

Calvin Theological Seminary

Student Handbook

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ACADEMIC POLICIES

Admission & Status

Admission to Calvin Seminary is without regard to race, ethnic origin, or sex, and is the responsibility of the faculty. Much of the admission process is handled in the admissions office with oversight by the admissions and standards committee. Admission requirements for degree programs are listed in the seminary website under “Academics.” [Click here to view the Academic Catalog for further details.](#)

Student Status

Students may be admitted with the following designations:

1. Regular, degree-seeking
2. Non-degree-seeking (note the following distinctions)
 - a. A student not yet admissible to a degree program (e.g., “non-degree-seeking pre-degree (N.D.S. P.D./[name of degree])”
 - b. A student who takes classes without entering a degree program (e.g., “non-degree-seeking, non-degree (N.D.S. N.D.)”
 - c. A student from another school taking courses only for transfer purposes (e.g., “non-degree-seeking, visiting student (N.D.S. V.S.)”

3. Special Status (one admitted without all admission requirements completed)

The student must generally meet admission requirements before the beginning of the second calendar year of his or her program. ThM students will not be admitted with a special status.

4. Probationary Status (one admitted without meeting the minimum GPA requirement)

Minimum GPA requirement for admission into the MDiv, MTS, or MA programs is 2.67. Minimum GPA requirement for admission to the ThM program is 3.0. ThM students are not admitted on probation.

- a. At admission (based on college work)

Those students admitted on probation without the required 2.67 G.P.A. must have their probation lifted before the end of the third semester of residence at the seminary. Ordinarily probationary students will be required to reduce their academic load if still on probation after two semesters. The lifting of probationary status is a decision made by the admissions and standards committee on an individual basis.

The following regulations and procedures also relate to the probationary student:

- 1) The acceptance letter sent to a student admitted on probation will strongly advise him/her to take an extra year to complete the M.Div. degree.

- 2) The admissions and standards committee will strongly advise a probationary student to limit the number of hours spent in outside work to a recommended maximum of 15 hours.
- 3) A probationary student is required to discuss the matter of outside workload with his/her Mentored Ministry group leader or program adviser during the first month of the first academic semester. Both the leader and the student will be informed of the student's probationary status, but the discussion is to be initiated by the student.

b. During Program of Studies (based on seminary work)

The standard for admission to the seminary for the MDiv, MTS, and MA programs (2.67 G.P.A.) is also the standard used to determine a student's satisfactory progress while in seminary. While a student is not immediately expelled for falling below 2.67, he or she may be placed on probation and allowed to remain on probation for only two terms. Any student who has a 2.50 G.P.A. or lower will be terminated from the seminary program. Funding sources such as the Veterans Administration, ecclesiastical bodies (e.g., congregation, classis, presbytery) and the guaranteed student loan program will be promptly notified when a student receiving funds is placed on probation and/or terminated.

Leave of Absence

A student may request a Leave of Absence from studies for up to two semesters. [A Leave of Absence form is available here.](#)

At the student's request, and for unusual circumstances, an extension of the leave may be granted. After two semesters, a student who fails to communicate with the Registrar's Office and does not enroll in courses will be considered as withdrawn from their seminary program. A student who, after being withdrawn, desires to return to studies needs to re-apply to the program.

Withdrawal

For a variety of reasons, such as personal, financial, academic or vocational, a student may choose to withdraw from studies at the seminary. The student is requested to contact the registrar to discuss formal withdrawal. The failure of a student to remain registered as a full-time or part-time student (or to submit a Leave of Absence form or extension) will be considered an act of withdrawal. Should a student desire to resume studies after having withdrawn, he or she must reapply for admission. Students who withdraw and who are holding scholarships, loans, or other indebtedness related to their tenure as seminary students, are required to contact the financial aid officer concerning their responsibility for meeting repayment obligations.

Re-admission

No period of time is specified before students dismissed for poor academic performance are eligible to petition for readmission. The seminary's admissions and standards committee, however, will only readmit a student when there is clear evidence that the difficulties previously encountered can be overcome and that eventual completion of degree requirements can reasonably be expected.

College Courses, Seminary Students Enrolling in

Calvin Theological Seminary students may enroll in a Calvin College course and be charged the seminary tuition rate under the following stipulations:

1. The student is concurrently enrolled at the seminary.
2. The student does not need any of the college courses to complete his/her undergraduate studies.
3. The student needs the college course(s) in order to satisfy the seminary admission requirements, or the student receives permission from the seminary Academic Affairs Office to take the college course(s).
4. The desired college course is open for additional enrollment after the regularly scheduled college registration period has terminated, or the professor for the course is willing to allow (an) additional student(s) into the course.

Students will need to pick up a form from the Seminary Registrar's Office in order to register for a course at the college.

Course Evaluation Process

1. Course Evaluation Administration

Course evaluations will be administered online for all courses, including core and electives, in all degree programs. Because Calvin Seminary takes student course evaluations seriously, participation of students is required. IT will send email reminders and/or website pop-ups to notify students of the window for participation and deadline. Course evaluations will all use the same form, except for the Mentoring Group course evaluation, which will be a unique form.

2. Course Evaluation Dissemination

Faculty will be able to view individual student evaluations and summary results of their courses online by one week after the closing of the window for students to fill them out.

IT will provide summary results for each course and for the faculty as a whole. These results as well as the individual evaluations will be accessible to the Academic Affairs Office at all times.

Faculty will include reflection on the results of course evaluations in their summaries of student learning, and will submit those summaries to the Administrative Assistant to the Academic Affairs Office one month after receiving access to their course evaluation summaries.

Faculty serving as Mentoring Group Leaders will access their evaluation results in the same way as regular course evaluations. Results of Mentoring Group Course Evaluations will be accessible to the Director of Mentored Ministries, the Academic Dean, the Associate Academic Dean, as well as the Mentoring Group Leaders.

Course Requirements

Regular class attendance is expected in every course. Absence from class for a legitimate reason will be excused by the professor concerned if reported promptly to him or her. When a student's absence from the campus is necessitated by illness or some other cause, he or she is expected to notify the Academic Office promptly of such absence and its cause. In order to receive credit the student must complete all the requirements for courses such as mid-term tests, papers, and examinations. Final examinations are required in most core courses and are optional within the discretion of the professor in elective courses.

Take-home examinations may be given in core courses at the discretion of the professor; these shall be distributed and returned within a twenty-four hour period.

All out-of-class work, such as papers and reading reports, is due on the date set by the instructor in each course. In no case will this date be later than the last day of the semester. The penalty for late work submitted within the semester shall be determined and administered by the instructor.

Students who wish to be employed during their studies should take their course load expectations into consideration. As a general guideline students should expect to devote approximately 10 hours per week for each three-hour semester course. If a student is taking a semester load of 15 hours, 50 hours of course work per week should be factored into the planning for extracurricular jobs.

Disabilities, Academic Support/Services for Students with

1. Academic Support

Academic Support and "screening" by [Student Academic Services \(SAS\)](#) is available to students throughout the duration of their studies at Calvin Seminary. Some resources available to students include: volunteer note-takers recruited from the class by the instructor, tape-recording of lectures, proofreaders to assist in test taking and tutors provided by Calvin Seminary, enlarged print materials provided by the instructor upon request, oral exams if necessary by the instructor, reserved front row seating, distraction-free settings for test taking, extended test times, requests not to penalize for spelling errors during in-class writing assignments as opposed to out of class writing assignments, and closed-captioned films/videos are all provided by instructor, if possible. In addition, the Services to Students with Disabilities office also provides coaching and tape recordings of textbooks.

2. Services for Students with Disabilities

Calvin Theological Seminary is committed to be welcoming and supportive to students with disabilities. The seminary works in conjunction with Calvin College's Services to Students with Disabilities (on the same campus) in its efforts to provide students with disabilities services that equalize their chances for success and support their full participation in all of the seminary's programs with dignity and independence.

FERPA Policy – Release of Students' Directory Information

Calvin Seminary abides by the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#), as amended.

Calvin Seminary has designated the following information as “Directory Information,” which may be released under the provisions of FERPA: student’s full name, addresses (local, permanent, and CTS-assigned email), telephone listings (local and permanent), date and place of birth, major field of study, participation in officially recognized activities and sports, photograph, dates of attendance, degrees and awards received, most recent previous school attended, classification, enrollment status (undergraduate or graduate students, full-time or part-time).

Students have a right to refuse to allow Calvin Seminary to designate any or all of those types of information about the student as directory information, so that Calvin Seminary would not release that information to non-institutional persons or organizations. To do so, the student must submit a “[Request to Prevent Disclosure of Directory Information](#)” form to the Registrar’s Office within two weeks of the first day of each semester.

Note that submitting this request means that any future request for such information from non-institutional persons or organizations will be refused. For example, Calvin Seminary would be unable to verify degree, major, or enrollment for possible employment, credit card applications, insurance purposes, mortgage information, apartment leases, etc. Students may, at a later date, authorize the release of directory (or non-directory) information on a transaction-by-transaction basis, or may cancel the “prevent disclosure of directory information.” (Instructions for withholding and releasing information can be found on the form linked above.)

Grading

1. **Grading:** Instructors are required to input course grades by the third Monday after the administration of examinations. Students can view their grades online after completing course evaluations.
2. **Grading System:** The following chart depicts the grading system to be used at CTS:

Letter Grade	4.00 Scale	100 Scale	Descriptors
A	4.00-3.85	100-96	Exceptional
A-	3.84-3.50	95-90	
B+	3.49-3.15	89-87	Meets Requirements
B	3.14-2.85	86-83	
B-	2.84-2.50	82-80	Needs Improvement
C+	2.49-2.15	79-77	
C	2.14-1.85	76-73	Significant Concerns
C-	1.84-1.35	72-70	

Letter Grade	4.00 Scale	100 Scale	Descriptors
D	1.34-1.00	69-65	Unsatisfactory
F	<1.00	<65	

NOTES:

- Calvin Seminary requires a cumulative GPA of 2.67 to be considered a student in good standing.
- The Christian Reformed Church Candidacy Committee requires a minimum cumulative GPA of 2.85 for admission to ministerial candidacy.
- This chart includes a standard 100 scale for use at CTS. Faculty who use a different scale than the standard scale must make a request to the Academic Affairs Office with grounds. Faculty may also choose to grade on a curve.

3. Grade-point Average: A student’s grade-point average may be obtained by dividing the total number of grade-points earned by the total number of registered hours for which the student enrolled during any period. Cumulative and current quarter totals and grade-point averages are indicated on the grade report.

4. Failing a Course (F): A student who fails a course has the following options in order to demonstrate competence:

- a. The student may retake the course. The F grade will remain on the student’s transcript but will not be calculated into the GPA. The new grade will also be on the transcript and will be calculated into the GPA.
- b. The student may take an independent study with the professor of the course. The professor would decide the number of credits for the independent study based on the amount of work that the student needs to do. The number of credits may be less than or equal to the credits of the original course. The independent study would be graded as credit/no credit; credit would be necessary in order to demonstrate competence and to receive credit for completing the initial course. The initial F received in the course would remain on the student’s transcript and be calculated into their GPA. The professor and student would agree on a deadline for completing the independent study; meeting the deadline would be a condition for passing the course.

5. Withdrawing From a Course (W):

A student may withdraw from a course and receive a full or partial refund according to the Refund Schedule on the [Tuition Refund Schedule](#) page. A student may withdraw from any course without penalty up to 4:30 p.m. on the 100% refund date and with no “W” on their transcript. After that date, a student may withdraw with a partial refund and a “W” on their transcript through 4:30 p.m. on the 50% refund date. A student who withdraws from a course after that date will receive no refund and will receive a failing grade in the course.

Incompletes

It is within the discretion of the instructor, upon request from the student for acceptable reasons, to extend the final due date for course work by three week days beyond the end of the academic term.

The student may receive an extension of one calendar month and a grade of “incomplete” only when the instructor of that course has approved and signed [a contract](#) (doc) by the last day of exams. All contracts for incompletes are reported to the Admissions & Standards committee.

A contract must include the nature of the request, the new due date for all work (not more than one month after the last day of exams), and the grounds for the extension. Acceptable reasons are limited to unusual considerations such as illness, hardship, or emergency. Verification may be required. Failure to fulfill a contract will ordinarily result in a grade of “F.”

Independent Studies

The following procedure will be used for Independent Studies for first degree students (ThM students should download the appropriate form from the [Registrar’s Office page](#).):

1. A student interested in an Independent Study, should download the form from the website and ask a professor to direct the study. The professor and student discuss the course bibliography and requirements. The student and professor sign the form and submit it to the Academic Office for registration.
2. The student and professor agree on a deadline for completing the independent study. In order to pass the course, the student must meet this deadline.
3. The Academic Office records the name of the student, topic of the study, and the name of the professor, and registers the student. The Academic Office posts a list of Independent Studies, so that other students who might be interested in the same Independent Study may talk to the Registrar and professor.

Hekman Library

Theological Division

The resources of the Hekman Library are fully described on the library home page library.calvin.edu. The collection of theological books designated by the letters BL to BX is a part of the total library holdings of Calvin College and Seminary. This collection is kept on the fourth floor of the library and is particularly oriented for seminary use. The current religious periodicals are located near the reference area of the theological division. All bound religious periodicals are shelved with the books according to their subject classification. The Theological Reference section is also located on the fourth floor. The library also has extensive digital holdings of books and periodicals, all of which are available through the library catalog.

Library Hours

The regular hours of service are:

Monday through Thursday from 7:30 a.m. to midnight.

Friday from 7:30 a.m. to 8:00 p.m.

Saturday from 9:00 a.m. to 8:00 p.m.

Sunday closed.

Summer hours are:

Monday through Thursday from 8:00 a.m. to 9:00 p.m.

(Closing earlier the last two full weeks of August.)

Friday from 8:00 a.m. to 4:30 p.m.

Saturday from 9:00 a.m. to 1:00 p.m.

Sunday closed.

Special closings of the library or additional hours are posted in advance at points of entry and at the circulation desk.

Circulation

A. Loan Periods

- a. Seminary students may borrow books for 4 weeks with unlimited renewals (unless someone else has requested a book and placed a “hold” on it). PhD students may borrow books for 26 weeks, with 1 renewal. The library can recall a book 2 weeks after it has been borrowed, if someone else has requested it. Recalled books should be returned as soon as possible, but no later than 7 days after recall.
- b. All books are charged out at the circulation desk on the second or third floor. The maximum number of books that may be borrowed is 75 (100 for PhD students).

B. Reserve Books

- a. Certain books are placed on reserve at the request of the course instructor. Reserve books must be requested at the circulation desk.
- b. There are four types of reserve books.
 - i. Two-hour reserve books are to be used in the library building only, except that they may be taken out 2 hours before closing time and are due back at 9:00 a.m. the next day that the library is open.
 - ii. One-day reserve books must be returned 24 hours from the time they are checked out.
 - iii. Three-day reserve books may be taken out for the specified period and may be renewed once if there has been no request for them.
 - iv. One week reserve books. May also be renewed once. All reserve books should be returned to the second floor circulation desk.

Fines

1. There is a three day grace period. Fines for overdue books are \$1.00 per book on the fourth day and \$0.25 per book each additional day.
2. For reserve books: 3-day and one week reserves-\$0.50 per day; 1-day and 2-hour reserves-\$0.50 for the first hour and \$0.25 for subsequent hours.

Renewals

Books can be renewed electronically, through the library catalog.

Lost Books

A lost book should be reported immediately to the circulation desk. Unless this is done, fines will accumulate. If the book is not found, the borrower will be charged a replacement cost of \$50.00. If the book is found later and returned, a refund will be made, unless a replacement copy has already been purchased.

Catalogs/Electronic Resources

1. The online catalog (WebCat) contains bibliographic records for each book and journal contained in the Calvin Library. This database can be searched by author, title, subject, or keyword, and is easily accessible online from on- and off-campus.
2. Hekman Library subscribes to more than 120 electronic research databases. Among them are the ATLA Religion Database (including the ATLAS full-text database), Catholic Periodical Literature Index, Christian Periodical Index, JSTOR, Early English Books Online, and Eighteenth Century Collections Online. All of these databases can be access through the library home page from anywhere on-campus. Students, faculty, and staff can access all of the databases from off-campus, using a username and password issued by the library.
3. There is also a Christian Reformed Church Periodicals Index listing articles which have appeared in The Banner, The Calvin Theological Seminary FORUM, The Reformed Journal, The Outlook (Torch and Trumpet), and other periodicals of immediate significance to the Christian Reformed Church. This is accessible from the A-Z Index of the library home page (library.calvin.edu) under "Christian Reformed Periodical Index.". The Hekman Library Sermon Index, an index of printed sermons from the patristic period to the present day is similarly available.
4. The Theological Librarian maintains an online guide to library resources in religion and theology at <http://libguides.calvin.edu/religion>.

Carrels

A number of carrels and lockers are available for seminary student use in the theological section of the Hekman Library. Contact the theological librarians on the fourth floor to reserve a carrel. The library staff reserves the right to search the lockers to retrieve library books not checked out.

Special Collections

1. Calvinism Collection

The Calvinism Collection is located in the H. Henry Meeter Center for Calvin Studies, south of the theological division on the fourth floor. It includes the works of John Calvin, books on Calvin and Calvinism, the Calvin Article File, and the Calvin rare book collection. The Calvinism Collection is for use in the library only. (The Calvin Article file can be searched by using the “Calvinism Resources Database,” accessible through the [Hekman Library home page](#).)

2. Heritage Hall

This collection consists of papers and documents dealing with the history of the Christian Reformed Church in North America and of other Christian Reformed Church agencies. It is located on the second floor of the library.

Master’s Thesis Procedure

The faculty committee will evaluate the content and style of the thesis. The theological librarian will check the format, such as footnotes and bibliography (according to the latest edition of Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*). The student should consult with the theological librarian while the work is in progress, rather than waiting until the final draft.

After the faculty committee and the theological librarian have approved the thesis, the following steps need to be followed:

1. The student will fill out the form “Microfilm Distribution Agreement for TREN” and return it to the theological librarian.
2. The student will submit four copies of the thesis to the theological librarian. These are to be typed or printed in sufficiently dark print so that they can be microfilmed (laser or other “letter-quality” print). These copies are to be on bond or acid-free paper.
3. The library will have the thesis microfilmed and will bind the four copies. One will be given to the thesis advisor, one to the student, and two will be added to the library collection.

PhD Dissertation Procedure

PhD students should refer to the PhD Handbook.

Archives Access Policy

Access to certain, non-public records in the Calvin Theological Seminary archive collection (including, but not limited to: meeting minutes, memoranda, correspondence, committee and board documents, and transcripts, personnel files, etc.) requires the written permission of the seminary administration. Requests to the seminary administration must state

the purpose for which the access is requested and the intended dissemination of any writings or publications that may result from it. In general, these access restrictions are made to protect the identity, confidentiality, and/or privacy of people whose names appear in these records.

Prior to the deaths of the principals mentioned in the records, access will be permitted to such records only under the following provisions:

1. The researcher will not indicate, or cause to be indicated, in any notes, written material, presentations, publications, or any form of dissemination the name or identity of any living person mentioned in the records.
2. The researcher will not make any photocopies, or any other direct copies (through mechanical, photographic, electronic, or any other means), of access restricted records. To ensure that no such copies are made, the Archives will inspect all research material, in hard copy, digital, or any other format, before they may leave the reference room.
3. The researcher will present to the seminary administration for review and approval a copy of any paper, article, publication, or other material proposed for dissemination before said paper, article, publication, or material is otherwise disseminated. Such copy shall become the property of the seminary. The decision of the seminary administration is final.
4. The researcher will indemnify and save harmless the Christian Reformed Church in North America, Calvin College, Calvin Theological Seminary, the Archives, and all officers, agents, and employees thereof, for any costs incurred in defending any civil or criminal litigation, and for any monetary judgments which may result from such litigation stemming from release of confidential information.

Access to all such records will be granted without restriction seventy-two (72) years after the creation of the records.

Plagiarism – Inadequate Acknowledgement of Sources

Adapted with the permission of Prof. Carolyn Sharp, Yale Divinity School.

Written assignments at Calvin Theological Seminary often require consultation of and critical reflection on primary and secondary sources. Such sources include books, articles, reviews, web sites, published or orally delivered sermons, poems, and any other written, oral, or electronically mediated communication. Plagiarism is the use of intellectual property of others without proper acknowledgment. It is a form of academic dishonesty. Honesty in writing and speaking requires a

balance between using words and ideas that are part of the common domain and careful ascription of borrowed ideas and words. Much information is commonly accepted and need not be acknowledged. However, ideas and words that represent the academic achievements of others may be used only with appropriate acknowledgment. The failure to so acknowledge and the pretense that these are the author's own words or ideas is plagiarism. The most obvious form of plagiarism is the direct quotation of words without quotation marks, parenthetical ascription, footnote, or endnote. Less obvious forms of plagiarism consist of paraphrases of another's words and the use of an opinion with no reference to the source.

Since Calvin Seminary views plagiarism as literary theft and academic dishonesty, the consequences of plagiarism are very serious. A professor may decide to do one or more of the following: 1) require the student to rewrite the flawed assignment or to write a new assignment; 2) give a failing grade for the assignment; and/or 3) give a failing grade for the entire course. All instances of plagiarism will be reported to the Associate Academic Dean. More severe consequences—including expulsion from CTS—are given for extreme cases of plagiarism, for multiple offenses, or for lying about plagiarism. A student's stated lack of intent to plagiarize cannot be considered material to a case under investigation. It is therefore in students' best interest to inform themselves fully about the kinds of plagiarism that exist so that they may avoid those errors in their written work. Toward that end, the CTS faculty supplies the clarifications of plagiarism below. These are intended for students' instruction only and are not to be taken as an exhaustive or definitive list.

Kinds of Plagiarism

- 5. Wholesale failure to acknowledge a source.** If you use information, an idea, a line of argument, or a distinctive turn of phrase without noting explicitly the source in which you found the material, you will have plagiarized. Very well known information, such as the fact that Amos may have prophesied in the 8th century B.C.E. or that the Babylonians sacked Jerusalem in 587, need not be footnoted or otherwise acknowledged. If you are unsure whether you need to acknowledge a source, do acknowledge it. It is always better to err on the side of caution. Class lectures by CTS faculty and class discussions do not need to be footnoted, but if a classmate offers a particularly effective or unique formulation in discussion that you then use in a paper, it would be desirable, although not required, to credit that classmate appropriately.
- 6. Failure to indicate a verbatim quotation.** The verbatim (word-for-word) quotation of source material in your written work must be indicated in every instance by the use of quotation marks. If you do not use quotation marks, the reader will take the material as your own words, and you will have plagiarized. This is the case even if you supply a footnote at the end of the verbatim material or attribute the material in a general way to the source in question. If material is used verbatim, it must always be marked by quotation marks. Note that for lengthy quotations block-indented in single-spaced format, the block indentation stylistically takes the place of quotation marks as such, so quotation marks are not needed in that kind of situation.
- 7. Failure to indicate more general dependence on a source.** If you use an idea from another source without acknowledgement, or follow another writer's line of argument without

acknowledgement, you will have plagiarized, even if you paraphrase the idea or sequence of ideas rather than rendering the material verbatim.

Illustrations of the above kinds of plagiarism will draw on the following excerpt from J. Gerald Janzen, *Exodus* (Westminster Bible Companion; Louisville: Westminster John Knox, 1997), p. 78:

If, as Whitehead says, "we are never very free," we do usually have a margin of freedom within which we can reflect on our situation, with all its constraints, and respond to it in ways that promise to make our continued life possible and perhaps even better. But from time to time we wonder whether we have enough freedom to enable us to get out of the dead-end streets our exercise of freedom has gotten us into. If human freedom arises in what we call our will and finds its direction in what we call our imagination, the question is, Do we have the imagination to modify a social arrangement or course of action that our imagination once devised for what seemed good reasons but that now threatens to become a straitjacket on ourselves or others? In the biblical view, such freedom, such imagination, is the gift of God who, according to the word at the burning bush, is most deeply named in the words, "I will be who I will be." As I suggested earlier, such a name implies at least this much: However much we have known God in terms of our past typical experiences, needs, practices, and patterns of life, God is not limited to this past but remains free to respond to whatever new circumstances may arise in God's creation.

Example #1: complete failure to acknowledge a source.

In considering the terrifying judgment oracles of the book of Amos, and especially the absence of promise material except for that brief bit at the end of Amos 9, it seems that Amos would argue against free will. Repentance no longer seems possible for the people of Israel. They no longer have enough freedom to enable them to get out of the dead-end street that their sinning has gotten them into. In the biblical view, freedom is the gift of the God who appeared to Moses at the burning bush, but according to Amos, the Israelites have consistently used this freedom only in order to sin, so they are now faced with utter destruction.

Example #2: failure to indicate a verbatim quotation.

Even if Ezekiel does stress personal rather than corporate and generational responsibility for sin in Ezekiel 18, still, as Janzen suggests, from time to time we wonder whether we have enough freedom to enable us to get out of the dead-end streets our exercise of freedom has gotten us into. Even if we are free theoretically, in practical terms we continually reforge our chains of slavery to sin. But thanks be to God that God is not limited in the way that we are. However much we have known God in terms of our past typical experiences, needs, practices, and patterns of life, God is not limited to this past but remains free to respond to whatever new circumstances may arise in God's creation.(1)

(1) J. Gerald Janzen, *Exodus* (Louisville: Westminster John Knox, 1997), 78.

Note that in the above example, even though Janzen is mentioned in the body of the student's essay and the student has supplied a footnote, the student's paragraph is still plagiaristic. The absence of quotation

marks leaves the impression that the passages taken verbatim from Janzen are in fact the student's own words, which is not the case.

Example #3: failure to indicate more general dependence on a source.

The Garden of Eden story raises some difficult and compelling questions regarding the whole theological problem of free will versus determinism. Alfred North Whitehead has suggested that humans are never very free, in real terms. But do the prophets not proclaim that we have a certain kind of freedom in that we can reflect on our life, repent, and try to improve it? We may have enough freedom to do that, to try to lift ourselves up by our bootstraps and get out of the traps of sin that we set for ourselves. But imagination is also needed, the imagination to see new ways of living as Christians. We may be bound as if in a straitjacket to choices we once made, thinking they were good ideas at the time, and lack the spiritual imagination to see how we might be transformed, how we might walk a new path in a new situation.

Note that although the above essay is written in the student's own words, the general line of argument, from Whitehead to free will to the roles of reflection and imagination to the image of straitjacket, is followed by the student without acknowledgement of the source. This too is plagiaristic.

Spouse Visitors

Where class size allows, spouses of Calvin Seminary students may participate in classes as visitors (with the exception of PhD level courses). Each spouse visitor must see the Registrar to sign up for the course before attending class.

Student Records

The seminary keeps academic and, in the case of M.A. and M.Div. students, Mentored Ministry files five years after the student's graduation. In the case of candidacy applicants, the CTS candidacy committee assembles a file. Students and candidacy applicants have the right to review these files in the presence of the administrative assistant, upon request of the administrative officer responsible for maintaining the respective file. In the case of students to whom concerns have been communicated orally or in writing, it is advised that they consult these files; it is the student's responsibility to know what these files contain and to address concerns documented in them.

Policy for Access to Student Records

1. With reference to the faculty and authorized staff:
 - a. The faculty, Registrar, Director of Admissions, and authorized staff shall have free access to all materials as needed.
 - b. Student files will be signed out and will be returned to the academic office as soon as possible if their use cannot be completed in the academic office. They shall not be left exposed for others to see and use.

2. With reference to the board of trustees:
 - a. Ordinarily the materials on the basis of which the admission profile and candidacy recommendation are written shall be available to the board of trustees. The psychological report shall be provided only upon specific request of the board and with the written consent of the student.
 - b. The president or the Academic Dean shall determine when and under what conditions other materials are released to the board.
 - c. With the student's permission all materials in his or her file may be released to the board.
 - d. In case of an appeal to the board by the student it is understood that the administration is authorized to release any and all materials necessary from the student's file to the board.
 - e. Student files shall be open to all board of trustees members who serve on the candidacy committee. The use of this information will be limited to their function on this committee.
3. With reference to the student:
 - a. Academic transcripts are only sent with the student's knowledge and written permission.
 - b. All correspondence is open to the student.
 - c. Psychological Assessment: This report may be reviewed by the student in the presence of his or her Mentored Ministry leader.
 - d. Recommendations for admission are used to prepare the student's admission profile. If a student waives their right to view recommendations, they will at no time have access to the recommendations. Students may view other parts of their application in the presence of the Registrar.
 - e. Seminary Counselors' Reports: The student shall have access to these reports.
4. General:
 - a. The student's file is confidential and except where permitted and/or requested by the student is not released to others outside the seminary.
 - b. In submitting and soliciting material for admission and other requirements the student must understand and agree to the policy outlined in this statement of policy.

Technology in the Classroom, Expectations Regarding the Use of

As a matter of courtesy and to avoid distracting others, please use technology in class only for class-related purposes. Also, videos and documents from courses, including in Canvas, may not be used in other settings without written permission from the instructor.

Th.M. Thesis Deadline

Th.M. students must defend their thesis by April 20 if they intend to graduate in May.

Transfer Credit

On an individual basis, Calvin Theological Seminary may permit transfer of graduate level courses from another accredited institution. Students in the first degree programs may transfer no more than 50% of their CTS program from another institution, and no more than 50% of a completed program from another institution. Master of Theology students may transfer one course from another institution.

Ordinarily, students will submit a request for transfer credit within their first year of studies. At minimum, a course description is required for each course considered for transfer credit. A syllabus for each course is preferred. The request will be submitted to the Registrar, who will make a recommendation to the Associate Academic Dean. The Associate Academic Dean will make the final determination of what transfer credit is accepted.

Applicants and students seeking transfer credit in Biblical Hebrew must complete a Hebrew language placement examination, administered by the Old Testament Department.

Visiting PhD Students

The PhD program welcomes those who are enrolled in other PhD programs and wish to enroll in courses at Calvin Theological Seminary for one or more academic terms. The following policies apply:

1. PhD students in other programs who wish to enroll as visiting PhD students at Calvin Theological Seminary should submit the following in order to apply:
 - a. A completed PhD application form, including a statement of purpose for study at Calvin Theological Seminary
 - b. A transcript of the student's doctoral work in progress
 - c. At least one letter of recommendation from the student's current faculty adviser and/or director of doctoral studies
 - d. An [application fee](#) of \$25.00 (which is the same as for regular applicants)
 - e. Standardized test scores (official copies not needed)
2. Visiting PhD students shall have full campus privileges and permission to audit or take for credit any courses offered at Calvin Theological Seminary.
3. Visiting PhD students shall be charged a fee equal to one-sixth of the current annual PhD tuition charge for each course taken for credit. They shall be charged the current auditing fee for courses audited.
4. The Doctoral Studies Committee has the right to grant a tuition scholarship of up to half of the tuition charge (excluding auditing fees) for visiting PhD students. Although visiting PhD students may apply to live in seminary housing, they are not eligible for PhD living stipends or rental subsidies.
5. Like all other students, visiting PhD students shall be responsible for maintaining health insurance for themselves and their dependents.

CAMPUS SAFETY AND FACILITIES POLICIES

Building Access Policy

Seminary Building and Student Computer Room Access

Normal hours for access to the seminary building and the student computer room are as follows:

Doors Unlocked, Public Access

- Monday to Friday, 7:00AM – 10:00PM

Doors Locked, Student ID Card Access

- Monday to Friday, 5:30 AM – 7:00AM, 10:00PM – 12:00AM
- Saturday, 6:45AM – 10:00PM
- Holidays (except Christmas), Vacations, and Reading Breaks, 7:00AM – 12:00AM
- Student workers may be in the building after midnight to carry out custodial duties.
- Students already in Room SM 181E (computer lab/quiet study area) are not required to leave at midnight.

Seminary Building Closed, No Access

- Sundays
- Christmas, Dec. 25

Heating/Air Conditioning Conservation Mode Hours

- After 6:00PM heating/air conditioning in the student center will be turned down to conservation mode. Students who wish to remain in the building after 6:00PM are asked to use Room SM 181E (computer lab/quiet study area), where normal heating/air conditioning temperatures will be maintained until 12:00AM. Normal heating/air conditioning temperatures will also be maintained on evenings and Saturdays in rooms which have been reserved for scheduled/approved events. Room reservations can be made by contacting Chloe King.
- During Christmas vacation from Dec. 26 to Jan. 1, heating/air conditioning in the entire seminary building except in the quiet study area will be turned down to conservation mode. Students who wish to use another room at normal temperatures must make room reservations in advance through Barbara Blackmore.

Cleary Act

Information on crime on the Calvin College and Seminary campus and other Cleary Act compliance information can be found [here](#).

Crime Awareness and Campus Security Act of 1990 & Higher Education Amendments of 1995

In compliance with the Drug-Free Schools and Communities Act of 1989, the Crime Awareness and Campus Security Act of 1990, and the Higher Education Amendments of 1995, Calvin College and Seminary have published a guide to campus safety and substance abuse. This document is available on the [Calvin Web page](#). Students are urged to peruse this information at their convenience. Any student desiring a printed copy of this publication may secure one from the office of either the seminary dean of students or the director of campus safety.

In accord with the Cleary Act, College and Seminary campus crime statistics can be found [on our website](#).

Drug-Free Schools and Communities Act Of 1989

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities-Act Amendments of 1989, the seminary's policy on illegal drugs and alcohol is as follows:

A. Standard of Conduct and Seminary Sanctions

Calvin Theological Seminary prohibits the unlawful possession, use, or distribution of drugs and alcohol by faculty, staff, and students on seminary property or as any part of seminary activities. Behavior that is either disruptive or illegal will result in dismissal.

B. Legal Sanctions

Municipal, state, and federal laws strictly outline penalties-including fines and jail terms-for the illegal use, possession, or distribution of alcohol and drugs.

C. Health Risks

The use of illicit drugs and the abuse of alcohol present health risks, such as addiction, acute and chronic illness, and death. Other risks associated with alcohol and drug use include impaired learning, violence, injuries, accidents, drunk driving, acquaintance rape, unwanted pregnancies, and sexually transmitted diseases.

D. Treatment Programs

Alcohol and drug information, referral, counseling, treatment, and rehabilitation programs are available to faculty, staff, and students through a variety of on- and off-campus resources. Some of these services and programs are without charge; others are covered by insurance or based on ability to pay. Students may obtain further information about available services by calling the Broene Center (526-6123). Employees may direct their inquiries to Human Resources (957-6097). Faculty, staff, and students with questions, concerns or problems related to the use of illicit drugs or the abuse of alcohol are urged to take immediate advantage of the help that is available. All members of the seminary community, however, must clearly understand that they jeopardize their education, their jobs, their health, and their future if they unlawfully possess, use, or distribute drugs or alcohol at Calvin Theological Seminary. Sanctions for such misconduct will be consistently enforced.

IMPORTANT TELEPHONE NUMBERS

Campus Safety Department (Hours: 24-7)

Using an On-Campus Phone

Emergencies (On-Campus)	3-3333
Non-emergencies	6-6452
Escort Service	6-6452
TTY	6-8483

Using an Off-Campus Phone (or cell phone)

Emergencies (On-Campus)	526-3333
Non-emergencies	526-6452
Escort Service	526-6452
TTY	526-8483
Silent Observer	774-2345
Email	safety@calvin.edu
Website	www.calvin.edu/campus-safety

Off-Campus Resources (Hours: 24-7)

Emergencies (Off-Campus)	911
Help Crisis Line	459-2255
Crime Victim Assistance	632-5400
Alcoholics Anonymous	913-9216

In case of Sexual Assault

Campus Safety *	526-3333
YWCA Nurse Examiner	776-7273
Calvin College's Sexual Assault Prevention Team	526-6123
Calvin Seminary Safety & Security Resource Page	[see below "Safety & Security"]

*In case of a sexual assault, contact Campus Safety to activate Sexual Assault Prevention Team response.

In case of Sexual Harassment

I Will Report It	526-IWRI (526-4974)
Dean of Students – Jeff Sajdak	957-6042
Associate Dean of Students – Sarah Chun	957-6015
Title IX Coordinator – Jinny DeJong	957-6046
Human Resources Manager – Karen DeYoung	957-6097
Calvin Seminary Safety & Security Resource Page	[see below "Safety & Security"]

Additional Resources (Hours: 24-7)

Safe Haven Ministries – Domestic Abuse Services for Women & Children	452-6664
National Domestic Violence Hotline	1-800-799-7233
National Clearinghouse for Alcohol and Drug Information	1-800-799-7233
Rape, Abuse and Incest National Network	1-800-656-4673
National Center on Drug Abuse Hotline	1-800-662-HELP

Non-Emergency Numbers

Grand Rapids Fire Department	456-3900
Grand Rapids Police Department	456-3400
East Grand Rapids Public Safety Dept.	949-7010
Kentwood Police Department	698-6580
Kent County Sheriff's Department	632-6100

Local Emergency Rooms

Spectrum Blodgett Hospital	774-7444
Spectrum Butterworth Hospital	391-1774
Metro Hospital	252-7200
Saint Mary's Hospital	685-6789

Mental Health Counseling Services

Coordinator of Student Counseling – Sarah Chun	957-6015
Pine Rest	455-9200
Help Crisis Line	459-2255
Suicide Hot Line	1-800-273-TALK

Sex Offender Registry Information

State of Michigan	www.mipsor.state.mi.us
Family Watch Dog	www.familywatchdog.us

Courts

17 th Circuit Court – Kent County	632-5067
Personal Protection Order	http://www.accesskent.com/Courts/17thcc/ppo.htm
61 st District Court Grand Rapids	632-5700
62-A District Court Wyoming	257-9814
62-B District Court Kentwood	554-0711
63 rd District Court	632-7770
Kent County Prosecutor	632-6710

Other Resources in Area

Kent County Victim Witness	632-5400
Legal Aid of West Michigan	774-0672
Kentwood Police Crime Mapping	https://www.crimereports.com/
Grand Rapids Police Crime Mapping	http://www.crimemapping.com/map.aspx

In Case of On-Campus Faculty/Staff/Student-Worker Injury

Emergency	526-3333 or 911
Non-Emergency	
Karen DeYoung – Human Resources Manager	957-6097
Or EHS	526-8591 or 526-6342

Updated, October 2013

Keys and ID Cards

Students are expected to safeguard all Seminary-issued keys (mailbox, apartment, office, etc.) and ID cards, and to return all keys when requested. If keys or ID cards are lost or stolen, the student is responsible to inform the Seminary as soon as possible. Students will be charged for replacements:

Apartment Key: \$20

Mailbox Key: \$10

Other Keys: \$20

ID Card: \$0 for first card, \$15 for each additional card lost/stolen

Lost and Found

All lost and found articles should be taken to the Dean of Students Office. Lost articles may also be reported to the College Campus Safety Department.

Safety & Security

Adapted, with permission, from the Calvin College Student Handbook.

Safety and Security

Calvin Theological Seminary Students are not exempt from threats to their personal safety and should use precautionary measures to minimize existing dangers and hazards in the environment. Although living with constant fear is unnecessary and unhealthy, students should be aware of safeguards that deter possible victimization. Here are a few basic suggestions:

1. Always keep the door(s) of your residence locked. If applicable, place a thin block of wood in the inside track of sliding glass doors to restrict entry.
2. Always keep your car doors locked. Also, do not leave valuables in your car while it is unattended.
3. Unsecured bicycles invite theft. Purchase a bike lock and secure your bike to a stationary object.
4. Identify expensive and/or important belongings with some type of permanent identification, such as can be provided with a metal engraver.
5. Rely on your neighbors and have them rely on you to be alert to suspicious persons and/or unusual events.

Personal Precautions

As mentioned above, Calvin Theological Seminary students must not take their safety for granted. In addition to taking basic precautions, students should also be aware of the possibility of personal assault and robbery (particularly off-campus students, commuters, or students who frequently travel throughout the city). Several guidelines are helpful to keep in mind.

1. **Visitors to your home.** First, do not admit anyone into your home until you know who s/he is. Determine who it is before you open the door — either by looking through the peephole or opening your door the length of your chain lock. If a stranger is at the door, do not hesitate to ask for two or three pieces of identification. Strangers should not become hostile when asked to verify their identity. If you do accidentally let someone in and you are home alone, fake it by mentioning a sleeping roommate or spouse. Use caution when dealing with people in uniforms also. Wearing a uniform does not automatically mean that someone has legitimate business. If a police officer comes to the door, ask for two or three pieces of identification. If a meter-reader knocks, ask him/her to wait while you call the utility company to see if readings are being made in your neighborhood on that day. If a door-to-door salesperson comes by, call your neighbors on either side to determine whether s/he has been to their homes. If s/he hasn't called on them, s/he will probably be gone by the time you put down the phone.
2. **Personal address.** If you live alone, especially if you are female, list only your first initial instead of your entire name on your mailbox. You can also put other names behind your own-J. VanderVan can share your box even if s/he does not receive any mail. In the phone book, list only your first initial and omit your street address.
3. **Answering Machines.** If you own an answering machine, try to offer as little personal information as possible. Avoid using your name in the recording, especially if you live alone or are a female living with one or more females. Consider the following message: "Mary and Susan aren't home right now but if you leave a message, we'll return your call as soon as possible." Such a message informs a potential assailant that two women room together and are not home at the moment. Recording the following is a much better option: "You have reached 954-0000. Please leave your message after you hear the tone." In addition, if you live alone, avoid saying "I will return the call." Referring to yourself in the first person may alert a potential assailant or robber that only one person occupies your home. Either omit the statement altogether or consider substituting "we" for "I."
4. **Self-protection in your home.** Finally, a word about weapons in your home for self-protection. It is important to realize that whatever you present as a weapon can be taken away from you and used against you. This is particularly true in the case of a knife. As a result, if an assailant does not have a knife, you should never introduce one into the situation. Rather, you could consider defending yourself with make-shift items (i.e., things in your environment that you could use as a weapon or shield). These make-shift weapons should be thrust straight into the assailant's face or neck with short, powerful jabs. Short, straight thrusts are more difficult to block and deflect than downward strikes or horizontal swings. Other tactics to defend yourself might include either spraying something, or throwing any sort of powdery substance into the assailant's eyes. Such an action momentarily blinds the assailant, providing you a chance to escape.
5. **Safe transportation.** Your susceptibility to assault or mugging is greater when you leave your home simply because you have less protection around you (although the majority of date rapes

and sexual assaults occur in either the victim's or assailant's residence). Whatever means of transportation you use to get yourself from your home to your destination, there are several security measures that can add to your security when traveling. If you own a car or use one for transportation, be certain that it is properly maintained and that you always have adequate gasoline to get you to your destination or to a service station. When you are driving, keep your doors locked at all times, and, if possible, keep your windows closed. Keep your car in gear at stop lights. If someone tries to enter your car, blow your horn and drive on as quickly as possible. If you break down in an isolated area, stay inside your car with the doors locked and the windows up. If someone wants to help, ask them to call for assistance. If you break down or run out of gasoline on the highway, do not leave your car if you are alone. Eventually the police or someone else will offer assistance. If you are with a group and you want to walk ahead, walk with at least two people and leave at least two people in the car. In all cases, it is not wise to leave the car unattended. If you see a motorist stranded, it is safest not to stop to help unless you know the driver. If you want to help, call for assistance for the stranded motorist. Many people, especially women, are robbed or attacked when they stop to help someone who seems to have car trouble. When using public transportation, wait in busy, well-lit areas. Sit near the driver, especially if the bus is nearly empty. When you exit the bus, be aware of those who may depart with you.

6. **Hitchhiking.** Hitchhiking is unsafe, and should be avoided. If you have no other choice, hitchhiking is safest when done during the daytime and/or with someone else. Wear clothes that are as conservative as possible; suggestive or provocative clothing may convey a message, regardless of your own intentions. Carry keys or some other item as potential self-defense. Do not accept a ride from someone who speeds by and then slams on the brakes or changes directions just to pick you up. Ask the driver about destination before getting into the car; if possible, be familiar with the route that you should take so that you can be aware of any wrong turns. If you find yourself in a situation where you believe jumping from the car is necessary, be certain that you can jump and remain clear from traffic. You will risk less injury if you dive out of the car head first, rather than feet first. As you jump out head first, reach for the ground with your hands. As your hands contact the ground, absorb the force of the impact by bending your elbows. At the same time, tuck your chin and curve your back to initiate a roll. Bracing yourself by keeping your limbs stiff or locked risks greater injury. Picking up hitchhikers is equally dangerous and should be avoided. If you still opt to pick up a stranger, be on guard. Ask the rider to place all belongings in the back seat before getting into your car.
7. **Jay-walking.** Some students choose to cross the East Beltline at very hazardous locations. Since most traffic travels the East Beltline between 50-60 miles/hour, jay-walking the East Beltline is extremely dangerous. The college has provided a tunnel under the East Beltline for automotive and a walkway over it for pedestrian traffic. In addition, the State Highway Department has installed signals on the corner of Burton and the East Beltline, and just north of Burton, that allow pedestrians to cross this busy highway most safely.

8. **Walking on/off campus.** The safest time to walk is during daylight hours. If you must walk at night, walk on well-lit routes. If sidewalks are dark, walk near curbs or in the middle of streets. Walk facing oncoming traffic so as to minimize the chance of being surprised from behind. If you frequently walk to the same destination at approximately the same time, vary your route occasionally. Walk briskly and with purpose. If you appear to know where you are going, you are less likely to be followed. If you suspect that someone is following you, do not hesitate to confidently turn around to check if you are being followed. If your suspicions are confirmed, make noise—even scream, blow a whistle, or make a scene. Noise is often successful in preventing an attack. If you are being followed by someone in a car, turn and run in the opposite direction that the car is headed. If you are being followed, and you know that no one is at your home, do not stop; continue on to a neighbor’s house.
9. **Mugging.** When walking, it is advisable not to carry large amounts of cash. In addition, keeping your house key separate from your purse or backpack is important. If your assailant is armed, do not resist. Protect your person; you are more valuable than your possessions. Make every effort to observe identifying features and characteristics of the assailant. Try to obtain the make, model, year, and license plate number of a getaway car if one is involved. Note the exact time and location of the incident, and the direction of the escape.
10. **Thefts.** Thefts, loss of property, or any other incidents involving the safety or security of the students or the seminary should be reported to the College Campus Safety Department immediately, and to your RD or RA if you live in college housing, or the seminary housing director if you live in seminary housing.

Rape/Date Rape

Rape is an act of violence in which sex is used to dominate and control the victim. Relatively few rapes are committed by strangers. In fact, it is estimated that over 80% of all rapes are committed by acquaintances, friends, or relatives. Although women (and men) of all ages can be victims of rape, young women between the ages of 13-25 are the most frequent victims of acquaintance/date rape. A recent survey of Calvin College students suggests that 11.5% of Calvin College females have experienced rape. Seventy percent of these women were raped by an acquaintance.

In Michigan, the Criminal Sexual Conduct Code defines sexual assault as any sexual contact forced upon a non-consenting person. “Criminal sexual conduct” (CSC) includes penetration of any body opening, touching sexual areas of the body, or attempting to penetrate or touch these areas. The law further outlines four degrees of criminal sexual conduct. Maximum sentence depends on the amount of force used and the amount of personal injury to the victim. Sentences range from two years for fourth degree CSC to life in prison for first degree.

Rape Prevention

Rape prevention includes taking reasonable precautions and avoiding high-risk situations. Look out for each other’s welfare; check up on each other; walk in groups; never jog alone after dark; ensure that your residence is as secure as possible, including adequate outside lighting.

Women can also reduce their risk of becoming a rape victim by understanding that sexual assaults often progress through three stages.

1. The first stage is **Selection**. During this stage, the assailant observes prospective victims at a distance. The assailant looks for someone who is accessible and vulnerable. To determine a woman's perceived vulnerability, he may observe her body language. He is looking for someone whom he can easily overpower, such as someone who looks preoccupied, fearful, timid, and so on. He may also observe what the woman is wearing to see if it would aid or hinder escape. To avoid being selected at this stage, one should first of all consider avoiding high risk situations. Second, be aware of your surroundings. Third, look vigilant and project an air of confidence. In short, try to convey the message that you would not be an easy victim.
2. The second stage is **Testing**. Many rapes are preceded by a period of interaction between the assailant and the victim, ranging between two minutes to two hours. It may start as a friendly impersonal conversation, which is intended as a screening process. If a woman is assertive and maintains assertive body language (i.e., erect body posture, feet about shoulder width apart, arms at the side of the body rather than crossed at front, good eye contact, etc.), she will likely be passed over as a prospective victim. It is very important during this stage that the woman trusts her feelings. If she feels uneasy, there is probably a very good reason for it. Those women who trust their feelings and bring the conversation to a close are less likely to be assaulted. Those who continue to be polite, in spite of their uneasiness, are more likely to be attacked.
3. The final stage is **Force**. This is the stage where the assailant uses physical force/violence to control a woman. The victim has a greater chance of escape if she makes a lot of noise and fights back.

In summary, you can significantly reduce the chance of being assaulted by taking reasonable precautions, being vigilant, trusting your intuitions, and conveying to a would-be assailant during the first two stages that you would not be a compliant, passive victim.

Advice to Women

Concerning your own vulnerability to date rape, think through your limits on sexual activity beforehand. Communicate those limits clearly. For the first few dates consider going to public places with another couple or group. Do not accept rides from a male you just met. Stay sober. Trust your feelings and inner warnings; be willing to remove yourself from the situation if you feel unsafe. Do not be afraid to create an awkward social moment. If you are worried about hurting his feelings, remember that he is ignoring yours. If sexual activity is forced on you by an acquaintance, you have several options. First, say "no" strongly. Be assertive. Do not smile, act friendly, or polite. You might say, "Stop it; this is rape!" This can shock your acquaintance into stopping. If he does not stop after you have confronted him, do not be afraid to leave. There is no shame in escaping a situation in which your health and safety

are at risk. If necessary, scream and run to safety. If he prevents you from leaving, and the assault escalates, consider striking one of the target areas (described in Section 3. below).

Advice to Men

Sexual excitement never justifies forced sex. When a woman says “no,” it’s time to back off. Do not read her response as personal rejection; she is simply saying no to an unwanted activity. If you feel that you are receiving mixed messages, ask for clarification. Remember, if a woman does not give consent (or is unable to because of intoxication or drug use), forced sexual activity is a crime.

Self-defense

If you are attacked, try to remain calm. Concentrate on slow, deep breathing to reduce panic. Each situation is different. In some cases, clear thinking may allow you to escape. If your assailant is armed, however, your options are limited.

There are two types of resistance one can use in an assaultive situation. The first type is **passive resistance**. It includes begging, pleading, crying, slapping, verbal stalling, and so on. This type of resistance correlates with more violent attacks. It is important to understand that rape is not a sexual act per se, but an act of dominance and control. Thus, the assailant is looking for someone whom he can terrorize, control, or dominate. Passive resistance, then, may have a higher probability of “turning on” an assailant.

The second type of resistance is **active resistance**. It includes verbal confrontation and/or yelling, as well as strikes to vulnerable target areas. This type of resistance gives an assailant the message that you will do whatever it takes to avoid rape. Research shows that, with a weaponless attack, a woman can escape 86% of the time if she fights back aggressively.

The following are six major target areas along the front of the body: eyes, nose, throat, solar plexus, testicles, and knees. In a life-threatening situation, strikes should be aimed at the eyes, throat, and/or knees. Strikes to these areas may disable the attacker rather than just cause pain. In any assaultive situation, one’s primary objective must be to escape. Additionally, one should do only that which is necessary to escape. For instance, if one could escape by using confrontation skills only, that is the best option. Strikes to the eyes, throat or knees should be used as a last resort.

Having said this about self-defense, it should be recognized that many people in a rape situation are so shocked, panicked, numbed, and confused that they are unable to take any action. This may be especially so if the assailant is someone the victim knows and has trusted. Complicating matters in cases of date/acquaintance rape, the woman may minimize or discount her fears until it is too late to effectively defend herself. Furthermore, the circumstances of some assaults may be such that fighting back is not a viable option. It is important, therefore, not to place blame on the victim by second guessing what she could have done to avoid the assault.

In the Event of Sexual Assault

1. Go to a safe place
2. Call the YWCA Rape Crisis Hotline 776-RAPE (776-7273)

3. or if you are on campus, call Campus Safety x3333
4. or Grand Rapids Police: 456-3400
5. or 911 in a medical emergency situation
6. Call a member of the Calvin Response Team for Sexual Assault (957-6123 or see previous listing above) to help you decide how to proceed. Don't try to go through this alone.
7. Do not wash, eat, chew gum, brush your teeth, drink, douche, or change clothes.
8. Do not blame yourself.

If you call the YWCA Rape Crisis Hotline, rape crisis personnel will help you decide what to do. If you have serious physical injuries, you will be advised to go to the nearest hospital emergency room. If you are not seriously injured, and would like to make a police report, a highly trained, on-call response team will be dispatched to meet you at the YWCA Rape Crisis Center (25 Sheldon SE). This team will include a trained volunteer who will offer support and answer your questions; a nurse, who will perform a medical examination and provide treatment; and, a police officer, who will provide security. If you are not seriously injured, and would prefer not to make a police report, you will be encouraged to schedule a medical exam at the YWCA, during regular business hours.

It is important to follow through with a physical exam following a rape so that you can be treated for possible injuries, and/or sexually transmitted diseases. The exam is especially important if you decide to press charges, so that evidence can be collected and documented. In order to avoid destroying any evidence, do not bathe or clean yourself or change your clothes. Additionally, if you were forced to engage in oral sex, do not chew gum, brush your teeth, or eat or drink anything. Even if you have done any or all of the above, a medical exam to collect physical evidence can still be done within 72 hours of the assault. You should know, if you do not have a medical exam, and choose not to make a police report within 72 hours after the assault, chances of successful prosecution are low.

In addition to calling the YWCA Rape Crisis Hot Line, you may also contact a member of the Calvin Response Team for Sexual Assault, and ask them to meet you at the YWCA or at an emergency room (if you have severe injuries) for additional support and/or guidance.

Police Contact

When reporting the crime, contact the police in the municipality in which the sexual assault occurred. If you are unsure of the location, or if it occurred on campus, contact the Grand Rapids Police at 456-3400. Calvin College Campus Safety Department (957-6452) is also available for assistance. For Kentwood police, dial 698-6580; East Grand Rapids police, dial 949-7010; Wyoming police, dial 530-7300. A Response Team for Sexual Assault member can be helpful to you in sorting out your decisions. Free legal information and support is also available through the Victim Witness Services Program in Grand Rapids at 336-2856.

Procedures for On-campus Disciplinary Action

In date rape the victim may fear that she will be blamed or disciplined for the rape. This is not the case. On the contrary, Calvin Theological Seminary is committed to sensitive and fair handling of sexual assault situations with healing, safety of others, and justice as primary concerns.

The student considering formal charges against another student may initially talk to the Dean or Associate Dean of Students, the Chief Financial and Operating Officer, the President, or a member of the Broene Counseling Center, to learn about procedures and options. Please see the [Student Conduct Code](#) and the [Title IX policy](#) for further details.

The standard of proof (both college and seminary) is based on a “preponderance of evidence” which is different than criminal charges which must create belief “beyond a reasonable doubt” in order to convict. Possible sanctions for sexual assault can extend over the entire range, including dismissal, depending on the severity of the incident.

Severe Weather Safety Procedures

Occasionally the arrival of spring is accompanied by periods of violent weather. To minimize the possibility of personal injury and property damage, the National Weather Service and Office of Civil Defense have developed an early warning system. This early warning information also serves as an assurance that weather conditions are being intelligently observed and promptly reported.

The National Weather Service severe weather warnings fall into the following categories:

- **Severe Thunderstorm Watch:** conditions favorable for the formation of severe thunderstorms, high winds and hail.
- **Severe Thunderstorm Warning:** thunderstorms, high winds and hail are in the area.
- **Tornado Watch:** conditions favorable for the formation of tornadoes.
- **Tornado Warning:** tornadoes are in the area. TAKE COVER.

The Information Technology Systems Coordinator keeps the seminary informed of weather conditions. In the event a “Tornado Watch” is declared by the National Weather Service, we will disseminate this information to the seminary community. The decision to terminate a class or activity, to close the library, or close any office will be the responsibility of the vice president for administration and in his or her absence the vice president for academic affairs.

Persons in charge of activities in the chapel, the physical education building, the Fine Arts Auditorium, the seminary chapel and auditorium, and the Gezon Auditorium must monitor the weather conditions during a “Tornado Watch.” Staff must inform persons in these areas of the “Tornado Watch” as a matter of information. Staff must be prepared to evacuate these areas quickly and move persons in these areas to a place of shelter in the event the “Tornado Watch” is changed to a “Tornado Warning.”

Tornado Warning information will be disseminated in the same manner as the “Watch” supplemented by a wavering tone sounded by the emergency sirens located east of the campus. When a

“Warning” is received, all personnel must take cover in the basement areas, corridors or inside walls of the seminary building or the basements in the seminary housing buildings. Cancellation of the warnings will be announced on radio and T.V. stations.

General Comments:

- Tornadoes usually (but not always!) travel from the southwest to the northeast.
- Splintered glass and flying debris inflict most injuries in a tornado. Stay away from windows.
- Don’t use the telephone except in an emergency. Help keep the lines open.
- Keep your radio tuned to a local radio station.
- Don’t smoke in a shelter area. If the electric power is interrupted, the ventilating system shuts off.
- If the electric power is interrupted, many phones are inoperative.

Smoking Policy

“Calvin Theological Seminary joins with the American College Health Association in supporting the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. Calvin Theological Seminary further recognizes that second-hand smoke has been classified as a Group A carcinogen by the United States Environmental Protection Agency.

“Calvin Theological Seminary’s intent is to respect the rights of smokers and nonsmokers while accomplishing the following: reducing exposure to second-hand smoke, providing an environment supportive of tobacco-free lifestyles, reducing the risk of accidental fire, and reducing environmental impact of cigarette litter.

“Therefore, in order to protect the health, safety, and comfort of seminary students, employees, and visitors, it is the policy of Calvin Theological Seminary to prohibit smoking in facilities and grounds owned, leased, or rented by the seminary, with the following exceptions: smoking will be permitted in designated areas clearly marked by cigarette butt receptacles and arrows strategically placed to indicate smoking areas. This policy relies on the consideration and cooperation of smokers and non-smokers. Where the needs of smokers and non-smokers conflict, smoke-free air shall have priority.

“All members of the Calvin Theological Seminary community, including visitors, are asked to observe this policy. The offices of the Housing Director and Dean of Students will deal with student violations.”

(Faculty Minute #6926a., 03/07/03)

Transportation: Registering Motor Vehicles & Bicycles, Use of Bus Passes

Auto Registration and Parking on Campus

All motor vehicles parked on campus must be registered with Campus Safety. Regulations and on-line registration can be found [here](#). Seminary parking stickers are \$50.00, which will be charged to the student's account. Parking stickers for spring semester only, or for a second vehicle for a student (the student must provide a copy of the vehicle registration) are \$25.00.

Students who reside off-campus and have valid seminary parking stickers may park in the upper seminary lot adjacent to the East Beltline, the Prince Conference Center parking lot, and the west college parking lot off Burton Street, just west of the main college entrance.

Students who reside in the Burton St. seminary housing may not park in the on-campus seminary lot before 5:30pm.

Students may NOT park in parking lot adjacent to the seminary building. These spaces are for faculty/staff parking only.

Students who remain in the seminary building after 2:00 a.m with a vehicle parked in the seminary lot **must contact Campus Safety Dispatch at 526-6452 and provide their vehicle information to avoid ticketing**. There is no overnight parking in seminary lots.

Non-student visitors can get a temporary visitor parking pass by registering their vehicle with [Campus Safety here](#).

Bicycle Registration

All bicycles used on campus must be registered with Campus Safety. Information about bicycle registration can be found [here](#). Seminary students can get registration forms in the Dean of Students office. The forms must be turned in to Campus Safety.

Bus Passes

The Calvin community can ride The Rapid at a discounted rate of \$.50. Students, faculty and staff may visit the Campus Safety Office to obtain a bus card. The first card is free, but lost cards cost \$20.00 to replace.

Weather Policy

The Seminary links its decision to close school due to inclement weather not only to Calvin College (upon whom we depend for open parking lots, sidewalks, etc.) but also to fellow colleges and graduate institutions such as Grand Rapids Theological Seminary, Cornerstone University, and Aquinas College, and/or to state police bulletins that declare travel unsafe in Kent County.

In those rare circumstances when the campus must be closed, local radio and television stations will be so notified for regular reporting to the public. In the event of a delayed opening, a partial closing, or a full closing, staff member compensation shall be governed as circumstances dictate. Please see the human resources office for further information.

The Seminary may remain open during inclement weather, even when other institutions may be closed. School closure will be announced on Channel 8 and Channel 13 television and the seminary website by 6:30 a.m. Students must be prudent in their decision whether to travel to campus when conditions are hazardous. Students who decide it would not be prudent for them to travel to campus due to inclement weather will not be penalized when not in class for that reason. Students should communicate their decision by email to the professor as soon as possible.

COMMUNITY LIFE POLICIES

Chapel Attendance

The Seminary community gathers for worship every Wednesday and Friday at 10 am, during the school year. All administrative offices are closed during this time and all members of the seminary community who are present on campus are encouraged to attend. Wednesday's chapel is followed by fellowship time in the Student Center.

Childbirth Accommodation Policy

This policy provides an accommodation for the demands placed on a student by late-stage pregnancy, childbirth, and the care of a newborn. After careful consideration of the policies involved and discussion of the student's academic situation with her/his advisor and the Registrar, the student may choose to remain enrolled full-time or part-time with or without a Childbirth Accommodation during the period of time around the birth of the child, or to suspend enrollment by taking a Leave of Absence for pregnancy and childbirth. **NOTE: *International students should discuss with the International Student Advisor the impact of their decision on their visa.***

Calvin Seminary strongly encourages communication and cooperation between students and their professors, and good-faith efforts of both to accommodate the birth of a child. It is the intention of this policy to reinforce the importance of that cooperation, and to provide support where needed to make that accommodation possible.

- Professors are encouraged to work out specific arrangements with students on a case-by-case basis within the framework of this policy.
- Students are encouraged, as soon as possible, to contact professors to discuss accommodations and to request a Childbirth Accommodation.

Childbirth Accommodation

A Childbirth Accommodation will provide up to two semesters of scheduling flexibility with regard to assignments due or other class-related requirements, as outlined below. The determination between a one-semester or two-semester Childbirth Accommodation will be based on the timing of the point in the semester when the childbirth occurs or is likely to occur. If a one-semester Childbirth Accommodation is granted, but the situation changes significantly, the Childbirth Accommodation may be extended to two-semester on agreement between the student and the Associate Academic Dean.

Students are expected to attend class and participate in seminars to the extent that the health of mother and newborn and the demands of caring for an infant allow. Due consideration will be given to specific circumstances such as C-section, birth of multiples, other children at home, congenital defects, and colic, as well as to specific accommodations such as for doctor's appointments or nursing (in or outside of class).

Students with a Childbirth Accommodation will be allowed the following accommodations:

- Excused absences due to pregnancy or childbirth for as long as a doctor says it is necessary.
- Opportunity to make up any work missed while absent due to pregnancy or childbirth.
- Extension of deadlines that are missed due to pregnancy or childbirth. If a student will not be able to complete required work by the end of the semester, the student must secure an Incomplete Contract, which provides an extension of 30 days past the end of the semester for completing coursework. If more time is needed, this must be arranged in advance with, and approved by, the professor(s), the Registrar, and the Associate Academic Dean.
- Opportunity to make up any participation or attendance credits that are part of the professor's grading and which the student did not have the chance to earn.
- Any special services that would be provided to other students with temporary medical conditions, such as course capture and independent study.
- Any other reasonable adjustments (e.g., allowing trips to the restroom or for nursing during class or exams) that are necessary because of pregnancy or childbirth.

A student seeking a Childbirth Accommodation should submit her/his request to the Associate Academic Dean by means of the Request for Childbirth Accommodation form. [To be created.] Once the Childbirth Accommodation is approved, the student should inform all of her/his professors as soon as possible of her/his accommodation.

Full-Time Enrollment, Part-Time Enrollment, Leave of Absence

A Childbirth Accommodation may make it possible for students to maintain full-time student status, so that they avoid triggering any interruptions in seminary housing, insurance coverage, eligibility for student loans, and deferment of student loan repayment.

Although it is often better for the student to remain enrolled full-time, in some cases, depending on the coursework appropriate to the stage of her academic program, part-time enrollment might be

appropriate. A student may also consider the option of taking a Leave of Absence from her/his program for one or two semesters.

The decision to maintain full-time status, move to part-time enrollment, or take a Leave of Absence requires careful consultation, in advance, to ensure that the implications (e.g., for academic progress, visa status, loan eligibility, and loan deferment) have been thoroughly investigated.

NOTE: Calvin Theological Seminary prohibits discrimination on the basis of any characteristic protected by applicable law, including discrimination on the basis of pregnancy, in the administration of its programs and activities. See the [Calvin Seminary "Safe and Healthy Community" policy](#) for details. Any student who believes that he or she has not been treated equitably under the provisions of this policy may file a report with the Safe and Healthy Community Administrator or one of the Safe and Healthy Community Coordinators.

Code of Conduct

The Calvin Seminary Student Code of Conduct can be found on the [Student Life SemLink page](#).

Communications

The official means of communication between Calvin Theological Seminary and its students will be the e-mail account provided by the institution. If a student prefers to use an alternate e-mail address, he/she is responsible for forwarding messages to that account. Announcements in written form will not be placed in student mailboxes unless it is deemed necessary. Calvin Theological Seminary is not responsible for any missed communication because the student is not regularly checking his/her assigned e-mail account.

The Faculty & Staff will use a twice-weekly email (less frequent in summer) called the CTS E-News to communicate with Students. All students are expected to read the E-News, making note of the items, events, and deadlines that are relevant to them.

Computer Lab Regulations

Computers are provided for use by students in the computer lab in the seminary building and in Hekman Library as a privilege to assist the educational activities of Seminary students. The following rules apply to the use of all seminary-owned computers and other technological resources that are made available to students.

1. Use of student computers is restricted to students enrolled in Calvin Theological Seminary, members of the faculty and staff, part-time instructors, and occasionally other people to

whom a password is given. Except when specifically authorized by the Academic Affairs Office, use of student computers by anyone else is prohibited.

2. The academic use of computers takes precedence over recreational use. Recreational use of computers includes playing games and non-academic use of Internet resources, e-mail accounts, and other computer programs.
3. Prohibited activities – not inclusive
 - a. Any activity which violates a federal or state law or regulation.
 - b. Viewing sexually explicit material or material containing full or partial nudity on the Internet on any Calvin computer is regarded as unacceptable in the light of the Calvin Theological Seminary [Student Conduct Code](#). Attempts to access such sites may be recorded and monitored by the seminary. Students needing access to such materials for research purpose may request permission to view them from the faculty member supervising the research.
 - c. The following activities are also prohibited in the light of the Calvin Theological Seminary [Student Conduct Code](#): pornography, gambling, and the sending of false email.
 - d. Although Calvin computers may be used to purchase items available online, they may not be used for any commercial purpose for which the Calvin user is the seller or distributor of any good or service.

Food Pantry and Clothes Closet

The Idema Food Pantry provides groceries to needy Seminary students and their families. The Clothes Closet provides used clothing, shoes and various household items free of charge to all seminarians and their families. They are administered by the Dean of Students Office in cooperation with the Student Senate, and they are run by Coordinators with the assistance of students and their spouses. More information can be found [here](#).

Grievances and Rights of Appeal Procedures

Students having grievances should pursue one of the two following courses of action, which are patterned after biblical expectations.

1. Policy Grievances

Students aggrieved by a decision of a Seminary committee or one of the Seminary offices in their application of Seminary policy shall first take up the matter with the committee or office involved. A grievance is legitimate only when a student is personally the object of such a decision or action.

If satisfactory resolution is not achieved, the student should seek the counsel of the Dean of Students and a member of Student Senate. If they concur that the grievance is valid, they will join the student in a second appeal to the committee or office. If satisfaction is not reached by this means, appeal by the student shall be to the Administrative Committee of the Seminary, after notice has been given to the committee or office; the Faculty must ratify the decision of the Administrative Committee. If this process fails to resolve the matter, the student may appeal to the Board of Trustees, but only after giving written notice and a copy of all materials involved to the Seminary Chief Financial and Operating Officer.

2. Classroom and Personal Grievances

Students with a complaint against a Seminary professor or staff person concerning conduct of their responsibilities shall first raise the matter with the professor or staff person. If satisfactory understanding or resolution of the matter is not achieved, students shall seek the counsel of the Seminary Chief Financial and Operating Officer. If the Chief Financial and Operating Officer's disposition of the matter does not satisfy students, they may appeal to the Board. Such appeal may occur only after giving written notice and a copy of all materials involved to the Seminary Chief Financial and Operating Officer.

If difficulties between students cannot be amicably resolved by the persons concerned, the Dean of Students shall seek to settle them. Appeal of the Dean's decision may be made to the Chief Financial and Operating Officer, after written notice has been given to the Dean. Students may appeal the Chief Financial and Operating Officer's disposition of the matter to the Board, but only after giving written notice and a copy of all materials involved to the Seminary Chief Financial and Operating Officer.

Harassment/Title IX

Calvin Seminary takes discrimination and harassment of all types very seriously. We address these matters in "[Safe and Healthy Community: Policies and Procedures to Address Discrimination, Harassment, and Retaliation](#)," our Title IX policy, which can be found on the [Student Life Page on SemLink](#).

Poster Policy

- A. All notices and posters must be approved and stamped at the Dean of Students office located in the Student Center.
- B. Posters concerning off-campus events or private profit-making operations may only be posted with the permission of the Dean of Students.
- C. Posters will be stamped for a period of no more than 30 days.
- D. No posters in the seminary building may ever appear on glass doors or windows with the exception of same day announcements of campus emergencies, or urgent announcements from the President's, Academic Dean's, or Dean of Students' office.

- E. Posters may be posted on bulletin boards only.
- F. Posters should be no larger than 11" x 17".
- G. Seminary employees may post articles and announcements outside of their offices or on their office doors. These articles/announcements do not need to be stamped.
- H. Departments may set their own policies for bulletin boards in their departments.
- I. Only one (1) stamped poster per organization or committee will be allowed on each bulletin board.
- J. Exemptions to the poster policy, as described above, may be obtained in special situations from the Dean of Students.
- K. All approved posters eligible for posting on campus will need to include the name of the sponsoring organization and a date.
- L. This policy will be enforced regardless of the organization or committee from which the poster originates.

Spouse and Family Ministries

Calvin Seminary Spouse and Family Ministries connects spouses and families to one another, provides an atmosphere of care and hospitality, and encourages spouses to grow spiritually to be shaped more fully as disciples of Jesus Christ.

Spouse and Family Ministries is for all spouses, female and male, international and North American, including student couples. Spouse and Family Ministries is led by the Dean of Students Office with a team of spouses. More information can be found [here](#).

Student Care Team

The Calvin Seminary Student Care Team seeks to pray, support, counsel, resource and advocate for students in the Calvin Seminary community, especially in situations when there is perceived to be an academic and/or pastoral care need.

Confidential information disclosed to any member of the Student Care Team will remain confidential within the team, although appropriate confidentiality can include disclosure to others as needed in order to provide appropriate pastoral care and academic advising. In addition, it should be noted that confidentiality does not attach when there is a concern of harm to self and/or others, or when there is a violation of the Calvin Seminary Student Code of Conduct. The Calvin Seminary Student Care Team is a pastoral, not a disciplinary body.

The Student Care Team will first and foremost be in prayer for those facing situations that have come to their attention. They will also seek to provide care and support for students as an initial step. When necessary, the Student Care Team will support students by making recommendations to outside services such as counseling, spiritual care, or other community and/or health services.

The Student Care Team consists of:

Joan Beelen, Registrar

Barbara Blackmore, Administrative Assistant to the Dean of Students

Sarah Chun, Associate Dean of Students

Jeff Sajdak, Dean of Students

All members of the Calvin Seminary community are encouraged to reach out to the Student Care Team members with concerns for themselves and/or others. (Description adapted from Luther Seminary.)

Student Government

The purpose of the Student Senate is to give representative voice of student opinion and ideas in all areas of seminary life, to promote Christian fellowship within the Seminary community, and to initiate programs of action consistent with such goals and the purpose of the Seminary.

A list of the current Senators and Senate Officers, along with current agenda, minutes, the Student Senate Constitution and Bylaws, and other information can be found on the [Student Senate web page](#).

FINANCIAL POLICIES

Financial Aid

The process of applying for financial aid is a simple one. Complete the Calvin Seminary Financial Aid and Scholarship Application and the FAFSA, sign your award letter and complete the entrance counseling.

Process Summary:

1. Residential programs: fill out required forms by the March 1 deadline.

Distance M.Div. program: ongoing.

The [Free Application for Federal Student Aid \(FAFSA\)](#) is required from all US Citizens and permanent resident students applying for financial aid. Use our **school code G02242**.

All students are encouraged to apply for financial assistance as soon after January 1 as possible, and before the deadline of **March 1**.

2. All are also required to complete the [Application for Scholarships and Financial Aid](#) at Calvin Theological Seminary.

This application allows you to apply for all of our scholarships and institutional loan programs. The deadline for this application is **March 1**. Please be sure to select the correct application for your citizenship.

3. Federal Stafford loans are processed through the Department of Education and certified by the financial aid office.

Students must complete the Master Promissory Note and [Entrance Counseling](#) for this loan. [Complete instructions can be found here](#). **Once a student decides how much they would like to borrow from this loan they must inform the financial aid office and complete the estimated loan repayment calculator.** This loan is not part of the initial award letter package.

4. The scholarship committee meets in late March to award scholarship funds.

You will receive an award letter from the Academic Affairs Office indicating any award in late March or early April.

5. Award letters must be signed and returned to the financial aid office in order to secure your awards.

6. Make sure to complete [Entrance Counseling](#) to finish your application.

7. Loans and Scholarships are posted to student accounts once each semester.

Half of your award will be posted in the fall and the other half in spring. Disbursements typically happen the second week of class. This insures that students are attending class before we pay out scholarships.

If you have questions on any part of this process, please contact the [Financial Aid Office](#).

Financial Services

Billing and Account Information

Current information about student billing and accounts, electronic statements, tuition due dates, miscellaneous charges and fees, payment options, can be found on links on the [Financial Services page on SemLink](#).

Tax Forms and Information for US, Canadian, and other International Students

Current information about tax forms and other tax-related information can be found on the Financial Services' [Tax Form Information page on SemLink](#).

HEALTH RELATED POLICIES

Counseling

Calvin Seminary values the formation of the whole person for ministry. This includes spiritual and emotional well-being. We are glad to provide a variety of counseling opportunities for all of our students and their spouses.

Individual Counseling

Subsidized individual counseling is available for students and spouses with a maximum of 20 sessions per academic year. For a list of counselors and fee schedule, see [Sarah Chun](#) in the Dean of Students office.

Marriage Counseling

Subsidized marriage counseling is available for students with the seminary paying \$50.00 per session and the student paying the balance—normally \$20.00 per session with a maximum of 10 sessions per degree program.

Group Counseling

Opportunities for group counseling are made available every Fall and Spring. These sessions are open to eight students at a time. Opportunity to sign up for group counseling will be made available via email well before the sessions start. The seminary pays half the cost, \$160 per student.

Assertiveness Training and Emotional Intelligence Seminars

Assertiveness Training seminars and Emotional Intelligence (EQ) seminars are also offered periodically, normally once every two years. The seminary pays half the cost, \$55 per student.

Additional Information:

- All of the counselors maintain the highest standard of confidentiality. They do not report the content of conversations with clients to the seminary.
- While Calvin Seminary offers subsidized counseling services, students with a health care plan that includes a counseling benefit are required to utilize their plan first.
- Please see [Sarah Chun](#), Associate Dean of Students, for more information.

Immunizations

Students are urged to follow [the immunization recommendations](#) of the Centers for Disease Control and Prevention. Failure to heed recommended immunization schedules puts the community's health at risk.

Medical Insurance Coverage

All students and their dependents are required to have health care coverage that meets or exceeds these standards:

1. A U.S. citizen's coverage must meet or exceed the [Affordable Care Act requirements](#).
2. For international students, the coverage requirement is dependent upon the type of student visa.
 1. For a student with a J-1 visa, the requirements for 2015-16 are:
 - a. medical benefits of at least \$100,000 per accident or illness;
 - b. repatriation of remains in the amount of \$25,000;
 - c. expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of \$50,000; and
 - d. a deductible not to exceed \$500 per accident or illness
 2. For a student with an F-1 visa, the requirements for 2015-16 are:
 - a. Medical benefits of at least \$50,000 per accident or illness
 - b. Repatriation of remains in the amount of \$7,500
 - c. Expenses associated with the medical evacuation of the student to his or her home country in the amount of \$10,000
 - d. A deductible not to exceed \$500 per accident or illness.

Cooperative health plans (e.g., MediShare) will be acceptable if they meet the requirements above. All students are expected to provide their health care coverage information to the Dean of Students' office each year. U.S. students may, for reasons of conscience only, opt out of this health insurance requirement if they (1) discuss their conscientious objection with the Dean of Students and receive approval, and (2) sign a form stating that they are opting out of the requirement, that the seminary will not be responsible for any of their health costs, and that in the event of a medical event of great cost the seminary will still be paid any amount that is owed on the student's account.

VOCATIONAL FORMATION POLICIES

UNDER REVISION – UPDATED INFORMATION COMING IN 2017

Questions? Contact the Vocational Formation office at vocationalformation@calvinseminar.edu

A Calvin Seminary education is about forming the character, heart, and leadership of emerging church leaders. This formation takes place as you interact with other experienced Kingdom leaders as well as your student peers. We are convinced that your ability to develop a posture of humble learning from others is as essential to your preparation for ministry as any other part of your education.

At Calvin Seminary we want you to build vital relationships and ministry experience through your participation in a variety of contexts. We think of these ministry contexts as "tools" which shape you for ministry leadership. These tools are listed below.

Formation Groups

Local Church Participation

Vocational Mentors

Contextual Learning (formerly Internships)

Confidentiality Policy for Formation Groups

The Formation Group is intended to be a safe setting within which students can trust their Formation Group leaders and fellow students with sensitive personal information as they seek to grow in Christlikeness and fitness for ministry. Confidentiality is an important feature of Formation Groups accomplishing their goal. Students must trust that the things they share in their Formation Groups will stay there.

Students must also know that the pledge of confidentiality is not absolute. There are rare instances when Formation Group leaders will be required to share information they learn from students. Reports of abusive relationships, endangering the life of others and/or their own life, criminal and/or immoral behavior that raises serious concerns about one's qualification for ministry are examples of the level of seriousness in view when Formation Group leaders might be required to involve others at the seminary in the determining the best way to serve a particular student.

It is envisioned that the need to suspend the principle of confidentiality would be very rare. It is also envisioned that if groups are functioning as intended, the student would understand that the suspension of the principle of confidentiality is an act of love and care, not of betrayal.

Trust, not the promise of absolute confidentiality, is the key to a Formation Group's success. The promise of absolute confidentiality does not automatically build trust. Nor does the fact that confidentiality is not absolute mean that the trust essential to formation in the Formation Group is

compromised. As students trust that Formation Group leaders are truly “for” them, the fact that confidentiality is not absolute will be less significant.

Formation Group leaders who must share sensitive information with someone else at the seminary should inform that student what is being shared, with whom, and why.

(Adopted by Faculty Nov 2, 2007)

Personal Qualifications for the Ministry

A. Introductory Statement

Over the years the faculty of Calvin Theological Seminary has used this document for assessing students’ personal qualifications for ministry. These nine (9) descriptions of one’s personal life and character have served as a reliable standard for the various strengths which an individual must demonstrate over the course of their formation for ministry.

This statement of personal qualifications for ministry should be viewed as descriptive of a pattern of personal qualities which describe the kind of person whom the church seeks for the ministry. Therefore the qualifications should not be taken separately but seen as parts of a whole.

The “Substantiating Behaviors” and the “Incompatible Behaviors” listed with each statement of personal qualifications are given as specific illustrations of each general description. Personal qualifications are known through attitudes and behaviors. The illustrations are not meant to be a list of requirements, nor should they be understood as always demonstrating the presence or absence of the related personal qualifications. Each group of statements listing substantiating or incompatible behaviors should be understood as a unit describing a pattern of behavior.

These personal qualifications are attitudes and behaviors which the church hopes to see developed and demonstrated by students during their formation for ministry. This statement should be used by students for self-assessment, by mentoring pastors for assessment in ministry formation, by Formation Groups for mutual assessment and edification, and by faculty as they advise individual students and lead Formation Groups. Assessment is never to be viewed as an end in itself, but is to be used as a means to identify aspects of personality which students need to address to become more authentic and effective in ministry.

B. Personal Qualifications for the Ministry

1. Religious Commitment

- a. Ministers must be persons who show in their lives a deep commitment to Christ and to the Word of God which reveals Him.
- b. Substantiating Behaviors
 - i. Engage in regular Bible study and prayer.
 - ii. Communicate God’s will as those who together with all the people of God stand under the Word.

- iii. Humbly acknowledge their own shortcomings, failures, and struggles.
 - iv. Confidently express their assurance of God's grace in the face of failures and God's strength in the face of struggles.
 - v. Engage in their work with a sense of freedom from panic or despair because they know God is working out His will in history.
 - c. Incompatible Behaviors
 - i. Communicate God's Word from an elevated, superior attitude.
 - ii. Give the appearance in public that they have arrived in the Christian faith, and in the Christian life.
- 2. Discipline and Self-control
 - a. Ministers are self-controlled people who lead a disciplined life. Their efforts must be steady instead of sporadic. Their style of labor must be faithful to their varied responsibilities. They must use their time in a way which best serves God and the church.
 - b. Substantiating Behaviors
 - i. Are faithful in carrying out the ministry conferred upon them by the church, even in those tasks which they might not enjoy (calling on shut-ins or those under discipline, for example).
 - ii. Finish what they start; are able to complete a program even though there be declining results; do not lose interest as soon as a program is on its feet.
 - iii. Establish priorities of ministry and use their time accordingly; put more effort into more important responsibilities; take time to determine in which areas they are most effective.
 - iv. Are punctual in keeping appointments; have themselves and their material ready at appropriate times; begin their sermon preparation early and complete them before Sunday morning.
 - v. Possess self-motivation for both the routine and the unusual; are able to work without outside supervision; want to do what has to be done.
 - vi. Engage in personal devotions regularly and participate faithfully in corporate worship and the celebration of the sacraments.
 - c. Incompatible Behaviors
 - i. Devote excessive amount of time to personal hobbies and recreation.
 - ii. Are preoccupied with appearances and superficial detail, such as well-appointed church facilities, well-printed bulletins, lighting, etc.
 - iii. Enthusiastically initiate and promote many new projects in the church, without giving the proper time to implement and maintain the project.
 - iv. Have a pattern of procrastination with unpleasant tasks until they can no longer accomplish them.
 - v. Neglect their spouse and family and fail to honor commitments which they have made to them.
 - vi. Give evidence of workaholism.

- vii. Find it difficult to say “No” to another responsibility when they know that they don’t have the time to give it proper attention.
 - viii. Engage in undisciplined and self-indulgent actions which irritate, shock, or offend.
3. Affirming of Others
- a. Ministers must be people who have respect for the feelings, viewpoints, and abilities of others. They must not treat them as puppets or pawns to accomplish their aims but as fellow workers with them. Instead of conveying the impression that they are the only ones who count, they affirm other people by making them feel that they count as well.
 - b. Substantiating Behaviors
 - i. Listen to and take seriously the viewpoints of others.
 - ii. Accept group decisions and work to implement them even though they may be contrary to their own judgment.
 - iii. Are willing to delegate responsibility to other people.
 - iv. Seek opportunities for Christian service for those with few gifts and those who are minimally involved in the life of the church.
 - v. Encourage other people to express their opinions even though they may disagree with their own.
 - vi. Accept criticism graciously.
 - vii. Rejoice in the achievements of others even if those achievements go beyond their own.
 - c. Incompatible Behaviors
 - i. Dominate group discussions.
 - ii. Intimidate others by conveying the impression that they have the last word.
 - iii. Belittle people for saying “stupid” things or making “dumb” suggestions.
 - iv. Try to be in charge of everything because they don’t trust others to do a good job.
4. Loving toward Others
- a. Ministers must be people who demonstrate love, patience, and kindness in all their relationships, not as determined primarily by the qualities in the person toward whom they are directed, but by their own person. They must be sensitive to the hurts and struggles of others, value those who are not valued by society, and deny themselves for their sake.
 - b. Substantiating Behaviors
 - i. Listen with concentration and openness, seeking to understand before making judgments or giving advice.
 - ii. Speak kindly and generously to and about those who have not been kind or generous to them or to their families.
 - iii. Concentrate on remembering names and facts about people they meet.
 - iv. Are hospitable in their homes and studies to divorced persons, widows, rebellious young adults, boisterous children, and dyspeptic elderly persons.

- v. Show the same love, kindness, and attention to their families as they do toward others.
 - vi. Shed tears or give other expressions of sorrow when they share the grief of others.
 - vii. Make generous financial contributions to the church and to social service agencies which are not part of the church.
- c. Incompatible Behaviors
- i. Express irritation and resentment to those who disrupt their schedules.
 - ii. Give no expression to appropriate affection, pain, anger, excitement, or joy but hide behind a cold professionalism.
 - iii. Talk excessively about themselves, their accomplishments and their abilities.
 - iv. Avoid or demean those who oppose their ideas or are critical of their preaching or other parts of their ministry.
 - v. Make demeaning or cutting comments about their spouses or children in public.
 - vi. Always refer those in need to the deacons even when they are able to help immediately and directly.
 - vii. Make unreasonable demands of a secretary or custodian, giving the impression that others must always work around their schedules.
5. Honesty
- a. Ministers must show integrity in their relationships both in their private and in their professional lives. They must honor commitments despite pressure to compromise, and evidence a critical affirmation of the church, its mission, policies, and programs.
- b. Substantiating Behaviors
- i. Are scrupulous in maintaining confidentiality in their pastoral work.
 - ii. Manage their personal finances responsibly, pay their bills promptly, and do not leave a parish with large outstanding debts.
 - iii. Are emotionally as well as sexually faithful to their spouses; do not establish deep, emotional relationships which are appropriate only in courtship or marriage.
 - iv. Make pastoral calls according to their commitments. If they are unexpectedly detained, they inform the people and set up another appointment.
 - v. Support and implement the policies and programs of the denomination as well as those of the local congregation. If they disagree with these policies and programs, they seek to change them in the proper way, time, and place.
 - vi. Say willingly, "I don't know," regarding subjects beyond their knowledge or competence.
 - vii. Demonstrate behavior in their lives that is consistent with their preaching.
 - viii. Admit that a program which they began is not living up to expectations and are willing to discontinue it.
- c. Incompatible Behaviors

- i. Call in sick repeatedly when they are unprepared or when they find their leadership role distasteful in a particular group.
 - ii. Alibi for their failure to honor commitments or plead ignorance of commitments openly made.
 - iii. Unfairly attribute motives or ideas to their opponents so that they become vulnerable to criticism.
 - iv. Give a partial account of events or decisions when a full account would put them in a bad light.
 - v. Publicly criticize their consistories or denominational agencies without making their views known to that body.
6. Service without Regard for Gain
- a. Ministers must possess and exhibit a willingness to give themselves to the service of God and the church, and a devotion that is not conditioned by a concern for their own personal gain or advantage.
 - b. Substantiating Behaviors
 - i. Pursue professional excellence enthusiastically without regard for the degree of recognition or remuneration that they receive.
 - ii. Embody in their ministry the truth and love that they proclaim.
 - iii. Command respect for their office without expecting favored treatment of their person.
 - iv. Minister to and associate with people in all stations regardless of status.
 - v. Show concern for the interests of others as well as for their own interest.
 - vi. Readily acknowledge the accomplishments and gifts of their fellow ministers.
 - vii. Publicly give credit to those around them for their important functions in the life of the church.
 - viii. Readily acknowledge their limitations and areas of need for growth, and accepts advice.
 - ix. Refuse to join in chronic complaints about ministers' salaries, but instead candidly present to the finance committee their case for an adequate salary.
 - c. Incompatible Behaviors
 - i. Fret openly about what others think of them.
 - ii. Function half-heartedly in the ministry when they see no gain in it for themselves.
 - iii. Concentrate their time and energy on those parts of the ministry which bring them acclaim and public approval.
 - iv. Expect preferential treatment (special privileges, discounts, considerations) because they are ministers.
 - v. Ignore or neglect in their ministry those who are unable to bring them any recognition or prestige.
 - vi. View growth in their profession primarily in terms of promotion to larger parishes and more prestigious positions.
 - vii. Act and relate competitively toward fellow ministers.

- viii. Brag about their own real or imagined accomplishments.
 - ix. Grumble about sacrifices they make as part of their life in the ministry.
 - x. Frequently bewail the salary scale for ministers.
 - xi. Gear their efforts and performance to their salary scale or other perceived signs of appreciation.
 - xii. Complain about the parsonage to members of the congregation not on the building committee.
7. Leadership Qualities
- a. Ministers must possess and exhibit qualities such as confidence, initiative, flexibility, independence, courage, persistence, decisiveness and creativity that will equip them to give leadership in the church as a corporate entity, and in large and small groups within the church and its community.
 - b. Substantiating Behaviors
 - i. Assess the dynamics of a group-problem from a vantage point that enables them to make judgments about what is needed.
 - ii. Continue to guide a group boldly during moments or sessions that are marked by confusion or conflict.
 - iii. Stick to valid positions even when the group shows disapproval or opposes it.
 - iv. Dare to move ahead of a group in articulating a vision for the future or formulating a plan for action.
 - v. Offer suggestions and ideas that run the risk of being unpopular.
 - vi. Lead celebrations with freedom and spontaneity.
 - vii. Allow a group to struggle to arrive at decisions.
 - viii. Encourage and accepts novel suggestions.
 - ix. Tolerate conflict in a group and work with it toward resolution.
 - c. Incompatible Behaviors
 - i. Squelch expressions of group conflict as quickly as possible.
 - ii. Scold the congregation angrily about irregular attendance or sleeping in church.
 - iii. Minimize differences in the group in order to avoid confrontations.
 - iv. Retract statements or apologize for sermons at the first sign of disapproval or opposition.
 - v. Wait to discover which way the wind is blowing before venturing an opinion.
 - vi. Coerce or manipulate a group into deciding their way.
 - vii. Hesitate to make judgments when the group needs their leadership to break through an impasse.
 - viii. React inappropriately to group actions that are contrary to their wishes.
8. Wisdom
- a. Ministers are people who show good judgment and common sense. Their behavior is rational, not foolish. Their counsel is built on realistic possibilities, and not around unattainable ideals. Ministers integrate their knowledge to suggest policies which have both short-term and long-range beneficial results.
 - b. Substantiating Behaviors

- i. Show good judgment in personal, familial, and pastoral concerns.
- ii. Distinguish between issues of major and minor consequence.
- iii. Use tact in social gatherings and in situations of conflict.
- iv. Possess the ability to determine what should remain confidential.
- v. Show a greater than average degree of common sense.
- vi. Use foresight to predict which people will function best in which tasks.
- vii. Attempt to understand an individual's situation accurately.
- viii. Think before they act.
- ix. Offer spontaneous solutions when necessary that prove valid after careful reflection and close scrutiny.

c. Incompatible Behaviors

- i. Enjoy making or have a compulsion to make a "mountain out of a molehill," e.g., condemning every innovation as an attack on our Reformed heritage.
- ii. Ignore or fail to perceive the initial stages of a significant future problem.
- iii. Say what they feel without concern for possible outcomes; often forced to regret past actions.
- iv. Get caught up into conflict without being able to use conflict as a growth tool.
- v. Make inappropriate use of incidents from counseling situations as sermon illustrations.
- vi. Decline to make judgments before they have done extensive research in a situation where an instantaneous common sense reaction would have been more appropriate.
- vii. Give people responsibilities or assignments without proper knowledge of their capacities or talents.
- viii. Make quick moral judgments or theological pronouncements without attempting to fully understand an individual's unique circumstances or feelings.
- ix. Make judgments which seldom reflect the obvious consensus.

9. Emotional Health

- a. Ministers must have demonstrated their emotional well-being and shown that they are not hampered by unresolved traumatic episodes from their past. They should be generally happy and sincere, patient and persistent, and able to laugh at themselves. They ought not to be impulsive or experience extreme mood swings.
- b. Substantiating Behaviors
 - i. Show signs of growth and development.
 - ii. Are open and adaptable and accept differences.
 - iii. Know when to apologize without being told.
 - iv. Accept their own limitations without negating their own self-worth.
 - v. Can laugh with those who laugh and cry with those who cry.
 - vi. Are calm under stress.
- c. Incompatible Behaviors
 - i. Complain, find fault, and criticize in a way that demeans others.
 - ii. Perform with an air of superiority.

- iii. Are either confrontational or defensive in their relations with others.
- iv. Act out feelings with tantrums, hysteria or pouting.
- v. Exaggerate the magnificence of the ministerial office.
- vi. Frequently seek to escape responsibility when there is pressure or conflict.
- vii. Consciously or unconsciously program their own failures repeatedly.
- viii. Repeatedly reopen the question of their own calling.
- ix. Repeatedly raise and belabor their own problems and do not distinguish between things that are major and those that are minor.
- x. Take on excessive amounts of work to compensate for their lack of self-worth.
- xi. Give the impression that they are capable of being very successful in the future even though they are not able to function satisfactorily in the present; offer alibis for their present lack of success and relate failure to circumstances.
- xii. Are overly eager and precipitous in proposing solutions to the problems of others.
- xiii. Express their discomfort with awkward overt mannerisms.
- xiv. Fail to apply the healing truth and wisdom of the Gospel to their own personal problems.
- xv. Take large amounts of time from many other people and apparently think they have it coming.
- xvi. Fail to observe the limitations of intimacy and the propriety of distance.
- xvii. Revel in hearing and passing unfavorable gossip.

Policy for Student Candidacy Files

A secure candidacy file will be maintained for all CTS M.Div. and EPMC students intending to pursue ordained ministry in the Christian Reformed Church in North America (CRCNA).

Content of candidacy file

The following materials will be typically included in the student's file:

- A. student's psychological evaluation
- B. student's criminal background check
- C. Formation Group leader's report/recommendations relative to the processing of the student's psychological evaluation
- D. Formation Group leader's annual assessment of the student
- E. letters to students written by the candidacy committee and/or Formation Group leader on behalf of the faculty re. the student's progress toward and prospects for candidacy

Process for placing items in Candidacy File

Items may be placed in the student's file only with the approval of the candidacy committee. The following procedure will be followed for expressing and following up faculty or staff persons' serious concern(s) about a candidacy-track student's conduct:

- A. Faculty or staff should speak directly to the student in expressing their concern and attempt to resolve the matter.
- B. If the matter cannot be resolved with the student, faculty or staff should contact student's Formation Group leader to express their concern(s). The Formation Group leader will weigh the concern and decide:
 1. whether it is necessary to meet with the student and faculty or staff member to resolve the matter
 2. whether to simply take note of the concern and observe whether there is a pattern to the student's behavior OR meet with the student and faculty or staff member to attempt to clarify or resolve the matter
 3. whether to suggest or recommend the student undertake some remedial response (e.g. counseling, group counseling, etc.)
- C. If the Formation Group leader observes a pattern and the concern is evident in other ways, the Formation Group leader should continue to discuss the concern with the student. The Formation Group leader may choose to report the concern to the Candidacy Committee directly and by way of the student's Annual Assessment. In consultation with the Formation Group leader, the Candidacy Committee may require that the student engage in remedial activities to address the concern(s).

Access to students' candidacy files

Access to the students' candidacy files is limited to the following persons on an as needed basis: student, chair of Candidacy Committee, professor of Pastoral Care, Director of Vocational Formation, Formation Group leader. Other persons can gain access to items in the student's candidacy file only with the student's written permission.

(Adopted by faculty December 8, 2006)

Formation Group leaders may sign out a candidacy file, but it must be returned to the file cabinet before the end of the day. These files are to be regarded as highly confidential and must be handled accordingly.

Students may review items in their candidacy file, and in particular their psychological evaluation, in the presence of their Formation Group leader.

Candidacy file retention policy

All materials in the student's candidacy file will be retained for ten years.

Psychological Assessment Program

All M.Div. and M.A. students participate in a psychological assessment early in their seminary program. This assessment gives students valuable insight into their own personality and relational styles. The psychologists used by the seminary have a very clear picture of the particular personal and relational capacities needed for effective ministry and write their reports accordingly.

Psychological Assessment Policies

This policy addresses four questions:

1. With whom and under what conditions may the psychological report be shared?

- a. The sharing of the psychological report with persons within the seminary is governed by the following policy: Access to psychological evaluations and background check information is limited to the following persons on an as needed basis: student, chair of Candidacy Committee, professor of Pastoral Care, Director of Vocational Formation, Formation Group leader. Other persons can gain access to these evaluations only with the student's written permission.
- b. Mentors, individual therapists and group therapists who work with seminary students are key participants in their formation process. It would be beneficial if they could have more direct knowledge of the recommendations of the psychological assessment and the follow-up steps the student is taking within the Formation Group. The following policy applies to the sharing of the psychological evaluation with these persons:
 - i. Formation Group leaders should encourage students in their group to give their individual therapist, group therapy leaders and mentors access to their psychological report. Release forms are available in the office of the Candidacy Committee Administrative Assistant.
 - ii. The Director of Vocational Formation should encourage individual therapists, group therapy leaders, and mentors to ask for the student's psychological report.

This policy of encouragement makes clear to all parties that full disclosure is a preferred value, but leaves the ultimate decision to share the psychological report with the student.

2. What is the seminary's policy on students receiving copies of their psychological evaluation?

The seminary does not give students a copy of their psychological evaluations. Students are invited to read their own psychological evaluations but only as part of a dialogue with a Formation Group leader or the Director of Vocational Formation. The seminary has this policy for the following reasons:

- a. The psych assessment is written first of all for the seminary. The psychologists are hired by the seminary. If the primary audience shifts to the student, student's spouse, and/or anyone else the student may desire to show the assessment, it changes how the assessments are written and reduces their effectiveness.
- b. Psych assessments are subject to misunderstanding and misinterpretation. Students are understandably defensive about many assertions in a psych assessment. Giving students

copies of the assessments sets students up to zero in on one word or assertion, defend against it, and discount the whole assessment.

- c. Psych assessments often discuss the behavior of other significant persons in the life of the student whose privacy must be protected. For example, psych assessments frequently describe the student's family of origin in sensitive ways that could be misunderstood by family members and others. In such cases, the privacy rights of parents must be strictly protected. Failure by the seminary to do so potentially exposes the seminary to liability.

(Items 1 and 2 adopted by Faculty 11/2/2007, updated 06/2014)

3. **What rights do students have if they disagree with the psychological assessment?**

The psychological tests and interview which are part of the admissions procedure for some programs are used as part of the seminary program of personal formation and growth for ministry. The reports of these tests and interview will be interpreted for each student by the testing psychologist as part of the process. A student who disagrees with what is written in the psychological report should make an appointment with the Director of Vocational Formation to discuss the disagreement. "The student has a right to a second opinion. The second assessment will be done by a qualified psychologist mutually agreed upon by the student and the seminary, with the fee being split between the student and the seminary."

(Faculty Minute #6297, 10/01/99)

4. **What is the policy for psychological assessment for non-residential students?**

CRC students in non-residential programs that require psychological testing will be sent the battery of psychological tests administered by Psychology Associates of Grand Rapids (PAGR) and asked to return them to PAGR for scoring. A follow-up interview with PAGR will be scheduled in connection with visits by the students to the CTS campus.

Adopted by Faculty 11/01/2002, updated 06/2014

Follow-up in Formation Groups

Formation Group leaders receive their students' psychological reports and work with students to follow up on psychologists' suggestions or recommendations. Psychologists use the word *suggestion* for follow-up activities that will aid the student's further growth and emotional development but require no accountability from the student on how he or she followed up on the suggestion. Psychologists use the word *recommendation* for follow-up activities that require student engagement and accountability. *Recommendations* involve areas of growth that are *crucial* for successful candidacy and ministry in the CRC. Students should work closely with their Formation group leaders to understand these recommendations and to take appropriate action steps.

Psychological Assessment Follow-up Activities

Psychological assessment follow-up activities may include academic support, CPE, counseling, and/or training seminars and groups.