CROSS-CULTURAL *Urban*
Reformed ECUMENICAL

McCormick

M^cCORMICK
THEOLOGICAL
SEMINARY

Student Handbook

Doctor of Ministry
McCormick

Welcome to McCormick Theological Seminary!

On behalf of the faculty, staff, students, and trustees of McCormick Theological Seminary, it is my great pleasure to welcome you to the McCormick Community. In this handbook for our Doctor of Ministry program, you will find information that we hope will be helpful as you embark upon this stage of your leadership journey. We truly appreciate the rich contexts of ministry from which you come; in fact, these contexts are crucial components of the learning environment to which you will contribute.

At McCormick, you will join a faithful, justice-seeking community that is cross-cultural, urban, Reformed, and ecumenical. We believe that we are creating a vision of what 21st century theological education should be and participating in a vision of what the Church can become—a living image of God's life-giving presence among a diverse humanity.

McCormick is committed to training leaders for communities across the country and around the world. As census data demonstrates, by 2040, the U.S. will no longer have a racial/ethnic majority. For McCormick, 2040 has already arrived. We learn and live through the dynamics of diversity that will define the next generations of our country and the Church.

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

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

Peace and grace to you,

David H. Crawford

David H. Crawford
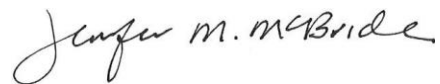President, McCormick Theological Seminary

Welcome to the Doctor of Ministry Program!

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

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

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

Sincerely,

Jennifer M. McBride, Ph.D.
Associate Dean of DMin Programs and Continuing Education
Assistant Professor of Theology and Ethics

Contentss

Academic Overview

Application and Class Start Dates
(Class dates subject to change)

	2019-2020	2020-2021
McCormick DMin Applications due	October 15, 2019	October 15, 2020
McCormick DMin Classes begin	January 2020 (dates vary by cohort)	January 2021 (dates vary by cohort)
McCormick DMin Graduation	May 9, 2020	May 8, 2021
ACTS DMin in Preaching Applications due	January 31, 2020	January 31, 2021
ACTS DMin in Preaching Residency (3 weeks)	June/July 2020	June 2021
Ecumenical DMin Int'l applications due U.S. Resident applications due	May 1, 2019 July 15, 2019	May 1, 2020 July 15, 2020
Ecumenical DMin Class start	August 25, 2019	August 24, 2020

Contact List

Associate Dean of Doctor of Ministry Programs and Continuing Education
Assistant Professor of Theology and Ethics

- Jennifer McBride**,** jmcbride@mccormick.edu, (773) 947 6332

Doctor of Ministry and Continuing Education Office

- Courtney Jacobson**,** cjacobson@mccormick.edu, (773) 947 6361

Registrar's Office

- Chandra Wade, cwade@mccormick.edu, (773) 947 6285

Finance Manager

- Keith Kliver, Kkliver@mccormick.edu, (773) 947 6260

Information Technology (IT)

- mtssupport@mccormick.edu, (773) 753 1835

Program Description

McCormick Theological Seminary has offered the Doctor of Ministry (DMin) degree for more than 40 years – in fact, our seminary was an early adopter and innovator of DMin education when the degree first became popular in the 1980s. Today, our DMin program continues to foster the spiritual and theological growth of our students, while developing their organizational, analytical, and leadership skills*.* We remain committed to the transformation and revitalization of congregations and agencies, and their broader communities through education that is:

- **Culturally attentive**: McCormick strives to provide cross-cultural education that equips religious leaders to serve an increasingly diverse U.S. landscape, and to attend to the cultural needs of students from a variety of racial or ethnic groups by providing theological education that meets their unique needs and the needs of their ministry.
- **Contextual**: The student's place of ministry is the focus of reflection and analysis, bringing academic inquiry to one's professional setting. The thesis project is rooted in the student's place of ministry, in partnership with the congregation or agency, and ordered toward the transformation of ministry in that setting. The program integrates theory and practice, values experiential knowledge, and provides theological education that addresses both the internal needs of congregations and the external needs of their broader communities.
- **Peer-centered**: Students enter the program in cohorts that continue to learn together throughout their time at McCormick, in a group-based educational environment that enables students to learn from one another's experience and backgrounds.
- **Transformative**: Students will naturally enter the program with different concerns for the development of their ministries. To answer those concerns, we offer electives with a range of focuses, including parish revitalization, pastoral care, building beloved community, and public witness. Through these focuses, we encourage adaptability to changing cultural contexts.

Course of Study & Credit Hours

The McCormick DMin degree consists of nine courses, each of which carries three credit hours, and the Thesis in the Practice of Ministry. With the exceptions of I-648 *Thesis Residency* and I-649 *Thesis in the Practice of Ministry* (see below), the format for each course is a five-day intensive. These five days comprise thirty-two to thirty-four in-class contact hours. For every hour in class, students are expected to engage in three hours of outside study, which amounts to ninety-six total hours of outside work. The hours of outside work happen before the course and after the course: fifty hours of pre-course reading (approximately 1000-1200 pages), twenty-five hours of pre-course writing assignments, and twenty hours devoted to the implementation of a final project in the student's context of ministry, accompanied by a final paper. During I-649 *Thesis in the Practice of Ministry*, students may also expect to spend approximately the same number of hours as one course – a total of 128 hours. (Adopted by the Faculty, August 29, 2017)

Courses are generally held at McCormick Theological Seminary in the Hyde Park neighborhood of Chicago. Instructors have flexibility in their course schedule, but usually hold classes Mon 1:00-5:00pm, Tues-Thu 8:00am-5:00pm (with a 1hr lunch break), and Fri 8:00am-12:00pm, to reach the required thirty-two in-class contact hours. Classroom assignments are available upon arrival at the front desk and at the elevator. A full course load for students in the DMin program is 3 courses per academic year and work on the thesis. Because the course of study is closely integrated with the student's professional work, the minimum time for fulfilling the degree requirements is three academic years. Five years is the maximum time allowed unless the associate dean grants an [extension].

The following core courses form the foundation of the McCormick DMin curriculum. All students will take variants of these courses, under different names, geared toward that cohort's cultural context. Students typically take these courses with the DMin cohort group with whom they begin their studies.

- M-647 *Where Three or More are Gathered* is the first core course of any DMin student's program, and explores the relationship of group dynamics and leadership.

- T/H-610 *The Church in the World Today* examines the changing landscape of Christian expression in North America and around the world.

- M-609 *Culturally Attentive Pastoral Leadership* equips students to lead religious organizations with more sensitivity to diverse congregations and communities.

- M-618 *Leading Change in Church and Community* encourages students to initiate and navigate change in ministry settings while being attentive to the stress that change creates in individuals and groups.

Two additional courses and the Thesis in the Practice of Ministry are also required of all students:

- M-617 *Methods in Ministry Research* focuses on the theory and application of practical theology and on the development of a specific thesis project.

- I-648 *Thesis Residency* is a twelve-day, on-campus retreat in which the student undertakes substantive work on the thesis project, guided by a faculty advisor.

- I-649 *Thesis in the Practice of Ministry* in which students implement their final thesis projects and write their thesis articles

In addition to the core courses, each student will take three elective courses, which can be taken by the whole cohort or separately with other cohorts.

Thesis in the Practice of Ministry

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

To facilitate the development of the thesis, all students participate in course I-648 *Thesis Residency*, which is a twelve-day, three-credit-hour, intensive course at McCormick. Students bring a preliminary proposal for the thesis and work with faculty, peers, and library staff to refine the proposal and to carry out research. Before enrolling in this course, a student will ordinarily have taken four or more courses, including M-617 *Methods in Ministry Research*. The primary McCormick faculty instructor for I-648 *Thesis Residency* will be designated as the student's thesis advisor and will work closely with them through the entire thesis process. Additional information about the thesis is included in the Thesis Manual, which students can access on the student portal.

Oral Presentation

The oral presentation takes place after completion of all course work and a full draft of the thesis article. It is a conversation involving the student, a peer in the program, a recent graduate of McCormick, and the thesis advisor, usually involving a short presentation of research by the student, followed by a question and answer session. The intent is to provide constructive feedback on the thesis work as well as encourage next steps in ministry. The final article is due by April 15 for graduation in May.

Learning Outcomes

At the end of their course of study, DMin students should be able to:

1. Analyze social and cultural factors impacting society in general and the student's specific setting of ministry.
2. Use and integrates a variety of biblical, theological, and historical resources into the student's specific practice of ministry.
3. Form clear objectives and strategies to address challenges and opportunities in the student's specific setting of ministry.
4. Implement evaluative methods that encourage ongoing critical reflection on the practice of ministry in the student's specific setting.
5. Nurture collegial relationships that strengthen the student's vocational sense of identity and the practice of ministry in their own setting.

Grades and Deadlines

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

Faculty members are expected to return papers in a timely manner. It is the responsibility of the student to communicate with the faculty member first and, if necessary, with the DMin office if a project they have submitted to a professor is not graded and returned.

If a student cannot complete the course assignment by the date on which it is due, they may request an extension, which instructors may or may not grant. Requests for a second extension, or any appeal on a faculty member's decision on an extension request, must be addressed to the associate dean, who may or may not grant the extension. No more than two extensions may be granted in any course.

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

A+	(97-100%)	4.0
A	(93-97%)	4.0
A-	(90-93%)	3.7
B+	(87-90%)	3.3
B	(83-87%)	3.0
B-	(80-83%)	2.7
C+	(77-80%)	2.3
C	(73-776%)	2.0
C-	(70-73%)	1.7
D	(60-70%)	1.0
F	(<60%)	0.0

The DMin degree requires a 3.0 average for graduation; a student with lower a grade point average is not making satisfactory progress.

Course Registration

McCormick uses an online registration system, with an instructional video to walk you through the process. **Please register no later than 10 weeks before the course intensive**. We ask that students register for their next year of courses before the end of the previous year. Courses are subject to cancellation if fewer than six students register. Students generally take classes with the cohort in which they entered the program. For bilingual cohorts, bilingual instruction will be available in courses with the student's cohort.

If a student is unable to participate in a course for which they have registered, the student should notify the registrar so that McCormick can maintain records properly and avoid unnecessary billing. Questions about registration, as well as registration for courses at the schools who participate in the ACTS cluster

should go to the registrar's office. Questions about course of study should be directed to the Associate Dean of DMin Programs. Questions about course content should be directed to the course instructor.

The registrar's office is primarily responsible for recording and maintaining academic records, and the registrar also serves as the Principal Designated School Official for international students. F-1 visa students must maintain their status via communication with the registrar's office. Please communicate all changes in contact information (name, mailing address, and phone numbers) to the DMin office and the registrar so that the database may be updated.

Transcripts

Students and graduates who wish to receive unofficial copies of their transcripts or who wish to have official transcripts sent to other institutions or agencies should contact transcripts@mccormick.edu. The first transcript is provided at no charge. Each additional transcript is provided at a charge of $5. Transcripts on demand/walk-ins will be charged $10. Official transcripts will not be issued until the student has met all financial obligations to the seminary.

Transfer of Course Credit

Students may transfer credit from DMin courses completed at other institutions if the course work undertaken relates directly to the learning objectives of the student's DMin program at McCormick. Students may apply no more than three transfer courses to their course of study. The student will work with the Associate Dean to determine which McCormick courses the transfer courses will replace.

Program Costs

The cost of study at McCormick consists of tuition for the nine courses required for graduation, a thesis advising fee equal to the tuition for one course that is charged six months following thesis residency, a graduation fee charged in the spring prior to graduation, and a thesis digitization fee. Tuition is subject to annual revision, and there are additional costs for travel, housing, and books. If a student requests and is granted an extension of time for completing the program beyond the five-year academic limit, a continuation fee of $500 annually will be charged until the student successfully completes the program.

- **Total cost of study: $9,207**
  - Tuition, $900/course: $8,100
  - Thesis advising fee: $900
  - Graduation fee: $160
  - Thesis digitization fee: $36
  - Governance fee: $11

Tuition is billed upon completion of the course, with payment due within 30 days. Please contact the McCormick finance office for all matters related to billing and payment. Students are required to provide their student account numbers in order for the finance office to access their accounts. McCormick alums receive a 25% tuition discount.

Tuition Payments

Tuition payments can be made online through McCormick's Self-Service system: https://pwrss-prod.ec.mccormick.edu/ss/Home.aspx. To make a payment:

1. Log in to Self-Service, click on the "Finances" tab at the top of the page, then click on "Balance."
2. You can view your charges/credits, detail by summary type, or balance summary. To change your view, select the appropriate radio button and click "Change."
3. Under "Make a Payment," the year and term default to the current year and term.
4. Enter the amount that you want to pay in the "Amount" field using dollars and cents. You do not need to enter the $ sign.
5. After you have entered the amount, click on "Make a Payment."
6. You will see a screen telling you that your payment is being made in a secure system hosted with Official Payments; McCormick does not store any credit card or bank account information in Self Service. Click "OK".

Balance   **Statement**

Options ▲

Period
2018/FASM ⌄
View
○
  Detail by Charges/Credits

○ Detail by Summary Type

◉ Balance Summary

Change

Make a Payment ▲

Apply Payment To
2018/FASM ⌄
Amount
[   ]

Make a Payment

Clicking on Make a Payment on **//pwrss-prod.ec.mccormick.edu/ss/** redirects you to a website outside **Self-Service**. Ellucian is not responsible for any content, privacy and security policy on the third-party website.

Cancel   OK

7. Enter the appropriate payment amount and credit card or bank account information here, then click "Continue."
8. Please review and accept Official Payments' terms on the next screen.
9. Enter your payer contact information and click "Continue."
10. The next page is the "Review and Submit" page. This gives you a chance to make sure all of payment information is correct. At the bottom of the page, it provides you with a button to allow you to go back to the previous page to make changes or corrections. It also provides a button that lets you cancel the transaction. If everything looks good, click on "Submit."
11. You will see a confirmation page that says your payment was successfully processed. You can print this page. Click on "Continue."If successfully you will see the screen below. Click close to take you back to the Self Service system.
12. You are now back on your Account page where you can select to view payment details or summary for the Year and Term. If you make more than one payment in a particular year and term, you will see all of the payments on this screen.

Financial Planning

The responsibility for meeting the costs of the McCormick DMin program belongs primarily to the student, with possible aid from the congregation or agency served, and/or the denomination of which the student is a member. Continuing education funds, congregational or agency grants, and local, regional, or national scholarship programs are the primary sources of funding for most students. The

McCormick Student Financial Planning office will help students determine their annual expenses and assist with locating sources of scholarship and grants, to the extent those are available.

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

Students must apply for aid during each academic year. Applications received early in the academic year are recommended, since aid is awarded to eligible students as long as funds are available. United States citizens must complete a McCormick financial aid application and the federal FAFSA form; all other students must complete the McCormick financial aid application form. Students must remain in good academic standing and must complete an application each academic year to determine / maintain eligibility.

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

Syllabi and Textbooks

Course syllabi for DMin courses will be available approximately three months prior to the course and will be posted on *Alexandria*. It is the responsibility of the student to acquire and read the syllabi and abide by their assignments and requirements. McCormick does not have its own bookstore; students are encouraged to secure their books from a convenient source.

Auditing Classes

Any student not registered for a course should not be attending the course unless granted special permission. When class capacity allows, auditors must receive permission from the associate dean of DMin and the course instructor, and pay the audit fee of $450 before attending. On occasion, McCormick employees, spouses of students, or other interested non-degree-seeking persons may request permission to sit in on classes as "active listeners" who do not do the coursework of auditors. Permission is granted solely by the instructor, and active listeners cannot receive credit. McCormick recognizes four kinds of auditors:

- **Current McCormick DMin Students** may audit DMin courses but do not receive credit.
- **Admitted DMin Students** may audit DMin courses but do not receive credit, and may not later change their course participation to a for-credit course.
- **Non-Admitted Students** may audit DMin courses. To be eligible for audit status, they must complete a Student At Large application and be accepted by the associate dean of DMin. Students must have qualifications similar to those required of DMin applicants (i.e., an MDiv or its equivalent and three years of applicable ministry experience). Audited courses may not be changed to for-credit courses later.

- **McCormick DMin Graduates** may audit DMin elective courses. Auditors must submit a Student At Large application and be accepted by the associate dean of DMin.

No more than five auditors will be allowed to participate in any DMin course. Participation of auditors, and the total number of auditors (up to but not exceeding five) in any DMin course, is by permission of the associate dean and the instructor of the course. All auditing students will be expected to do advance course readings and other pre-class work and participate in class discussions; no final course projects will be expected or evaluated by the instructor. Other course expectations for auditors will be set by the instructor. If there is a cap on the total number of students in the course, preference will be given to credit-seeking students.

DMin Students from Other Institutions

Students currently enrolled in Doctor of Ministry programs at other Association of Chicago Theological Schools (ACTS) institutions, or students in good standing in the DMin program of San Francisco Theological Seminary, and who wish to take courses at McCormick for academic credit may cross-register for courses. Students currently enrolled in DMin programs at other ATS-accredited institutions and who wish to take McCormick courses for academic credit must apply for Student At Large status through the Director of Admissions. Once admitted they may enroll in DMin courses after consultation with the Associate Dean; an academic transcript will be maintained and credit for courses may be transferred to the degree granting institution. Such students will be charged by McCormick for the full amount for the course(s) in question.

Independent Study

Student may negotiate an Independent Study course with a member of the faculty through the associate dean. Except in extraordinary circumstances, an Independent Study may not be substituted for a course that is included in the DMin course offerings. The associate dean must approve an Independent Study in advance; the contract must be filled out fully by the student and the faculty member, signed by both, and sent to the DMin Associate Dean for approval. Independent Studies at the DMin level must be taken for a letter grade and are subject to the same standards as regularly-offered courses.

Program Limit Extensions

The time limit for the DMin degree is five years. Degree candidates are expected to maintain an adequate qualitative level of work and to make progress sufficient to complete the degree in the statutory time allowed unless special permission for a slower rate of progress is given. Students who do not complete the DMin program within a five-year time limit may petition the associate dean of the DMin program in writing for a one-year extension. A student requesting an extension must present an intentional plan to move toward completion within an established period. The plan must show evidence of active work on the Thesis in the Practice of Ministry and registration for any courses necessary to complete the other units of credit needed for the degree.

Changes in Student Status

Change in Ministry Setting

In the case of a change in ministry setting, it is the responsibility of each individual student to notify the DMin office of any changes in email, telephone numbers, work or home addresses. Without such changes being submitted, lost correspondence may negatively impact the student's progress through the program.

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

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

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

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

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

Academic Probation
The DMin office may place a student on academic probation and suspend them from the program for the following reasons:

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

When these conditions exist, the associate dean of the DMin program will notify the student of the academic probation. Students on probation may not take additional courses or continue working with their advisor on their thesis until the required financial payments have been made, or the incomplete work has been submitted.

Dismissal

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

- failure to make academic progress in a timely manner
- three or more Incompletes (Is), permanent incompletes (PIs), or Fs on the transcript
- violation of seminary policies (see below)

Readmission to the Program

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

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

Student Standing Committee

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

Appeals

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

Graduation

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

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

Academic Resources

The JKM Library

The JKM Library, located in the west wing of the LSTC building, is McCormick's primary library resource for study and research. The library's website at www.jkmlibrary.org is the gateway to JKM's catalog, resources (both hardcopy and electronic), contact information, hours, policies, and services. Students should visit the library, with their McCormick IDs, to apply for privileges at the circulation desk, meet library staff, and set up off-campus access to e-resources. For assistance, contact:

- Barry Hopkins, Interim Director and Associate Librarian for Public Services, at (773) 256 0738 or bhopkins@jkmlibrary.org regarding access to e-resources and hardcopy reserves, and the library's purchasing any materials needed for your course.
- Elaine Bonner, Access Services Manager, at (773) 256 0732 or ebonner@jkmlibrary.org, regarding library privileges.

In addition to the resources of the JKM Library, students have access to the 80+ other I-Share, 8 Association of Chicago Theological Schools (ACTS) and the University of Chicago libraries. Please consult with the library staff on how to obtain these privileges.

Once you complete your thesis article, you can contact Houchen Bindery if you would to have printed copies. The library will archive copies for long-term storage.

Language Resource and Writing Center (LRWC)

The Language Resource and Writing Center (LRWC) is available to support students. Refer students who need extra support in their writing to the director of the LRWC. Feel free to contact, stop by or call Rob Worley, LRWC Director, directly to talk about student support in your classes. (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.

IT Information

Email

IT provides all faculty, staff, and students with McCormick email accounts. Email is the official form of communication for McCormick, so all faculty, staff, and students are responsible for checking this account regularly. Feel free to forward this email to a preferred account (IT can provide assistance with this). *If your personal email address changes, remember to update the forwarding for your McCormick account*. The naming convention for McCormick emails is: firstinitiallastname@go.mccormick.edu. When first assigned an email, there will be an assigned a password and a prompt to change it when first logging in.

Alexandria

Alexandria is McCormick's online learning management system. This system provides a class list, convenient group email, and file sharing for the syllabus and course materials, as well as any assignments students submit. All students are expected to use *Alexandria*. For security reasons, all assignments must be submitted through *Alexandria*; the IT department can provide assistance with this.

Wi-Fi

Wireless connections are available throughout the building: the network is "mts_guest" and the password is "McWi-Fi!".

Emergency Notifications

McCormick has a campus-wide emergency notification system. All faculty, staff and student emails and cell phone numbers are entered into this system and receive notifications via text and email in the case of an emergency. This system is only used for emergencies.

For assistance with email, *Alexandria*, or other technology-related questions, please contact the IT Helpdesk at mtssupport@mccormick.edu, or call (773) 753 1835. All emails and voicemails go to all IT staff.

Campus Life

Lodging and Meals

McCormick communicates with nearby institutions to help connect students with low cost housing while in town for course intensives. Students will receive a housing list with location and price information; please contact the institutions listed for availability and reservations. There are a variety of local restaurants in all prices ranges, as well as the Refectory inside LSTC (open for breakfast and lunch), and Hyde Park Produce and CVS at 53rd and Kimbark for groceries.

ID Cards

All students are issued an ID card and badge holder at orientation and should keep it with them at all time while on campus. In order to receive the ID by the first day of class, please send a photo to the DMin assistant, Courtney Jacobson, cjacobson@mccormick.edu, at least three weeks prior to the start of class.

The ID policy helps everyone at McCormick get to know one another and to identify visitors, as well as those who are not authorized to be on-site. For the safety of all, exterior doors, except the main entrance, will continue to be locked at all times. McCormick's goal is to maintain a balance between

having a user-friendly, welcoming school climate and a facility which is secure from unauthorized intruders. Please contact the registrar's office if you lose your ID; replacements are $10.

Parking
Free parking during classes is available on the surrounding streets (although it can be scarce, especially in the winter), and in McCormick's aboveground lot on a first come, first served basis. Please see the front desk receptionist for a parking permit if you are parking in the lot. In order to reserve a parking place in McCormick's underground garage, please contact the DMin assistant, Courtney Jacobson at cjacobson@mccormick.edu for a parking permit application. Return the application with payment to Keith Kliver at kkliver@mccormick.edu at least two weeks in advance of class to allow adequate time for processing. If you have questions, Keith is available between 10:00 a.m.-12:00 noon or 3:00-4:00 p.m. Once processed, take the application with the yellow copy of the receipt attached to McCormick's front desk receptionist, located on the first floor of the McCormick building, for further processing.

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

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

Community Worship
The seminary holds a community worship service during fall and spring semesters every Wednesday, 12:15 – 1:15 p.m., in the McGaw Common Room. The service provides the McCormick community with a time to deepen its faith formation and sense of community, and all students, faculty, staff, and visitors are welcome.

The Community joins together in music and prayer, to 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, McCormick seniors, and DMin students.

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

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

Safety

The following are some tips for keeping safe:

- University of Chicago police officers are always there for you - call them at (773) 702 8181 if you ever need help. In an emergency, call 911.
- Campus buildings have locks – never prop these doors open!
- When living/staying in a building with an intercom, use it. Never open the door for anyone you do not know.
- Keep things locked up – your room or apartment, your car, etc.
- Use University of Chicago buses or late-night van service. Find information about these services the University of Chicago's [website](#).
- Avoid walking alone, especially late at night.
- Be aware. Know where you are and who's nearby. Avoid having headphones in or looking at your phone while walking. In Hyde Park, know where the white emergency phones are located – when activated, they will light up, sound an alarm, and summon police assistance.
- Act alert and confident.
- If someone hassles you, get away quickly.

If you are the victim of or witness to a crime, please take the following steps:

1. Call 911 or, if in Hyde Park, activate an emergency phone box or call the University Police at (773) 702 8181 (contacting the University Police will automatically result in the Chicago Police being contacted).
2. Go to the University Hospital Emergency Room if injured or if the victim of a sexual offense.
3. After notifying the police and seeking any necessary medical attention, please notify Associate Dean Jenny McBride at jmcbride@mccormick.edu or (773) 947 6332 – we want to make sure our students are safe and sound!
4. Natasha Gaines (ngaines@mccormick.edu) forwards any safety alerts about recent crime sent out by the University of Chicago. Please read these and be aware of any patterns the university has noted.

General Seminary Policies

Academic and Personal Integrity

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

Proper Use of Sources

Education at McCormick is an ongoing conversation between students and faculty, academy and church, and the sources of knowledge which are used to inform it. While in some cultures, students learn by

rote or memorizing the words and ideas of great scholars, at McCormick, one measure of excellence in this conversation is the honest acknowledgment of the different voices that contribute to it. When sources of information are unacknowledged, the conversation loses its power, the sources lose their voices, and students 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, any use of someone else's words or ideas without acknowledgment is plagiarism. It blocks further conversation and is not acceptable.

The first rule of thumb for all written work (in the seminary and elsewhere) is that it should be the student's own creation. Any paper submitted under a student's name should contain their ideas, words, and considered, informed judgment on the topic. Work on many papers should be based upon research in relevant books, articles, reference works, and other sources; a major goal of education is to learn how to find and access the best resources for research.

The second rule is that if a paper uses anyone else's words, they must be both in quotation marks and cited properly in a footnote/endnote or parenthetical reference. It is not enough merely to provide a proper citation - exact quotations must be in quotation marks. Avoid paraphrasing (changing a word or two here or there), and instead, either quote directly or rephrase completely. When using someone else's ideas, students should put them into their own words and cite them properly. Direct quotes should tie into the narrative and argument of a paper; long, or excessive, quotes, obscure the ideas and voice of the writer. Resources should support ideas in a paper, not dominate them, and the argument, organization, and style should be the student's own.

The professors and advisors at McCormick, and LSTC's Language Resource and Writing Center are valuable resources that are available to assist students with their writing. Strong written communication skills are essential not only to one's education, but to good communication in one's place of ministry.

Faculty Procedure for Dealing with Plagiarism
Introduction
McCormick Seminary expects all writers to exhibit the highest ethical standards in research, composition, and documentation. Ethical writers acknowledge their sources and document the influence of others in their work. We seek best practices for a learning community in which readers, researchers, and writers are all accountable to one another in the proper use of sources, and in the disciplines needed to identify and eliminate misuse and plagiarism. Our policy seeks to encourage best practices in research and writing, and to deal effectively with all forms of misuse and any instance of plagiarism. McCormick's policy reflects the values of the Council of Writing Program Administrators (http://www.wpacouncil.org).

Definitions
Misuse of sources: any work that fails to adequately and accurately attribute someone else's language, ideas, or other original material.

<u>Plagiarism</u>: the deliberate use of someone else's language, ideas, or other original material without acknowledging its source. 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 proper citation (accurate 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 footnotes or endnotes and/or in bibliography).
4. Paraphrasing the words or ideas of others with inadequate alteration and without appropriate and specific attribution.
5. Re-purposing your own work without acknowledgement (sometimes called "self-plagiarism").

All students are urged to resolve all questions of fair use *before* submitting work for any assignment.

McCormick Seminary recognizes there are differences between plagiarism and the unintended misuse of sources. This policy seeks to assist and govern faculty response to misuse and to plagiarism. McCormick writers must meet the highest ethical standards of making every effort to acknowledge sources fully and appropriately. If a writer fails to cite sources adequately or correctly, the work must be corrected and resubmitted.

Preemptive Procedures
(1) The Seminary shall provide an introduction to proper academic writing form during Orientation. All students are urged to complete online tutorials listed annually by the Director of the LRWC, the Associate Deans, and the Library, for example:
https://www.indiana.edu/~istd/test.html

(2) In their course syllabi, instructors should include the Seminary's *Policy on the Proper Use of Sources* and this Seminary policy on misuse and plagiarism.

(3) Instructors will provide, during regular class time, written statements of their policies and expectations for proper use of sources and the avoidance of plagiarism and will include explanation and examples, before the first written assignment of the class.

(4) Instructors and students are encouraged to make use of the LRWC, the JKM library, online writing guides, and to use www.turnitin.com as a resource for class instruction in proper use of sources. If need be, <u>www.turnitn.com</u> can also be used (with care) as a plagiarism detection tool.

Response to Misuse
If the instructor detects a <u>misuse of sources</u>, whether inadequate citation, incorrect citation, or other forms of failed attempts to identify and credit sources, the instructor will meet with the student, return the work with instructions for correct citation, revision, and resubmission of the assignment before assigning a grade.

Response to Plagiarism:
If the instructor detects plagiarism – i.e. the deliberate use of someone else's language, ideas, or other original material without acknowledging its source, the instructor will follow these steps:

(1) The instructor 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. In a first instance of suspected plagiarism, the instructor 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 reviewed with the student, and the plagiarized passages in the paper will be discussed).
      (b) Require the student to rewrite the paper before grading it. Review the rewritten paper with the student, and if need be, in consultation with the degree level Dean or the Director of the LRWC.
      (c) Require that the student complete McCormick's remedial plagiarism course & 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, to the student's advisor, and to the Director of the LRWC.

(3) Second Instance of Plagiarism. For a 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 ("the Committee") by informing the Chair of the Committee and the degree level Dean, and submitting relevant materials to the chair of the Committee.

(4.1) The degree level Dean shall advise, in writing, any student of their referral to the SAC, giving reasons for the referral.

(4.2) The SAC may invite the referred student to appear before the SAC, but is not obligated to do so.

(4.3) Upon review of the materials, the Committee will review the pattern of plagiarism, and will determine whether the student's actions constitute a breach of academic and personal integrity. The Committee shall decide among the following actions:
      (a) Failure in the course
      (b) Academic probation
      (c) Suspension
      (d) Dismissal

(4.4) If the action involves failure in the course (4.3a) or academic probation (4.3b), the Committee shall notify the faculty member, the student, and the advisor of its judgment and decision. A copy of the paper, the instructor's evaluation, and the notification letter will be filed in the office of the degree level Dean.

(4.5) If the action involves suspension (4.3c) or dismissal (4.3d), the Committee shall communicate such proposed action to the faculty in a confidential memorandum. This

memorandum shall specify a time and place at which the Committee will next meet (at least seven days notice shall be given). Faculty members may communicate with the SAC about the student and the proposed action either in writing or in person at the announced SAC meeting.

(4.6) The SAC shall, after reviewing pertinent information, confirm or alter its proposed action; making thereby a definitive action.

(4.7) 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*).

(4.8) 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 followup with the student.

(5) Any other instances of plagiarism beyond three shall result in dismissal.

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 10 day 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. The appeal decision of the SAC will be final.

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

Inclusive Language Definition and Guidelines Adopted by the 197th General Assembly (1985)
Introduction
In recent years, the Presbyterian Church has become aware that the diversity of culture, gender, class, and race which is present in the church and in the world often is not reflected in the language of the church. This has led to the development of study papers by both predecessor churches which explore and affirm the use of inclusive language in speaking of people and in speaking of God. The definition and guidelines that follow deal with the inclusiveness of language used by the church in every area of its life. The churches, including our own, are participating in a discussion about the problems of inclusive language. The guidelines that follow are not meant to obviate the importance of that continuing discussion, but rather to furnish some guidelines at the present time, when special sensitivity to the significance and use of language is required. The Presbyterian Church is a multilingual church and the

issue of inclusive language exists cross-culturally.

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

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

Definition 1 -- **Inclusive language with reference to the people of God**:
Language that intentionally seeks to acknowledge the diversity of the membership of the church in such a way that each person may feel included, addressed, and equally valued before God (e.g., "brothers and sisters," rather than "brethren"; "God's children," rather than "sons of God"; "our ancestors" or "our mothers and fathers" rather than simply "our fathers").

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

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

Definition 2 -- Inclusive language with reference to God:
Language which intentionally seeks to express the diverse ways the Bible and our theological tradition speak about God: e.g., one who delivers, champions, and befriends as well as "Savior" and "Lord"; one who acts as guardian, parent, begetter and bearer of children as well as "Creator" and "Heavenly Father"; one who serves as rock, shelter, fortress as well as "the Almighty" or "King."

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

Guideline 2.B. In some languages such as Spanish, in which nouns and their modifiers are grammatically either masculine or feminine, additional care must be exercised in order to be both inclusive and theologically sound. For example, the word "Dios" (God), grammatically a masculine form in Spanish, may only be modified by a masculine definite article, or by masculine adjectives ("el Dios de Israel," "the God of Israel"; or "buen Dios," "good God"; or "Dios es misericordioso," "God is merciful"). In these cases, the use of masculine signifiers (el, buen, misericordioso) required by the rules of grammar may reinforce a theologically inappropriate impression that the One signified is a being of masculine gender. Such an impression may be avoided by balancing the liturgical and homiletical use of grammatically masculine signifiers with appropriate referential terms that are grammatically feminine (e.g., "roca," "rock"; "fortaleza," "fortress"; "esperanza," "hope"), and by highlighting biblical similes for divine activity--for example, "nursing the children of Israel like a mother"-- which correct the possible wrongful implication of divine maleness. The use of inclusive language may or may not pose problems in the worship of other language speakers (e.g., Asians, Africans, and Native Americans).

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

Guideline 2.D. The personal pronouns "he," "his," and "him," are used with reference to God with great frequency. Biblical usage is often cited in justification though it is clear that the writers of the Bible did not think God was a man. The use of nouns rather than masculine pronouns is desirable (e.g. "God shows God's love" for "God shows his love," "praise God's name" for "praise his name"). The interchanging of feminine with masculine pronouns so that it calls attention to itself seems to emphasize gender in a way that may be counterproductive to efforts to develop more inclusive language with respect to God.

Definition 3 -- Exclusive language:
Language which purposely or inadvertently excludes a part of the community of faith (e.g., "brethren," "sons of God," "man") or restricts our perception of God by failure to use the rich testimony of that community's experience of the Holy One.

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

EPILOGUE
The language of worship and theology can be a powerful force in shaping our conceptions and experiences of God and of ourselves. Reflection on the power of language is important as we strive to affirm the richly diverse character of God's people and the mystery of the divine presence and self-presentation. Consequently the search for a more adequate language should be done with careful study in thoughtful dialogue with others, with sensitivity to the opinions and feelings of all involved. The General Assembly has previously adopted two study documents which are especially useful and are herewith commended (The Power of Language Among the People of God and Language about God: Opening the Door, 1979; Language About God, 1980). In this time of exploration and discussion it is important that we not become idolatrous of any particular set of terminology.

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

Family Educational Rights and Privacy Act (FERPA)

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

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 their 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 their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the seminary discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The seminary discloses without consent "directory information" which include the information in the seminary directory, student's honors and awards, and dates of attendance. If a student does not wish to have directory information disclosed, s/he must notify the registrar by the first day of the first quarter in which s/he matriculates.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the seminary to comply with the requirements of FERPA.

Anti-Discrimination and Anti-Harassment Policy

1. **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.

2. **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.

3. **Prohibited Conduct Under This Policy**
   a. **Discrimination***.*

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

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

iii. Discrimination in violation of this Policy will be subject to sanctions up to and including termination.
Note: The discrimination provisions of this Policy as set forth above do not in any way restrict or limit McCormick's lawful admissions requirements.

b. **Harassment**

i. 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 their ability to perform their job or academic work.

ii. Examples of harassment may include, but are not be limited to, the following:
- Comments that denigrate or show hostility regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability, or appearance, epithets, slurs, negative stereotyping.
- Distribution, display or discussion of any written, electronic or graphic material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual, or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, marital or other protected status.

c. **Sexual Harassment**

i. 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. 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:
- is made explicitly or implicitly a term or condition of employment or academic standing, or

- is used as a basis for an employment or academic decision, or
- 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 <u>unwelcome</u>, 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 <u>may</u> constitute sexual harassment include, but are not limited to, the following:

- Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats.
- 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;
- Physical: Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting.

d. **Retaliation**

   i. 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:
   - reporting or responding to a good faith complaint of harassment; or
   - appearing as a witness in the investigation of a complaint; or
   - serving as an investigator

   ii. 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.

4. **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.

5. **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 their 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?

6. **Complaint Procedure**
   a. **Reporting Complaints and Concerns**
      i. 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.
      ii. If you find it uncomfortable confronting the individual engaging in the offensive conduct or, the conduct does not stop, notify your supervisor, the Vice-President of your department (e.g., the Dean of Faculty, the Dean of Students, Chief Financial or Business Officer), hereafter referred to as the "Department Head"), Classroom Instructor, or the Director of Human Resources. Any such complaint received by any supervisor, Department Head, or Classroom Instructor shall be immediately reported by that person to the Director of Human Resources, or, to the extent the complaint involves the Director of Human Resources, to the Chief Business, Financial, or Administrative Officer of the Seminary.
      iii. The report/complaint can also be made directly to the Director of Human Resources. The Director of Human Resources and their 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 their Department Head shall consult and advise the Chair of the Board of Trustees or their designee.

iv. 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.

b. Investigative Process, Resolution, and Disciplinary Action

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

i. The Director of Human Resources and, in some cases, their 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.

ii. 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 their 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.

iii. If the investigation reveals sufficient evidence to reasonably conclude that harassment or retaliation in violation of the this policy took place, the Director of Human Resources, in conjunction with their 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 (firsthand 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.

iv. 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.

     v.   Within 5 business days after the investigation is concluded, the Director of Human Resources will meet with the respondent, in order to notify them 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 their 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.

    vi.   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 their right to file a written grievance in accordance with the procedures set forth in the Faculty Handbook.

7. **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.

8. **Dissemination of Policy**

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

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

The Seminary will make every reasonable effort to ensure that employees have received the appropriate training related to this Policy. However, any supervisor who believes additional

training may be beneficial to their unit should feel free to request the services of the Human Resources department.