculty advisor (or someone appointed to act in her/his behalf). The advisor will be responsible for setting the date for the review and writing up the review report.

All review documents should be submitted electronically to Alicia Rhine, Administrator for the Office of Student Academics (773-947-6303; arhine@mccormick.edu; office #357), and to the faculty members participating in the review. Thesis drafts are due no later than March 15, and portfolios are due in mid-January.

The review will include:

1. A brief presentation (10-15 minutes) by the student about her/his academic work as represented in the thesis or the portfolio.

   Students defending a thesis should be prepared to articulate the central argument of the thesis, describe their research methods, discuss the academic grounding of the thesis, and present the major conclusions of the thesis.

   Students presenting a portfolio should be prepared to articulate the arguments found in their I-478 research paper, discuss their research methods and academic foundations, and present their findings.

2. Following the student’s presentation, the faculty members will engage in a discussion with the student about the written work, research, writing, and development of the student as a scholar.

3. Students should also be prepared to discuss briefly their response to the following questions:
   - What are your vocational plans after graduation and how has this degree program prepared you?
   - In what ways has your experience at McCormick challenged your growth spiritually and theologically?
   - How can McCormick improve its academic programs and community life?
SENIOR PORTFOLIOS

All McCormick master’s students compile a portfolio as part of their graduation requirements. This portfolio includes some of the work they have done as McCormick students in courses, field education, and other parts of their seminary journey. These portfolios are used to help McCormick’s faculty assess the extent to which they are achieving the academic goals that the school has set. In effect, when a student submits a portfolio s/he is contributing to a process by which professors and McCormick are assessed. This process is part of the larger program of assessment of student learning, which McCormick is required to do by its accrediting agencies (the Association of Theological Schools and the Higher Learning Commission).

Professor Deborah Kapp will conduct workshops (November 10 and 18; January 12 and 14) that teach you how to compile this portfolio. Please make plans to attend one of the workshops.

Every portfolio will include several common items, which we are calling “artifacts”:

1. Work that a student has done in courses, field study placement, local church ministry or other vocational or volunteer settings, which demonstrate the student’s ability to meet the learning objectives in her or his degree program. More detail about this below*

2. A 4-5 page written statement that includes:
   - A discussion about what the student has learned with regard to each learning outcome, and a brief explanation of why each artifact is included in the portfolio
   - Reflection on how the student has grown in knowledge, skills, vocational understanding and spiritual formation while at McCormick
   - Suggestions for how McCormick can improve

3. The student’s statement of faith from T-300 Introduction to Christian Theology.

4. A resume appropriate for her or his vocational goals.

5. A list of references that can be used as the student seeks employment.

6. A one page vocational statement.

*For each learning outcome in her or his degree program (listed below), a student should submit two artifacts that demonstrate achievement in the outcome. At least one artifact for each outcome should be from McCormick coursework. The second artifact may be from McCormick coursework, but it can also be an artifact from another area of a student’s life (work done in a local church or a secular job, for example). The second artifact should also demonstrate a student’s mastery of that learning outcome.

All graduating seniors must include two artifacts that demonstrate achievement of these common learning outcomes:

1. Think critically.
2. Construct theological meaning using Christian traditions.
3. Communicate effectively.
4. Exhibit cross cultural competence.

Graduating seniors must also include two artifacts that demonstrate achievement of degree specific outcomes, which are listed below:

Additional MDiv portfolio components

- Exhibit pastoral imagination
- Lead sustainable and just communities
Additional MAM portfolio components
   Serve effectively in congregational ministries

Additional MTS portfolio components
   Engage in theological research and analysis based upon an argument, and construct a theological essay or thesis article

Every portfolio should include at least one artifact from work a student has done in each of the following fields: Bible, Church History, Theology, Ethics, and Ministry.
ADVISORY SYSTEM EVALUATION FORM

TO: Alicia Rhine, Administrator for the Office of Student Academics
(773-947-6303; arhine@mccormick.edu; office #357)

Please respond to the following questions on a separate page as part of your materials for your review prior to graduation. This information will remain in the Office of Student Academics and will be used to assess and improve the advising system at McCormick.

1. What is your general assessment of how the advisory system has aided you in achieving your academic and vocational goals?

2. What aspects of your relationship with your advisor were most helpful?

What aspects of your relationship with your advisor were least helpful?

3. What suggestions would you make for improving the advisory system?

4. Other comments you wish to offer:

(Optional) Name ________________________________________________________________
Advisor _________________________________________________________________
**PROCESS AND TIMELINE FOR THE MTS AND MDIV THESIS**

All MTS students will take I-478 Research Methods. Students of the MTS program can decide whether to write a thesis or defend the research paper for I-478 Research Methods. MDiv students may elect to write a thesis.

**FALL AND SPRING** (first year MTS students and second year MDiv students)

<table>
<thead>
<tr>
<th>Month</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September – March</td>
<td>MTS/MDiv students work with their faculty advisors in discerning whether or not to write a thesis and, if so, identifying a topic for a thesis. If MTS/MDiv students decide to write a thesis, they will talk to and agree with a faculty member to become her/his thesis advisor and they will agree on a research topic.</td>
</tr>
<tr>
<td>November</td>
<td>All MTS students and MDiv students writing a thesis will register for the spring course I-311 Academic Research and Writing.</td>
</tr>
<tr>
<td>April 1</td>
<td>Every MTS student will submit a request form indicating the choice of either defending a research paper or writing a thesis (see appendix). This form will be signed by the faculty advisor. If writing a thesis, the student will provide the name of the advisor and the research topic. This form will be filed with the Administrator for the Office of Student Academics. MDiv students who wish to write a thesis will submit a request form, signed by their faculty advisor, giving the name of the thesis advisor and the research topic. The Administrator will pass this information to the professor teaching I-478 Research Methods in the fall. Faculty members are expected to supervise up to two master theses as part of their regular load. If the faculty advisor is selected by the student to be the thesis advisor, the professor of I-478 Research Methods will consult with another faculty member to become the second reader for the thesis. If the student selects a thesis advisor who is other than her/his faculty advisor, then the faculty advisor will be the second reader for the thesis.</td>
</tr>
<tr>
<td>April</td>
<td>All MTS students, and MDiv students writing a thesis, will register for the fall course I-478 Research Methods.</td>
</tr>
</tbody>
</table>
### FALL AND SPRING (second year MTS students and third year MDiv students)

<table>
<thead>
<tr>
<th>September</th>
<th>Students begin thesis work in I-478 Research Methods and the thesis advisor monitors the progress of thesis work.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early November</td>
<td>By early-November, the professors of I-478 Research Methods and the thesis advisors confer on whether the student has made sufficient progress and shows the ability to complete quality thesis work. They decide whether to grant permission to write a thesis or request the MTS student to defend the research paper for I-478. The thesis advisor shares this decision with the student and reports it to the faculty advisor and the Administrator for the Office of Student Academics.</td>
</tr>
<tr>
<td>Mid November</td>
<td>Students register for the spring. If they receive permission to continue with thesis work, they will register for an additional unit of thesis work in the spring (I-479). If permission is not granted, the student may register for a regular course, if it is needed.</td>
</tr>
<tr>
<td>Early December</td>
<td>By early December, the Administrator for the Office of Student Academics, in consultation with faculty members, will assign second readers for the Thesis Review Committees.</td>
</tr>
<tr>
<td>December</td>
<td>Students submit the research paper for I-478 Research Methods. This will be the base text for the thesis. The professor of I-478 will send a copy of the graded paper to both the thesis/faculty advisor and the second reader.</td>
</tr>
<tr>
<td>February – March</td>
<td>The thesis advisor monitors the thesis progress.</td>
</tr>
<tr>
<td>March 15</td>
<td>Deadline for students to submit theses to thesis advisors and second readers. The thesis advisor coordinates the date for thesis defense that should take place before April 15.</td>
</tr>
<tr>
<td>April 15</td>
<td>Last day for thesis defense. The Thesis Review Committee will certify the acceptance of the thesis or specify what revisions/changes must be made in order for the thesis to be certified as acceptable. The second reader, who will be the scribe in that meeting, will send a report on the results to the Administrator for the Office of Student Academics. If changes/revisions are required, the student will submit an updated version of the thesis to the thesis advisor for its final approval.</td>
</tr>
<tr>
<td>April 15 – 30</td>
<td>Students revise theses and thesis advisors approve the final version. The thesis advisor will send a certification on the final approval to the Administrator for the Office of Student Academics. Students will contact the JKM Library to receive instructions on how to submit a copy of the thesis to the Library.</td>
</tr>
<tr>
<td>May 1</td>
<td>Students submit one copy of the certified thesis in its final form to the JKM Library and an electronic copy of the thesis to the Administrator for the Office of Student Academics.</td>
</tr>
</tbody>
</table>
PERMISSION TO WRITE A THESIS

TO: Alicia Rhine, Administrator for the Office of Student Academics
(773-947-6303; arhine@mccormick.edu; office #357)

SUBMIT BY: November 5th

Student Name: ____________________________________ Date: ____________________

Thesis topic: __________________________________________________________________

Professor for I-478 Research Methods: __________________________________________________________________

Thesis Advisor: __________________________________________________________________________

Decision:  _____ Permission to write thesis

_____ Defend two research papers

Notes or Comments:
MASTER OF THEOLOGICAL STUDIES THESIS/RESEARCH PAPER REQUEST

TO: Alicia Rhine, Administrator for the Office of Student Academics (773-947-6303; arhine@mccormick.edu; office #357)

SUBMIT BY: April 1st

Student Name: ___________________________ Date: _____________________________

Check one choice:

_____ Defend the research paper for I-478 Research Methods

_____ Defend a thesis

If writing a thesis, provide the following information:

Thesis Advisor: _____________________________________________

Research topic: _____________________________________________

________________________________________

Faculty Advisor Signature MTS Student Signature

cc:

_____ Faculty Advisor

_____ Thesis Advisor

_____ I-478 Professor
FACULTY APPROVAL OF THESIS

TO: Alicia Rhine, Administrator for the Office of Student Academics
(773-947-6303; arhine@mccormick.edu; office #357)

SUBMIT BY: April 1st

Student Name: ___________________________ Date: __________________

Thesis Title: _____________________________________________________________________

Thesis Advisor: ___________________________

Second Reader: ___________________________

Check one choice:

_____ Pass  _____ N/P additional work needed  _____ Fail

Commendations:

Recommendations or Directives:
APPENDIX

ACADEMIC YEAR 2015-2016
WORKSHOPS

*Professional Boundaries Workshop*
The Professional Boundaries Workshop must be taken by all MDiv, and MAM students prior to registering for MIN-404/405 Reflection on the Practice of Ministry and Field Studies Placement. This is also a graduation requirement for MTS students.

The workshop will be offered twice during the school year – students only need to attend once. Registration is on a first-come first-served basis. Register by filling out the registration form on the next page. The cost per session is $20, which must be paid to the Field Studies Office no later than two weeks prior to the session. Checks can be made to McCormick Theological Seminary. The fee includes continental breakfast, but lunch will not be provided.

Friday, October 2, 2015 9:00a.m. - 4:00p.m.  LSTC Common Room
Saturday, April 9, 2016 9:00a.m. - 4:00p.m.  McCormick Common Room

Contact Reverend Dr. K. Joanne Lindstrom, Director of Experiential Education and Field Studies (773-947-6335; fieldstudies@mccormick.edu; office #305)

*Thinking Vocationally Workshop:*  Saturday, October 3, 2015  location TBA
We will seek vocational discernment in a realistic and hopeful appraisal of the circumstances confronting this generation of faith leaders. This workshop will encourage vocational stewardship within the current job outlook for traditional forms of ministry.

*Senior Portfolio Building Workshop:*  November 10 and 18, 2015; January 12 and 14, 2016
Designing and compiling a senior portfolio is a graduation requirement for all McCormick students. In this workshop you will review the components of the portfolio, the process of putting a portfolio together, and you will review examples of portfolios.
Practica & Professional Boundary Workshop Registration Form
(Please Print Clearly)

Today’s Date: 

Year in School:  □ Junior  □ Middler  □ Senior

STUDENT INFORMATION

Last Name: 
First Name: 
Primary Contact #: 
Email Address: 

PROFESSIONAL HEALTHY BOUNDARIES 101

The Professional Boundaries Workshop must be taken by all Master of Divinity, and Master of Arts in Ministry students prior to registering for Reflection on the Practice of Ministry and Field Studies Placement. This is also a graduation requirement.

Select One

Cost per Session: $20.00

☐ Friday, October 2, 2015 
  9:00a.m. 4:00p.m. 
  LSTC Common Room 325

☐ Saturday, April 9, 2016
  9:00a.m. 4:00p.m. 
  McCormick Common Room

Contact Reverend Dr. K. Joanne Lindstrom, Director
Experiential Education and Field Studies
X6335 or fieldstudies@mccormick.edu

PLEASE NOTE

- Registration is on a first come first serve basis
- Remit to the Field Studies Office no later than two weeks prior to session
- Make checks payable to McCormick Theological Seminary
- Continental Breakfast Provided
- Lunch on your own

Signature and Date:
LRWC AND THE ADVISING SYSTEM

Based on both a listening/speaking assessment and the writing assessment submitted at the time of admission, students may be directed to participate in the LRWC courses in the reading-writing sequence or the listening/speaking sequence, and/or the course on Study Methods for Theological Education. An assigned number of hours with a learning partner may also be recommended. Course and partnering requirements will vary with the assessment evaluations.

Ordinarily students will be notified at orientation of any requirements for LRWC work. Students not meeting their obligations for work at the LRWC will be notified, together with the Registrar and their advisor prior to the time of registration for the next semester. At registration time, advisors will receive a report from the LRWC regarding student progress and directives for the succeeding semester. Failure to comply with the LRWC recommendations may result in a referral to the Student Affairs Committee.

When processing registration forms, advisors should give careful attention to planning the student’s time for classes and LRWC participation. Courses taken at the LRWC should be included on the course registration form.

Instructors may refer the student (using the LRWC referral form) to the LRWC for work with a learning partner or possible workshop participation. If there are questions concerning a student’s participation, instructors should consult the LRWC Director, Rob Worley (773-256-0707; rworley@mccormick.edu; LSTC 3rd floor, east wing). Referral forms are available from either the LRWC or Office of Student Academics.

The Language Resource and Writing Center (LRWC) provides a full range of support to enhance the skills of all students. Individual tutoring is also available to all students. Workshops and classes are available as follows:

- Development of Academic Skills
- Study Methods in Theological Education
- Writing and Revision
- Listening/Speaking
- Reading

All students are encouraged to participate in the programs of the LRWC. Appointments may be scheduled through the LRWC by calling 773-256-0707 or stopping by the LRWC (LSTC 3rd floor, east wing).
PC(USA) ORDINATION PROCESS – ADVISING STUDENTS

Ordained PC(USA) faculty are the best guides through the PC(USA) ordination process. Professor Anna Case-Winters (773-847-6321; acase-winter@mccormick.edu; office #309) and other Presbyterian faculty reach out to PC(USA) students during the year. Here are some general guidelines that might help you in this process:

Before matriculation at McCormick:
- Talk to your pastor and the Session of your congregation to begin the inquiry process
- Contact your Commission on Preparation for Ministry (CPM) to come under care as an Inquirer
- Clarify your CPM’s specific course requirements (whether you can take courses pass/fail, etc.)

First year of seminary:
- Take a biblical language sequence – either Hebrew or Greek
- Have your annual consultation with your CPM
- Consult with your CPM about your field education site BEFORE you begin considering field sites. Does the committee require a congregational placement?
- Take the Bible Content Exam (sign up through the PC(USA) website https://exams.pcusa.org and take the exam in September or February)
- Complete as many introductory courses as possible

Second year of seminary:
- A year after becoming an Inquirer, contact your pastor and your CPM to begin the process towards becoming a Candidate
- Courses that should be completed include: MIN 404/405; Reformed tradition (H/T-402); Biblical languages; worship; preaching; polity (MPL-307, J-term only). Students are advised to take a course each in Reformed worship (MWP-451) and Presbyterian history (H-434)

Senior year:
- Take the Standard Ordination Exams online
- Complete the Senior Profile
- Complete the Personal Information Form
- Attend seminars offered by the Seminary
- Be approved by your CPM to circulate the Personal Information Form and to receive a call
- Have final assessment with your CPM
PROCEDURES FOR DEGREE RECLASSIFICATION

Any student in any of McCormick’s master’s level degree programs is welcome to apply for reclassification into another master’s level degree program provided that a minimum of one semester of grades has been posted to her/his McCormick academic transcript. The student must first consult with and have the written approval of the Associate Dean of Student Academics before a request for reclassification can be submitted to the Admissions Committee. The following requirements apply:

**Students-at-large**
Those who are taking courses as Students-at-large can take up to six courses. If Students-at-large wish to apply to a degree program they must complete the entire master’s level degree application and be admitted to a degree program by the Admissions Committee.

**Reclassification to MDiv**
Please have all documents sent electronically to Veronica Johnson, Senior Director of Admissions and Enrollment (773-947-6319; vjohnson@mccormick.edu; office #209):

1. A letter from the Associate Dean of Student Academics indicating the request to reclassify and approval of the reclassification.
2. A copy of the reclassification form.
3. A letter of recommendation from the applicant’s McCormick faculty advisor in support of the reclassification.
4. A letter of reference from the applicant’s pastor or faith community in support of the reclassification.
5. An official copy of the applicant’s McCormick academic transcript.

**Reclassification to MTS or MAM**
Please have all documents sent electronically to Veronica Johnson, Senior Director of Admissions and Enrollment (773-947-6319; vjohnson@mccormick.edu; office #209):

1. A letter from the Associate Dean for Student Academics indicating the request to reclassify and approval of the reclassification.
2. A copy of the reclassification form.
3. A letter of recommendation from the applicant’s McCormick faculty advisor in support of the reclassification.
4. An official copy of the applicant’s McCormick academic transcript.

EXCHANGING A GRANTED DEGREE FOR A NEW DEGREE

Students who wish to apply all course units from a completed McCormick Theological Seminary degree to count toward another McCormick degree program may do so, but only by relinquishing their completed degree. For example, a student who has completed the Master of Theological Studies degree may wish to use all completed course units to pursue the MDiv program. In such cases, the first [McCormick] degree is surrendered. Contact Chandra Wade, Registrar (773-947-6285; cwade@mccormick.edu; office #355) for details.
TO: Alicia Rhine, Administrator for the Office of Student Academics  
(773-947-6303; arhine@mccormick.edu; office #357)

Date: ________________

Name: _____________________________________________________________
(please print)

Current Degree Program: _____________________________________________

Degree Program you wish to enter: ____________________________________

Reason for request of reclassification:
QUICK GUIDE TO CREDIT TRANSFER POLICY

Courses from another master’s program (completed or partially completed) may be transferred to a McCormick degree program under the following conditions:

- The course was taken within the last 10 years
- The course was taken at an accredited institution in the US or overseas
- The student has received a B grade or higher in the course to be transferred
- The course is the equivalent of 3 hours of credit (three 1 hour units could be transferred as 1 course; for example, Korean students often take the equivalent of MIN404-405 as a series of 1 hour units; these may be combined to count as equivalency/transfer)
- The course is equivalent to a course offering at McCormick
- No more than ½ the course from a previous degree may be transferred
- No more than ½ the course credited toward a McCormick degree may be transferred
- McCormick distribution requirements should be considered when approving transfer courses

If you are inquiring about transfer of credit for required foundational courses for the MDiv degree (B300, H300/301, T300, E300), you will need to provide a copy of the syllabus for coursework you have taken.

Fill out the Request for Transfer of Credit form and attach an official copy of your transcript. Submit to your faculty advisor or the Associate Dean for Student Academics.
REQUEST FOR TRANSFER OF CREDIT

TO: Your faculty advisor or Ken Sawyer, Associate Dean for Student Academics
   (773-947-6304; ksawyer@mccormick.edu; office #358)

Fill out the following form and attach an official copy of your transcript.

STUDENT NAME: _______________________________ DEGREE PROGRAM: ____________
(please print)

ADVISOR NAME: _______________________________ DATE: _______________________

1. School from which I want to transfer credit: (include name and mailing address of school)

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

2. Courses I wish to transfer:

<table>
<thead>
<tr>
<th>Course to be Transferred</th>
<th>Year Taken</th>
<th>Institution</th>
<th>Grade</th>
<th>Number of units or hours</th>
<th>MTS Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
REQUEST FOR CHANGE OF ADVISOR

TO: Alicia Rhine, Administrator for the Office of Student Academics
   (773-947-6303; arhine@mccormick.edu; office #357)

This is a request to change my advisor

From: __________________________________________________________

To: __________________________________________________________

I have discussed the request with both faculty members and they have agreed to the change.

________________________________________
Student Name (please print)

________________________________________
Student Signature  Date

________________________________________
Current Advisor’s Signature  New Advisor’s Signature

Comments:

cc: New Advisor
    Registrar
    File
REQUEST FOR LEAVE OF ABSENCE

TO: Alicia Rhine, Administrator for the Office of Student Academics
   (773-947-6303; arhine@mccormick.edu; office #357)

Student Name: _____________________________________________________________
(please print)
Address: _________________________________________________________________

Email: ___________________________ Telephone: _____________________________

Requests a leave of absence from ___________________ to ______________________
for the following reason(s):

________________________________________________________________________

___________________________________________ ______________________________
Student Signature Date

===============================================================================

Date: _____________________________

To: _______________________________________

Your request for a leave of absence from ______________________ until ________________
has been approved.

Should your plans for returning change, please notify your faculty advisor immediately.

___________________________________________
Faculty Advisor Signature

cc: Faculty Advisor
    Registrar
    Student Accounts
    Student Financial Planning
REQUEST FOR VOLUNTARY WITHDRAWAL

TO: Chandra Wade, Registrar (773-947-6285; cwade@mccormick.edu; office #355)

__________________________________________ requests approval for a voluntary withdrawal from
(Master's Level - degree studies beginning _________________________
for the following reason(s):

I understand that should I wish to resume studies after withdrawing, I must reapply for admission.

__________________________________________
Signature

__________________________
Date
SECTION III: STUDENT POLICIES HANDBOOK

WHY THIS COLLECTION OF POLICIES?

Every organization and community makes binding decisions along the way. Sometimes these decisions are hidden and unavailable. We have gathered these policies, statements and decisions for you to provide some indication of the kind of community McCormick is striving to be. One step in that oneness is to make available our policies, statements, and commitments.

These policies are designed to offer guidelines for how we live, work, and study together. You are encouraged to read each policy in full as you will be expected to honor them in our life together.

ACADEMIC POLICIES

GUIDELINES FOR RESEARCH PAPERS

When you enter the arena of theological scholarship, you become part of an historic and ongoing conversation. As you contribute to this conversation through your papers, your work should contain your own ideas and words, but it should also be informed by the ideas of others. When incorporating the words or ideas of others in your own work, you must always give credit to whom it is due through the proper citation of your source. In order to avoid plagiarism, the improper use of another’s words or ideas, read carefully McCormick’s official guidelines. If you have any questions regarding fair use and plagiarism, ask and resolve those questions before you submit your work.

The guidelines below are designed to provide you with basic information about the proper form for writing papers in the various fields of theological scholarship. They do not give you all of the details but tell you where you can find them and what standards are expected. They have been drawn up by the faculty and should be followed in your written work in all of your courses at McCormick.

Sources for Research Paper Form

The basic source and final authority for proper form in the composition of a research paper in theological studies is The Chicago Manual of Style published by the University of Chicago Press. This is a rather large and expensive reference work and is available in the reference section of JKM Library, and at the LRWC. For a helpful online overview with examples from the publisher, see www.chicagomanualofstyle.org/tools_citationguide.html

The key information in The Chicago Manual of Style has been summarized in a shorter and more affordable work first compiled by Kate L. Turabian, A Manual for Writers of Term Papers, Thesis and Dissertations, now in its eighth edition, revisions by Wayne C. Booth, Joseph M. Williams, and Gregory G. Colomb, and published by the University of Chicago, 2013. This text is available in most bookstores and any online vendor. We strongly recommend that all McCormick students buy this book and use it as their guide for paper form.
The instructions that follow are based on these sources and are meant to highlight those guidelines of which you should take special note.

**Citing Secondary Sources**
McCormick has selected the notes-bibliography style of citation for all course papers and publications. For an overview of this method of citation, see chapters 16 and 17 of Turabian’s *A Manual for Writers*, 8th edition. These chapters provide many examples of proper citation.

**Citation method: Notes-Bibliography style**
In this citation method, references to sources are placed in either footnotes or endnotes, and the sources referred to in these footnotes or endnotes are also collected at the end of the essay in a bibliography. Here is an example of a source cited as a footnote or endnote, then as a bibliography entry:

Example of a footnote or endnote:


Example of a bibliography entry:

**A Special Note on Citing by Author**
Whenever possible, cite a work by its author. This is especially important to remember in two particular situations. The first situation includes dictionaries, encyclopedias, and one-volume Bible commentaries. Whenever an article in such a work is attributed to a particular author, cite it by the name of the author rather than by the name of the dictionary, encyclopedia, commentary, or by the name of its editor. Rather than following Turabian’s guidelines for citing such an article, we would prefer the following form. Since McCormick follows the notes-bibliography citation style, cite the article in this way:

Example of a footnote or endnote:


Example of a bibliography entry:
A second situation involves the notes in study Bibles. You may cite these in a paper, but you should identify the author of the notes for the biblical book on which you are working, who is usually identified in the introduction to the book or in the front manner, and you should cite the note by the name of this author. Citations in a note and a bibliography would look like this:

Example of a footnote or endnote for a reference to a note in a study Bible:


Example of a bibliography entry for a reference to a note in a study Bible:


**Citing the Bible**

The guidelines that follow are drawn largely from *The SBL Handbook of Style for Ancient Near Eastern, Biblical, and Early Christian Studies*, edited by Patrick Alexander, John F. Kutsko, James D. Ernest, Shirley Decker-Lucke, and David L. Peterson. Peabody, Massachusetts: Hendrickson Publishers, Ind., 1999. This handbook is the primary guide for research in biblical studies. A PDF version is available online at various sites, including: [www.sbl-site.org/assets/pdfs/MembersOnly/SBLHS.pdf](http://www.sbl-site.org/assets/pdfs/MembersOnly/SBLHS.pdf)

I. Method of citation

References to the Bible (book, chapter, verse) should be provided within the text of your essay rather than in footnotes or endnotes, unless you are providing a long list of references that would break up the flow of the text. It is usually preferable to place these references in parentheses, with sentence punctuation always following the parentheses:

In the first account of creation, man and woman are created together on the sixth day (Gen 1:26-27).

Or you may wish to mention the biblical reference directly in your text:

The creation of humanity in the first account of creation is described in Gen 1:26-27.

When you wish to quote the Bible directly, place the biblical reference in parentheses directly after the quotation, with sentence punctuation following the parentheses:

In the first account of creation, the sun and moon are referred to only as “the two great lights” (Gen 1:16).

The Bible itself need not be included in your bibliography or reference list.

II. Abbreviations

Books of the Bible cited by themselves, without chapter or chapter and verse, should be spelled out in the main text. When cited with chapter or chapter and verse, books of the Bible should be abbreviated, unless they come at the beginning of a sentence. Abbreviations of biblical books do not have periods
following them: Gen 1:12. All occurrences of biblical books in parentheses and endnotes or footnotes should be abbreviated. The words chapter/chapters should be abbreviated ch./chs., and the words verse/verses should be abbreviated v./vv. (with periods).

These are the abbreviations of the names of biblical books (with the Apocrypha):

<table>
<thead>
<tr>
<th>Book</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen 1-4</td>
<td>Gen 1-2-3-4 Kgdms</td>
</tr>
<tr>
<td>Exod</td>
<td>Exod</td>
</tr>
<tr>
<td>Lev</td>
<td>Lev</td>
</tr>
<tr>
<td>Num</td>
<td>Num</td>
</tr>
<tr>
<td>Deut</td>
<td>Deut</td>
</tr>
<tr>
<td>Josh</td>
<td>Josh</td>
</tr>
<tr>
<td>Judg</td>
<td>Judg</td>
</tr>
<tr>
<td>Ruth</td>
<td>Ruth</td>
</tr>
<tr>
<td>1-2 Sam</td>
<td>1-2 Sam</td>
</tr>
<tr>
<td>1-2 Kgs</td>
<td>1-2 Kgs</td>
</tr>
<tr>
<td>1-2 Chr</td>
<td>1-2 Chr</td>
</tr>
<tr>
<td>Ezra</td>
<td>Ezra</td>
</tr>
<tr>
<td>Neh</td>
<td>Neh</td>
</tr>
<tr>
<td>Esth</td>
<td>Esth</td>
</tr>
<tr>
<td>Job</td>
<td>Job</td>
</tr>
<tr>
<td>Ps (pl: Pss)</td>
<td>Ps (pl: Pss)</td>
</tr>
<tr>
<td>Prov</td>
<td>Prov</td>
</tr>
<tr>
<td>Eccl (or Qoh)</td>
<td>Eccl (or Qoh)</td>
</tr>
<tr>
<td>Cant</td>
<td>Cant</td>
</tr>
<tr>
<td>Add Esth</td>
<td>Add Esth</td>
</tr>
<tr>
<td>Bar</td>
<td>Bar</td>
</tr>
<tr>
<td>Bel</td>
<td>Bel</td>
</tr>
<tr>
<td>1-2 Esdr</td>
<td>1-2 Esdr</td>
</tr>
<tr>
<td>4 Ezra</td>
<td>4 Ezra</td>
</tr>
<tr>
<td>Jdt</td>
<td>Jdt</td>
</tr>
<tr>
<td>Ep Jer</td>
<td>Ep Jer</td>
</tr>
<tr>
<td>1-2 Esdr</td>
<td>1-2 Esdr</td>
</tr>
<tr>
<td>Pr Azar</td>
<td>Pr Azar</td>
</tr>
<tr>
<td>Pr Man</td>
<td>Pr Man</td>
</tr>
<tr>
<td>Sir</td>
<td>Sir</td>
</tr>
<tr>
<td>Tob</td>
<td>Tob</td>
</tr>
<tr>
<td>Wis</td>
<td>Wis</td>
</tr>
<tr>
<td>Hag</td>
<td>Hag</td>
</tr>
<tr>
<td>Matt</td>
<td>Matt</td>
</tr>
<tr>
<td>Mal</td>
<td>Mal</td>
</tr>
</tbody>
</table>

III. Edition and Translation

You need not provide publishing information in a footnote, endnote, or bibliography for the edition of the Bible you are using. Nor do you need ordinarily to identify the particular translation or version you are using. Occasionally, when the exact wording of a particular translation is crucial to your interpretation, you may wish to identify the translation that you have used. In this case, provide an abbreviation for the translation together with the biblical reference. Thus,

“In the beginning when God created the heavens and the earth…” (Gen 1:1 NRSV).

These are the abbreviations for major recent translations:

<table>
<thead>
<tr>
<th>Translation</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Standard Version</td>
<td>ASV</td>
</tr>
<tr>
<td>Common English Bible</td>
<td>CEB</td>
</tr>
<tr>
<td>Contemporary English Version</td>
<td>CEV</td>
</tr>
<tr>
<td>Good News Bible</td>
<td>GNB</td>
</tr>
<tr>
<td>Jerusalem Bible</td>
<td>JB</td>
</tr>
<tr>
<td>King James Version</td>
<td>KJV</td>
</tr>
<tr>
<td>New American Bible</td>
<td>NAB</td>
</tr>
<tr>
<td>New American Standard Bible</td>
<td>NASB</td>
</tr>
<tr>
<td>New English Bible</td>
<td>NEB</td>
</tr>
<tr>
<td>New International Version</td>
<td>NIV</td>
</tr>
<tr>
<td>New Jerusalem Bible</td>
<td>NJB</td>
</tr>
<tr>
<td>Tanakh: The Holy Scriptures: The New JPS Translation according to the Traditional Hebrew Text</td>
<td>NJPS</td>
</tr>
<tr>
<td>New Revised Standard Version</td>
<td>RSV</td>
</tr>
<tr>
<td>Revised English Bible</td>
<td>REB</td>
</tr>
<tr>
<td>Revised Standard Version</td>
<td>RSV</td>
</tr>
</tbody>
</table>
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 church, 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.
Education at McCormick is an ongoing, critical, and constructive conversation among students and faculty, academy and church, and the sources of knowledge which are used to inform it. While some cultures praise students who learn by rote or memorizing the words and ideas of great scholars, at McCormick one measure of excellence in this conversation is the voice of the student engaged with recognized authorities. Because we value student perspectives, the documentation of sources is an essential component of our work. When sources of information are unacknowledged or undocumented, the conversation loses its power, students lose their voice, and the sources lose their integrity. Therefore, at McCormick, the misuse of sources is considered a serious threat to good learning and academic standards by diminishing the academic conversation by inadequate or inaccurate citation of voices, sources, and influences.

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, the use of any of someone else’s words or ideas without acknowledgement is plagiarism. Furthermore, the re-use of your own written work without acknowledgement is considered plagiarism (sometimes called “self-plagiarism”).

**Writing/Composition Guidelines**

The first rule of thumb for all written work (in seminary and elsewhere) is that it should be your own creation. Whatever paper on which you place your name should contain your ideas and words, and your considered and informed judgement on the topic you have chosen. The rules for proper use of sources should be applied to your “informed” judgement. 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 by documentation and acknowledgement.

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. It is not enough merely to provide a proper citation -- exact quotations must be put in quotation marks. Avoid a paraphrase which changes only a word or two here or there – instead you should either quote directly or rephrase completely in your own words. You must also cite your sources properly and accurately. 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 link the quote to the argument of your own paper. Avoid too many long quotes in your paper, because then your own ideas may get lost in your paper; do not allow quotations to dominate the paper. Be sure that your paper expresses your informed opinion on the basis of your research. The thesis (main point), organization and style of your paper should be your own.

If you have questions about any of these writing issues, feel free to ask your professors, your advisor or the members of the staff at the Language Resource and Writing Center (LRWC). 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.
We recommend all incoming students complete the online tutorial on fair use and plagiarism at: https://www.indiana.edu/~istd/test.html

First Approved by Faculty 3/97
Revised summer 2015

FACULTY PROCEDURE FOR DEALING WITH PLAGIARISM

DEFINITION:

Plagiarism is the unattributed use of another’s words or ideas in written material submitted by a student for a class. Examples include, but are not limited to the following:

1. Copying the words of others (whether published or unpublished) without proper indication (quotation marks, for example) or citation (sources, footnotes, etc.)
2. Submitting the work of others in one’s own name (buying a paper, downloading or copying from the internet, having another person write for you)
3. Failure to acknowledge the source of ideas you are using in your own work (omissions in foot- or endnotes and/or in bibliography)
4. Paraphrasing the words of others with only minimal alteration and without adequate attribution
5. Re-using one's own work without documentation (sometimes called "self-plagiarism")

PROCEDURE:

Preemptive Procedures:

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

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

(C) Instructors and students are encouraged to use www.turnitin.com as a plagiarism prevention and detection tool.

Remedial Procedures:

(1) If the instructor detects plagiarism, she/he shall ascertain, by consulting the office of the degree level Dean, 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) 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)

(b) Require the student to rewrite the paper before grading it

(c) Require that the student complete McCormick’s remedial plagiarism course and submit written notification of this to the degree level Dean within two weeks

(d) Refer the student to the LRWC for help with writing papers

(e) Send a copy of the paper and its evaluation to the office of the degree level Dean 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” shall be repeated with the following changes:

   (a) The meeting between the instructor and the student will now also include the degree level dean. A representative of the LRWC and the advisor 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 Affairs Committee (SAC) by informing the chair of the SAC and the degree level Dean and submitting relevant materials to the chair of the SAC.

   1. The degree level Dean shall advise, in writing, any student of his or her referral to the SAC, giving reasons for the referral.

   2. The student referred to the SAC shall be invited, in writing, to appear before the SAC if the student so desires to address the pertinent issues.

   3. If the student is unable to appear in person, the SAC will deliberate and respond without prejudice.

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

      (a) Failure in the course
      (b) Academic probation
      (c) Suspension
      (d) Dismissal

   5. If the action involves failure in the course or academic probation, the SAC 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 in the office of the degree level Dean.

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

7. The SAC shall, after appraising pertinent information, confirm or alter its proposed action, making thereby a definitive action.

8. The SAC 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).

9. When appropriate, the SAC 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 previous steps in section 4 (Third Instance of Plagiarism) shall be followed, with the exception 6.

**Appeals**

All students have the right to appeal any action of the Student Affairs 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 SAC and the matter of appeal will be taken up at the next scheduled meeting of the SAC 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 chair.

**Plagiarism Policy for Cross-Registration students at McCormick**

**DEFINITION:**

Plagiarism is the unattributed use of another’s words or ideas in written material submitted by a student for a class. Examples include, but are not limited to the following:

1. Copying the words of others (whether published or unpublished) without proper indication (quotation marks, for example) or citation (sources, footnotes, etc.)
2. Submitting the work of others in one’s own name (buying a paper, downloading or copying from the internet, having another person write for you)
3. Failure to acknowledge the source of ideas you are using in your own work (omissions in foot- or endnotes and/or in bibliography)
4. Paraphrasing the words of others with only minimal alteration and without adequate attribution

5. Re-using one's own work without documentation (sometimes called "self-plagiarism")

PROCEDURE:

This procedure will be followed if a cross-registered student engages in plagiarism at McCormick:

1. A professor who believes that plagiarism has taken place shall notify the Dean of the Faculty and copy the Registrar, specifying the terms of the complaint and providing the evidence.

2. The Dean of the Faculty will review the evidence. If the Dean of the Faculty does not agree with the professor, they will confer and reach a decision. If in agreement with the professor’s evaluation, the Dean of the Faculty shall notify the Academic Dean of the student’s home school that a case of plagiarism is underway.

3. The professor shall notify the student that the paper is a case of plagiarism and that it has been reported to the Dean of the Faculty and to the Academic Dean of her/his school.

4. The professor shall meet with the student to discuss the case of plagiarism. After the meeting and depending on the severity** of the case, the professor may choose to resolve the issue by one of these options:
   a) Rewrite the paper or turn in a different paper. The professor will decide whether the option given will be without or with penalty.
   b) Failure of the assignment (0)
   c) Failure of the course

5. The professor will notify the student of the decision by email with copy to the Dean of the Faculty and the Registrar.

6. The Dean of the Faculty will notify the resolution of the case to the Academic Dean of the student’s home school. The home school is responsible for any remedial and disciplinary action.

7. If the student wants to appeal the professor’s decision, he or she will state in writing a case for the appeal and send it to the Dean of Faculty, with copy to the Academic Dean of the home school, within five business days after the professor’s decision (step 5).

8. The Dean of Faculty will refer the appeal to the Student Affairs Committee, which will make a final and non-appealable decision on the case. The SAC shall invite the student to the meeting in which the case of plagiarism will be reviewed, so the student can explain the grounds for her/his appeal. If the student cannot be present, the Student Affairs Committee will make a decision without prejudice. The Dean of the Faculty will notify the student and his/her Academic Dean of the SAC final decision.

**The severity of plagiarism is determined by the frequency and extent of plagiarism practices in the paper.

First approved by the faculty, Spring 2010.
ACCREDITATION STANDARDS COMPLAINT PROCESS

Any student wishing to submit a complaint on a matter relating to the accreditation standards and criteria of the Association of Theological Schools and the Higher Learning Commission may submit a written statement of complaint to the Seminary President. The President will investigate the matter and respond to the complainant within 30 days. Records of complaints and their resolution are maintained in the Office of the President for review by the accrediting agencies.

Accreditation Agency Information:

Association of Theological Schools (ATS)  
10 Summit Park Drive  
Pittsburgh, PA 15275  
412-788-6505  
www.ats.edu

Higher Learning Commission (HLC)  
30 North LaSalle Street  
Chicago, IL 60620  
312-263-0456  
www.ncahlc.org
CAMPUS ADMINISTRATION POLICIES

STUDENT PAYMENT POLICY

It is McCormick’s policy that all tuition charges are due and payable at the time a student registers for courses. No student will be permitted to register for courses until all previous charges due to McCormick, to the JKM Library, or to LSTC have been paid in full.

All tuition, rent, fees, and any other charges, including those owed to the JKM Library and LSTC must be paid in full before a candidate is approved for graduation.

HEALTH INSURANCE POLICY

All McCormick Theological Seminary master’s level degree seeking students are required to provide proof of health insurance coverage. In order to document compliance with the policy, follow this link http://mccormick.edu/content/health-insurance-requirement-emergency-contact-information to complete the Health Insurance Requirement/Emergency Contact Form. Students are expected to complete this form each year of enrollment by June 24 for international students and by August 15 for US citizens. For more information, refer to the General Financial Information section of the Academic Catalog.

If proof of insurance is not submitted by the deadline, you will not be allowed to register for classes. If you have already registered for classes and do not submit proof of health insurance by the submission deadline your registration will be canceled.

McCormick Theological Seminary is not responsible for hospital, surgical, medical, pharmaceutical or counseling costs and charges incurred by students or their dependents.

IMMUNIZATION RECORDS POLICY

The state of Illinois has enacted a law, Public Act 85-1315, which requires students entering Illinois colleges and universities to present proof of immunity to vaccine-preventable diseases. To comply with this act, McCormick Theological Seminary requires that students enrolling for the first time demonstrate immunity to rubella, measles, mumps, tetanus and diphtheria. This applies to all students born after January 1, 1957. Please note that the tetanus/diphtheria vaccination must have been received within the past ten years to be valid. The certificate of immunity should be completed and signed by a health care professional before you register for the first semester. Students are not permitted to register for the following term/semester until the Registrar receives your completed immunization record or proof of date of birth prior to 1957.
SAME-SEX DOMESTIC PARTNERSHIP BENEFITS POLICY

As stated in the McCormick Catalog, it is the policy of McCormick Theological Seminary not to discriminate on the basis of sex, race, color, handicap, or national or ethnic origin in its educational programs, student activities, employment or admissions policies, in the administration of scholarship or loan programs, or in any other Seminary-administered programs. Therefore, all benefits extended to spouses of enrolled students are extended to same-sex domestic partners of enrolled students.

A domestic partnership is defined as a committed relationship between a seminary student and another individual who: 1) live in the same household and exclusively share the common resources of life; and 2) would not be prevented from marrying on account of age, consanguinity, or prior undissolved marriage to another under the law of their state or country of residence.

A same sex domestic partner of a McCormick Seminary enrolled student qualifies for the benefits that McCormick and the University of Chicago, through ACTS, extend to spouses of seminary students as first adopted by the McCormick Board of Trustees in January 2004.

This Affidavit and Agreement must be submitted to the Seminary specifically to qualify the Domestic Partner for the benefits listed below. Contact Tabitha Hightower, Residence Life Director (773-947-6309; thightower@mccormick.edu; office #232), or Alicia Rhine, Administrator for the Office of Student Academics (773-947-6303; arhine@mccormick.edu; office #357).

Residential Facilities
Persons who are registered domestic partners may live with their partners (enrolled McCormick students) in McCormick individual/family apartments.

JKM Library
Registered domestic partners are welcome to use the resources of the JKM Library. Domestic partners may check out items for 21 days, with two renewals, but may not recall items, place interlibrary loan requests, access the online databases off-campus, or request borrowing privileges at the University of Chicago or ACTS libraries. When applying for borrowing privileges at the JKM Library, the enrolled McCormick Theological Seminary student must accompany his/her domestic partner and present their McCormick ID card at the library's circulation desk.

University of Chicago Student Health Insurance Plan and Services
To obtain University Health Insurance for a domestic partner, the enrolled McCormick student must go to McCormick Theological Seminary’s Office for Student Academics located on the third floor of the McCormick building. The Administrator for the Office of Student Academics will confirm that a Domestic Partnership Affidavit and Agreement is on file and the student must apply to enroll in the University's insurance including the domestic partner as the student’s dependent. For more information, contact Alicia Rhine, Administrator for the Office of Student Academics (773-947-6303; arhine@mccormick.edu; office #357).

Athletic Facilities
To obtain access to University of Chicago Athletic Facilities, a domestic partner or spouse must present proof that McCormick Theological Seminary acknowledges their declaration of partnership.
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.
SPECIAL NEEDS AND DISABILITIES

“No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...”

Section 504 of the Rehabilitation Act of 1973

In accordance with this act, McCormick Theological Seminary seeks to give equal access to students with disability. The Office of Student Academics coordinates accommodation requests of students with disability for the seminary. A student with a disability that needs accommodation is asked to contact the Administrator for the Office of Student Academics as soon as possible to submit documentation and make requests for reasonable accommodations. Students may also notify faculty of accommodation requests on file with the Office of Student Academics. Students considering courses at other schools should consult the policies and practices of those schools.

Even though a student may have disclosed his/her disability/special need on the admissions application, the student will also need to consult with the Office of Student Academics to determine reasonable accommodations. A student may wish to disclose her/his disability/special need even though s/he is not requesting accommodation.

Students should submit in writing the following information:

1. The nature of his/her disability/special need
2. Any documents establishing this disability/special need
3. The student’s request for reasonable accommodation

As some accommodations may take time to arrange, requests should be made as soon as possible after a student is admitted to McCormick.

Request should be submitted to the Office of Student Academics, which will consider and make recommendations for accommodation.

If you have any question about this process, please contact Alicia Rhine, Administrator for the Office of Student Academics (773-947-6303; arhine@mccormick.edu; office #357).
Principles and Vision
We are committed to providing safe, secure, and hospitable parking facilities for visitors, students, staff and faculty of both the Lutheran School of Theology at Chicago and McCormick Theological Seminary. Operational practices and regulations are established to protect and control motor vehicle traffic and parking on the campus so that business may be conducted in an orderly manner.

The policies and procedures we develop with respect to parking are intended to promote and advance the mission of each institution and contribute to our common welfare. This policy is developed and established by the Joint Cabinet of LSTC and McCormick.

We seek to maintain healthy, cooperative relationships with community agencies and institutions that also help us to address parking needs. These include but are not limited to University of Chicago parking services, Augustana Lutheran Church, and the City of Chicago. A guiding principle will be to develop programs and policies which help to serve the need for parking by utilizing all alternative systems and approaches. It is also an objective to utilize every space in the shared parking facility for the maximum number of users.

Operational Plan
Visitor Parking*
Reserved parking for visitors of both LSTC and McCormick is located on the surface level immediately adjacent to the University Avenue entrance. The parking area is posted and requires all visitors to register at the front reception desk of McCormick. Any vehicle that is not registered at the McCormick front reception desk may be towed. Visitors must have a “Visitor” tag hanging from their rearview mirror. Persons with garage parking permits are prohibited from parking in visitor spaces on the surface level. Regular patrol of the Visitor and Reserved parking areas will be done. There is no overnight parking on the surface level. Additional visitor parking is available on the first floor of the University of Chicago parking structure at 55th Street and Ellis (there is a fee).

Garage Parking
Parking permits will be distributed for the underground garage. Distribution of permits is to be done on a fair and equitable basis to members of both institutions in a manner that fully optimizes the available parking. Two permits may be issued per family.

Category of users for garage parking will include:
A) Faculty/Cabinet level administrators of LSTC and McCormick
B) Staff of LSTC and McCormick
C) Currently enrolled student residents of LSTC and McCormick housing
D) Currently enrolled commuter students of LSTC and McCormick
E) Sponsored Events and Groups
F) Residents of LSTC guest housing
G) Residents of LSTC Housing that are not LSTC/McCormick students
**Oversight**

The parking policy and operational plan is the oversight of the McCormick Office of Administration and Finance. The McCormick Office of Administration and Finance is located on the second floor of the McCormick building, Room 232.

**Permits Issued**

Parking permits will be assigned at the beginning of each academic year and may be renewed each term. After the beginning of the academic year, parking permits are limited and available on a “first-come, first-served” basis. To receive a permit, a current ID and evidence of current registration or employment must be presented. Two permits may be issued per family.

**Display of Parking Permit and Proximity Card**

A proximity card will be issued to each individual to gain access through the gates of the parking garage. A parking permit will also be issued to each individual and must be displayed from the rear view mirror while in the garage.

**Fees/Payment**

It is a high priority to keep the facility safe and secure, clean and maintained. To help defray costs of security and maintenance, a fee will be charged for use of the facility. Fees will be charged on a graduated scale based on category of user. See current parking application for fee schedule.

Students will be billed by the package, semester or term, and must pay by cash, check or credit at the time their application is submitted (including a $35 deposit for the proximity card that will be refunded when the card is returned). There is no prorating of package, semester or term charges.

Staff and faculty that have payroll deduction will be charged on a monthly basis, and must return the proximity card to the McCormick receptionist, when parking is no longer required, or pay a fee of $35.00.

**Faculty Summer Parking**

Faculty members who do not wish to be charged for summer term need to notify Monica Williams, mwilliams@mccormick.edu, or Natasha Gaines, ngaines@mccormick.edu by May 15, 2016 of their intentions. The proximity card will be deactivated on May 31, 2016, and the faculty member will not be charged for summer term, meaning that he/she will not have parking privileges for the summer term. The card will be reactivated for the fall semester, and the deduction of parking fees will resume fees at that time.

Replacement of a missing proximity card or parking permit will cost $50 each.

**Rules and Regulations**

The act of parking or driving a motor vehicle on campus is a privilege and constitutes acceptance by the owner and/or operator of the responsibility to see that his/her vehicle is neither operated nor parked in violation of these regulations or any regulations/laws of the state. 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. Faculty, staff and students are prohibited from parking in visitor spots of the surface lot. There is no overnight parking on the surface level.

Payment of parking fees entitles individual access to parking lots, but cannot be a guarantee that a parking space will always be available.

**Special Events**
To accommodate the parking needs of special events, we reserve the right to close needed parking spaces. To the best of our ability permit holders will be notified in advance of any parking space closure.

**Events that require Additional Visitor Parking**
The surface lot has 11 spots on the west end and 12 spots on the east end of the surface parking lot available for visitors. Parking will not be reserved; it will be on a first come basis, as there are other visitors to the schools. If additional parking is needed, the sponsoring department may provide the names of attendees 10 days in advance so they can be admitted to the garage, and parking will be charged at the rate of $5.00 a day. There is a $35.00 charge for cards that are not returned, and the department will be responsible for picking up and returning the cards.

**Requests for Group Visitor Parking**
If you are sponsoring a group event and require underground parking, the fee for each attendee will be $5.00 per day. Requests must be made in writing 10 days in advance of the event. A list of attendees should be sent along with your request. Attendees will be admitted to the garage and the charges tracked and billed to the sponsoring department.

If your guests need after business hours access to the parking garage, we will provide proximity and magnetic stripe cards to them in advance of their arrival if you have provided their information. There will be a $35 charge for unreturned proximity cards.

**Requests to Grant Open Access to the Garage for Special Events**
In order to maintain security in the garage and building, opening the garage for parking is limited to LSTC and McCormick Board of Trustee meetings only.

**Buses/Large Vans**
Buses/large vans will not fit in the underground garage and are currently prohibited from parking overnight on the surface level without the consent of McCormick’s Director of Administration (ngaines@mccormick.edu).

**Nontransferable**
The permit-holder cannot sell, transfer or give his or her permit to anyone. It is the responsibility of the permit-holder to advise the McCormick office of Administration and Finance of any change in name, address, telephone number, make, model, and color of vehicle, and additions or deletions to carpool membership.

**Spaces for the Physically Challenged**
Parking spaces for the physically challenged are available. These parking spaces are clearly marked and strictly reserved for individuals displaying state parking permits or license plates. Violators will be ticketed and/or towed.
Security

While security patrols are provided and University of Chicago emergency phones are located throughout the facility, a parking permit does not include or imply security protection. LSTC and McCormick assume no responsibility for theft or damage to vehicles or their contents. Vehicles should be kept locked at all times. Owners must maintain all State of Illinois required vehicle insurance.

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 vehicles 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.

Parking privileges can be revoked and tickets issued due to the following:

- If a permit-holder loans his or her proximity card and permit to someone not registered.
- If a permit-holder uses their proximity card to open the gate to allow a non-permit holder access to the parking garage.
- If a permit-holder knowingly causes damage to the parking garage or lot.
- Operating a vehicle in a reckless manner.
- Parking in a space for the physically challenged without proper authorization.
- Failure to obey directions of a member of the facility services department in the execution of his/her duties.
- Parking in such a manner that an adjoining space is rendered unusable.

City Ordinances/State Law

In addition to the parking rules and regulations cited here, city ordinances and state laws relating to motor vehicles are also enforced.

Vehicles must be operational

It is an objective to utilize every space for the maximum number of users. The spaces are meant for regular use and not long term storage. All vehicles in the garage or on the surface lot must be licensed and deemed to be fully operational. If a vehicle is deemed to be inoperable, it will be ticketed and is subject to towing; the owner will be contacted.

Relocation

LSTC and McCormick reserve the right to relocate vehicles parked in the garage or lot. Adverse weather conditions such as snow or other emergency situations may be reasons a vehicle needs to be relocated from one location on campus to another. Areas of the facility may be blocked off for maintenance and cleaning purposes.
CAMPUS SECURITY AND ACCESSING DOORS AND STAIRWAYS

In accordance with the 5460 building’s standard hours of operation, students/staff without parking are allowed through the first floor south ADA, first floor east exterior, first floor east interior, first floor west exterior and first floor west interior between the hours of 7:00 a.m.-10:00 p.m., Monday-Friday and 8:00 a.m.-6:30 p.m., Saturday, Sunday and holidays.

In accordance with the 5460 building’s standard hours of operation, students/staff with parking are allowed through the first floor south ADA, first floor east exterior and first floor west exterior at any hour (so they can access their cars at any time) and through the first floor east interior and the first floor west interior between the hours of 7:00 a.m.-10:00 p.m., Monday-Friday and 8:00 a.m.-6:30 p.m., Saturday, Sunday and Holidays.

At any other times, students/staff are expected to enter the building by way of LSTC’s main entrance at 1100 E. 55th St. where Security should be on duty to assist with access when needed.

If you have any problems accessing any of the 5460 doors using your keycard within the standard hours of operation, please notify McCormick’s receptionist at the front desk.

Every time you personally open (or prop open) a door for someone who does not have keycard access to the building, you may be opening the door to trouble for you or for someone else.

Visitors, vendors, guests and anyone without a keycard are expected to enter the 5460 building through the front north doors so that they may be greeted by the receptionist (or Security).

To avoid breaching your own or someone else’s safety and security, please tell someone without a keycard that they must enter the 5460 building by way of the first floor north entrance.

For example:

Person without keycard:
   Knock, knock, knock.....Hellooooo (or pointing at door handle through glass).

You:
   I am sorry, but you must enter the building through the first floor north entrance.

For security purposes, neither of the side stairwells is ever accessible for students to go up further than the first floor. Students are always able to go down from the third or second floors, but can exit only on the first floor (or the garage if they have parking). Students always have access to the second floor, even after business hours, by way of the central stairway and by elevator (but must use their keycard to swipe the reader in the elevator after 6:00 p.m.).

Students who are not taking a class on the third floor are not allowed on the third floor after business hours unless accompanied by someone who has an office or cubicle on the third floor.
Students who are taking a class on the third floor after business hours must take the elevator to the third floor. Depending on the circumstances, either Security at the front desk will swipe the reader in the elevator to allow them access to the third floor or the elevator will be set to run automatically during class time only. On days when a class is being held on the third floor after business hours, Security staff may be stationed on both the first and third floors.

STUDENT LOCKERS POLICY

McCormick Theological Seminary has a limited number of lockers available on a first come - first served basis with first preference given to commuter students. They are located on the first floor of the McCormick building, across from the mailroom and just behind the bulletin boards. Students are required to sign a contract and pay a one-time $30 non-refundable rental fee for the Fall Semester through May-term. For further information, contact Monica Williams, Administration and Guest Housing Coordinator (773-947-6275; mwilliams@mccormick.edu; office #232).
COMMUNITY POLICIES AND BY-LAWS

POLICY STATEMENT ON ALCOHOL AND OTHER DRUGS

McCormick Theological Seminary recognizes both alcohol and drug abuse as potential health, safety and security problems. The school expects everyone to assist in maintaining a school environment free from the negative effects of alcohol and other drugs.

McCormick Theological Seminary prohibits all students, faculty and staff from the unlawful manufacture, possession, use, distribution, sale or purchase of alcohol and illicit drugs on the school premises or as part of any school activity. The only acceptable use of alcohol is moderate consumption and/or possession on the school premises at approved school functions (e.g., receptions) by those legally permitted to consume or distribute alcohol. Such functions must comply with all school guidelines.

McCormick Theological Seminary fosters responsible behavior and quality of life and ministry and, thereby, expects drug and alcohol-free performance of duties by faculty, staff and students. If an individual may be impaired by a medication taken according to a doctor's prescription or the medication's directions, he or she is expected to discuss it with his or her dean, supervisor, or other responsible person of the Seminary.

All members of the McCormick Theological Seminary community are responsible for being fully aware of the requirements of federal and Illinois statutes and Chicago ordinances concerning the consumption, possession and the use of alcohol and other drugs. Copies of these laws are available from the Office of the President. The school holds each member of the community accountable for his or her own conduct and the consequences of that conduct.

Various federal and state laws prohibit the possession, distribution and use of controlled substances, unless in compliance with licensing requirements or a doctor's prescription. Moreover, Illinois law prohibits consumption of and possession of alcohol by any person under the age of 21. Additionally, Illinois law prohibits the sale of alcoholic beverages except by those licensed to sell such beverages. Illinois law and city ordinances also prohibit public intoxication, operation of a vehicle or bicycle under the influence of alcohol or other intoxicants, and consumption of alcohol in a public place. Violation of these laws or other laws relating to drugs and alcohol may result in probation, fines, imprisonment and a permanent criminal record. A violation may also result in school disciplinary action. Documentation of such behavior, even without conviction in a court of law, shall also be cause for disciplinary action to students or personnel.

Besides these legal restrictions, the following school guidelines govern events on campus where alcoholic beverages are served:

Alcoholic beverages may not be served at any event at which persons under the age of 21 are present without prior written approval of the Office of the President. Academic Units which wish to serve alcoholic beverages in a school public area (common rooms, lounges, etc.) at an event at which graduate professional students are likely to be in attendance must register the event at least one week in advance with the Dean of the Faculty and Vice President for Academic Affairs and must designate a person to be present and responsible for the event. The Student Council in planning receptions for graduate professional students must obtain permission of the Vice President for Academic Affairs one week in
Non-alcoholic beverages in reasonable quantities must be available at all functions where alcohol is served. Further, food must be served at such events. There may be no reference to the availability of alcohol in any publicizing of a campus event.

**Health Risks:**
The use of illicit drugs and the abuse of alcohol have been definitively shown to have potential health consequences that may be permanent. These consequences include disorders and dysfunctions which affect the central nervous system, reproductive functioning, cardiovascular and pulmonary systems, and endocrine functioning. Specifically, there are both short and long-term effects on cognition, memory retention, information processing, coordination, athletic and academic performance. The use of illicit drugs and the abuse of alcohol may also affect emotional equilibrium, mental well-being and the ability to make critical decisions, and may contribute to self-destructive and other risk-taking behaviors, including inappropriate sexual activity. The chronic use and abuse of drugs and alcohol have been shown to cause adverse permanent changes in most of the biological systems studied. These changes can lead to severe impairment, disability and premature death.

**Sanctions:**
Besides legal consequences, the unlawful possession, use or distribution of illicit drugs and alcohol and any violation of the school and other drug policy by a student or employee will result in appropriate discipline. Sanctions include, but are not limited to, removal from school housing; discharge from student employment; probation, suspension or expulsion from the school. The school retains full and final discretion on whether, when, and under what conditions a student may be reinstated or reemployed after an instance of alcohol abuse and improper drug use. Particular sanctions in a given case will depend on the nature of the violation, the seriousness of the offense, prior record, and may include the successful completion of an approved rehabilitation or chemical dependency program.

In order for the school to comply with federal law, student employees who are convicted of any violation of any criminal drug statutes (including misdemeanors) for a violation occurring either on school property or during working time must notify the Dean of their program within five (5) days of the date of the conviction. A conviction includes any plea or finding of guilty, any pleas of "nolo contendere" (no contest) and/or any imposition of a fine, jail sentence or other penalty. Pursuant to federal law, if the convicted employee is working on a project funded through a federal grant or contract, the school is required to notify the federal contracting or granting agency within ten (10) days of receiving such notice of conviction.

**Preventive Education:**
McCormick Theological Seminary offers addiction seminars and workshops and provides information about the availability of such workshops in the community. The school encourages integration of drug and alcohol education into all ministry courses and, where appropriate, into the curriculum of other departments.

McCormick Theological Seminary offers community education regarding drug and alcohol concerns. The school networks with other educational institutions in its area in prevention education. The school offers informal group follow-up to formal drug and alcohol education when appropriate.
**Chemical Dependencies:**
McCormick Theological Seminary, as a concerned Christian community acting in justice and charity, recognizes that in our society and our community are numerous illnesses among which are alcoholism and other chemical dependencies. It is the McCormick Theological Seminary policy to seek the earliest possible identification, intervention, and appropriate help for anyone suffering from these harmful dependencies.

These illnesses manifest themselves in impairments of one's bodily, mental, social and spiritual capacities and unless arrested and treated, can lead to irreparable damage. Extensive experience indicates that persons afflicted with these illnesses are usually blind to developing symptoms in themselves and are rarely capable of effective self-help. Hence, the McCormick Theological Seminary community considers it obligatory to establish a procedure to facilitate proper education, intervention, diagnosis, treatment and recovery.

**Procedure:**
Any student who becomes aware of his/her own need or anyone who knows someone who suffers from these illnesses is encouraged to seek advice and/or assistance from the program dean/director or other designated person. Any and all inquiries are kept confidential. The Dean will work with professional consultants to diagnose the dependency, evaluate its seriousness to the individual, and provide appropriate recommendations/referrals for help. Anyone who is referred or who seeks assistance will naturally be a part of the evaluative procedure in determining what course of action is best suited for that individual. Every effort will be made by the school to cooperate with any student undergoing treatment and to minimize disruption of studies during treatment. To further guarantee confidentiality, only the Dean/Director and, if necessary, the Vice President for Academic Affairs, will know the reasons for such a leave.

The primary objective of this policy is one of Christian concern, formulated in the hope of relieving pain and suffering, as well as restoring the individual to health, dignity and a productive, rewarding involvement in his/her school, ministry and/or community.

(Approved for 1993-94 Academic Year)
Revised Summer 2015
ANTI-DISCRIMINATION AND ANTI-HARRASSMENT 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, permit discrimination, or create a discriminatory academic or work condition on the basis of a person’s race, color, national origin, age, religion, disability status, citizenship, sex, sexual orientation, gender identity, gender expression, marital status, veteran status, or other protected status in matters of admission to the Seminary, employment, Seminary housing, benefits, privileges or other services provided by the Seminary.

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; Title IX of the Education Amendment of 1972, the Immigration Reform and Control Act of 1986, the Age Discrimination Act of 1975; the Americans With Disabilities Act of 1990, the ADA Amendments Act of 2008, and the Illinois Religious Freedom Protection and Civil Union Act of 2011. 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 or employment 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, epithets, slurs, and negative stereotyping that denigrate or show hostility regarding a person’s race, color, national origin, age, religion, disability status, citizenship, sex, sexual orientation, gender identity, gender expression, marital status, veteran status, or other protected status.

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 race, color, national origin, age, religion, disability status, citizenship, sex, sexual orientation, gender identity, gender expression, marital status, veteran status, 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 Associate Dean, 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 the 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.

Discrimination-Harassment-Retaliation

What to do if:

<table>
<thead>
<tr>
<th>Witness</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. If you witness behavior that violates this policy, promptly come forward and report to Director of Human Resources or Chief Business, Financial, or Administrative Officer of the Seminary.</td>
<td>1. DO NOT REMAIN SILENT. Confront the individual and make clear that you find the conduct offensive and want it to stop at once.</td>
</tr>
<tr>
<td>2. Supervisors/Classroom Instructors who become aware of behavior that violates this policy by or against someone under their authority must report to the Director of Human Resources or Chief Business, Financial, or Administrative Officer of the Seminary.</td>
<td>2. If uncomfortable confronting, immediately notify your supervisor, the Vice President of your department, Classroom Instructor, or the Director of Human Resources.</td>
</tr>
</tbody>
</table>

Any such complaint received by a Supervisor, Department Head, or Classroom Instructor shall be immediately reported by that person to the Director of Human Resources who will manage the process below:

1. Investigation  2. Resolution  3. Disciplinary Action or Corrective Preventative Action  4. Record Keeping
A. 规定

Mackinac Theological Seminary (hereinafter “Seminary” or “Mackinac”) is dedicated to providing a safe and positive learning environment. Mackinac seeks to ensure that all students and employees are treated fairly and with respect. Mackinac prohibits harassment in any form. Harassment is a violation of this policy and is not acceptable.

The Seminary is committed to enforcing this policy against harassment and to using appropriate procedures for handling complaints.

B. 适用对象

The regulations apply to all Seminary members, employees (regular, temporary, or contract, including student employees), members of the Board of Trustees, applicants for admission to the Seminary, and anyone providing services on behalf of the Seminary, as well as all visitors to the Seminary.

C. 违反规定的行为

1. 甄别

a) 甄别 is prohibited in any event, whether applicants are accepted or rejected for admission, or students are accepted or rejected for enrollment.

b) The甄别 is prohibited under Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990.

c) Violations of this policy are subject to severe sanctions, up to and including termination of employment or expulsion.

107
주의: 위 차별에 대한 정의에 명시된 바와 같이 맥코믹 신학대학원은 입학사정에 있어서 차별적인 제한을 두고 있지 않습니다.

2. 희롱

성희롱을 포함한 희롱은 연방정부, 주 및 지역법률에 따라 금지 되어 있습니다. 따라서 이 규정은 모든 종류의 희롱을 금지하고, 이 규정을 위반하는 모든 종류의 사례에 대해서 대학원은 타당한 절차를 지체 없이 시행할 것입니다. 희롱은 억압하고, 협박하고, 두렵게 하려는 개인의 의도와 그런 의도가 내재된 억압적 행동 또는 실제적인 개인의 행동이나 말 또는 기록과 전자기기를 통한 표현들을 그리고 욕설(인종이나 민족을 비하하고 오는 발언과 단어 포함)을 포함합니다. 자신의 업무나 학업수행을 악화시키는 이런 일에 대해서 시정을 요구할 수 있는 사례가 됩니다. 또한 이는 명시된 행동에만 국한되지 않습니다. (다른 행위들이나 표현들도 포괄적으로 적용될 수 있습니다.)

a) 사람의 국적, 출신, 인종, 피부색, 종교, 성별, 성적취향, 나이, 장애 또는 외모, 별명, 욕설과 부정적인 고정관념에(negative stereotyping) 대해 말하거나 이런 이유로 적대감을 표시하는 행위

b) 개인이나 단체를 그들의 국적, 인종, 피부색, 종교, 나이, 성별, 성적취향, 임신, 외모, 장애, 결혼 또는 보호신분에 대해서 비웃거나, 욕하고, 폄하하며, 혐오감이나 적대심을 드러내는 어떤 문서, 사진, 그림, 전자기기, 출판 또는 기록물에 대해서 함께 들려보는 행위와 이러한 이유로 비난하는 행위

3. 성희롱

본 규정에 따라 모든 형태의 성희롱은 금지되어 있습니다. 성희롱은 파벌의 한 형태이며, 연방법 “Title VII of the Civil Rights Act 1964”에 따라 연방법을 위한 범죄행위입니다.

무엇이 성희롱 입니까? 성희롱은 쓸데없이 알고 감지되는, 성적인 행동과 성적인 행동을 요청하는 것, 성적인 성격의 행동이나 말을 포함하여 아래와 같은 행위들 입니다.

성별에 따라 명시적이거나 억지적으로 근무평가 또는 학업평가를 하는 경우
고용결정이나 입학사정에 있어서 성을 기초 자료로 평가하는 경우
성별에 따라 이유 없이 직원이나 학생의 일 또는 학업을 방해하고, 적대적이고, 불편한 환경을 만드는 경우
학생, 교수, 직원에 관계 없이 모든 사람들은 반드시 교체 관계에 대해서 알아야 합니다. 또한 상호 동의가 있다 하더라도, 교직원과 학생들은 각자의 핸드북에 명시된 해당되는 행동양식을 따라야 합니다.

성희롱은 사회적으로 인정된 행동이나 이따금의 칭찬을 포함하지는 않습니다. 성희롱은 단 간지 않은 행동(unwelcome)을 말합니다. 성희롱은 여리가지 형태로 나타날 수 있습니다.

언어를 통한 성희롱: 성적인 빈정거리거나, 성적인 억지, 성적인의견, 성을 주제로 한 농담, 성적인 제의, 은란한 말이나 성적인 위협
비언어적인 성희롱: 기록 또는 출판물, 사진 및 영상자료의 배포, 전자 또는 논의를 통해 성적인 압박 또는 성에 대한 개인이나 단체에 대한 적대감을 표현하는 행위

108
물리적인 성희롱: 달갑지 않고, 원하지 않는 물리적인 접촉을 의미하나 이것에 국한되지 않고, 간접이거나, 포집하거나, 특위를 갖는 것을 포함합니다.

4. 보복
대학원은 자신의 어려움을 보복에 대한 두려움 없이(without fear of retaliation) 보고할 수 있는 민감하고, 존중되며, 위협적이지 않은 절차를 교원과 직원, 학생들에게 제공하는 것이 중요하다고 느낍니다. 따라서 차별과 회통에 대한 보고를 한다고 해서, 어떤 부정적인 인간적 직원에게 부과하거나, 학업에 있어서의 조치 학생에게 부과하거나 또는 어떤 다른 고소인에게 부당한 일을 부과하지 않습니다. 그 대상은 다음과 같습니다.
피해사례를 보고하거나, 선의의 의도로 신고하는 경우 조사에 있어서 중인으로 참가하는 경우 조사에 함께 참여하는 경우 보복 또는 보복시도는 본 규정을 위반할 것이며, 이는 해고나 퇴학과 같은 엄중한 처벌을 받을 수 있습니다.

D. 질문과 표현의 자유에 대한 관계
맥코믹은 자유로운 질문과 자유로운 표현에 대한 원칙에 최선을 다하고 있습니다. 대학원에 있어서 토론과 논의는 핵심적인 것이며, 따라서 본 규정은 어려움을 체제에 최선을 다하고 있습니다. 대학원에 있어서의 학문적 자유와 학문적 자유와 대학원 구성원에 대한 신뢰의 전통을 위태롭게 합니다.

E. 보고 (신고, 고발)
본교는 괴롭힘의 구체적인 사례와 혐의에 대하여 알아야 조치를 할 수 있습니다. 따라서 본 대학원은 여러분이 차별이나 회통을 당하거나 목격한 경우에 지체 없이 이에 대해 말하거나 신고를 본교 인사담당자나 업무책임자 또는 재무책임자에게 해 주시기 바랍니다. 또한, 인사담당자나 업무 책임자 또는 재무 책임자가 연루된 사건의 경우에는 이 조치에 준하여 대학원장(총장)이 다루게 됩니다.
또한 모든 담당자들은 자기가 담당하는 직원이나 학생이 당하는 괴롭힘이나 성희롱을 비롯한 모든 종류의 회통에 대해서 알게 되면, 인사담당자나 재무 책임자 또는 학교본부에 알려만 합니다.
만약 당신이 괴롭힘이나 성희롱의 피해자이거나 목격자라면 어떻게 해야 할까요?

F. 신고절차
1. 불만과 항의를 신고하기
   a) 만약 당신이 원하지 않는 성적이거나 성적이지 않은, 달갑지 않은 행동이나 육성을 들었을 때에는 철저하고 있지 마십시오. 당신은 달갑지 않고, 모욕적인 행동이 중단되도록 그 자리에서 이야기 할 수 있는 권한을 가지고 있습니다.
   b) 그렇게 하였음에도 이러한 일이 지속되지 않고 지속된다면, 당신은 상급자에게 이를 알릴 수 있습니다. (상급자는 당신의 Supervisor, 부서의 부총장-Dean of faculty, Dean of student, chief Financial 또는 Business Officer 같은- 부서담당자, 교수(및 강사)를 의미합니다.) 또한 상급자는 이를 인사담당자나 인사 담당부서에 즉시 보고 하여야 하며, 만약 이러한 상급자가 연루된 경우에는 대학원 본부(Administration Officer of the Seminary)에 보고 하여야 합니다.
c) 보고나 불만사항은 인사담당자에게 바로 전달할 수 있습니다. 인사 담당자는 이 규정에 대해 우선적으로 시행할 책임이 있습니다. 인사 담당자는 신고된 보복, 차별, 괴롭힘, 성희롱에 대해서 조사하여야 하고, 이 모든 문제가 해결될 때까지 그들의 모든 자료와 기록을 보관하여야 하고 총장을 지시를 따라야 합니다. 만약 총장이 연루되었을 때에는, 인사 담당자와 인사 담당부서는 이사장이나 인사 담당부서가 정한 피지명자(외부인사)에게 지시를 받아야 합니다.

당신이 당한 일에 대해서 가능한 빠르고 신고하는 것이 아주 중요합니다. 또한 신고는 신고사항에 대해서 남득할만한 시간 안에 이루어지는 것이 중요합니다. 시기 적절한 신고는 생산적이고 존중할만한 근무환경을 유지하는 데 도움을 주고, 신고사항 조사에 도움이 되는 증언들과 증인들을 확보하는데 도움이 됩니다. 인사 담당자는 신고된 보복, 차별, 괴롭힘, 성희롱에 대해서 조사하여야 하고, 이 모든 문제가 해결될 때까지 그들의 모든 자료와 기록을 보관하여야 하고 총장의 지시를 따라야 합니다. 만약 총장이 연루되었을 때에는, 인사 담당자와 인사 담당부서는 이사장이나 인사 담당부서가 정한 피지명자(외부인사)에게 지시를 받아야 합니다.

2. 조사방법, 조사내용과 징계방법

대학원은 신고와 보고된 사항에 대해서 다음과 같이 조사하게 됩니다.

a) 인사담당자는 부서장과, 또는 법률자문과 본 규정을 위반한 혐의를 받는 개인 또는 개인들을 면담하게 될 것입니다. 이때에는 증언이 필요하고, 신고로 유발한 적절한 규모와 성격의 위반행위를 밝힐 수 있는 적절한 문서들이 필요합니다.

b) 인사담당자와 인사 담당부서는, 부서장과 필요하다면 법률자문들의 조언을 받고 10일 이상의 근무일 동안 조사를 한 후 그들이 밝힌 사항들에게 대해서 총장에게 보고 합니다.

c) 만약 조사가 본 규정을 위반한 휴と思った 보복의 증거로 충분한 것을 밝히면, 인사 담당자는 부서장과 협력하여 총장에게 보고 하여야 합니다. (만약 총장이 이에 연루된 경우에는 이사장에게) 정계는 대학원이 하게 되는데, 다음과 같은 고려사항을 고려하여 이루어지게 됩니다. (i) 행동의 정도와 범도, 또한 이러한 사항이 얼마나 일반적이며 (ii) 조사한 신고사항의 전례가 있는가 (iii) 신고가 피고자에 대항하기 위한 것인가 (iv) 급의 절(직접 당한 일안가, 믿을 만한 진술가 등)이 어떠한가. 총장이 정계 수위에 대해 동의 한다면(총장이 연루된 경우 이사장이) 건의된 정계 수위로 실행됩니다.

d) 만약 조사가 본 규정에 위반하는 휴신이나 보복이 일어났다는 충분한 증거를 밝히지 못하거나, 휴신과 보복이 있었지만, 잠재적으로 드러나지 않게 나타난 경우에는 예방 또는 개선 활동을 할 수 있습니다.

e) 조사가 종료된 5 근무일 이내에 인사담당자는 신고자를 만날 것이며, 개인 정보 보호에 비추어 허용하는 한도 내에서 조사된 사항과 총장의 숭인을 얻은 정계 수위에 대해서(총장이 연루된 경우 이사장이 숭인한) 그 또는 그녀에게 고지합니다.

f) 교직원은 교직원 핸드북에 따라 교직원이 연루된 신고 또는 신고들에 대한 결과로 결정된 결의안 또는 정계에 대해 동의하지 않을 수 있고, 교직원 핸드북상 내의 자신의 권리를 주장할 수 있습니다.

G. 비밀 유지

대학원은 가능한 범위 내에서 휴신이나 차별 신고에 관련된 이들에 대한 개인 정보를 보호합니다. 대학원은 범이 허용하는 범위 내에서 신고와 응답, 조사에 대한 모든 기록을 비밀로 유지해야
합합니다. 희롱에 대한 혐의는 적절한 조사가 끝나기까지 인사기록에 기록되지 않습니다. 정확하지 않은 혐의나 주장은 개인정보에 기록되지 않습니다. 모든 신고와 신고에 관련된 자료들은 “기밀”이라고 표시되고, 인사 담당부서에 안전하게 구분하여 보관합니다.

H. 본 규정의 전과, 고지
대학원은 모든 직원과 학생이 본 규정을 사용, 준수할 수 있도록 합니다. 본교는 학생들과 직원들 그리고 본 규정의 관리자들에게 주기적으로 본 규정을 알립니다. 이에는 신고절차에 대한 정보와 개개인에 맞춰진 정보들이 첨부 될 것입니다. 
대학원은 언제든지 본 규정을 수정 또는 변경할 수 있습니다. 상황은 근거로 규정의 절차들을 수정 또는 개정할 수 있고, 이때 동일한 사항을 이에 적용되는 모든 이들에게 알릴 것입니다.

대학원은 모든 고용인이 이 규정을 숙지하기 위한 적절한 훈련을 받을 수 있도록 보장합니다. 또한 모든 관리자는 자신의 직원 또는 학생이 적절한 교육이 필요하다고 여겨지면, 인사 담당부서에 교육을 자유롭게 요구할 수 있습니다.

A. Declaración de Póliza

El Seminario Teológico McCormick (el “Seminario” o “McCormick”) promueve un ambiente de trabajo productivo y de aprendizaje no tolera la conducta física o verbal de un emplead@ o estudiante que acosa, interrumpa o interfiere con la realización de trabajo o académico o que crea un ambiente hostil, ofensivo o intimidatorio. Ese tratamiento es inaceptable y contrario a nuestra póliza y el compromiso básico de tratar a cada uno con igualdad, dignidad y un respeto mutuo.

El Seminario aplica estrictamente la póliza contra todas las formas de acoso prohibido que envuelve l@s miembros de la comunidad del seminario. No se va tolerar ninguna forma de acoso. El Seminario no puede enfatizar lo suficiente que no tolerara ningún tipo de acoso prohibido, ni tampoco tolera la represalia en contra individuales quien, en buena fe, se quejen de o están en contra del acoso prohibido o participe en una investigación de acoso.

B. ¿Quién es protegido?

Las normas y procedimientos establecidos a continuación aplican a toda la comunidad del seminario. La comunidad del seminario incluye, pero no es limitada a, emplead@s del seminario (a tiempo completo o parcial, exento, empleado contratado o de hora, contratistas independientes o externos, facultad o facultad ancilar, y supervisores de campo), estudiantes (incluyendo aquellos que han matriculado de otro seminario), miembros de la Junta de Síndicos, y los solicitantes de empleo y admisión al seminario. La comunidad del seminario también, de vez en cuando, puede incluir a nuevos postulantes, proveedores de servicios terceros, consultores y otros visitantes. El seminario no tolera el acoso de ninguna forma o contra cualquier persona en la comunidad del seminario.

C. Conducta Prohibida En Virtud de Esta Póliza

1. La Discriminación

a. Es una violación de esta póliza discriminar en la provisión de empleo o mayores oportunidades académicas, beneficios o privilegios, para crear condiciones de trabajo discriminatorias o condiciones académicas, o utilizar estándares evaluativas discriminatorias en el empleo, admisión al seminario rendimiento académico si es trato discriminatorio se basa, en todo o en parte, en la raza de la persona, color, origen nacional, edad, religión, estado de discapacidad, genero, orientación sexual, estado civil, o estatus veterano.

b. Este tipo de discriminación es prohibido por una variedad de leyes federales, estatales y locales, incluyendo pero no limitándose a Title VII of the Civil Rights Act 1964; the Age
Discrimination Act of 1970; and the American with Disabilities Act of 1990. This Policy is designed intentionally to comply with the prohibitions stipulated in these anti-discriminatory laws.

c. Discrimination in violation of this policy will be subject to sanctions including, but not limited to, termination of employment.

Note: The provisions of this discrimination policy, as established above, in no way restrict or limit the legal admission requirements of McCormick.

2. Harassment

Harassment, including harassment sexual, is prohibited by local, federal, and state laws. This policy prohibits harassment in any form, and the seminar will take the necessary measures to resolve any violation of this policy. Harassment includes any electronic, written, verbal or physical act directed at an individual that is based on any perceived characteristic of that person and is designed to threaten, intimidate, or coerce. Also, verbal ridicule (including racial or ethnic defamation) that, in the reasonable belief of the party, impedes or limits their ability to perform their work or academic work.

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

a. Comments that denigrate or show hostility in reference to nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability, or appearance, epithet, ridicule, negative stereotypes.

b. Distribution, visualization or discussion of any written, electronic, or graphic material that ridicules, degrades, insults, or shows hostility or aversion to an individual, a group by origin national, race, color, religion, age, gender, sexual orientation, pregnancy, disability, marital status, or any other status.

3. Sexual Harassment

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

¿Qué es acoso sexual? Sexual harassment includes advances sexual no solicitados and no desired, petitions of favors sexual, or other conduct verbal or physical or of a sexual character, when such conduct:

a. Makes explicit or implicitly a term or condition of employment or academic status, or
b. Is used as a basis for employment or academic decision, or

c. Interferes unjustifiably with the execution of work or academic performance, or creates a intimidating, hostile, or any offensive environment.
Todos deben estar conscientes de las posibilidades de las consecuencias de entrar en una relación romántica con individuos sobre los cuales tienen una responsabilidad académica o profesional—aun siendo en un consentimiento mutual. La facultad y estudiantes deben también cumplir con los códigos aplicables de las conductas establecidas en sus perspectivas manuales de manejo publicados.

Acoso sexual no refiere al comportamiento o piropos ocasionales que son de carácter socialmente aceptable. Refiere al comportamiento que es indeseado, que es personalmente ofensivo, que baja moral y, por lo tanto, interfere con la eficacia académica. El acoso sexual puede tomar diferentes formas.

**Ejemplos de conducta que puede constituir el acoso sexual incluyen, pero no se limitan a los siguientes:**

a. **Verbal:** Insinuaciones sexuales, comentarios sugestivos, chistes de un carácter sexual, proposiciones sexuales, comentarios lascivos, amenazas;

b. **No Verbal:** La distribución, visualización o discusión de cualquier material escrito, electrónico o gráfico, que es sexualmente sugestivo o muestra hostilidad hacia un individuo o grupo de sexo;

c. **Física:** Contacto físico que no es deseado o aceptable, incluyendo pero no limitado a tocar, cosquillas, pellizcar o acariciar.

4. **Represalias**

El seminario siente que es muy importante proveerle a la faculta, personal y estudiantes con un proceso confidencial, respetuoso y no amenazante para registrar sus preocupaciones. Por lo tanto, ningún tipo de empleo adverso o acción académica será impuesta a un empleado, estudiante, u otro querellante como castigo por preocupaciones sin temor a represalias:

a. Reportar o responder en buena fe a una queja de hostigamiento; o
b. Aparecer como un testigo en la investigación de una denuncia; o

c. Servir como un investigador.

La venganza o represalia intentado es una violación de esta póliza y cualquier persona que lo hace será sujeto a sanciones severas y hasta incluir ser despedido del trabajo.

D. **En relación a la libertad de investigación y expresión.**

McCormick está comprometido con los principios de la investigación libre y libertad de expresión. La discusión y debate son fundamentos en la misión del seminario y esta póliza no es una intención de restringir o limitar los métodos de enseñanza o la libertad de expresión. De cualquier modo, la discriminación, hostigamiento, acoso sexual, y las represalias son expresiones legalmente protegidos o el uso correcto de la libertad académica. Violaciones de esta póliza comprometen la integridad del seminario, su tradición de la libertad intelectual and la confianza puesta en los miembros de la comunidad.

E. **Presentación de Informes**

El seminario puede responder a casos concretos y las denuncias del acoso solamente cuando estamos conscientes de ellos. El Seminario, por lo tanto, requiere que cualquier persona que
cree que él/ella ha sido testigo de o sufrido discriminación o acoso que vengan prontamente con cuestiones, reportes o quejas y busquen ayuda del Director/a de Recursos Humanos o Jefe de Empresarial u Oficial de Finanzas del seminario. En la medida que la denuncia envuelva al Director/a de Recursos Humanos o el Jefe de Empresarial u Oficial de Finanzas del seminario, las denuncias se presentaran al Presidente/a de Seminario quien administrara la queja y cualquier investigación en una forma coherente con esta póliza.

Además, cualquier supervisor que tenga conocimiento de algún caso o alegación de hostigamiento, incluyendo pero no limitado al acoso sexual, por o contra una persona debajo su autoridad de supervisión debe ser reportado al Director/a de Recursos Humanos o Jefe de Empresarial, u oficial de empresarial, finanzas o administrativos en el seminario.

¿Qué debe hacer si crees que eres una víctima de hostigamiento o acoso sexual o has sido un testigo de acoso o acoso sexual?

F. Procedimiento de Denuncia

1. Reportando Quejas o Preocupaciones
   a. Si estás el receptor de cualquier gesto inoportuno o comentario es de un carácter sexual o no sexual, NO TE MANTENGAS CALLAD@. Tú estás empoderad@ a dejarle saber al individuo que está participando en una conducta ofensiva e indeseada y que no es bienvenida y decir claramente que quieres que la conducta cese inmediatamente.
   b. Si te sientes incomodo enfrentando al individual que incurre en una conducta ofensiva o la conducta no se detiene, notifica a tu supervisor, el/la vice-presidente/a de tu departamento, (por ejemplo: el decano de facultad, el decano de estudiantes, jefe financiero u oficial de negocios, en lo sucesivo referido como “la Cabeza del Departamento”), profesor de aula, o director/a de recursos humanos. Cualquier queja recibida por cualquier supervisor, jefe de departamento, o profesor de aula se comunicara inmediatamente por esa persona al Director/a de Recursos Humano, o, si tal queja envuelve el/la director/a de recursos humanos, al oficial de jefe, finanzas, administrativo del seminario.
   c. El informe/queja también se puede hacer directamente al el/la director/a de recursos humanos. El/la directora/a de recursos humanos y su jefe de departamento tienen la mayor responsabilidad de implementar esta póliza. El/la director/a del departamento de recursos humanos responderá a todas las consultas y quejas sobre discriminación, acoso sexual, hostigamiento o represalia; mantendrá registros de las investigaciones y denuncias, así como su resolución y mantener el/la presidente/a informada de ellas, a menos que la queja implica alegaciones en contra de el/la presidente/a, en cuyo caso, el/la director/a de recursos humanos y su supervisor de departamento consultara y avisara al el/la presidente/a de la junta de síndicos o su designatario.

Es muy importante que registre su queja tan pronto te sea posible después del comportamiento o incidente ocurrido. Es muy importante que las denuncias se hagan dentro de un plazo de tiempo razonable. Al registrar un incidente con tiempo nos ayuda a mantener un ambiente de trabajo productivo y respetable, y a la misma vez asegurar que los testigos y testimonios relevantes están disponibles para ayudar
en la investigación de la denuncia. El/la Director/a puede, debajo de ciertas circunstancias, utilizar la ayuda de uno o más de los/as Supervisores de Departamentos y a la misma vez profesionales de afuera, para conducir la investigación. La investigación se llevará a cabo confidencialmente y tan pronto sea posible.

2. Proceso de investigación, resolución y medidas disciplinarias

El seminario conducirá las investigaciones de reportes y denuncias de la siguiente manera:

a. El/la director/a de recursos humanos y, en algunas ocasiones, el supervisor de departamento y/o abogado, entrevistará al individuo alegado de haber violado nuestra póliza, y los testigos necesarios, así como revisar cualquier documento relevante para determinar la naturaleza y extremo de la conducta dando lugar a la queja.

b. Tan pronto sea posible después de recibir la queja, pero no más de 10 días de negocios después de recibir la queja, el/la director/a de recursos humanos, y su jefe/a de departamento y/o abogado concluirá la investigación y someterá un reporte de la investigación al Presidente/a del seminario, con copias para el/la jefe de departamento.

c. Si la investigación revela que hay suficiente pruebas para concluir razonablemente que el hostigamiento o represalia en violación a este póliza tuvo lugar, el/la directora/a de recursos humanos, en conjunto con su supervisor de departamento, será recomendado al presidente/a del seminario (o al extremo que la queja sea del presidente/a del seminario, el/la presidente de la junta de síndicos), la disciplina apropiada que debería tomar el seminario. La acción apropiada tomará los siguientes factores en consideración: (i) La severidad, frecuencia y uso generalizado de la conducta; (ii) Denuncias anteriores hechas por el autor; (iii) Denuncias anteriores presentadas antes el demandado; (iv) La calidad de pruebas (conocimientos de primera mano, corroboración creíble, etc.). En la medida que el/la presidente/a este de acuerdo con la recomendación (o el/la presidente/a de junta de síndicos en el evento que la denuncia involucra al Presidente/a), se realizará la acción disciplinaria recomendada.

d. Si la investigación no revela evidencia suficiente para concluir razonablemente que el hostigamiento o represalia tomo lugar, o si es determinado que no había ningún hostigamiento o represalia en violación de esta póliza, pero alguna conducta problemática es revelada, podrán adoptar medidas preventivas y correctivas.

e. Dentro de 5 días después que la investigación ha concluido, el/la director/a del recurso humano se reunirá con el demandado, para notificarlo/a de la acción recomendada por el/la directora/a de recursos humanos y aprobado por el/la presidente/a (a menos que la denuncia involucra en cuyo caso el/la Presidente/a, el presidente de la junta de síndicos). El/la directora/a de recursos humanos o su designatario se reunirá también con el/la autor/a acerca de los resultados y, en la medida permitida de acuerdo de la privacidad, las acciones adoptadas para resolver la queja.

f. En el evento que el seminario recibe una reclamación o queja bajo esta póliza que envuelva un miembro de la facultad cubierto por el manual de la facultad del seminario, al extremos que el/la miembro/a de la facultad no está de acuerdo con la resolución de la denuncia y/o la acción disciplinaria de ser implementada, el/la
miembro/a de la facultad puede invocar a su derecho a presentar una queja escrita en conforme con los procedimientos establecidos en el manual de la facultad.

G. Confidencialidad
El seminario trabajará para proteger la privacidad de los involucrados en una denuncia de acoso o discriminación a la medida que es posible. El seminario hará, hasta que la ley le permite, mantener confidencial todos los registros de las denuncias, respuestas y las investigaciones. Las denuncias de acoso no serán puestas en un archivo de personal, a menos que después de la investigación, las acusaciones han sido investigadas y encontradas que son precisos. Registros escritos de las denuncias y todas las materias relacionados con este tipo de quejas que se marcará “confidencial” y se mantendrá en un archivo independiente y seguro por el departamento de recursos humanos.

H. Difusión de Póliza
El seminario facilitara a tod@s l@s emplead@s y estudiantes. Anuncios periódicos se enviaran a l@s estudiantes, empleados, y supervisores sobre la póliza de anti hostigamiento incluirán información sobre el procedimiento de queja y se referirán a individuos a oficinas y funcionarios designad@s para obtener información adicional.

El seminario reserva el derecho de modificar y/o enmendar todos los procedimientos descritos en este documento en cualquier momento, a su enteres discreción. En caso de que el seminario determina que las circunstancias justifican modificación/enmienda de cualquier parte de estos procedimientos, se dará aviso oportuno de la misma a tod@s afectad@s.

El seminario hará todos los esfuerzos razonables para garantizar que l@s emplead@s han recibido la información adecuada relacionada con esta póliza. Si algún supervisor cree que el entrenamiento adicional seria de beneficio a su departamento puede solicitar los servicios del departamento de Recursos Humanos.
McCORMICK THEOLOGICAL SEMINARY
MASTER’S LEVEL STUDENT COUNCIL BYLAWS


1. MISSION STATEMENT

1.1 The Student Council of McCormick Theological Seminary seeks to serve the master’s level students and their families through advocacy, timely and effective communication and with a nurturing spirit as the seminary equips them for the ministry in service of Jesus Christ and the church.

2. RESPONSIBILITIES

2.1 Advocacy

2.1.1 Provide spaces that enable students to express needs and concerns to appropriate bodies whereby they are responded to and met. Uses a “Town Hall” meeting (or forums) method to provide an open forum for students to voice their concerns directly to all areas in the McCormick Community.

2.1.2 Serve in a mediating and advocacy role between the student body and the administration, faculty, and the Board of Trustees to express students’ needs, concerns, and joys in appropriate ways.

2.1.3 Elect, by Student Council vote, a student to serve as the Master’s Level Representative to the Board of Trustees. The Student Representative to the Board may come from within or outside of Student Council.

2.1.4 The Moderator (or a Co-Moderator) of the Student Council shall serve on the Board of Trustees.

2.2 Communication

2.2.1 Enable timely communication between and among students, faculty, administration, and the Board of Trustees.

2.2.1.1 In order to facilitate this communication, Student Council extends a standing invitation to the members of the Administrative Cabinet and encourages all students to attend the community forums as scheduled by Student Council.

2.2.2 Foster open communication and mutual respect among various constituency groups of the McCormick Community. Encourages development of this through each Student Advocacy Group (SAG) sponsoring at least one event with another SAG during that current academic school year.
2.2.3 The Student Council Executive Board will work closely with the Office of Student Academics (OSA) to ensure staff and administration are aware of student concerns, on-campus events and off-campus opportunities available for students that qualify for conference support assistance. Give at least two week notice to OSA so that needed events can be posted on the McCormick calendar and space and room set-ups can be confirmed. Events will also be posted to the Herald.

2.3 Nurture

2.3.1 Enable participation of students in the life of the whole community.

2.3.2 Work together with other groups not supported by Student Council funding, like the Deacons, to coordinate and provide worship opportunities and activities for nurture, growth, fellowship, and connectedness among students and their families.

2.3.3 Hold each elected member of the Student Council accountable to those who elected them to this position by allowing each representative member an opportunity to lead a Student Council meeting, Community Forum meeting and facilitate leading one of the four major annual events hosted by Student Council (i.e. Welcome Back, Advent, Feast of Fools and Appreciation Week).

2.3.4 Advocate the use of Student Council conference support funds.

3. ACCOUNTABILITY

3.1 The Student Council shall be accountable to the student body in its mission. Student Council members will be present and available to hear the concerns of every active and enrolled McCormick student.

3.2 The Student Council shall be accountable to the Board of Trustees through the Seminary President and the Office of Student Academics in its governance.

3.3 Members of Student Council will be accountable to each other and give assistance to fellow members when asked to do so in a timely manner.

4. REPRESENTATION

4.1 The Student Council shall consist of Masters level students as follows:

- 2 – Junior (first-year) class representatives
- 2 – Middler class representatives (students who are not first-year students and who do not plan on graduating during that particular academic year)
- 2 – Senior class representatives
- 1 – Student Advocacy Groups Representative (see 4.1.2b)

4.1.1 Student Advocacy Groups are under the fiscal budget of Student Council and is managed by the Office of Student Academics with the vote and approval from the Student Council at the start of each academic calendar year (groups as of 1/25/2013).

- 1 – Member of Acts 10:15
1 – Member of Asociación de Estudiantes Latinos en McCormick (A.E.L.M.)
1 – Member of Commuter Student Group
1 – Member of Korean American Students Association (K.A.S.A.)
1 – Member of Pan-African Students Organization (P.A.S.O.)
1 – Member of Eco-Justice
1 – Member of Anti-Racism at McCormick (A.R.M.)
1 – Member of Women in Ministry
1 – Member of Peacemaking
1 – Member of Global Community

4.1.2 Each SAG shall designate a member of that group to serve as their liaison (or point person) for the Student Council for the academic year. Contact information for this person should be given to the Office of Student Academics no later than September 10th of each new academic year.

4.1.2b The Student Advocacy Group liaisons shall elect one person to be the representative member to the Student Council. Concerns that affect all the Student Groups shall be directed through this person to bring before Student.

4.1.2c The Student Advocacy Group liaisons are strongly encouraged to sit in on monthly Student Council meetings, but the voting will only be given to the person elected as Student Council representative (when needed). If any SAG group does not agree on a vote made by the representative on an issue that impacts their group they may request a community forum be called and a re-vote afterwards.

4.1.2.2 The Student Council Executive Board shall elect a Moderator (or a Co-Moderator) to serve as point person to the Office of Student Academics as well as be the representative on the Board of Trustee.

4.1.3 Advocacy Groups should be established prior to the next academic year. Written information that includes name, mission, goals and potential events should be submitted to the Office of Student Academics and to the Moderator (or Co-Moderator) for review and approval from Student Council by the last meeting (May) of the current academic year.

4.1.3.1 If a student group organizes after the May Student Council meeting and prior to the start of the new academic year (2nd Monday in September), they have the option of petitioning the Student Council for budget support and student representation. Budget support is contingent on the availability of funds; and student representation is contingent on Student Council approval of and recognition of the new group.

4.1.4 Any changes to a Student Group should be submitted in writing (email is okay) to the Office of Student Academics as well as the Student Council for review and recording.

4.1.5 The Student Council on standing rules shall be updated annually to reflect the status of student groups.
1.2 These representatives shall have both guaranteed voice and vote on the Student Council.

4.2.1 The Moderator (or Co-Moderators) of the Student Council has the deciding vote in case of a tie.

4.3 Each elected member of the Student Council will serve for one academic year, and may serve up to three full academic years.

4.4 The officers of the Student Council shall be the Moderator and the Vice-Moderator (or Co-Moderators), and Clerk. The duties of the officers are listed in Appendix A.

4.5 Student Council members are expected to perform the duties as listed in Appendix B.

4.6 The Administrator for the Office of Student Academics shall serve as the Administrative Assistant to the Student Council and perform the duties listed in Appendix C.

5. COMMITTEES

5.1 Student Council members can and are encouraged to seek the assistance of non-members from the McCormick Community to help organize and participate in Student Council funded events and programs.

6. NOMINATIONS AND ELECTION

6.1. Members of the Nominating Committee shall consist of the Student Council.

6.2 The Nomination Process

6.2.1 At least four weeks prior to elections, the Nominating Committee shall solicit names from the student body to be considered for nomination for Middler and Senior class representatives who will serve on the Student Council the following school year. The Nominating Committee should take care to ensure that nominees reflect the diversity of the seminary in all its forms.

6.2.2 The Nominating Committee shall prepare a ballot with a slate of nominees for the class representatives and space for write-in votes.

6.3 The Election Process

6.3.1 All master’s level students in good standing at the time of election shall be eligible to vote (excluding graduating Seniors).

6.3.2 General elections for Middler and Senior class representatives shall take place during the first week of April to elect members for the following academic year. The two persons with the most number of votes will be elected.
6.3.3 General Election for the Junior Class will take place during September in the beginning of the school year. It shall be an open nomination process, with vote by ballot. The Moderator and Vice-Moderator (or Co-Moderators) shall work with the Nominating Committee to solicit names from the student body to be considered for nomination for junior class representatives who will serve on the Student Council the following school year. The Moderator and Vice-Moderator (or Co-Moderators) should take care to ensure that nominees reflect the diversity of the seminary in all its forms.

6.3.4 The Student Council may call additional elections as the need arises. To include the decision to have One (1) alternate member to the Student Council represented by the Student Advocacy Groups.

6.4 Election of officers

6.4.1 The new Student Council shall elect its Moderator and Vice-Moderator (or Co-Moderators), Executive Committee members, Board of Trustee representative, and Clerk during its final meeting with new and outgoing Student Council members in April. The outgoing moderator(s) will facilitate the election of the new officers. The new members of Student Council will vote to elect all officers and representatives. The newly elected moderator(s) will convene a new meeting following the election.

6.5 Communication

6.5.1 The Student Council shall notify the larger community of all election results in a timely fashion.

7. MEETINGS

7.1 All Student Council meetings shall be open to all Masters level students. Guests to Student Council meetings have voice but may not vote.

7.2 All members of Student Council are expected to attend all meetings. Those who cannot attend a meeting shall notify the Moderator (or Co-Moderators) in advance. If a member is only able to attend part of the meeting this should be communicated to the Moderator (or Co-Moderators) at least 24 hours prior to meeting unless an emergency.

7.3 A simple majority of voting members of Student Council shall constitute a quorum, allowing for a legal meeting of the Student Council.

7.3.1 If during a Student Council meeting a quorum of elected members is not present in order to vote then voting can happen via email.

7.4 The Student Council shall meet on a regular basis (once a month) and shall communicate the time and place of the Student Council meetings to the student body. The Student Council shall have the freedom to call special meetings as needed.

7.5 The Student Council reserves the right to hold closed/private Student Councils whenever necessary.
8. AMENDMENTS

8.1 Minor editorial changes to the Standing Rules may occur (language changes or typographical error; changes in form not content) when two of the following three persons—the Moderator and the Vice-Moderator (or Co-Moderators), the Office of Student Academics—agree. These changes will be communicated to the Student Council within two weeks.

8.2 Amendments to the by-laws may be made by the Student Council after two discussions and with a 2/3 vote of the members present. All proposed amendments shall be presented in writing.

8.3 The Student Council shall notify the student body, the Board of Trustees and the larger seminary community of all amendments within two weeks.
Position Description for Moderator and Vice-Moderator (or Co-Moderators)

It is expected that, the Moderator and Vice Moderator (or Co-Moderators) will perform the following duties with help from the Student Council.

1. OPERATIONS

   A. Receive agenda items, prepare for and preside over Student Council meetings.
   B. Work with the Student Council to set and manage the budget responsibly.
   C. Receive and respond to correspondence.
   D. Chair the Nominating Committee (for Junior elections at start of school year).
   E. Receive and approve of student Conference Support Requests.
   F. Perform other tasks that might be delegated by the Student Council.

2. COMMUNICATION

   A. Enable communication between students and the Board of Trustees and the President’s Office.
   B. Be the primary contact person for the Student Council to the McCormick community.

3. ADVOCACY

   A. Be a responsible member of the Seminary’s Board of Trustees (Moderator or Co-Moderator).
   B. Enable the students to express needs and concerns to appropriate bodies.
   C. Determine appropriate ways in which students’ needs and concerns can be appropriately advocated.
   D. Be available to the community to raise matters of general concern or interest.
   E. In consultation with the Student Council, nominate students to Faculty Committees to be appointed by the President.

4. NURTURE

   A. Encourage participation of students in the life of the whole community.
   B. Encourage and assist Student Council representative leading designated activities.
APPENDIX B

Position Description for Student Council Members

It is expected that, the Student Council members will perform the following duties with help from the Moderator and Vice-Moderator (or Co-moderators).

1. Attend all Student Council meetings.
2. Attend all Student Council events.
3. Participate on committees and task forces as created by the Student Council.
4. Be concerned about issues affecting student life.
5. Actively listen for and seek out the concerns of peers and constituency groups.
6. Are voting members that will vote responsibly on all matters.
Position Description for the Administrator for the Office of Student Academics (O.S.A.)

Role of the Administrator for the Office of Student Academics in Student Council:

1. Financial Recording
   B. Monitor the Budget and notify the Moderator and Vice Moderator (or Co-Moderators) of any irregularities.

2. Administrative
   A. Work with the Moderator (or Co-Moderator) to make arrangements for the Student Council meetings.
   B. Work with Student Council to make sure events needing to be posted to Herald and Community calendar gets completed by student worker in timely manner.
   C. Attend Student Council meetings when available and share school policies that might impact a vote or discussion on an issue.

3. Advising
   A. Serve in liaison with other administrative offices.
Position Description for Student Council Clerk

It is expected that the Student Council Clerk will perform the following duties.

1. Take minutes at the Student Council meetings and distribute them to the Student Council email (and members if requested) no later than 10 days from the time the Student Council meeting is adjourned.
2. Clerk will submit summary of minutes to OSA and Herald one week after meeting to review for write up to Community.
3. Assist the Moderator and Vice-Moderator (or Co-Moderators) with tasks related to publicity and communications as needed.
Position Description for Student Advocacy Group Liaison

It is expected that the Student Advocacy Group Liaisons will perform the following duties:

1. Communicate events to Student Council SAG representative and OSA
2. Support and be present at Student Council meetings and events
3. Participate on committees and task forces as created by the Student Council
4. Communicate issues concerning SAG to Student Council SAG representative and at Community forums
1. MISSION STATEMENT

1.1 The Board of Deacons of McCormick Theological Seminary seeks to minister to the emotional and spiritual needs of the master’s level students and their families by providing support, comfort, and recognition in times of joy and concern.

2. RESPONSIBILITIES

2.1 Support

2.1.1 Provides emotional, spiritual and financial support to students.

2.2 Emergency Fund

2.2.1 The amount of the Emergency Fund each year will be determined in the spring before submitting the final Deacon Budget.

2.2.2 The Emergency Fund was established to provide monetary support to students. It is meant to help offset the financial burden of traveling due to the loss of a loved one, medical emergencies, or assistance due to job loss.

2.2.3 Only current master’s level students may apply for financial assistance through the Deacon Emergency Fund.

2.2.4 The maximum amount available each year for an individual is $250.

2.2.5 To request financial assistance, a student must fill out and submit the Board of Deacon Fund Request (Available in the Office of Student Academics). These requests will be reviewed individually as received and reviewed corporally at every monthly Deacon meeting.

2.2.6 In order to request financial assistance, each request will be submitted at the monthly Deacon Meeting and receive support from a majority of the Deacons (two-thirds majority).

2.2.6.1 The proposals will be submitted to the Deacons via email and voting will take place via email response or online survey.

2.2.7 Receipts must be submitted to the Board of Deacons to show what the money was spent on.
2.3 Hesed Groups

2.3.1 In order to make sure that all master’s level students have a deacon, the Co-Moderators will assign Hesed Groups.

2.3.2 The Hesed Group will consist of students from each Deacon’s own class, and will remain the same over the course of the Deacon’s term.

2.3.3 All master’s level students (including part-time and commuter students) will be assigned a Deacon.

2.3.3.1 Part-time students will be assigned a Deacon from their class for the first 3 years of their time at McCormick. After the full-time students that entered at the same time as the part-time student have graduated, the part-time students will be assigned to any of the senior-class deacon representatives.

2.3.4 Although each Deacon should reach out to their Hesed group during the course of the school year, students are free to approach any Deacon regarding emotional, spiritual or financial support.

2.3.5 Deacons should express their support for their Hesed Group throughout the year. In order to help facilitate this, each deacon has a budget of $50 that can be spent on building community with their Hesed Group.

3. ACCOUNTABILITY

3.1 The Board of Deacons is answerable to the student body, and each Deacon should be available to provide support for current master’s level students.

3.1.1 The Board of Deacons is not legally or financially responsible for any liabilities that students might acquire while completing their studies at McCormick Theological Seminary. Individual Deacons are merely volunteers and do not assume any legal or financial risk by providing spiritual support for fellow students.

3.2 The Board of Deacons is supported and advised by the Office of Student Academics.

3.3 Members of the Board of Deacons are accountable to each other, expected to attend the monthly meetings and take an active role in the spiritual life of the McCormick community.

4. REPRESENTATION

4.1 The Board of Deacons consists of current master’s level students.

4.2 There are 3 Deacons for every class of master’s level students at McCormick Theological Seminary. These deacons are nominated and elected by their class.

4.2.1 During First Year Orientation, the incoming class will elect 3 representatives. Nominations will be open for 48 hours, after which elections will take place via an online form.
4.2.2 The Board of Deacons will be commissioned during the second Community Worship service of the school year.

4.3 Each deacon will serve for 3 years, with exceptions:

4.3.1 For any students in a 2-year program, their term will only be 2 years. At the end of their term, the Board of Deacons has the option of replacing that deacon for the last year of the traditional 3-year term. Elections are held in the same way that first-year deacons are nominated/elected.

4.3.2 For any students in the dual-degree program, their term is 4 years, or the length of their dual-degree program. These deacons will have to make an effort to remain connected to the McCormick Community during the semesters they are not taking McCormick classes.

4.3.3 Part-time students are welcome to be a part of the Board of Deacons. Their term will be limited to a maximum of 4 years, and a minimum of a 2-year (consecutive) commitment is necessary.

4.3.4 Commuter students are also welcome as deacons.

4.3.5 If at any time an elected Deacon is no longer able to serve the McCormick community, attend the required meetings or does not wish to remain a part of the Board of Deacons, they may step down from their elected position. They simply need to write a letter addressed to the Moderator(s) explaining their desire to no longer be a Deacon.

5. DEACON ROLES

5.1 Each active deacon will have a specific position, from the following list:

5.1.1 Co-Moderators (2)

5.1.1.1 There will be 2 co-moderators. It is a 2-year term, to be served consecutively. This ensures that one of the co-moderators is ‘experienced’ and can help mentor the new co-moderator.

5.1.1.2 The Co-Moderators plan and preside over all meetings, retreats, and seminars.

5.1.1.3 Receive and respond to correspondence.

5.1.1.3.1 These individuals are the primary contact for the Board of Deacons to the McCormick Community.

5.1.1.4 Chair the Nominating Committee (for nominations and elections of the First-Year class each Fall). If one of the previous year’s co-moderators has graduated, another deacon will be chosen to help chair the nominating committee.

5.1.1.5 One of the co-moderators is the official Board of Deacon Student Council Representatives and must attend all Student Council meetings.
5.1.6 The Board of Deacons Co-Moderators work alongside the Student Council Moderator and Vice-Moderator to ensure that the McCormick Community is well cared for, represented fairly, and has a voice that is heard.

5.1.7 During a vote, in the event of a tie, the Co-Moderators have the final tie-breaker vote.

5.1.8 This position is a paid position, in the form of a stipend.

5.1.2 **Secretary**

5.1.2.1 This person simply takes the minutes of each meeting and makes sure to email them to the Board of Deacons and Office of Student Academics within 7 days of the meeting.

5.1.3 **Treasurer**

5.1.3.1 Working closely with the Administrator for Student Academics, the treasurer makes sure that the Board of Deacons budget is maintained. This person also works with the Co-Moderators each spring to submit a budget request for the following year.

5.1.4 **Prayer Room Manager**

5.1.4.1 This person will ensure the general cleanliness and organization of the Prayer Room. If the Prayer Room needs supplies, this person will write a request and submit it at a monthly Deacon Meeting.

5.1.5 **Prayer Requests/Prayer Cards (2)**

5.1.5.1 Since this is the bulk of what the Board of Deacons does at McCormick, there will be 2 people assigned to this role. This 2-person team will be in charge of the Prayer Box, which should be brought downstairs from the Prayer Room to the Common Room for the weekly Community Worship time.

5.1.5.2 Prayer Cards. This team is also responsible for the Prayer Cards that the Deacons send out once a month. These are for joys and concerns of the community.

5.1.5.2.1 By monitoring the Prayer Box, weekly prayer requests sent out by the Seminary, and from personal interaction, this team will make a prayer card for each prayer request.

5.1.5.2.2 These completed cards will be brought to the monthly Deacon meetings only requiring the signatures of the Deacons in attendance at the meeting.

5.1.5.2.3 The cards should not be made at the meetings, but made ahead of time so that the Deacon meetings do not go over time.
5.1.5.2.4 This team is responsible for taking the prayer cards to the McCormick mailroom so that they can be given to the appropriate person.

5.1.6 Event Coordinators (2)

5.1.6.1 These deacons are responsible for planning the main events on behalf of the Board of Deacons. They can recruit additional Deacon support, and can form a committee for any major events. These deacons are responsible for planning, reserving room space, recruiting Deacon support, finding vendors, promoting the event/advertising, and clean up after the event.

6. Nominations and Elections

6.1 The current co-moderator(s) and the secretary will monitor nominations and elections.

6.2 To allow all students the chance at nominating and electing their Deacon Class Representatives, both paper and digital nominations and ballots will be accepted.

7 Meetings

7.1 The Board of Deacons will meet on a monthly basis. It will be the same day each month to ensure scheduling simplicity (i.e. the first Saturday of the month). Each deacon will need to commit to attending these monthly meetings.

7.1.1 In the case of an unavoidable scheduling conflict, i.e. funeral, wedding, illness, or other emergency, an individual deacon may be excused from the meeting.

7.2 In addition to the monthly meetings, the Deacons must be able to attend the annual Fall Retreat.

7.2.1 This Retreat will consist of orientation to the Board of Deacons, training, assigning Deacon Roles, community-building activities, and planning the schedule for the upcoming school year.

7.2.2 The retreat will take place off-campus. The location can be determined each year by the Board of Deacons. It may or may not be an over-night trip.