



**McCormick**  
Theological Seminary

**2023 - 2024**  
**Master's Level**  
**Campus Life Handbook**

## **WELCOME!**

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

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

1. The Association of Chicago Theological Schools (ACTS) website (<http://www.actschicago.org/>);
2. The University of Chicago's online guidebook, *Common Sense: Your Guide to Safe Urban Living* (<https://commonsense.uchicago.edu/>);
3. The materials produced by McCormick's Office of Student Services (OSA).

These resources along with this Campus Life Handbook will help you find answers to many of your questions about seminary life.

Of course, the best resources are people, and you are encouraged to ask questions, seek guidance from, raise concerns with, and offer suggestions to any of McCormick's administration, faculty, and staff. The Office of Student Services (OSS) is always looking for ways to improve our operations, including this Handbook. We appreciate your feedback. The administration, faculty, and staff welcome you to the 2023-2024 academic year!

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## **Letter of Introduction from President Crawford**

*“Therefore welcome one another as Christ has welcomed you, for the glory of God.”*

*(Romans 15:7)*

On behalf of our entire community, it is my great pleasure to welcome you to McCormick Theological Seminary. This is a very special place, and we are all deeply grateful that you are here.

Since its founding in 1829, McCormick has trained leaders for the Church, and for communities around the world. You now have the opportunity to join those who have come before you, who have been formed in no small measure by their uniquely McCormick experience, and who have gone forth to bring God’s word, love, and hope to the world.

The path you have chosen is not an easy one. There will be challenging times; but there will be moments of tremendous joy, understanding, and grace. We will worship together. We will break bread together. We will laugh, and we will cry together. And, perhaps most importantly, we will all learn together.

So, friends, let us begin this journey together united in our faith, our love for God, and our love for one another.

Peace and blessings,



David H. Crawford  
President of McCormick Theological Seminary



## **MISSION STATEMENT**

### *McCormick Theological Seminary*

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

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

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

Our goals are that McCormick Theological Seminary will:

1. Provide a program of study for the preparation of women and men for ministry and the professional education of ministers that is reformed, ecumenical, cross-cultural, and urban.
2. Build upon our culture of relationships in which mutual accountability, responsibility and respect characterize all Seminary communications and operations, all of which are central to an urban seminary committed to being Reformed, ecumenical, and cross-cultural.
3. Develop technological resources and access to information resources that support the Seminary's teaching and learning goals and are fully integrated into all aspects of the Seminary's work.
4. Maintain the ongoing growth of financial resources, in order to support our mission, goals, and programs, while seeking to minimize student indebtedness.
5. Develop and continue to maintain external institutional partnerships that strategically advance our mission of inclusiveness, diversity, and ecumenism in the context of our identity as a seminary of the PC (USA).
6. Be a Reformed, ecumenical, and cross-cultural community in which the presence of God is named and welcomed.

# ACADEMIC CALENDAR 2023-2024

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<u>MTS Academic Calendar</u>	<u>2023-2024</u>
Fall Registration, New Student Orientation	Aug 30-Sept 1, 2023
Fall classes begin	September 5
Convocation	September 5
Last day to drop a course w/o penalty	September 15
Reading week (Tue.-Fri.)	October 17-20
January term & spring semester registration	November 14-15
Thanksgiving break (Mon.-Fri.)	November 20-24
Fall semester ends	December 8
Christmas break	Dec 9-Jan 7, 2024
January term begins	January 8
M.L. King, Jr. Day -NO Classes	January 15
January term ends	January 26
Winter break	January 27
Spring semester begins	February 5
Last day to drop a course w/o penalty	February 16
Reading week (Mon-Fri)	March 11-15
Holy Thursday & Good Friday -NO Classes	March 28-29
Summer & fall registration	April 8-19
Senior work due	April 26
Spring semester ends	May 10
Commencement	May 11

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## **SECTION I: STUDENT HANDBOOK**

### **WHO ARE WE?**

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

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

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



## WHO ARE WE TODAY?

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

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

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

## ***SEMINARY GOVERNANCE***

### ***Board of Trustees***

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

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

### ***Faculty Committees***

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

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

## STUDENT LIFE

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

### ***Community Worship***

In the 2023-2024 academic year, McCormick's weekly Christian worship service is held on Tuesdays from 5.00pm to 5.30pm typically in the chapel (Room 210), trimodal (in-person, zoom, and streamed live online). These worship services provide the McCormick community with a time to deepen ecumenical faith formation and commitment to worship with siblings from several worshipping traditions. We join together in music and prayer, listen to the Word of God proclaimed in Scripture and sermon, and celebrate the sacrament of the Lord's Supper. Worship teams are comprised of students, faculty and staff who are ordained ministers who preside at the Lord's Table. Sermons are offered by faculty, staff, alumni, and McCormick seniors.

When gathered in person, the community moves from the Lord's Table to the meal table at 5.30pm. Following the worship service and before evening classes begin, many students, faculty and staff eat together in the third floor Atrium. Community meals are free and members in the community who feel led to donate towards the cost of the meal are welcome to do so. Special prayer services are offered on occasion at McCormick throughout the academic year.

In addition, the Lutheran School of Theology at Chicago (LSTC) holds worship services on Mondays and Wednesdays at 11.30am. The Catholic Theological Union (CTU) holds weekly mass on Tuesdays at 12.00pm. Members of the McCormick community and the larger community are always welcome. Please check the LSTC and CTU calendar for details and information on special worship opportunities as well.

### ***The Master's Level Student Council***

The Student Council is the connectional, communications and advocacy body of all McCormick master's level students. The Student Council consists of two students elected from each class (Junior, Middler and Senior) and one voting delegate representing each of the student advocacy groups. Representatives from each student advocacy group are provided voice in the Student Council. The Student Council also puts together committees to address specific concerns of the McCormick community.

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

Students are encouraged to participate in the Student Council by running for office, serving on a Student Council committee and attending Student Council meetings. The Student Council meets on the first Monday of every month, from 5:00 p.m. – 6:00 p.m. via zoom, unless otherwise announced. Student Council elections are held for Middlers and Seniors in the spring term and for Juniors in the fall term.

The by-laws of McCormick's Student Council appear in *Section III: Student Policies Handbook*. The Student Council e-mail address is [studentcouncil@go.mccormick.edu](mailto:studentcouncil@go.mccormick.edu).

### ***Student Advocacy and Constituency Groups***

In recent years, several groups have addressed special needs and concerns of the McCormick community. Student groups offer resources and challenges to the whole Seminary through forums and other events, and coordinate their plans with the Master's Level Student Council. Students who share common interests and concerns are encouraged to join existing groups or initiate new interest groups, fellowship groups and student organizations. Attention should be given to existing groups so that overlapping of existing groups and organizations is avoided. The groups include, but are not limited to:

- Acts 10:15 - lesbian, gay, bisexual, transgender and queer (LGBTQ) concerns
- Anti-Racism (ARM) - students doing anti-racism work in the McCormick community
- La Asociacion de Estudiantes Latino/as de McCormick (A.E.L.M.) – Latino/a students and others interested in Latino/a issues
- Commuter Student Group - focuses on commuter student life
- Eco-Justice Student Group - concerned about environmental issues
- Global Community - advocating for international students and communities
- Korean/Korean-American Students Association (K.S.A.) - for Korean students and their families
- NAMI on Campus – mental health advocacy, justice, support, and resources

- Pan-African Students Organization (P.A.S.O.) - concerned with African-American students and African diasporic descent
- Seminarians for Justice – local political activism in Chicago connected with The People’s Lobby
- Women in Ministry - women's concerns in ministry

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

### ***The Board of Deacons***

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

### ***What the deacons do:***

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

### ***Students can approach a Deacon for:***

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

The by-laws of McCormick's Board of Deacons appear in *Section III: Student Policies Handbook* in the [academic catalog](#). You can contact the Deacons at [deacons@go.mccormick.edu](mailto:deacons@go.mccormick.edu)

### ***The Claret Center & Center for Religion and Psychotherapy of Chicago (CRPC)***

McCormick partners with The Claret Center ([www.claretcenter.org](http://www.claretcenter.org)) and the Center for Religion and Psychotherapy of Chicago (CRPC <http://crpchicago.org/>) to provide students with counseling, psychotherapy, spiritual companionship, and group experiences. In addition, the Claret Center offers programs for Spiritual Direction Training. The Claret Center is located in Hyde Park at 5536 South Everett, Chicago, IL 60637 with parking available. CRPC is located on Michigan Ave. in Chicago. Resource persons from the Claret Center and the CRPC occasionally offer workshops at McCormick during the school year, and provide emergency response care as needed. For information regarding workshops, programs or services please contact The Claret Center (773-643-6259), or CRPC (312) 263-4368 ext. 9090, or David Watkins (773-947-6314; [dwatkins@mccormick.edu](mailto:dwatkins@mccormick.edu)).

## STUDENT SAFETY

### KEEPING YOURSELF SAFE

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

We lift up the following recommendations from University Police:

1. Be alert and aware of your surroundings at all times. Don't resist an armed robbery unless absolutely necessary. Avoid using cell phones or other electronics while on the street. When walking at night, try to walk with a friend or a group.
2. Familiarize yourself with the location of university emergency phones. If you see suspicious activity, please report it immediately to the police by activating an emergency phone or by calling UCPD when you get to a safe location: <https://commonsense.uchicago.edu/page/emergency-phone-locations>
3. Visit the Department of Safety & Security's website: <http://safety-security.uchicago.edu/>
4. For more information from our City of Chicago Police 2<sup>nd</sup> District, please visit: <http://home.chicagopolice.org/community/district/2nd-district-wentworth/>

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

Emergency Phones are located as far as 40<sup>th</sup> St. to the north, 64<sup>th</sup> St. to the south, Cottage Grove Ave. to the west, and Shore Dr. to the east. See the full map at: <https://commonsense.uchicago.edu/page/emergency-phone-locations>

The following are additional tips for keeping yourself safe:

1. McCormick is within the jurisdiction of the University of Chicago Police Department. You can call the UCPD if you ever need help (773-702-8181). Identify yourself as a student.
2. For the safety of the community, never prop open the doors of campus buildings.

3. If your building has an intercom, use it. Never open the door for anyone you do not know.
4. Keep things locked up - your room or apartment, your car, your bike, etc.
5. Many people carry whistles in Hyde Park to call for help or make some noise.
6. Use University of Chicago UGo Daytime and NightRide shuttles. These offer free rides to students - show your University of Chicago library access Campus Card. Find more information about transportation services online at <http://safety-security.uchicago.edu/transportation>
7. If you choose to document a situation by recording using your cell phone, stay safe and avoid impeding or interfering with any police officers' activities.
8. Carry your contact numbers, medical information and insurance card with you, kept in a safe place.
9. McCormick operates under the Title IX, Clery Act and in accordance with McCormick's Anti-Discrimination and Anti-Harassment Policy and Complaint Procedures.

## WHAT IF SOMETHING HAPPENS?

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

1. If in the Hyde Park neighborhood, contact the University of Chicago Police immediately by calling 773-702-8181 or by using one of the white emergency phone boxes located throughout the neighborhood. Contacting the University Police will automatically result in the Chicago Police being contacted. If you are not in Hyde Park, you should call 911 and contact the Chicago Police department directly.
2. If you choose to document a situation using your cell phone, stay safe and do not interfere with the work of any police officer.
3. If you are injured you should go directly to the nearest hospital emergency room. If you are the victim of a sexual assault, first find a safe place, then promptly seek help at a hospital emergency room, and please reach out to people on your contact list to be with you.  
(The nearest emergency room in Hyde Park is the University of Chicago Medical Center Emergency Room located at 901 E. 58th St. See <https://healthcare.uchicago.edu/page/urgent-medical-care> for more information.)  
Contact Title IX Coordinators David Crawford (773-947-6250; [dcrawford@mccormick.edu](mailto:dcrawford@mccormick.edu)) and Ashley Woodfaulk (773-947-6261; [awoodfaulk@mccormick.edu](mailto:awoodfaulk@mccormick.edu)).
4. Students may also contact David Crawford ([dcrawford@mccormick.edu](mailto:dcrawford@mccormick.edu); 312-543-3880) for non-police or non-life-threatening emergencies. Assistance is also available through the Office of Student Services ([osa@mccormick.edu](mailto:osa@mccormick.edu)) and other student support resources.

## HOW DO WE LEARN AND LIVE TOGETHER?

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

### SEMINARY EXPECTATIONS

#### ***Academics***

The Seminary recognizes that your primary purpose while at McCormick is to pursue an academic program as it relates to your formation and preparation for ministry. Though you may have additional responsibilities such as family, church, work, etc., the primary reason for being enrolled at McCormick is academic and experiential preparation for ministry. Being a seminary student requires great skills in balancing and managing a long list of responsibilities, including adhering to McCormick community policies and standards. For a full explanation of McCormick's academic policies, please consult

*Section III: Student Policies Handbook* and the McCormick [Academic Catalog](#).

#### ***Adult Learners***

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

#### ***Community Life and Conflict Resolution***

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

On an interpersonal level the whole McCormick community is expected to function with respect and openness. Without these two values our efforts to live according to our baptism are fruitless. This means that we attempt to honor each other's rights as human beings and honor each person as a child of God. When conflicts and misunderstandings arise, as they inevitably do, members of the McCormick community are expected to work toward resolution. This



means communicating directly with one another, being honest with one another and learning to live with differences. Persons unwilling to work toward resolution of conflict or who are unwilling to respect other community members jeopardize their own place in the community.

When conflicts arise and you don't know what to do, begin with one of the following persons who will be able to assist or direct you:

**Chrisida Anandan, Academic and Spiritual Support Coordinator**

(773-947-6317; [canandan@mccormick.edu](mailto:canandan@mccormick.edu))

**David Watkins, Assistant Dean of Student Services**

(773-947-6314; [dwatkins@mccormick.edu](mailto:dwatkins@mccormick.edu))

**Chandra Wade, Registrar & Director of Student Records**

(773-947-6285; [cwade@mccormick.edu](mailto:cwade@mccormick.edu))

**Student Council Co-Moderators: Donna Hammond and Stephen Apollo**

([studentcouncil@go.mccormick.edu](mailto:studentcouncil@go.mccormick.edu))

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

### ***Taking Care of Business***

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

### ***Quick Guide to Student Financial Planning***

1. McCormick offers both need-based grants and merit (targeted) scholarships.
  - a) Need-based grants generally cover up to 75% of tuition. Students must enroll at least half-time (6 classes) throughout the academic year between fall and spring semester to qualify for need-based grants.
  - b) Merit scholarship recipients **must be full-time students** (4 classes per semester/ 9 classes per year). In addition to continuing academic excellence, they are expected to contribute to the life of the McCormick community.
2. Dropping a course late affects a student's finances.
3. The Office of Student Financial Planning can assist students with navigating loan issues and offer guidance to regain good standing. Please contact Nathaniel Ramsey, Director of Financial Aid (773-947-6309; [nramsey@mccormick.edu](mailto:nramsey@mccormick.edu)) with any loan questions.
4. While most faculty attempt to keep textbook costs low, you should be prepared to obtain books at the beginning of each term. Syllabi are posted so that you can acquire new or used books.

5. It is not advisable for students to be both full-time students and full-time workers.
6. Student debt can limit your options in ministry. The Director of Financial Aid works with all students so that borrowing can be kept at a minimum. Please let the Office of Student Financial Planning know of any loan problems.
7. McCormick participates in the Federal Work-Study program.

### **Payment Plans**

Students may be eligible for a payment plan under the following conditions.

- They have no other payment plans in effect with the seminary.
- They have no prior history of delinquency in making payments with any prior payment plan with the seminary.
- They have not filed personal bankruptcy during the previous five years and have no such filings planned or pending.

The MTS Payment Plan terms are as follows:

- Monthly payments begin with a 10% down payment within one day following approval of participation in the McCormick Student Payment Plan Program.
- Payments are due within five (5) days of the first of each month.
- Late payments are subject to a one-time \$25 fee.
- Amounts payable each month are in equal installments over the course of the term.

***Financial Aid Eligibility Requirements for Students at McCormick Theological Seminary***  
**Student Status at McCormick Theological Seminary**

	<b>Merit Aid</b>	<b>Merit Based Grant</b>	<b>Need-based Aid</b>
Courses	<ul style="list-style-type: none"> <li>· At least 4 courses per semester plus January term or</li> <li>· At least 9 courses per year between Aug and June</li> </ul>	<ul style="list-style-type: none"> <li>· At least a minimum of 6 courses per academic year between September and June</li> </ul>	<ul style="list-style-type: none"> <li>· At least a minimum of 6 classes per academic year between September and June</li> </ul>
Field Studies year	<ul style="list-style-type: none"> <li>· At least 4 courses per semester plus January term or</li> <li>· At least 9 courses per year between Aug and June</li> </ul>	<ul style="list-style-type: none"> <li>· At least a minimum of 6 classes per academic year including MIN 404 and 405 between September and June</li> </ul>	<ul style="list-style-type: none"> <li>· At least a minimum of 6 classes per academic year including MIN 404 and 405 between September and June</li> </ul>
The final semester for Seniors	Awarded during final semester with less than full time enrollment	Awarded during final semester with less than part time enrollment	Awarded during final semester with less than half time enrollment

***Notary Public Service***

Notary Public services are available on campus. The commissioned notaries provide services to students, faculty and staff free of charge. Those requiring notary services may call ahead to ascertain if the notary is available. The following documents are needed for notarization:

- **Document to be notarized** (unsigned; copies cannot be notarized)
- **Driver’s license or other state issued picture ID, such as a passport**

Offices on campus offering notary services include:

Joyce Leachman (773-947-6283; [jleachman@mccormick.edu](mailto:jleachman@mccormick.edu))

## SEMINARY DEPARTMENTS

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

### OFFICE OF ADMISSIONS AND ENROLLMENT

In order to enroll new students and build new cohorts for all Certificate, Masters, and Doctor of Ministry Programs each year, the Office of Admissions and Enrollment responds to inquiries for information about McCormick and actively recruits prospective students. This office processes applications and admits new students year-round, i.e., rolling admissions. Once students are admitted, it is this office's responsibility to coordinate pre-enrollment communication and orientation with entering students. You are McCormick's best representatives and recruiters. Please contact us if you would like to refer a prospective student. The Office of Admissions and Enrollment's office is on the 5th floor.

**Leslie Diaz-Perez**, Senior Director of Admissions & Enrollment  
(773-947-6284; [ldiaz-perez@mccormick.edu](mailto:ldiaz-perez@mccormick.edu))

### OFFICE OF ACADEMIC AFFAIRS

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

- Center for African American Ministries and Black Church Studies
- Center for Asian American Ministries
- El Centro—The Center for the Study of Latinx Theology and Ministry
- Center for Faith and Service
- Institute for Cross-Cultural Theological Education
- MDIV, MAM (offered in both English and Spanish), MTS and DMin degree programs
- ACTS DMin in Preaching
- Ecumenical Doctor of Ministry
- Certificate programs
- Office of Student Services (OSS)
- JKM Library
- International Student Services and Support

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

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

**Chrisida Anandan**, Academic and Spiritual Support Coordinator  
(773-947-6317; [canandan@mccormick.edu](mailto:canandan@mccormick.edu))

**Julian DeShazier**, Director of the Office of Experiential Education and the Field Studies  
(773-947-6340; [jdeshazier@mccormick.edu](mailto:jdeshazier@mccormick.edu))

**Leslie Diaz-Perez**, Director for the Center for the Study of Latino/a Theology and Ministry  
(773-947-6284; [ldiaz-perez@mccormick.edu](mailto:ldiaz-perez@mccormick.edu))

**Stacey Edwards-Dunn**, Director of the Center for African-American Ministry and Black Church Studies  
(773-947-6271; [sedwards-dunn@mccormick.edu](mailto:sedwards-dunn@mccormick.edu))

**Annette Huizenga**, Interim Dean of the Faculty and Academic Affairs  
(773-947-6348; [ahuizenga@mccormick.edu](mailto:ahuizenga@mccormick.edu))

**Joyce Leachman**, Administrative Support Coordinator  
(773-947-6283; [jleachman@mccormick.edu](mailto:jleachman@mccormick.edu))

**Priscilla Rodriguez**, Administrative Coordinator for the Center for African American Ministries & Black Church Studies, the Center for Asian American Ministries and the Center for the Study of Latino/a Theology and Ministry (773-947-6310; [prodriquez@mccormick.edu](mailto:prodriquez@mccormick.edu))

**Chandra Wade**, Registrar & Director of Student Records  
(773-947-6285; [cwade@mccormick.edu](mailto:cwade@mccormick.edu))

**David Watkins III**, Assistant Dean of Student Services  
(773-947-6314; [dwatkins@mccormick.edu](mailto:dwatkins@mccormick.edu))

**Rob Worley**  
([rworley@mccormick.edu](mailto:rworley@mccormick.edu))

### **Registrar**

The Registrar's office has primary responsibility for recording and maintaining your academic record, and assists students with registration, immunization forms, transcripts, and forms. The Registrar also serves as the Principal Designated School Official (PDSO) for international students.

F-1 visa students must maintain their status via communication with the Registrar's office.

Registration for McCormick courses and for courses at the schools who participate in the ACTS cluster takes place through this office. With permission from the Assistant Dean of Student Services and the Registrar, students may also request to register for courses at the Divinity School of the University of Chicago during their tenure at McCormick.

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

Transcripts are released upon written request. There are transcript request forms located on the seminary's website on the [Office of the Registrar page](#). There is no charge for the first request or judicatory requests. Otherwise, the charge is \$5.00 for each transcript. Processing time for written requests is three days before mailing. Transcripts "on demand" are \$10.00 each.

Grades are available to students online within three weeks after the end of the semester. If a student has legitimated reasons for requesting an extension for completion of a course, the student must make the request in consultation with the course instructor before the last regular class session of the semester, prior to exam week.

#### ***ID Cards***

During orientation, students receive ID cards which are required for some student services and for entry into the building. The first student ID card is free of charge. Replacement cards are available to students at \$5 per replacement. Contact Monica Williams ([mwilliams@mccormick.edu](mailto:mwilliams@mccormick.edu)) and Natasha Gaines ([ngaines@mccormick.edu](mailto:ngaines@mccormick.edu)) for replacement ID cards.

#### ***International Students***

The Registrar and Office of Student Services document compliance with U.S. policies relating to residency and academic progress. International Students also receive assistance from Rob Worley ([rworley@mccormick.edu](mailto:rworley@mccormick.edu)).

Please note that all international McCormick degree students must have health insurance for the time they are enrolled in a degree program (see the International Student Health Insurance Policy in *Section III: Student Policies Handbook*).

#### ***Athletic Facilities***

McCormick students qualify for purchasing a discounted "seminary student" membership to the athletic facilities at the University of Chicago. The Ratner Athletics Center is located at 55<sup>th</sup> and Ellis Avenue. The Henry Crown Field House is located at 56<sup>th</sup> and University Avenue. To purchase membership, email Brian Bock at [bockb@uchicago.edu](mailto:bockb@uchicago.edu). Information and pricing for membership can be found online at <https://athletics.uchicago.edu/sports/2023/6/12/facilities-memberships.aspx>.

***The McCormick Herald***

*The Herald* is McCormick's student-run e-newsletter, publishing articles, pictures, opinion pieces and information about educational and professional opportunities, school and community events and more. *The Herald* is also a platform for students and student organizations to express their questions, concerns, and excitement about all things McCormick, ministry, Chicago, and life. All McCormick community members are invited to submit pieces and pictures to *The Herald*. Submissions to the Herald are accepted via email to [herald@mccormick.edu](mailto:herald@mccormick.edu) or [stephenapollo@go.mccormick.edu](mailto:stephenapollo@go.mccormick.edu).

***Vocational Planning***

The Office of Student Services (OSS) cooperates with various church governing bodies and other agencies to provide information about vocational planning.

***Experiential Education and Field Studies***

As McCormick Theological Seminary prepares students for ministry in an ever-changing world, we recognize the importance of an integrated educational experience offered in partnership with churches and ministry-related agencies. The Field Studies program provides students with opportunities to be involved in the practice of ministry under supervision as a required part of their academic study and formal training while enrolled in degree programs. One academic year of Field Studies, in conjunction with classes MIN-404/405 Reflection on the Practice of Ministry, is required of all Master of Arts in Ministry and Master of Divinity students.

## **JKM Library**

Some basic information about I-Share, Primo, and OpenAthens

- The JKM Library is a member of I-Share, a consortium of 90 academic and research libraries in the state of Illinois. I-Share libraries share an online catalog called Primo, which allows searching of the JKM Library holdings or the holdings of all 90 libraries. Primo can be accessed here or from the JKM website at <http://www.jkmlibrary.org> by clicking on 'Search Primo.'
- The University of Chicago library is not a member of I-Share. Your privileges at the U of C library are set up by the ID & Privileges office using data sent to them by your school's IT department. A description of privileges for LSTC- and McCormick-affiliated users is available [here](#).
- OpenAthens (OA) is the authentication and electronic access management system of the JKM Library. Before placing a request, you must have valid OA credentials. Contact library staff at [ihaveaquestion@jkmlibrary.org](mailto:ihaveaquestion@jkmlibrary.org) if you lack OA credentials or have difficulty logging into your account.
- Only hardcopy items can be shared among I-Share libraries. E-resources (including e-books) cannot be shared among member libraries because of licensing restrictions set by publishers and vendors.
- There are two types of requests in I-Share:
  - Local requests: request for an item from the closed stacks of the JKM collection
  - I-Share requests: request for an item from the collections of the other 89 members of the I-Share consortium
- If a local request comes back cancelled, you must re-place your request with I-Share.
- If an I-Share library cannot fill a request, the request is forwarded on to another I-Share library that owns the item until either:
  - the request is filled; or,
  - all I-Share libraries that own the item have declined the request. Primo will notify you that your request has been cancelled.
- When an item is retrieved from the JKM stacks or received from another I-Share library, Primo generates a notification email that the item is available for pickup.
- The LSTC front desk area at 5416 S. Cornell Avenue, 4th floor is the designated pickup location (aka 'hold shelf') for the JKM Library.
- JKM staff endeavor to have materials available for pickup in the LSTC front desk area by 6 pm the day of notification.
- Primo times out after 10 minutes of inactivity.
- JKM stacks are no longer physically accessible to our users.

## **OpenAthens**

OpenAthens is the authentication and electronic access management system of the JKM Library, which you can use to:

- access your JKM/I-Share [Primo](#) account, which allows you to request hardcopy materials from the JKM (closed) stacks or any of the other 89 I-Share libraries, check due dates, renew materials, etc.; and,
  - access [e-resources](#) such as the Atla Religion Database with AtlaSerials PLUS, Academic Search Complete, JSTOR, Ministry Matters™, as well as the thousands of e-books to which we provide access.
- If you either lack credentials or your OpenAthens credentials aren't working (e.g. you're unable to access e-resources) contact library staff at [ihaveaquestion@jkmlibrary.org](mailto:ihaveaquestion@jkmlibrary.org).



### **Accessing JKM and I-Share resources**

The two recent updates are:

- the relocation of the pick-up location and dropbox (where you can return materials) to the LSTC front desk area on the 4th floor; and,
- as of November 15, 2023, local requesting from the reconfigured JKM collection has been restored.

Condensed Spanish and English language instructions are in the works.

JKM Library borrower cards have been mailed out for users residing in the U.S. If you haven't received your JKM borrower's card, please contact library staff at [ihaveaquestion@jkmlibrary.org](mailto:ihaveaquestion@jkmlibrary.org) and provide your current street address. If you plan on visiting another I-Share library in person you will need to present your JKM borrower's card.

### **Accessing the University of Chicago Regenstein Library**

If you're planning on applying for borrowing privileges at the University of Chicago's Regenstein Library the ID & Privileges office should have your information compliments of your school's IT department. You'll need to present a government-issued ID when applying for privileges. An ACTS borrower identification card is no longer required. More information about privileges and services for LSTC- and McCormick-affiliated borrowers can be found [here](#).

The 135,000 items from the original JKM collection are now represented in the University of Chicago library catalog, where they can be requested for retrieval and pickup.

### **Fines and fees**

While JKM does not charge overdue fines, borrowers are expected to check their JKM/I-Share account frequently, and ensure that materials are either returned or renewed on or before the due date. Items not returned/renewed after 32 days are considered lost, and the borrower will be billed for replacement costs. Replacement costs begin at \$75.00.

### ***I-Share, ACTS and U-Chicago Libraries***

#### **I-Share consortium**

The JKM Library is a member of [I-Share](#), a consortium of 88 academic and research libraries in Illinois. I-Share libraries offer universal borrowing, which allows McCormick students, faculty and staff to borrow items from any of the I-Share libraries by either

- visiting in person (contingent upon COVID protocols);
- requesting them through the JKM/I-Share catalog. Requested items are sent via ILDS from the lending library to JKM (or any other I-Share library of the user's choosing). Upon notification by email, users can pick up materials at the designated location.

When borrowing in person from another I-Share library, McCormick-affiliated users should present:

- their JKM borrower's card
- their McCormick i.d.

Every I-Share library determines its own policies regarding lost item replacement costs, blocks on library accounts, non-circulating materials, etc. Because of licensing restrictions set by publishers and vendors, e-resources (e.g.: e-books, databases) owned by one I-Share library cannot be shared with the users

associated with any of the other 87 I-Share libraries. Contacting a library before visiting to confirm access is always recommended.

### **Association of Chicago Theological Schools (ACTS) libraries**

McCormick students, staff, and faculty may also borrow materials in person (contingent upon COVID protocols) from all of the [member libraries of the Association of Chicago Theological Schools](#) (ACTS).

Most ACTS libraries are also members of the I-Share consortium:

- American Islamic College\*
- Catholic Theological Union
- Chicago Theological Seminary\*
- Garrett Evangelical Theological Seminary\*
- Loyola University Chicago\*
- Meadville Lombard Theological School
- Moody Bible Institute
- North Park University
- Northern Seminary
- Spertus Institute for Jewish Learning and Leadership
- Trinity International University
- University of St. Mary of the Lake

\*designates those libraries that are not members of I-Share. When applying for borrowing privileges at the above 4 libraries that are not members of I-Share, McCormick-affiliated borrowers must present:

- a valid McCormick ID.
- a current ACTS borrower identification card issued by the JKM circulation desk (good through the end of the current academic year)

Contacting a library before visiting to confirm access is always recommended.

### **Atla Reciprocal Borrowing Program**

JKM participates in the Atla Reciprocal Borrowing program, which is an arrangement among participating Atla members to grant borrowing privileges to each other's users for a limited duration (other restrictions may apply). When applying for privileges at a participating library, the McCormick-affiliated user must present proof of current enrollment (consult the Registrar), and abide by the library's local lending policies. Individuals interested in applying for borrowing privileges at a participating library are urged to contact that library's circulation department before visiting in person. An up-to-date list of participating libraries is available [here](#).

## OFFICE OF ADMINISTRATION AND FINANCE

The various offices in Administration and Finance are designed to promote smooth and efficient administrative services. We are responsible for the management of the Seminary's endowment, all student-related financial services, student financial planning, information technology, human resources, general services, and the maintenance and operation of our property and facilities.

### ***Student Financial Planning***

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

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

The Financial Aid Office seeks to help students complete their seminary studies with the lowest possible amount of indebtedness. Individual student financial budgeting and counseling is an important part of responsible borrowing.

The Financial Aid Office administers McCormick's need-based tuition grants, merit scholarships, external scholarships and provides counseling regarding the federal Direct Loan program. For more information, please contact Nathaniel Ramsey, Director of Financial Aid (773-947-6309; [nramsey@mccormick.edu](mailto:nramsey@mccormick.edu)).

### ***Finance Office and Student Accounts***

Tuition, bills, invoices, student accounts, and payroll are managed by the Finance Office. Students will get to know Talia Clay (773-947-6260; [studentaccount@mccormick.edu](mailto:studentaccount@mccormick.edu)), Accounts Specialist, who manages all student accounts.

<b>FEES</b>	<b>Fall/Spring semesters</b>	<b>J term</b>	<b>Summer term</b>
Registration fees	\$25	\$25	\$25
Student Activities fee	\$175	\$55	\$25
Technology fee	\$75	\$25	\$25
PIF fee	\$115		
Graduation fee	\$165		

### ***Student Employment***

Students often ask, “How many hours per week am I able to work while attending McCormick?” Human Resources Coordinator Ashley Woodfaulk (773-947-6261; [awoodfaulk@mccormick.edu](mailto:awoodfaulk@mccormick.edu)) is available to help answer this question and other employment-related questions you may have. Balancing work and academic pursuits is a significant challenge faced by seminarians. All available, part-time, student-eligible on-campus jobs are sent out by email to all students. Please apply for each job by contacting the listed supervisor. Some jobs are designated for Federal Work Study students. Please check with the Office of Student Financial Planning to verify your eligibility for Federal Work Study funding.

*Please note: A student must be enrolled in good standing or accepted for enrollment to participate in McCormick on-campus student employment. A student can only work during a period of non-attendance if the student is planning to enroll for the next period of enrollment. (If you do not enroll during the next period of enrollment, your employment will terminate immediately.) Upon graduation, individuals are no longer eligible to work on campus in a student employment capacity; however, if graduation takes place in the middle of a pay period the individual may complete the pay period that ends immediately after graduation. In addition, student employees are not eligible for unemployment compensation.*

### ***Information Technology***

An important aspect of our administrative services is Information Technology (network connectivity, application access and support, and computer assistance). Barbara Fassett (773-947-6365; [barbarafassett@mccormick.edu](mailto:barbarafassett@mccormick.edu)) is the Director of Information Technology. Any questions regarding access to McCormick systems including the learning management system, the Wi-Fi network (when you are in the building), student information system (register for classes, pay tuition/fees, check final grades), or any other need for assistance from the Information Technology Department, should be directed to [mtssupport@mccormick.edu](mailto:mtssupport@mccormick.edu) or 773-753-1835.

### ***Administration and Facilities***

Natasha Gaines, Director of Administration/Executive Administrative Assistant to the Executive Vice President and Chief Business Officer, [ngaines@mccormick.edu](mailto:ngaines@mccormick.edu)) manages operation of the reception desk and mailroom, administration and operation of parking, classroom scheduling, security, and the day to day maintenance and operations of property & facilities. Natasha is assisted administratively by Monica Williams. Natasha is also assisted in Property and Facilities by Armando Del Valle, outside contractors, and student workers. She is the supervisor for student employees in the mailroom/reception and security. For more information, please contact Natasha Gaines, Director of Administration/Executive Administrative Assistant to the Executive Vice President and Chief Business Officer ([ngaines@mccormick.edu](mailto:ngaines@mccormick.edu)).

## OFFICE OF DEVELOPMENT

The Office of Development is responsible for advancing the Seminary's mission by planning and implementing the Seminary's fundraising and board development activities. We share McCormick's unique stories and invite others to become more engaged and support the work and mission of the Seminary. Our constituents span local, national, and international church and organizational partners, beloved alums, current and former trustees, and faculty. It is essential to know that the cost of educating a student at McCormick extends beyond the boundaries of tuition fees. Tuition, even at its highest, represents less than 10% of the total cost of education. All students benefit from the generosity of past and present McCormick donors. Given the significance of these relationships, we may extend invitations to you to actively express gratitude to our donors. Your participation can make a significant difference in acknowledging the impact of these contributions and building connections with our generous supporters.

Also, as part of our ongoing efforts to continually keep our donors informed of how their gifts help with the transformative power of a McCormick education, you may be invited to events where donors, alums, and trustees gather. These occasions may involve opportunities to formally share your experiences as a McCormick student or engage in casual conversations with individuals. Your unique story and perspective are instrumental in demonstrating the profound effect of a McCormick education.

In addition to these engagements, we may collaborate with you to feature your inspiring journey in our various publications, such as newsletters, annual reports, or fundraising appeals. The story of your journey will inspire others and highlight the significant impact of their generosity.

Your involvement in these activities can be as extensive as your schedule allows, and the entire McCormick community deeply values your participation.

**Stephanie Moore**, Director of Development  
(773-947-6282; [smoore@mccormick.edu](mailto:smoore@mccormick.edu))

**Joyce Leachman**, Administrative Support Coordinator  
(773-947-6283; [jleachman@mccormick.edu](mailto:jleachman@mccormick.edu))

## OFFICE OF COMMUNITY ENGAGEMENT AND ALUMNI/AE RELATIONS

*The Office of Community Engagement and Alumni Relations highlights McCormick's Public Facing Programs and the intersection of classroom and community. It is firmly believed that to have a full learning and training experience as students, community leaders, faculty, staff and pastors one must engage integrative learning – ensuring that perspectives emanate from disciplines, cultures, subcultures, or life experiences.*

One must also be aware of the tenants of community engagement (Matthews, David. "Connections 2008: Focus on Communities." Kettering Foundation, 2008);

1. Careful planning and Preparation.
2. Inclusion and Demographic Diversity.
3. Collaboration and Shared Purpose.
4. Openness and Learning.
5. Transparency and Trust.
6. Impact and Action.
7. Sustained Engagement and Participatory Culture.

The work of, Marketing and Communications and the Solidarity Building Initiative(SBI) are essential to the ongoing work of community engagement which seeks to forge partnerships and collaborations with community stakeholders, organizations, other seminaries and congregations that seek to do justice. Our work is for the purpose of impacting lives, policies and programs which lead to just and sustainable communities, ultimately living out an embodied Gospel.

Our focus also centers on sustaining vital relationships with our Alumni through open lines of communications, collaborative work and continuing education. McCormick alumni are literally everywhere, giving us eyes that see beyond the walls of institutions and our responsibilities in, with and for the community.

As an institution of higher learning and theological education McCormick and the Office of Community Engagement seeks to deliver public facing programs and partnerships that are holistic and liberative without discounting history, the present or the future.

**Nannette Dixon**, Vice President of Community Engagement and Alumni Relations  
(773.947.6322; [ndixon@mccormick.edu](mailto:ndixon@mccormick.edu))

**Jia Johnson**, Program Director, Solidarity Building Initiative  
(773.947.6280; [jjohnson@mccormick.edu](mailto:jjohnson@mccormick.edu))

## **SECTION II: ADVISORY SYSTEM HANDBOOK**

### **ADVISORY SYSTEM**

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

The purposes and goals of the Advisory System are to:

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

The Advisory System is also designed to facilitate participation in individualized tutoring in the areas of writing, listening, speaking and the continued development of academic skills.

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

## **POLICY ON CREDIT HOURS**

### ***Masters Level Courses***

#### *Traditional Classroom Instruction*

McCormick masters level courses each carry three credit hours. The standard format for each course is to meet for three hours once a week for twelve weeks of the fourteen-week semester, amounting to thirty-six contact hours. For every contact hour in class, masters level students are expected to engage in two hours of study, preparation, and assignments outside of class. In addition, during reading week, students are expected to spend nine hours of reading, research, and writing. During exam week, students are expected to spend at least nine hours in study, exam prep, research, or presentation. In some courses, an exam, presentation, or other activity during exam week may extend the number of contact hours in that course to thirty-nine hours. In addition to the standard semester format, courses may be offered as a five-day intensive, a three-week intensive, or as an evening/weekend intensive. In each of these formats, students are provided thirty-six hours of in class contact. Each course may include a variety of pre-course and post-course assignments, as well as projects and online assignment and discussion options. In these alternate delivery formats, students are expected to spend the equivalent hours of study outside of class as expected in the semester delivery format.

The McCormick Master of Divinity degree consists of twenty-seven courses. All MDiv students also complete a year of supervised ministry amounting to approximately 350 hours. The McCormick Master of Arts in Ministry degree consists of sixteen courses, and includes a year of supervised ministry amounting to approximately 350 hours. The McCormick Master of Theological Studies degree consists of eighteen courses. In addition, MTS students compose a research thesis.

#### ***Online Instruction***

McCormick masters level courses taught online each carry three credit hours. Each online course, as each traditional course, includes thirty-six contact hours, with synchronous in-course instruction and forums provided by the instructor for discussion, feedback, and revision of assignments. For every contact hour of class, students are expected to engage in two additional hours of study, including pre-course reading assignments and off-line asynchronous educational components such as participatory events, community surveys, group interviews, self-assessment and community assessment tasks, journal work, and directed readings. The number of contact and non-contact hours of study is thus equivalent to traditional courses.



## ASSISTANCE FROM THE OFFICE OF STUDENT SERVICES

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

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

### Procedural Information

- McCormick Theological Seminary operates on a semester system with a Fall Semester, a January-term (J-term), a Spring Semester and a May-term (Summer-term). Students may take up to four courses in the Fall and Spring semesters. Courses in January- and May-terms are taught as intensives (one or two weeks). Students may only take **one** course during J-term because all course work must be completed prior to the beginning of Spring semester. Students may take more than one course during May or June.
- Requests for transfer credit must be received and approved by your faculty advisor before your graduation review. Courses that are more than 10 years old cannot be accepted for transfer, and no more than half the courses from a previous degree can be transferred toward your McCormick degree
- Students may take up to one-third of their courses through cross-registration with other ACTS schools (nine for MDIV, six for MTS and five for MAM). Prospective graduates may not take courses from other schools during the last semester prior to graduation.
- MDIV students may take up to three independent studies, limited to one per semester; MTS and MAM students may take up to two and are limited to one per semester. Ordinarily, an independent study will not be approved during your first or last semester, without permission of your faculty advisor and the Assistant Dean for Student Academics and Support.
- Field introductory courses (300 level) should normally be taken prior to other upper level courses in a given field. Exemption from an introductory course may be granted following assessment of previous study and with the approval of your faculty advisor and consultation with the Field Convenor and the Assistant Dean for Student Academics and Support.
- Weekly courses may be added prior to 4 p.m. on the last day of the first week of the semester. Courses can be dropped no later than 4 p.m. on the last day of the second week of the semester. Weekend intensive courses may be added no later than 4 pm Friday of the first session. Courses may be dropped no later than Monday after the first weekend session. Doing so within this timeframe is without financial penalty. Please see the *McCormick Academic Catalog* for complete information related to policies. (found online at <https://www.mccormick.edu/registrar>)

- Students may withdraw from a class without academic penalty up to the last regular class session before exam week.
- Review your academic plan to monitor your progress and determine which courses are needed.
- Your faculty advisor will give you permission to register online after an advising session.
- Familiarize yourself with the student portal for the most recent updates regarding registration and advising.

## **MASTER’S LEVEL PROGRAMS**

### ***MASTER OF DIVINITY DEGREE (MDIV)***

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

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

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

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

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

The MDIV degree is awarded for successful completion of an approved 27 courses which include academic, field based and integrative studies in the fields of Bible, History, Theology, Ethics and Ministry and a Healthy Boundaries Workshop.

### ***MDIV Required Courses***

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

- I-301 Pilgrimage in Faithfulness (PIF)
- I-302 Leadership Amidst Diversity (LAD)
- I-311 Academic Research and Writing / I-310 Writing Theologically
- B-300 Introduction to Biblical Studies (IBS)
- H-300/301 Church History Survey I and II
- T-300 Introduction to Christian Theology
- E-300 Introduction to Christian Ethics
- MIN-404/405 Reflection on the Practice of Ministry

The faculty requires a distribution of courses for the MDIV degree as follows:

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

### ***Healthy Boundaries Workshop***

In addition to these courses, students are required to take a course covering ethical boundaries in professional ministry, entitled *101 Healthy Boundaries*. This is a self-directed online course available on Alexandria, and is a requirement for graduation. Students must register for the course.

For students in the Master of Divinity degree program, *101 Healthy Boundaries* must be completed prior to enrolling in Field Studies. Students enrolled in the Master of Theological Studies degree program must complete the requirement prior to graduation. The course is offered during all semesters: Fall, Spring, J-Term and Summer Term.

*101 Healthy Boundaries* acknowledges that keeping good boundaries and maintaining ethics are an innate part of self-care and of care for the body of Christ. This course will explore theological, contextual, personal and fiduciary aspects of ethical boundary keeping. It emphasizes the foundational identity and mission of the Christian community and our responsibilities as pastoral and ministerial leaders.

### ***Concentrations***

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

- Christian Formation
- Cross-Cultural Ministry
- Discipline-Based Concentration (Liberation Theology, Reformed History, Early Church Studies)
- Independent Concentration
- Interfaith Ministry
- Presbyterian Studies
- Science and Ecology
- Urban Ministry
- Queer Studies

### ***Biblical Exegesis***

McCormick Theological Seminary is committed to teaching exegetical skills based on the Hebrew and Greek texts of the Bible. Because such skills must be demonstrated to pass the Standard Ordination Examination in Bible Exegesis given by the Presbyterian Church (U.S.A.), the two double courses in Hebrew and Greek are considered a normal part of the MDIV program for Presbyterian students. McCormick maintains that the full, double-course sequence in each language is needed to provide a foundation for exegetical competency. While language courses are not required for non-Presbyterian students seeking the MDIV degree, all students are welcome.

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

### ***Experiential Education and Field Studies***

The Office of Experiential Education engages students in an integrative experience of study, practice, and reflection on all dimensions of public ministry. In collaboration with local congregations and agencies, students examine their spiritual, academic, personal and professional formation while simultaneously developing and refining the arts and skills of ministry. Students may engage with the office at anytime to curate experiences outside of the classroom that may enrich the seminary experience.

The Field Studies program is required of all Master of Divinity degree students. Students who are in good standing may register for Field Studies upon the completion of seven courses. It is expected that students will satisfy this requirement in one of three ways:

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

Students seeking any of these options should contact the Director of Experiential Education when the application opens for the Field Studies program. Credit will not be given without approval from the Office of Experiential Education.

\**MIN-404* (Fall) and *MIN-405* (Spring) must be taken together and sequentially during one academic year. One unit of credit is granted for each semester (for a total of two credits). Students cannot take the course without being enrolled in Field Studies.

### ***Optional MDIV Thesis***

MDIV students may choose to write a thesis as part of their program. MDIV students who choose to write a thesis should plan to take I-311 Academic Research and Writing / I-310 Writing Theologically and I-478 Research Methods.

### ***Readiness for Ministry***

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

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

### ***Church Relationships***

All students seeking Ordination are advised to sustain appropriate relationships with their respective Church governing bodies. Students are encouraged to connect with local Churches to pursue goals and requirements of particular denominations. Applicants who intend to seek ordination in the Presbyterian Church (U.S.A.) ordinarily should come under the care of a presbytery prior to entering the Seminary. If this is not possible, the applicant will plan to come under care of a presbytery by the conclusion of nine full courses. See page 62 for an outline of this process. Students from other denominations and traditions are advised to sustain appropriate relationships with their governing bodies.

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

# MASTER OF DIVINITY ADVISING WORKSHEET

Student Name: \_\_\_\_\_

Date of entry: \_\_\_\_\_

Advisor: \_\_\_\_\_

ID#: \_\_\_\_\_

**Required Courses:**

**Distribution Electives:**

**Integrative**

I 301 PIF	I 302 LAD
I 311/I 310 Academic Research & Writing	I 101 Boundaries

**Biblical Studies**

B 300 IBS	OT (2)		
	NT (2)		

**History**

H 300	H 301
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**Theology**

T 300		
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**Ethics**

E 300		
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**Ministry**

MIN 404	MIN 405		
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**Open Electives:**


**TOTAL – 27 courses + I 101 Boundaries (non-credit course)**

**Other requirements for graduation**

MDIV Thesis (optional)

### ***MDIV Dual Competency Degree Programs***

McCormick Seminary, in conjunction with other schools, has developed a program whereby students in the MDIV degree program may enroll in an approved Master's Degree program in some coordinate discipline, such as social work, public policy, or information science. Students may also propose to the Assistant Dean a new dual competency degree program. Opportunities for dual competency degrees provide a broader preparation for ministry, allied with a coordinate field. Each student's program is individually designed in consultation with the faculty advisor and the Assistant Dean for Student Academics.

McCormick currently cooperates with the University of Chicago School of Social Service Administration (SSA), Loyola University School of Social Work, and Aurora University Graduate School of Social Work to offer coordinated degree programs in social work and ministry, and with Dominican University's Graduate School of Library and Information Science, to offer a dual degree MDIV/Masters in Library and Information Science.

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

Students must meet the degree requirements of the coordinate school and of the McCormick MDIV program, including the Healthy Boundaries Workshop and Field Education. Students are urged to be in conversation as early as possible with the coordinate school about requirements and the sequencing of required courses, field placements, or internships.

The Coordinated Program with the University of Chicago Divinity School, The Divinity School of the University of Chicago offers a coordinated program with McCormick which allows McCormick students to take courses at the University and facilitates application to the University's Ph.D. program. A McCormick MDIV student who wishes to pursue this program should consult with the Assistant Dean for Student Academics.



## MASTER OF ARTS IN MINISTRY DEGREE (MAM)

The Master of Arts in Ministry degree provides basic theological education for ministers for whom the Master of Divinity is not required by their churches, for lay leaders, and those serving as commissioned elders and licensed pastors who are interested in general or specialized forms of ministry. Field studies in the second year will provide supervision and evaluation of the student's capacity to minister effectively.

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

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

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

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

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

### ***MAM Required Courses***

Core Courses (9):

- I-301 Pilgrimage in Faithfulness (PIF)
- I-302 Leadership Amidst Diversity (LAD)
- I-311 Academic Research & Writing / I-310 Writing Theologically
- B-300 Introduction to Biblical Studies (IBS)
- T-300 Introduction to Theology
- E-300 Introduction to Christian Ethics
- H-300 or H-301 Church History Survey I or II
- MIN 404/405 (2 courses) Reflection on the Practice of Ministry

Ministry Electives (3)

Open Electives (4)

### ***Healthy Boundaries Workshop***

In addition to these courses, students are required to take a course covering ethical boundaries in professional ministry, entitled *101 Healthy Boundaries*. This is a self-directed online course available on Alexandria, and is a requirement for graduation. Students must register for the course.

For students in the Master of Arts in Ministry degree programs, *101 Healthy Boundaries* must be completed prior to enrolling in Field Studies. The course is offered during all semesters: Fall, Spring, J-Term and Summer Term.

*101 Healthy Boundaries* acknowledges that keeping good boundaries and maintaining ethics are an innate part of self-care and of care for the body of Christ. This course will explore theological, contextual, personal and fiduciary aspects of ethical boundary keeping. It emphasizes the foundational identity and mission of the Christian community and our responsibilities as pastoral and ministerial leaders.

### ***Experiential Education and Field Studies***

The Office of Experiential Education engages students in an integrative experience of study, practice, and reflection on all dimensions of public ministry. In collaboration with local congregations and agencies, students examine their spiritual, academic, personal and professional formation while simultaneously developing and refining the arts and skills of ministry. Students may engage with the office at anytime to curate experiences outside of the classroom that may enrich the seminary experience.

The Field Studies program is required of all Master of Arts in Ministry students. Students who are in good standing may register for Field Studies upon the completion of seven courses. It is expected that students will satisfy this requirement in one of three ways:

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

Students seeking any of these options should contact the Director of Experiential Education when the application opens for the Field Studies program. Credit will not be given without approval from the Office of Experiential Education.

\**MIN-404* (Fall) and *MIN-405* (Spring) must be taken together and sequentially during one academic year. One unit of credit is granted for each semester (for a total of two credits). Students cannot take the course without being enrolled in Field Studies.

***Concentrations***

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

**MASTER OF ARTS IN MINISTRY  
ADVISING WORKSHEET**

Student Name:

\_\_\_\_\_

Date of entry:

\_\_\_\_\_

Advisor:

\_\_\_\_\_

ID#:

\_\_\_\_\_

**Required Courses:**

I 301 PIF	I 311 / I 310	B 300 IBS	I 302 LAD	T 300
H 300 or H 301	E 300	I 101 Boundaries	MIN 404	MIN 405

**Ministry Electives:**


**Open Electives:**


**TOTAL – 16**

**courses**

**+ I 101 Boundaries (non-credit course)**

**Other requirements for graduation:**

Field Studies

Placement: \_\_\_\_\_

Graduation Review Date:

\_\_\_\_\_

Concentration (optional):

\_\_\_\_\_

## MASTER OF THEOLOGICAL STUDIES DEGREE (MTS)

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

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

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

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

### ***MTS Required Courses***

Required Courses (4)

I-301 Pilgrimage in Faithfulness (PIF)                      I-302 Leadership Amidst Diversity (LAD)  
I-311 Academic Research and Writing / I-310 Writing Theologically  
I-478 Seminar in Research Methods

Open Electives (14)

### ***Healthy Boundaries Workshop***

In addition to these courses, students are required to take a course covering ethical boundaries in professional ministry, entitled *101 Healthy Boundaries*. This is a self-directed online course available on Alexandria, and is a requirement for graduation. Students must register for the course.

For students in the Master of Theological Studies degree program, *101 Healthy Boundaries* must be completed prior to graduation. The course is offered during all semesters: Fall, Spring, J-Term and Summer Term.

*101 Healthy Boundaries* acknowledges that keeping good boundaries and maintaining ethics are an innate part of self-care and of care for the body of Christ. This course will explore theological, contextual, personal and fiduciary aspects of ethical boundary keeping. It

emphasizes the foundational identity and mission of the Christian community and our responsibilities as pastoral and ministerial leaders.

*Thesis or Research Paper*

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

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

MASTER OF THEOLOGICAL STUDIES  
 ADVISING WORKSHEET

Student Name: \_\_\_\_\_ Date of entry: \_\_\_\_\_

Advisor \_\_\_\_\_ ID#: \_\_\_\_\_

**Required Courses:**

I 301 PIF	I 302 LAD	I 311 / I 310 Academic Research and Writing	I 478 Seminar in Research Methods	I 101 Boundaries
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**Open Electives:**


**TOTAL –18 courses + I 101 Boundaries (non-credit course)**

**Other requirements for graduation:**

Project  Thesis (check one)

Graduation Review Date: \_\_\_\_\_

Concentration (optional): \_\_\_\_\_

## Certificate Programs @ Master's Level

McCormick Seminary is committed to the education of the whole people of God, providing opportunities and resources for all those involved in ministry with a commitment to grow deeper in knowledge and action. Ongoing spiritual formation and ministerial skill development are critical both for ordained clergy, laity and others involved in the mission of the church. Master's level certificate programs at McCormick follows the mission of the Seminary as a whole, drawing on the resources of the Reformed tradition, while at the same time being intentionally ecumenical and cross-cultural.

### **Certificate in Theological Studies**

The certificate program prepares persons to serve the Church as lay leaders or enables students to correlate theological study with university studies, leading to a graduate degree in another field. The program includes exposure to basic studies in the biblical, theological, and historical fields.

The Certificate in Theological Studies is awarded on successful completion of an approved program of 9 courses, including the courses Pilgrimage in Faithfulness (I-301), Leadership Across Diversity (I-302), and completion of the program within three years of the date of matriculation.

### **Black Church Studies Certificate**

McCormick is the place for ministers to define the next twenty years of the Black Church movement. The Black Church Studies Certificate program brings together religious scholars and prophetic, compassionate leaders from Black Churches to guide students in rigorously studying the history, theology, and heritage of the church. The Black Church Studies Certificate is awarded on successful completion of an approved program of 6 courses.

### **Certificate for Latin@ Theology and Ministry**

Taught in a bilingual model, this certificate provides the opportunity to study theology and ministry within the context of the Hispanic/Latin@ church and community today. The program brings together scholars and prophetic leaders with experience in the Hispanic/Latin@ context to guide, celebrate, and strengthen the formation and renewal of Latin@ church and community leaders. The Certificate in Latin@ Theology and Ministry is awarded on successful completion of an approved program of 6 courses.

### **Certificate in Environmental Leadership and Ministry**

In partnership with Faith in Place, McCormick offers an interactive, cross-disciplinary approach to the faith-and-environment conversation. Our goal is to equip religious leaders with tools to further sustainable and just practices in their contexts. All students are guided in a final project that explores in-depth an issue or practice of ministry within their current context. The Certificate in Environmental Leadership and Ministry is awarded on successful completion of an intensive one-week course of study. Students may also take this intensive for masters or doctoral level credit, on completion of additional assignments set in the syllabus.



## COMPONENTS OF THE ADVISORY SYSTEM

### ORIENTATION

New students will meet with their faculty advisor and OSA staff prior to or during Fall Orientation. This will be a time for informal conversation about your background and goals, as well as a time to register for fall semester classes. During Orientation, your advisors will be informed if you have been admitted with any conditions that will affect your academic status or have been recommended to Dr. Rob Worley for academic support services. It is important for you and your advisors to monitor how these various conditions and recommendations are met by your class selection decisions.

Continuing students will meet with their advisors by appointment and during registration periods.

### REVIEW OF ACADEMIC PROGRESS AND REGISTRATION

At the time of registration for the upcoming semester, you will meet with your advisor to:

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

### REQUIRED REVIEWS

Assessment of readiness for ministry through the advisory system includes bi-annual reviews and one graduation review for students in all masters' level degree programs. Progress through a degree program is documented in each review and faculty members who conduct the reviews make recommendations for graduation. Advisor reports on each review are kept in your file in the Office of Student Services.

In order to coordinate expectations of the Seminary and church committees, students will send their Graduation Presentation and written materials appropriate for their degree electronically one week prior to the Graduation Review. It is suggested that, where possible, statements and materials prepared for denominational requirements be used in the review process. The faculty advisor and another designated faculty member will conduct the reviews.

### ***Bi-Annual Reviews***

Bi-annual reviews are led by the faculty advisors and will be conducted during registration for courses. The advisor may prepare a report for your file after the review is completed.

These reviews may include:

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

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

1. Copy of the Autobiographical Statement from your Admissions application (on file in the Registrar's office).
2. Your written response to these questions:
  - In what ways are your classes, experiences in community life and worship, and your own spiritual practices contributing to your formation for religious vocation?
  - How would you describe your academic progress during this year in your degree program? What challenges have you faced?
  - In what ways are you being challenged and supported in your experiences in a community with diversity of faith traditions, languages and cultures?
  - What is your involvement with the JKM Library?
3. Field Studies – If you are enrolled in Field Studies at the time of this review, provide a copy of the Learning/Serving Covenant and respond to these questions:
  - What are you most hoping to learn during this year?
  - What gifts and abilities do you bring to this learning context?
4. Report on progress in meeting denominational, agency or ordination requirements. For MDIV and MAM students, first draft of a statement of faith (developed in T-300) as a basis for reflection on the practice of ministry under supervision. Advisors will make sure T300 is included in the student's the first nine courses. If you are doing this review prior to taking T-300, then follow these guidelines: Write a brief (one page, single spaced) statement of faith in which you seek to express the central convictions of Christian faith in your own words. In preparation, we suggest reflecting upon the brief creeds of the early church (Apostles Creed and Nicene Creed). You might also consider any brief creeds accepted in your own denomination or faith tradition and how these documents express what is central to Christian faith. (A good example, produced by the PC(USA), is titled *A Brief Statement of Faith*. Read online at <http://www.presbyterianmission.org/what-we-believe/brief-statement-of-faith/>) How would you make a statement of Christian faith in your own way and in your own words?

### ***MDIV and MAM Graduation Review***

This review will occur at the beginning of the student's last semester, and will include a review of the Graduation Presentation (which includes academic work, the option to add a concentration to your program, statements of faith, documents from Field Studies, and reflection on vocational and spiritual growth). The reviews will be coordinated by the Office of Student Services and details will be sent to graduating students the first week of their final Spring semester. Faculty advisors will communicate the successful completion of the Graduation Review and a recommendation regarding graduation to the Office of Student Services.

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

### ***Statement on Vocational and Spiritual Growth***

A central part of the graduation review is to engage your statement on vocational and spiritual growth.

In 3-5 pages, please respond to the following questions based on your experience in your degree program. Connecting these questions with examples from classes, readings and/or experiences in community and field education is encouraged.

1. How has your educational experience furthered your growth in:
  - Your knowledge and ability to interpret the Christian tradition?
  - Your ability to understand and analyze social location, cultural dynamics, and how persons are shaped by them?
  - Your ability to work and worship with people from different social and religious backgrounds?
  - Your ability to serve as a leader with congregations or other religious organizations?
  - Your vocational and spiritual identity?
2. In what areas have you experienced the most growth? The least? In what ways have your various courses expanded your own knowledge and experiences? In what ways have these courses prepared you for leadership in the church and/or community?
3. What are your plans for employment and ongoing growth after graduation?
4. What advice do you have for McCormick's growth and development as a theological school
5. MDIV students who are writing a thesis will also participate in a review process as described for the MTS on pages 55-56.

Occasionally, it may be best for a student to have an individual review. When this is deemed appropriate, the faculty advisor will make arrangements accordingly. If, for any reason, a student's graduation is postponed or questioned, the decision will be communicated privately to the student in an appropriate setting apart from the group review. Guidelines, including expectations about confidentiality, will be distributed to the review groups by the Office of Student Services.

## ***MDIV and MAM Graduation Review Process***

### **Gather**

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

### **Engage with Review Statements – 15 minutes for each person**

- What did you hear regarding the theme of formation for Christian ministry in this paper?
- If you could identify a major theme in this paper, what would it be?

### **Respond**

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

### **Bless**

- Sharing a quote from the faith statement – your choice and ours (faculty advisor)
- Affirming readiness for recommendation to faculty for graduation
- Closing prayer

### ***MTS Graduation Review***

In addition to annual conversations with faculty, faculty conduct a graduation review with each MTS student. The review for students writing a thesis must be completed no later than April 19, 2023. Students who will not write a thesis must complete their review during Graduation Review Weeks, April 1 – 19, 2023.

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

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

All review documents should be submitted electronically to Chrisida Anandan, Academic and Spiritual Support Coordinator (773-947-6317; [osa@mccormick.edu](mailto:osa@mccormick.edu)), and to the faculty members participating in the review. Graduation presentations are due at the end of January and the submission of thesis are due to your first and second readers no later than March 22.

The review will include:

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

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

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

2. Following the student's presentation, the faculty members will engage in a discussion with the student about the written work, research, writing and the student's scholarly development.
3. Students should also be prepared to discuss briefly their response to the following questions:
  - What are your vocational plans after graduation and how has this degree program prepared you?
  - In what ways has your experience at McCormick challenged and prompted your growth spiritually and theologically?
  - How can McCormick improve its academic programs and community life?

## GRADUATION PRESENTATION

All McCormick master's students compile a Graduation Presentation using the Alexandria (D2L) learning management platform as part of their graduation requirements. This Graduation Presentation includes specific, relevant examples of the work they have done as McCormick students in courses, field education and other parts of their seminary journey. All McCormick master's students are highly encouraged to begin using their ePortfolio function from the beginning of their academic program as a repository to archive their work. These presentations are used to help McCormick's faculty assess the extent to which they are achieving the academic goals that the school has set. In effect, the submission of Graduation presentations contributes to a process by which professors and McCormick are assessed. This process is part of the larger program of assessment of student learning, which McCormick is required to do by its accrediting agencies (the Association of Theological Schools and the Higher Learning Commission).

You will be invited to attend workshops (in October, November and January) that teach you how to compile/develop this presentation. Please make plans to attend one of the workshops.

Every Graduation Presentation will include several common items, which we are calling "artifacts":

1. Work that a student has done in courses, field study placement, local church ministry or other vocational or volunteer settings, which demonstrate the student's ability to meet the learning objectives in her or his degree program. More detail about this below\*
2. A 4-5 page written statement that includes:
  - A discussion about what the student has learned with regard to each learning outcome, and a brief explanation of why each artifact is included in the Graduation Presentation
  - Reflection on how the student has grown in knowledge, skills, vocational understanding and spiritual formation while at McCormick
  - Suggestions for how McCormick can improve
3. The student's statement of faith from T-300 Introduction to Christian Theology.
4. A resume appropriate for her or his vocational goals.
5. A list of references that can be used as the student seeks employment.
6. A one page vocational statement.

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

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

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

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

**Additional MDIV presentation components**

- Exhibit pastoral imagination
- Lead sustainable and just communities

**Additional MAM presentation components**

- Serve effectively in congregational ministries

**Additional MTS presentation components**

- Engage in theological research and analysis based upon an argument, and construct a theological essay or thesis article

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



## ADVISORY SYSTEM ANNUAL EVALUATION FORM

TO: David Watkins III, Assistant Dean of Student Services  
(773-947-6314; [osa@mccormick.edu](mailto:osa@mccormick.edu); office #523)

The Office of Student Services will conduct advisory system evaluations once a year. All students should respond to the following questions on a separate page as part of your annual review. This information will remain in the Office of Student Services and will be used to assess and improve the advising system at McCormick.

1. What is your general assessment of how the advisory system has aided you in achieving your academic and vocational goals?
2. What aspects of your relationship with your advisor were most helpful?
3. What aspects of your relationship with your advisor were least helpful?
4. What suggestions would you make for improving the advisory system?
5. Other comments you wish to offer:

(Optional) Name \_\_\_\_\_

Advisor \_\_\_\_\_

## PROCESS AND TIMELINE FOR THE MTS AND MDIV THESIS

All MTS students will take I-478 Research Methods. Students of the MTS program can decide whether to write a thesis or defend the research paper for I-478 Research Methods. MDIV students who elect to write a thesis will take I-311/I-310 and I-478.

### FALL AND SPRING (first year MTS students and second year MDIV students)

September – March	<p><b>MTS/MDIV</b> students work with their faculty advisors in discerning whether or not to write a thesis and, if so, identifying a topic for a thesis. If <b>MTS/MDIV</b> students decide to write a thesis, they will talk to and agree with a faculty member to become her/his thesis advisor and they will agree on a research topic. All <b>MTS</b> students and <b>MDIV</b> students writing a thesis will register for the Fall course I-311 Academic Research and Writing /I-310 Writing Theologically unless it has been waived by Dr. Rob Worley.</p>
April	<p>Every <b>MTS</b> student will submit a request form indicating the choice of either defending a research paper or writing a thesis (see appendix). This form will be signed by the faculty advisor. If writing a thesis, the student will provide the name of the advisor and the research topic. This form will be filed with the Academic and Spiritual Support Coordinator. <b>MDIV</b> students who wish to write a thesis will submit a request form, signed by their faculty advisor, giving the name of the thesis advisor and the research topic. The Coordinator will pass this information to the professor teaching I-478 Research Methods in the fall. Faculty members are expected to supervise up to two master theses as part of their regular load. If the faculty advisor is selected by the student to be the thesis advisor, the professor of I-478 Research Methods will consult with another faculty member to become the second reader for the thesis. If the student selects a thesis advisor who is other than her/his faculty advisor, then the faculty advisor will be the second reader for the thesis. All <b>MTS</b> students, and <b>MDIV</b> students writing a thesis, will register for the fall course I-478 Research Methods.</p>

**FALL AND SPRING** (second year MTS students and third year MDIV students)

September	Students begin thesis work in I-478 Research Methods and the thesis advisor monitors the progress of thesis work.
Early November	By early-November, the professors of I-478 Research Methods and the thesis advisors confer on whether the student has made sufficient progress and shows the ability to complete quality thesis work. They decide whether to grant permission to write a thesis or request the MTS student to defend the research paper for I-478. The thesis advisor shares this decision with the student and reports it to the faculty advisor and the Coordinator for the Office of Student Services.
Mid November	Students register for the spring. If they receive permission to continue with thesis work, they will register for an additional unit of thesis work in the spring (I-479). If permission is not granted, the student may register for a regular course, if it is needed.
Early December	By early December, the Assistant Dean of Student Services, in consultation with the student and faculty members, will assign second readers for the Thesis Review Committees.
December	Students submit the research paper for I-478 Research Methods. This will be the base text for the thesis. The professor of I-478 will send a copy of the graded paper to both the thesis/faculty advisor and the second reader.
February – March	The thesis advisor monitors the thesis progress.
Late March	Deadline for students to submit theses to thesis advisors and second readers. The thesis advisor coordinates the date for thesis defense that should take place no later than the date prescribed in the OSA calendar.
Late April	Last day for thesis defense noted in the OSA calendar. The Thesis Review Committee will certify the acceptance of the thesis or specify what revisions/changes must be made in order for the thesis to be certified as acceptable. The second reader, who will be the scribe in that meeting, will send a report on the results to the Academic and Spiritual Support Coordinator. If changes/revisions are required, the student will submit an updated version of the thesis to the thesis advisor for its final approval.
April 15 – 30	Students revise theses and thesis advisors approve the final version. The thesis advisor will send a certification on the final approval to the Academic and Spiritual Support Coordinator. Students will contact the JKM Library to receive instructions on how to submit a copy of the thesis to the Library.
Early May	Students submit one copy of the certified thesis in its final form to the JKM Library and an electronic copy of the thesis to the Academic and Spiritual Support Coordinator.

MASTER OF THEOLOGICAL STUDIES THESIS/RESEARCH PAPER REQUEST

TO: David Watkins, Assistant Dean of Student Services  
(773-947-6314; [osa@mccormick.edu](mailto:osa@mccormick.edu); office #523)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Check one choice:

\_\_\_\_\_ Defend the research paper for I-478 Research Methods

\_\_\_\_\_ Defend a thesis

If writing a thesis, provide the following information:

Thesis Advisor:

\_\_\_\_\_

Research topic:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Student Signature

cc:

\_\_\_\_\_ Advisor

\_\_\_\_\_ Thesis Advisor

\_\_\_\_\_ I-478 Professor

## PERMISSION TO WRITE A THESIS

TO: David Watkins, Assistant Dean of Student Services  
(773-947-6314; [osa@mccormick.edu](mailto:osa@mccormick.edu); office #523)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Thesis topic:

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Professor for I-478 Research Methods:

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Thesis Advisor:

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Decision: \_\_\_\_\_ Permission to write thesis

\_\_\_\_\_ Defend two research papers

Notes or Comments:

FACULTY APPROVAL OF THESIS

TO: David Watkins, Assistant Dean of Student Services  
(773-947-6314; [osa@mccormick.edu](mailto:osa@mccormick.edu) ; office #523)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Thesis Title:  
\_\_\_\_\_

Thesis Advisor: \_\_\_\_\_

Second Reader: \_\_\_\_\_

Check one choice:

\_\_\_\_\_ Pass                      \_\_\_\_\_ N/P additional work needed                      \_\_\_\_\_ Fail

Commendations:

Recommendations or Directives:

## APPENDIX

### PC(USA) ORDINATION PROCESS – ADVISING STUDENTS

Ordained PC(USA) faculty are the best guides through the PC(USA) ordination process. Professor Anna Case-Winters (773-847-6321; [acase-winters@mccormick.edu](mailto:acase-winters@mccormick.edu)) and other Presbyterian faculty reach out to PC(USA) students during the year. The PC(USA) has information about the ordination process on its website. Familiarize yourself with what is covered there. Here are some general guidelines that might help you in this process:

#### **Before matriculation at McCormick:**

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

#### **First year of seminary:**

- Take a biblical language sequence – either Hebrew or Greek
- Take Presbyterian Polity at your earliest opportunity. It is offered every two years.
- Have your annual consultation with your CPM
- Consult with your CPM about your Field Studies requirement BEFORE you begin considering field sites. Does the committee require a congregational placement?
- Take the Bible Content Exam on campus (sign up through the PC(USA) website <https://exams.pcusa.org> to take the exam in September or February)
- Complete as many introductory courses as possible
- If your CPM approves, you may proceed to take your vocational/psychological assessment. They will select the assessment agency. Mid-West Ministries is a good local agency.

#### **Second year of seminary:**

- Take a biblical language sequence—either Hebrew or Greek
- Take Reformed Tradition. It is offered every two years.
- Take Worship and Sacraments this year or next.
- In J-Term take Presbyterian Polity (if you have not already done so)
- A year after becoming an Inquirer, contact your pastor and your CPM to begin the process towards becoming a Candidate
- Take your vocational/psychological assessment as directed by your CPM, if you have not already done so
- Courses that should be completed include: MIN 404/405; Reformed tradition (H/T-402); Biblical languages; worship; preaching; polity (MPL-307, J-term only). Students are advised to take a course each in Reformed Worship and Sacraments (MWP-451) and American Presbyterian history (H-434)

### Senior year:

- Take Reformed Tradition if you have not already done so.
  - Take the Standard Ordination Exams online. For information and preparation guidance see the PC(USA) website link for exams: <https://oga.pusa.org/section/mid-council-ministries/prep4min/standard-ordination-exams/>:
  - Complete the Senior Profile
  - Complete the Personal Information Form
  - Attend seminars offered by the Seminary
- Be approved by your CPM to circulate the Personal Information Form and to receive a call

### EXCHANGING A GRANTED DEGREE FOR A NEW DEGREE

Students who wish to apply all course units from a completed McCormick Theological Seminary degree to count toward another McCormick degree program may do so, but only by relinquishing their completed degree. For example, a student who has completed the Master of Theological Studies degree may wish to use all completed course units to pursue the MDIV program. In such cases, the first [McCormick] degree is surrendered by submitting the original degree diploma to the admissions office upon acceptance to the new program. Contact Chandra Wade, Registrar & Director of Student Records, (773-947-6285; [cwade@mccormick.edu](mailto:cwade@mccormick.edu)) for details.

### PROCEDURES FOR DEGREE RECLASSIFICATION

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

#### ***Students-at-large***

Those who are taking courses as a Student-at-large can take up to six courses. If a Student-at-large wishes to apply to a degree program, they must complete the entire master's level degree application and be admitted to a degree program by the Admissions Committee. For questions about admission to the master's program, consult Leslie Diaz-Perez, Senior Director of Admissions and Enrollment (773-947-6319; [ldiaz-perez@mccormick.edu](mailto:ldiaz-perez@mccormick.edu)).

#### ***Reclassification to MDIV, MTS and MAM***

Students interested in reclassifying to the MDIV, MTS, or MAM degree should:

1. Contact David Watkins, Assistant Dean of Student Services (773-947-6314; [dwatkins@mccormick.edu](mailto:dwatkins@mccormick.edu)) indicating the request to reclassify and for approval of the reclassification.
2. Complete a Degree Reclassification Form (available on the Student portal)



## DEGREE RECLASSIFICATION FORM

TO: David Watkins III, Assistant Dean of Student Services  
(773-947-6314; [osa@mccormick.edu](mailto:osa@mccormick.edu); office #523)

Date: \_\_\_\_\_

Name:

\_\_\_\_\_  
(please print)

Current Degree Program:

\_\_\_\_\_

Degree Program you wish to enter:

\_\_\_\_\_

Reason for request of reclassification:

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Assistant Dean Signature

## QUICK GUIDE TO CREDIT TRANSFER POLICY

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

- The course was taken within the last 10 years
- The course was taken at an accredited institution in the US or overseas
- The student has received a B grade or higher in the course to be transferred
- The student has a statement of good standing from each seminary attended prior
- The course is the equivalent of 3 hours of credit (three 1 hour courses could be transferred as 1 course; for example, Korean students often take the equivalent of MIN404-405 as a series of 1 hour courses; these may be combined to count as equivalency/transfer)
- The course is equivalent to a course offering at McCormick
- No more than half of the courses from a previous degree may be transferred
- No more than half of the courses credited toward a McCormick degree may be transferred
- McCormick distribution requirements should be considered when approving transfer courses
- Courses that are more than 10 years old cannot be accepted for transfer and no more than half the courses from a previous degree can be transferred toward your McCormick degree.

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

Fill out the Request for Transfer of Credit form and attach an official copy of your transcript. Submit to the Assistant Dean of Student Services.

## REQUEST FOR TRANSFER OF CREDIT

TO: David Watkins III, Assistant Dean of Student Services  
(773-947-6314; [osa@mccormick.edu](mailto:osa@mccormick.edu); office #523)

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

STUDENT NAME: \_\_\_\_\_ DEGREE PROGRAM: \_\_\_\_\_

\_\_\_\_\_  
(please print)

ADVISOR NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Courses I wish to transfer:

Course to be Transferred	Year Taken	Institution	Grade	Number of courses or hours	MTS Equivalent

## REQUEST FOR CHANGE OF ADVISOR

TO: David Watkins, Assistant Dean of Student Services  
(773-947-6317; [osa@mccormick.edu](mailto:osa@mccormick.edu); office #523)

This is a request to change my advisor

From: \_\_\_\_\_

To: \_\_\_\_\_

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

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Current Advisor's Signature

\_\_\_\_\_  
New Advisor's Signature

Comments:

## REQUEST FOR LEAVE OF ABSENCE

TO: Chandra Wade, Registrar & Director of Student Records (773-947-6285;  
[cwade@mccormick.edu](mailto:cwade@mccormick.edu); office # 521)

Student Name: \_\_\_\_\_  
(please print)

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Requests a leave of absence from \_\_\_\_\_ to \_\_\_\_\_

for the following reason(s):

\_\_\_\_\_  
Student Signature Date

=====

Date: \_\_\_\_\_

To: \_\_\_\_\_

Your request for a leave of absence from \_\_\_\_\_ until  
\_\_\_\_\_ has been approved.

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

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Assistant Dean for Student Academics and Support

cc: Advisor  
Student Academics  
Student Accounts  
Student Financial Planning

## REQUEST FOR VOLUNTARY WITHDRAWAL

TO: Chandra Wade, Registrar & Director of Student Records (773-947-6285;  
[cwade@mccormick.edu](mailto:cwade@mccormick.edu); office # 521)

\_\_\_\_\_ requests approval for a voluntary withdrawal from  
(Student Name - please print)

Master's level degree studies beginning \_\_\_\_\_ for the following reason(s):  
(date)

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Dean for Student Academics and Support

\_\_\_\_\_  
Date

cc: Student Academics  
Student Accounts  
Student Financial Planning

## **SECTION III: STUDENT POLICIES HANDBOOK**

### **WHY THIS COLLECTION OF POLICIES?**

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

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

### **ACADEMIC POLICIES**

#### **GUIDELINES FOR RESEARCH PAPERS**

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

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

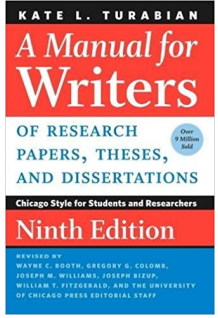
#### ***Sources for Research Paper Form***

The basic source and final authority for proper form in the composition of a research paper in theological studies is *The Chicago Manual of Style* published by the University of Chicago Press. This is a rather large and expensive reference work and is available in the reference section of JKM Library.

For a helpful online overview with examples from the publisher, see:

[www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

The key information in *The Chicago Manual of Style* has been summarized in a shorter and more affordable work first compiled by Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*, now in its ninth edition, revisions by Wayne C. Booth, Joseph M. Williams, and Gregory G. Colomb, and published by the University of Chicago, 2013. This text is available in most bookstores and any online vendor. We strongly recommend that all McCormick students buy this book and use it as their guide for paper form.

	<p>Kate L. Turabian. <i>A Manual for Writers of Research Papers, Theses and Dissertations</i>. Ninth Edition. Revised and Edited by Wayne C. Booth, Joseph M. Williams, and Gregory G. Colomb, and the University of Chicago Press editorial staff. Chicago: U of C. Press, 2018.</p>	<p><a href="#">Amazon link</a>  <a href="#">Seminary Co-op and 57th Street Books link</a>  <a href="#">Barnes and Noble link</a></p>
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The instructions that follow are based on these sources and are meant to highlight those guidelines of which you should take special note.

***Citing Secondary Sources***

McCormick has selected the notes-bibliography style of citation for all course papers and publications. For an overview of this method of citation, see chapters 16 and 17 of Turabian’s *A Manual for Writers*, 9<sup>th</sup> edition. These chapters provide many examples of proper citation.

Citation method: Notes-Bibliography style

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

Example of a footnote or endnote:

<sup>1</sup>G. Ernest Wright, *God Who Acts: Biblical Theology as Recital* (London: SCM Press, 1952), 54.

Example of a bibliography entry:

Wright, G. Ernest. *God Who Acts: Biblical Theology as Recital*. London: SCM Press, 1952.

***A Special Note on Citing by Author***

Whenever possible, cite a work by its author. This is especially important to remember in two particular situations. Rather than following Turabian’s guidelines for citing such an article, we would prefer the following form:



The first situation includes dictionaries, encyclopedias, and one-volume Bible commentaries. Whenever an article in such a work is attributed to a particular author, cite it by the name of the author rather than by the name of the dictionary, encyclopedia, commentary, or by the name of its editor. Since McCormick follows the notes-bibliography citation style, cite the article in this way:

Example of a footnote or endnote:

<sup>1</sup>Hans Dieter Betz and Margaret M. Mitchell, "Corinthians, First Epistle to the," in *The Anchor Bible Dictionary*, ed. David Noel Freedman (New York: Doubleday, 1992), 1:1142.

Example of a bibliography entry:

Betz, Hans Dieter, and Margaret M. Mitchell. "Corinthians, First Epistle to the." in *The Anchor Bible Dictionary*, ed. David Noel Freedman, 1:1139-48. New York: Doubleday, 1992.

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

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

<sup>1</sup>Dennis C. Duling, notes to "Matthew," in *The HarperCollins Study Bible*, ed. Wayne A. Meeks (New York: HarperCollins, 1993), 1859.

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

Duling, Dennis C. Notes to "Matthew." in *The HarperCollins Study Bible*, Ed. Wayne A. Meeks, 1859. New York: HarperCollins, 1993.

### ***Citing the Bible***

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

#### I. Method of citation

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

In the first account of creation, man and woman are created together on the sixth day

(Gen 1:26-27).

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

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

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

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

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

## II. Abbreviations

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

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

Gen	Cant	1-2-3-4 Kgdms	John
Exod	Isa	Add Esth	Acts
Lev	Jer	Bar	Rom
Num	Lam	Bel	1-2 Cor
Deut	Ezek	1-2 Esdr	Gal
Josh	Dan	4 Ezra	Eph
Judg	Hos	Jdt	Phil
Ruth	Joel	Ep Jer	Col
1-2 Sam	Amos	1-2-3-4 Macc	1-2 Thess
1-2 Kgs	Obad	Pr Azar	1-2 Tim
1-2 Chr	Jonah	Pr Man	Titus
Ezra	Mic	Sir	Phlm
Neh	Nah	Sus	Heb
Esth	Hab	Tob	Jas
Job	Zeph	Wis	1-2 Pet
Ps (pl: Pss)	Hag	Matt	1-2-3 John
Prov	Zech	Mark	Jude
Eccl (or Qoh)	Mal	Luke	Rev

### III. Edition and Translation

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

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

These are the abbreviations for major recent translations:

ASV	American Standard Version	NIV	New International Version
CEB	Common English Bible	NJB	New Jerusalem Bible
CEV	Contemporary English Version	NJPS	<i>Tanakh: The Holy Scriptures: The New JPS Translation according to the Traditional Hebrew Text</i>
GNB	Good News Bible		
JB	Jerusalem Bible		
KJV	King James Version	NKJV	New King James Version
NAB	New American Bible	NRSV	New Revised Standard Version
NASB	New American Standard Bible	REB	Revised English Bible
NEB	New English Bible	RSV	Revised Standard Version

### POLICY ON INCLUSIVE LANGUAGE

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

#### ***Inclusive Language—Definition and Guidelines***

##### ***Adopted by the 197th General Assembly (1985)***

#### ***Introduction***

In recent years, the Presbyterian Church has become aware that the diversity of culture, gender, class, and race which is present in the church and in the world often is not reflected in the language of the church. This has led to the development of study papers by both predecessor churches which explore and affirm the use of inclusive language in speaking of people and in speaking of God.

The definition and guidelines that follow deal with the inclusiveness of language used by the church in every area of its life. The church, including our own, are participating in a discussion about the problems of inclusive language. The guidelines that follow are not meant to obviate the importance of that continuing discussion, but rather to furnish some guidelines at the

present time, when special sensitivity to the significance and use of language is required.

The Presbyterian Church is a multilingual church and the issue of inclusive language exists cross-culturally. This statement acknowledges this and deals with it illustratively in Guideline 2.B.

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

### ***Definitions and Guidelines***

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

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

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

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

**Guideline 1.B.** The reading of Scripture in the context of worship is an especially important event for the church. Careful preparation is advised. Decisions to use inclusive language are in order when the lector has been able to discern that the intention of the original text is preserved (e.g., "those of faith" instead of "those who are men of faith"; "no one is justified" instead of "no man is justified"; "therefore, friends" instead of "therefore, brethren"). When standard translations are altered in the effort to render them more inclusive, proper acknowledgment is in order. If especially unfamiliar translations or paraphrases (e.g., An

Inclusive Language Lectionary or The Living Bible) are to be used, they should be identified for the congregation so that the unfamiliarity of a particular reading will not unduly distract the hearers from proper attention to the reading.

**Definition 2 -- Inclusive language with reference to God:**

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

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

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

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

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

Definition 3 -- Exclusive language:

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

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

***Epilogue***

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

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

## POLICY ON THE PROPER USE OF SOURCE

Education at McCormick is an ongoing, critical, and constructive conversation among students and faculty, academy and church, and the sources of knowledge which are used to inform it. While some cultures praise students who learn by rote or memorizing the words and ideas of great scholars, at McCormick one measure of excellence in this conversation is the voice of the student engaged with recognized authorities. Because we value student perspectives, the documentation of sources is an essential component of our work. When sources of information are unacknowledged or undocumented, the conversation loses its power, students lose their voice, and the sources lose their integrity. Therefore, at McCormick, the misuse of sources is considered a serious threat to good learning and academic standards by diminishing the academic conversation by inadequate or inaccurate citation of voices, sources, and influences. The purpose of this statement is to make clear what constitutes plagiarism, and how one can be sure that one is using sources correctly and usefully. Generally, the use of any of someone else's words or ideas without acknowledgement is plagiarism. Furthermore, the re-use of your own written work without acknowledgement is considered plagiarism (sometimes called "self-plagiarism").

### ***Writing/Composition Guidelines***

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

The second rule to be followed in all writing is that if you use anyone else's words in your paper, they must be both put in quotation marks and cited properly in a footnote/endnote. It is not enough merely to provide a proper citation -- exact quotations must be put in quotation marks. Avoid a paraphrase which changes only a word or two here or there -- instead you should either quote directly or rephrase completely in your own words. You must also cite your sources properly and accurately. The proper methods of citation of someone else's words or ideas are described in Guidelines for Research Papers in this Handbook. If you do quote from a source, because you think it says the point so eloquently and well that you must include it, be sure to evaluate what you quote in your own words, and link the quote to the argument of your own paper. Avoid too many long quotes in your paper, because then your own ideas may get lost in your paper; do not allow quotations to dominate the paper. Be sure that your paper expresses your informed opinion on the basis of your research. The thesis (main point), organization and style of your paper should be your own. If you have questions about any of these writing issues, feel free to ask your professors, your advisor or Dr. Rob Worley. The Seminary is a good place to refine and improve your writing skills, which are so valuable in your life in ministry.

First Approved by Faculty 3/97  
Revised summer 2015 and November 2016  
Approved by the McCormick faculty December 7, 2017.

## FACULTY PROCEDURE FOR DEALING WITH MISUSE OF SOURCES AND PLAGIARISM

### ***Introduction:***

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

### ***DEFINITIONS:***

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

Plagiarism: the deliberate use of someone else's language, ideas, or other original material without acknowledging its source. Examples include, but are not limited to the following:

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

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

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



**Preemptive Procedures:**

(1) The Seminary shall provide an introduction to proper academic writing form during Orientation. All students are urged to complete online tutorials listed annually by Dr. Rob Worley, the degree-Deans, and the Library, for example:

<https://www.indiana.edu/~istd/test.html>

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

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

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

**Response to Misuse:**

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

**Response to Plagiarism:**

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

- (1) The instructor shall ascertain, by consulting the office of the degree level Dean, whether this is the first, second, third, etc. instance of suspected plagiarism in the student's written work. Even in a first instance of plagiarism, the Student Standing Committee may decide among the following actions:
  - (a) Failure in the course
  - (b) Academic probation
  - (c) Suspension
  - (d) Dismissal
- (2) **First Instance of Plagiarism.** In a first instance of suspected plagiarism, the instructor shall:
  - (a) Meet with the student to explain what is wrong with the paper and how it can be remedied (i.e., the Seminary's *Policy on the Proper Use of Sources* shall be reviewed with the student, and the plagiarized passages in the paper will be discussed).

- (b) Require the student to rewrite the paper before grading it. Review the rewritten paper with the student, and if need be, in consultation with the degree level Dean, your other Dean recommended writing resource help, or Dr. Rob Worley.
- (c) Require that the student complete McCormick's remedial plagiarism course & submit written notification of this to the degree level Dean within two weeks.
- (d) Refer the student to appropriate resource for help with writing papers.
- (e) Send a copy of the paper and its evaluation to the office of the degree level Dean, to the student's advisor, and to Dr. Rob Worley.

(3) **Second Instance of Plagiarism.** For a second instance of suspected plagiarism (either for the same or a different course), the steps above under "First Instance" shall be repeated with the following changes:

- (a) The meeting between the instructor and the student will now also include the degree level Dean. An advisor may also be present.
- (b) The instructor will decide whether the paper should receive a "0" or whether it can be re-written for credit.
- (c) In a second instance of plagiarism, the Student Standing Committee may decide among the following actions:
  1. Failure in the course
  2. Academic probation
  3. Suspension
  4. Dismissal

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

(4.1) The degree level Dean shall advise, in writing, any student of his or her referral to the Student Standing Committee, giving reasons for the referral.

(4.2) The Student Standing Committee may invite the referred student to appear, but is not obligated to do so.

(4.3) Upon review of the materials, the Student Standing Committee will review the pattern of plagiarism, and will determine whether the student's actions constitute a breach of academic and personal integrity. The Student Standing Committee shall decide among the following actions:

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

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

(4.5) If the action involves suspension (4.3c) or dismissal (4.3d), the Student Standing Committee shall communicate such proposed action to the faculty in a confidential memorandum. This memorandum shall specify a time and place at which the Student Standing Committee will next meet (at least seven days' notice shall be given). Faculty members may communicate with the Student Standing Committee about the student and the proposed action either in writing or in person at the announced Student Standing Committee meeting.

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

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

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

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

### ***Appeals***

All students have the right to appeal any action of the Student Standing Committee (with the exception of issues relating to grade disputes). Notice of such appeal must be filed with the appropriate degree level Dean within 10 days of the date of the receipt of the written notice of the decision of the Student Standing Committee. If no appeal is filed in writing within this 10 day period, the decision of the committee is final. If an appeal is duly filed with the degree dean she or he will communicate with the chair of the Student Standing Committee and the matter of appeal will be taken up at the next scheduled meeting of the Student Standing Committee or within 30 days of receipt of the appeal. The Student Standing Committee will take up the issues presented in the appeal and decide its merits. The decision of the Student Standing Committee will be communicated in writing to the student in a timely manner by the chair. The appeal decision of the Student Standing Committee will be final.

Approved by the McCormick Faculty November 2016

Revised and approved by the McCormick Faculty December 2017

## ACCREDITATION STANDARDS COMPLAINT PROCESS

Any student wishing to submit a complaint on a matter relating to the accreditation standards and criteria of the Association of Theological Schools and the Higher Learning Commission may submit a written statement of complaint directly to the President (See the *McCormick Academic Catalog*—found online at <https://www.mccormick.edu/registrar>—for more information on accreditation). In accord with accreditation policies, President Crawford will investigate the matter and respond to the complainant within 30 days. Records of complaints and their resolution are maintained in the Office of the President for review by the accrediting agencies.

### *Accreditation Agency Information:*

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

Higher Learning Commission (HLC)  
30 North LaSalle Street  
Chicago, IL 60620  
312-263-0456  
[www.ncahlc.org](http://www.ncahlc.org)

## CAMPUS ADMINISTRATION POLICIES

### STUDENT PAYMENT POLICY

It is McCormick's policy that all tuition charges are due and payable at the time a student registers for courses. No student will be permitted to register for courses until all previous charges due to McCormick, to the JKM Library, or to LSTC have been paid in full. Failure to make payment will also prevent the student from accessing grades, transcripts, and diplomas.

Students can view their account statements and make payments online via McCormick's Self-Service system: <https://ads.mccormick.edu/ads/l/>. Statements will not be mailed. Students are responsible for prompt payment of all charges to their account.

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

### FINANCIAL AID REFUND POLICY

*Any student receiving Federal Title IV funds (Direct Loans) will be subject to the following policy regarding the return of Federal Title IV funds:*

Students who withdraw from all classes prior to completing more than 60% of an enrollment period (semester) will have their eligibility for federal aid recalculated based on the percentage of the term completed. McCormick Theological Seminary and the student will be required to return the federal aid program the amount of aid received that was in excess of the aid "earned" for the period the student remained enrolled. If the Seminary returns funds to the Title IV aid program, it could result in the student owing McCormick charges that were originally paid at the time of disbursement. Students may also be required to return funds released to them for personal expenses. Unearned aid will be returned in the following order: Federal Stafford Unsubsidized loans then Subsidized loans (if applicable). Please note that students are responsible for any balance owed to McCormick Theological Seminary as a result of the repayment of federal aid funds.

This policy also applies to institutional aid including but not limited to Merit Scholarships and Need-Based Tuition Grants.

## FEDERAL SATISFACTORY ACADEMIC PROGRESS POLICY

McCormick Theological Seminary participates in the William D. Ford Federal Direct Loan Program, a Title IV student financial aid program, through which an eligible master's-level graduate student may qualify for an unsubsidized student loan. To maintain eligibility, each student must meet McCormick Theological Seminary's satisfactory academic progress standards for participation in this Title IV Financial Aid Program. In addition, students must meet Federal requirements to qualify for Title IV funds, which include but are not limited to having obtained a high school diploma or GED.

### **A. Satisfactory Academic Progress**

A student is judged to be making satisfactory progress toward a Master of Arts in Ministry (MTS), Master of Arts in Ministry (MAM), or Master of Divinity (MDiv) degree by maintaining:

- a cumulative grade point average of 2.0 on a 4.0 scale, and
- by ongoing enrollment in sufficient course work to complete the degree in accordance with the maximum completion time outlined in the chart below

The progress of a student's participation in the Direct Loan Program at McCormick Seminary will be guided by the number of credits required for the degree program

- 27 credits/courses for the Master of Divinity
- 18 credits/courses for the Master of Theological Studies
- 16 credits/courses for the Master of Arts in Ministry

To satisfy the term and annual enrollment (pace) standard an:

- MDiv student must complete at least 4 credits in each fall and spring term and at least 9 credits in each academic year of enrollment.
- MTS and MAM students must complete at least 8 credits in each fall and spring term.

To be eligible to receive a Federal Stafford Loan, a student must make Satisfactory Academic Progress (SAP). SAP is a combination of qualitative and quantitative components and is measured by:

- grade point average (GPA);
- number of credits earned divided by the number of credit hours attempted;
- number of credit hours attempted divided by the number of credit hours necessary to complete the degree.

### SAP Qualitative Measurements Grades

In order to make satisfactory academic progress, students must achieve the following minimum GPA in a given semester: 2.0 on a 4.0 scale for MAM, MTS, MDiv. \*Jterm is considered a trailer term included with Fall semester and May term a trailer with Spring for qualitative measure.

### SAP Quantitative Measurements Maximum Time Limits

In order to maintain SAP, students must complete their degree program within the maximum time limits established in the chart below. Under special circumstances, students can petition the director of the degree program for an extension. \*J term is considered a trailer term included with Fall semester and May term a trailer term with Spring for quantitative measure.

Degree Program Part/Full Time	Minimum Classes per Semester	Maximum Completion Time
MAM-Part time	2	4 years
MAM-Full time	4	2 years
MTS-Part time	2	4 years
MTS-Full time	4	2 years
MDiv-Part time	2	6 years
MDiv-Full time	4	3 years

Each student's progress is monitored after each payment period. Written notification will be sent to a student from the Financial Aid Office when eligibility for aid is affected by the Satisfactory Academic Progress evaluation.

If a student fails to meet established SAP requirements, a suspension letter is sent to the student. A suspension letter is sent if the student:

- has less than a 2.0 cumulative GPA;
- has earned less than 67% of the overall hours attempted;
- has attempted more than 150% of the hours required to complete their program.

A student whose eligibility for federal financial aid has been suspended may submit an appeal if mitigating circumstance prevented the student from achieving SAP. Circumstances that may be considered include death in the family, accident, illness, or other academic performance factors that were outside of the student's control. If a student feels that he or she violated McCormick Theological Seminary's SAP standards due to one of these factors, the student may submit an appeal to the SAP Committee for review. SAP appeals should be directed to:

Student Success Committee  
Office of Student Financial Planning  
McCormick Theological Seminary  
5416 South Cornell Ave., 5<sup>th</sup> Floor,  
Chicago, Illinois 60615

The SAP appeal must be submitted in writing to the financial aid office within 30 days after receiving the letter of suspension. The appeal must include the following:

- identifying information including the student's full name, social security number, current address,
- phone number and e-mail address (if applicable);
- a written letter of appeal from the student explaining the circumstance that led to their SAP violation, and state why those mitigating circumstances are no longer affecting their academic performance.

## PROCEDURES

This personal statement must include:

- a detailed explanation of extenuating circumstances for each term the violation of SAP policy occurred; and
- a resolution or plan of action explaining how the student will ensure future academic success.

Documentation of illness or medical condition is required when failing SAP is attributed to a medical condition. A statement from the student's academic advisor is required for all 150% rate violators. For all students who have attempted more than 150% of the credits necessary to complete their degree, the advisor must outline all remaining courses required for the student's degree program and the expected semester of completion. The SAP Appeal Committee will review appeals within two weeks of receipt. The student will be notified in writing of the results of their appeal. Appeal decisions are based on the information presented to the committee and the SAP criteria. Appeal decisions will fall into one of the following categories:

- pending—additional information is needed
- approved—student is eligible to receive federal aid
- denied—student is not eligible to receive federal aid
- conditionally approved—the student will be sent a SAP contract that details the academic performance required in future terms for continued receipt of federal financial aid.

If an appeal is "approved" or "conditionally approved", the student status will remain in Academic Probation status. The student's academic progress will be reviewed after each term of enrollment to determine if they meet SAP or if they are in compliance with the academic plan. If the student is found out of compliance, they must submit a subsequent appeal.

Questions pertaining to the SAP policy should be addressed to the director of financial aid.

## **B. Failure to Meet Satisfactory Academic Progress**

### Financial Aid Warning

At the end of a payment period in which a student does not meet the satisfactory academic progress definition, the student is notified and placed on financial aid warning status in which the student:



- may receive Title IV Funds for the subsequent payment period;

### Financial Aid Probation

Students who fail to meet the requirements of SAP upon evaluation at the end of the warning semester will be placed on probation for the following semester. Probation is a formal notice that the student's academic progress is not meeting the standards of McCormick Theological Seminary. Students on probation may register for classes during the probationary semester (as set forth by the Student Success Committee) in order to work toward reinstatement of academic good standing. All courses must be taken for a letter grade during the probationary period. Students should consult their advisor and director of the degree program for advice as to the wisest selection of courses in order to maximize the chance of returning to good standing during the probationary semester.

For the payment period following a payment period during which a student has been placed on financial aid warning status, the Seminary may place the student on Financial Aid Probation and disburse Title IV Funds to the student if:

The student appeals the determination and

- The Seminary determines that the student should be able to meet the institution's satisfactory academic progress standards by the end of the subsequent payment period; or
- The Seminary develops an academic plan for the student that, if followed, will ensure that the student is able to meet the Seminary's satisfactory academic progress standards by a specific point in time.

A student on financial aid probation for a payment period may not receive Title IV Funds for the subsequent payment period unless the student achieves satisfactory academic progress or the Seminary determines that the student met the requirements specified by the institution in the academic plan for the student.

### Reinstatement of Eligibility for Title IV Funds

Following the semester of probation, a reevaluation of SAP is conducted. Students who have been on probation who have made satisfactory academic progress will be returned to good standing. In extreme circumstances, a second probationary period may be granted after good standing has been achieved. Students who fail to make SAP by the end of the probationary semester will be administratively withdrawn from their academic programs and will no longer register for classes. A student must reapply for admissions at a later date with a written appeal regarding what has changed to allow for successful completion of the program.

A student regains eligibility for Title IV Funds when

- satisfactory academic progress standards have been achieved or
- an appeal has been approved for a student. Students for whom appeals have been approved may receive funds for the following semester only unless the student is successfully following and academic plan made for the student.

**C. GPA and pace of completion are affected by course incompletes, withdrawals, repeated courses and transfers of credit from other institutions as outlined:**

Incomplete coursework

A student can be granted, by the academic dean, an extension in order to complete the requirements for a particular course. An extension can be for no more than six weeks beyond the end of the course, at which point a grade must be posted. A grade of *I* (Incomplete) is temporarily posted during the extension period. It has no bearing on the grade point average. If the work is not completed by the deadline, the grade of *I* becomes an *F*, indicating the student has failed the course.

Also, if a final course grade is not submitted for a student who has neither completed the requirements for a course, nor been granted an extension by the academic dean, a grade of *F* shall be posted indicating the student has failed the course. For purposes of calculating GPA the course will count as an attempted credit.

Repeated courses

Repeats are not allowed except in the case of a required course for which a grade of *F* is received. When a grade of *F* is received and the course is repeated, all instances of the course appear on the student's transcript. The grades earned for all courses are counted in the student's grade point average. D and F grades may cause a student to not satisfy the qualitative (GPA) and/or quantitative (pace) standard of the Satisfactory Academic Progress requirement. For purposes of calculating GPA the course will count as an attempted credit.

Transfer credits

Grades of transfer credits are not included in the grade point average calculation.

Course withdrawals

A withdrawn (dropped) course is not counted as attempted toward the maximum credit limit for the degree. However, course withdrawals may increase the amount of time a student must be enrolled and may cause a student to take course work beyond the pace standard. A student enrolled beyond the pace standard is not eligible for financial aid. For purposes of calculating GPA the course will count as an attempted credit.

### May term/summer courses

May term/summer is a trailer with Spring for the purposes of calculating GPA and attempted hours.

Incompletes, repeat classes, withdrawals and transfer credits are included as attempted credits in the in the pace component of the SAP calculation.

Remedial courses are not offered at McCormick for credit.

Students who wish to apply all course units from a completed McCormick Theological Seminary degree to count toward another McCormick degree program may do so, but only by relinquishing their completed degree. For example, a student who has completed the Master of Theological Studies degree may wish to use all completed course units to pursue the MDiv program. In such cases, the first degree is relinquished. Contact Registrar & Director of Student Records, Chandra Wade, for details (773-947-6285, cwade@mccormick.edu).

## **D. Definitions**

### Appeal

Appeal is the process by which a student who is not meeting the McCormick Theological Seminary's satisfactory academic progress standards petitions the Seminary for reconsideration of the student's eligibility for Title IV Funds. The appeal must be in written form, state the reason that caused the student's inability to meet satisfactory academic progress and how conditions have changed that will allow the student to meet the satisfactory academic progress standards during the subsequent semester. Reasons for an appeal include the death of a family member, illness or injury of the student.

### Cumulative credit

Cumulative credit includes all equivalent transfer credits and all prior McCormick Theological Seminary course work whether or not financial aid was received for those credits.

### Financial aid probation

Financial aid probation means a status assigned by the Seminary to a student who fails to make satisfactory academic progress after a period of financial aid warning. Students are not eligible to receive Title IV aid during a period of financial aid probation.

### Financial aid warning

Financial aid warning means a status assigned to a student who fails to make satisfactory academic progress. Students are eligible to receive Title IV aid while in warning status.

## IMMUNIZATION RECORDS POLICY

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

## INTERNATIONAL STUDENT HEALTH INSURANCE POLICY

All international students and their dependents are required to have health insurance, provide a certificate of coverage and a detailed summary of health benefits to the Office of Student Services. Coverage must provide the following: (required by the Affordable Care Act)

- Outpatient care (ambulatory patient services)
- Emergency Services
- Hospitalization (treatment for inpatient care)
- Mental health services and addiction treatment
- Prescription drugs
- Maternity and newborn care
- Rehabilitative services and devices
- Laboratory service
- Inpatient mental health care
- Preventive services, wellness services, and chronic disease treatment
- Pediatric services

In addition, your coverage must also include:

- Medical evacuation expenses of at least \$50,000 per person covered
- Repatriation expenses of at least \$25,000 per person covered

We understand that this coverage can be financially challenging and complicated. Nonetheless, this insurance is required for admission and enrollment at McCormick. Failure to maintain current health insurance may affect your registration in courses.

McCormick requires international students to carry health insurance, but the management of your health insurance, health care, policy benefits and premiums are solely arranged between you and your health insurance company.

As you review your options, please pay special attention to the following elements of any insurance plan:

- **Premium:** While many plans offer “cheaper” premiums, look at the deductibles, co-pays, and coinsurance, as lower premiums frequently result in higher out-of-pocket costs and limited networks. Before making your decision, consider your entire potential out of pocket cost to determine the best value for your needs.
- **Network:** Does the network for your plan extend to the Chicago area? Are the doctors that you already see considered in-network? If you are from out of state, pay special attention to the networks that offer limited HMO networks as they may not cover you in Illinois.
- **Deductible:** (this is the amount you must pay before your costs are covered by your insurance coverage): Is this an amount you are prepared to pay before your coverage can be accessed?
- **Coinsurance:** (the amount insurance pays after the deductible has been paid): Be aware of this coverage as you are responsible for the amount after coinsurance is applied. If your plan has 70% coinsurance, then you would be responsible for the remaining 30%.
- **Co-pays:** What is the amount of money you must pay for an office visit with your doctor? Specialist visit? Prescription?

More information, tools, and resources are available to you through the HealthCare.gov website. The Seminary will also work with state, county, and other organizations to provide additional information and assistance to students during scheduled orientation sessions at the beginning of each academic year, as well other Seminary-community gatherings.

If you have any questions about your health insurance you may contact Chrisida Anandan at [canandan@mccormick.edu](mailto:canandan@mccormick.edu).

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

## SPECIAL NEEDS AND DISABILITIES

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

Section 504 of the Rehabilitation Act of 1973

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

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

Students should submit in writing the following information:

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

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

Request should be submitted to the Office of Student Services, which will coordinate recommendations for accommodation.

If you have any question about this process, please contact David Watkins, Assistant Dean of Student Services (773-947-6314; [dwatkins@mccormick.edu](mailto:dwatkins@mccormick.edu)).

## **COMMUNITY POLICIES AND BY-LAWS**

### **POLICY STATEMENT ON ALCOHOL AND OTHER DRUGS**

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

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

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

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

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

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

Alcoholic beverages may not be served at any event at which persons under the age of 21 are



present without prior written approval of the Office of the President. Academic Units which wish to serve alcoholic beverages in a school public area (common rooms, lounges, etc.) at an event at which graduate professional students are likely to be in attendance must register the event at least one week in advance with the Dean of the Faculty and Vice President for Academic Affairs and must designate a person to be present and responsible for the event. The Student Council in planning receptions for graduate professional students must obtain permission of the Vice President for Academic Affairs one week in advance.

Non-alcoholic beverages in reasonable quantities must be available at all functions where alcohol is served. Further, food must be served at such events. There may be no reference to the availability of alcohol in any publicizing of a campus event.

***Health Risks:***

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

***Sanctions:***

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

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

***Preventive Education:***

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

McCormick Theological Seminary offers community education regarding drug and alcohol concerns. The school networks with other educational institutions in its area in prevention education. The school offers informal group follow-up to formal drug and alcohol education when appropriate.

***Chemical Dependencies:***

McCormick Theological Seminary, as a concerned Christian community acting in justice and charity, recognizes that in our society and our community are numerous illnesses among which are alcoholism and other chemical dependencies. It is the McCormick Theological Seminary policy to seek the earliest possible identification, intervention, and appropriate help for anyone suffering from these harmful dependencies.

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

***Procedure:***

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

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

(Approved for 1993-94 Academic Year)

Revised Summer 2015

## TITLE IX POLICY

McCormick Theological Seminary has jurisdiction over complaints involving harassment, discrimination sexual violence, dating violence, domestic violence and stalking pursuant to Title IX and the Clergy Act. See McCormick's Anti-Discrimination and Anti-Harassment Policy and Complaint Procedures beginning on the following page.

Our Title IX Coordinators are:

David Crawford (773-947-6250; [dcrawford@mccormick.edu](mailto:dcrawford@mccormick.edu))

Ashley Woodfaulk (773-947-6261; [awoodfaulk@mccormick.edu](mailto:awoodfaulk@mccormick.edu))

## COVID-19 POLICY

It is important that you review and follow the [COVID-19 Policy and Return to Campus Guidebook](#) before you access the building. Here are the key points:

- **Please carry your MTS ID card with you if you planning to come to campus.** Students, faculty, and staff who do not have their MTS ID card will not be able to enter the building. **No ID, No building access.**
- Students, faculty, and staff are required to swipe their MTS ID cards when entering the building. If you do not have your ID card, please email [canandan@mccormick.edu](mailto:canandan@mccormick.edu).
- It is recommended to wear a mask/face covering at all times except when alone in an office of private room.
- Failure to comply with these guidelines may result in revocation of building access privileges.

Lastly, if you have questions or concerns about the Return to Campus plans, please email Assistant Dean David Watkins at ([dwatkins@mccormick.edu](mailto:dwatkins@mccormick.edu)) or President David Crawford ([dcrawford@mccormick.edu](mailto:dcrawford@mccormick.edu)).

## ANTI-DISCRIMINATION & ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

### A. POLICY STATEMENT

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

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

### B. WHO IS PROTECTED?

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

### C. PROHIBITED CONDUCT UNDER THIS POLICY

#### ***1. Discrimination.***

**a)** It is a violation of this Policy to discriminate, permit discrimination, or create a discriminatory academic or work condition on the basis of a person's race, color, national origin, age, religion, disability status, citizenship, sex, sexual orientation, gender identity, gender expression, marital status, veteran status, or other protected status in matters of admission to the Seminary, employment, Seminary housing, benefits, privileges or other services provided by the Seminary.

**b)** Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including but not limited to Title VII of the Civil Rights Act 1964; Title IX of the Education Amendment of 1972, the Immigration Reform and Control Act of 1986, the

Age Discrimination Act of 1975; the Americans With Disabilities Act of 1990, the ADA Amendments Act of 2008, and the Illinois Religious Freedom Protection and Civil Union Act of 2011. This Policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

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

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

## **2. Harassment.**

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

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

a) Comments, epithets, slurs, and negative stereotyping that denigrate or show hostility regarding a person's race, color, national origin, age, religion, disability status, citizenship, sex, sexual orientation, gender identity, gender expression, marital status, veteran status, or other protected status.

b) Distribution, display or discussion of any written, electronic or graphic material that ridicules, denigrates insults, belittles, or shows hostility or aversion toward an individual, or group because of race, color, national origin, age, religion, disability status, citizenship, sex, sexual orientation, gender identity, gender expression, marital status, veteran status, or other protected status.

## **3. Sexual Harassment.**

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

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

a) Is made explicitly or implicitly a term or condition of employment or academic standing, or

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

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

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

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

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

#### **4. Retaliation.**

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

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

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

#### **D. RELATIONSHIP TO FREEDOM OF INQUIRY AND EXPRESSION.**

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

#### **E. REPORTING.**

The Seminary can respond to specific instances and allegations of harassment only when we are made aware of them. The Seminary therefore requires anyone who believes that he or she has witnessed or been subjected to discrimination or harassment to promptly come forward with inquiries, reports or complaints and to seek assistance from the Director of Human Resources or the Chief Business or Financial Officer of the Seminary. To the extent the complaint involves either the Director of Human Resources or the Chief Business or Financial Officer of the Seminary, complaints shall be submitted to the Seminary President who will manage the complaint and any investigation in a matter consistent with this Policy.

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

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

#### **F. COMPLAINT PROCEDURE.**

##### **1. Reporting Complaints and Concerns.**

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

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

Instructor shall be immediately reported by that person to the Director of Human Resources, or, to the extent the complaint involves the Director of Human Resources, to the Chief Business, Financial, or Administrative Officer of the Seminary.

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

It is very important that you register your complaint as soon as possible following the behavior or incident giving rise to your complaint. It is extremely important that complaints are made within a reasonable period of time following the behavior or incident giving rise to the complaint. Timely reporting of complaints will help us all maintain a productive and respectful workplace, as well as insure that relevant testimony and witnesses will be available to assist in the investigation of the complaint. The Director of Human Resources will make a written record of your complaint and initiate an investigation of the complaint. The Director of Human Resources may, under certain circumstances, utilize the assistance of one or more Department Heads as well as outside professionals, to conduct the investigation. The investigation shall be carried out as confidentially and as promptly as possible.

## **2. Investigative Process, Resolution, and Disciplinary Action**

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

- a)** The Director of Human Resources and, in some cases, her/his Department head and/or legal counsel, will interview the individual or individuals bringing forward the complaint, the individual alleged to have violated our Policy, and any necessary witnesses, as well as review any relevant documentation to determine the nature and extent of the conduct giving rise to the complaint.
- b)** As soon as practicable after receiving the complaint, but in no event more than 10 business days following receipt of the complaint, the Director of Human Resources, and her/his Department Head and/or legal counsel will conclude the investigation and submit a report of their findings to the President of the Seminary, with copies to the appropriate Department Head.
- c)** If the investigation reveals sufficient evidence to reasonably conclude that harassment or retaliation in violation of this policy took place, the Director of Human Resources, in conjunction with his/her Department Head, will recommend to the President of the Seminary (or, to the extent the complaint involves the President of the Seminary, the Chair of the Board



of Trustees) the appropriate disciplinary action to be taken by the Seminary. The appropriate action may take the following factors into consideration: **(i)** The severity, frequency and pervasiveness of the conduct; **(ii)** Prior complaints made by the complainant; **(iii)** Prior complaints made against the respondent; **(iv)** The quality of the evidence (first-hand knowledge, credible corroboration etc.). To the extent that the President concurs in that recommendation (or, the chair of the Board of Trustees in the event the complaint involves the President), the recommended disciplinary action shall be carried out.

**d)** If the investigation does not reveal sufficient evidence to reasonably conclude that harassment or retaliation took place, or it is determined that there has been no harassment or retaliation in violation of this Policy, but some potentially problematic conduct is revealed, preventative/corrective action may be taken.

**e)** Within 5 business days after the investigation is concluded, the Director of Human Resources will meet with the respondent, in order to notify him or her in person of the findings of the investigation and to inform them of the action being recommended by the Director of Human Resources and approved by the President (unless the complaint involves the President in which case, the Chair of the Board of Trustees). The Director of Human Resources or his/her designee will also meet with the complainant to notify the complainant about the findings and, to the extent permitted in light of privacy concerns, the action(s) taken to resolve the complaint.

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

## **G. CONFIDENTIALITY**

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

## **H. DISSEMINATION OF POLICY**

The Seminary shall make this Policy available to all employees and students. Periodic notices sent to students, employees, and supervisors about the Seminary's anti-harassment policy will

include information about the complaint procedure and will refer individuals to designated offices/officials for additional information.

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

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

**02/12**

**Discrimination-Harassment-Retaliation**

What to do if:

<b>Witness</b>	<b>Recipient</b>
<p>1. If you witness behavior that violates this policy, promptly come forward and report to Director of Human Resources or Chief Business, Financial, or Administrative Officer of the Seminary.</p> <p>2. Supervisors/Classroom Instructors who become aware of behavior that violates this policy by or against someone under their authority must report to the Director of Human Resources or Chief Business, Financial, or Administrative Officer of the Seminary.</p>	<p>1. DO NOT REMAIN SILENT. Confront the individual and make clear that you find the conduct offensive and want it to stop at once.</p> <p>2. If uncomfortable confronting, immediately notify your supervisor, the Vice President of your department, Classroom Instructor, or the Director of Human Resources.</p>
<p>Any such complaint received by a Supervisor, Department Head, or Classroom Instructor shall be immediately reported by that person to the Director of Human Resources who will manage the process below:</p>	
<p>1. Investigation 2. Resolution 3. Disciplinary Action or Corrective Preventative Action 4. Record Keeping</p>	

## KOREAN TRANSLATION: ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

차별 및 희롱 방지 규정과 이에 따른 조치과정 (한국어판)

### A. 규정

맥코믹 신학대학원(이하 “대학원” 또는 “맥코믹”)은 생산적인 일과 좋은 학습환경을 제공합니다. 동시에 맥코믹의 직원이나 학생이 어떤 말과 행동으로 다른 사람의 일이나 학업수행을 방해하거나, 괴롭히고, 겁먹게 하며, 모욕적이고 적대적인 환경을 만드는 것을 묵인 하지 않습니다. 어떤 형태의 희롱(Harassment)도 서로에 대한 기본적인 위탁과 상호존중의 정신을 반대하는 행위이며, 이는 용납 될 수 없습니다.

대학원은 구성원에게 희롱방지 규정에 대해서 엄격하게 적용하고 있습니다. 어떤 형태의 희롱도 용납되지 않습니다. 뿐만 아니라 희롱을 반대하고, 신념을 가지고 희롱과 차별에 대해 고소하거나, 희롱 사건에 대해 조사하는 사람들을 높게 평가 합니다.

### B. 이 규정의 적용 대상자

대학원 구성원, 대학원 직원(정직원, 시간제 또는 계약직, 파견직, 교직원과 외래교수 학생 현장 감독자), 학생(교차 등록 학생포함), 이사회 멤버, 대학원 입학 지원자 대학원 입사 지원자를 포함한 모든 대학원 구성원 전체에게 이 규정과 절차가 적용됩니다. 또 예비 신입생과 외부에서 와서 서비스를 제공하는 업체와 그 업체의 직원, 이외에도 모든 방문자가 포함됩니다.

맥코믹 신학대학원은 우리의 커뮤니티 안에서의 어느 누구에 대한, 어떤 형태의 희롱도 용납하지 않습니다.

### C. 이 규정에 따라 금지된 행동

#### 1. 차별

a) 대학원에서 일을 하거나, 공부 또는 연구를 하거나, 학점을 받거나, 입학하거나, 평가하는 기준에 있어서 차별 할 수 없습니다. 누군가의 인종, 국적, 나이, 종교, 장애, 성별, 성적취향, 결혼 여부 또는 병역여부에 대해서 전체 또는 부분적으로 취업이나 학업의 기회, 혜택 또는 권한 제공에 대해서 차별하는 것은 이 규정을 위반하는 행위입니다.

b) 차별은 연방법(Title VII of the Civil Rights Act 1964), 일리노이주 법(the Age Discrimination Act of 1975), 시카고 시 법(the Americans With Disabilities Act of 1990)을 통해 엄격하게 금지되어 있으며, 본 정책은 상기 법률에 명시된 금지조항을 준수하기 위한 것입니다.

c) 본 규정에 위배 되는 차별 행위는 해고 또는 퇴학까지의 제재 대상이 됩니다.  
주의: 위 차별에 대한 정의에 명시된 바와 같이 맥코믹 신학대학원은 입학사정에 있어서 차별적인 제한을 두고 있지 않습니다.

## 2. 희롱

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

- a) 사람의 국적, 출신, 인종, 피부색, 종교, 성별, 성적취향, 나이, 장애 또는 외모, 별명, 욕설과 부정적인 고정관념에(negative stereotyping) 대해 말하거나 이런 이유로 적대감을 표시하는 행위
- b) 개인이나 단체를 그들의 국적, 인종, 피부색, 종교, 나이, 성별, 성적취향, 임신, 외모, 장애, 결혼 또는 보호신분에 대해서 비웃거나, 욕하고, 폄하하며, 혐오감이나 적대심을 드러내는 어떤 문서, 사진, 그림, 전자기기, 출판 또는 기록물에 대해서 함께 돌려보는 행위와 이러한 이유로 비난하는 행위

## 3. 성희롱

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

**무엇이 성희롱입니까?** 성희롱은 쓸데없고 달갑지 않은, 성적인 행동과 성적인 행동을 요청하는 것, 성적인 성격의 행동이나 말을 포함하여 아래와 같은 행위들입니다.

성별에 따라 명시적이거나 암시적으로 근무평가 또는 학업평가를 하는 경우

고용결정이나 입학사정에 있어서 성을 기초 자료로 평가하는 경우

성별에 따라 이유 없이 직원이나 학생의 일 또는 학업을 방해하고, 적대적이고, 불편한 환경을 만드는 경우

학생, 교수, 직원에 관계 없이 모든 사람들은 반드시 교제 관계에 대해서 알아야 합니다. -

또한 상호 동의가 있다 하더라도, 교직원과 학생들은 각자의 핸드북에 명시된 해당되는 행동양식을 따라야 합니다.

성희롱은 사회적으로 인정된 행동이나 이따금의 칭찬을 포함하지는 않습니다. 성희롱은 **달갑지 않은 행동(unwelcome)**을 말합니다. 성희롱은 여러가지 형태로 나타날 수 있습니다.

언어를 통한 성희롱: 성적인 빈정거림이나, 성적인 암시, 성적인 의견, 성을 주제로 한 농담, 성적인 제의, 음란한 말이나 성적인 위협

비언어적인 성희롱: 기록 또는 출판물, 사진 및 영상자료의 배포, 전시 또는 논의를 통해 성적인 암시 또는 성에 대한 개인이나 단체에 대한 적대감을 표현하는 행위

물리적인 성희롱: 달갑지 않고, 원하지 않는 물리적인 접촉을 의미하나 이것에 국한되지 않고, 간질이거나, 꼬집거나, 툭 치는 것을 포함합니다.

#### 4. 보복

대학원은 자신의 어려움을 **보복에 대한 두려움 없이(without fear of retaliation)** 보고할 수 있는 민감하고, 존중되며, 위협적이지 않은 절차를 교원과 직원, 학생들에게 제공하는 것이 중요하다고 느낍니다. 따라서 차별과 희롱에 대한 보고를 한다고 해서, 어떤 부정적인 인사를 직원에게 부과하거나, 학업에 있어서의 조치 학생에게 부과하거나 또는 어떤 다른 고소인에게 부당한 일을 부과하지 않습니다. 그 대상은 다음과 같습니다.

피해사례를 보고하거나, 선의의 의도로 신고하는 경우

조사에 있어서 증인으로 참가하는 경우

조사에 함께 참여하는 경우

보복 또는 보복시도는 본 규정을 위반하는 것이며, 이는 해고나 퇴학과 같은 엄중한 처벌을 받을 수 있습니다.

#### D. 질문과 표현의 자유에 대한 관계

맥코믹은 자유로운 질문과 자유로운 표현에 대한 원칙에 최선을 다하고 있습니다.

대학원에 있어서 토론과 논의는 핵심적인 것입니다. 따라서 본 규정은 가르침의 방법을 제한하고, 표현의 자유를 제한하려는 의도가 없습니다. 그러나 파별이나 괴롭힘, 성희롱, 보복이 도리어 법률상 보호 되는 표현의 자유나 학문에 있어서의 적절한 예를 보호하지 않습니다. 본 규정 위반은 본 대학원의 진실성과 대학원의 학문적 자유와 대학원 구성원에 대한 신뢰의 전통을 위태롭게 합니다.

#### E. 보고 (신고, 고발)

본교는 괴롭힘의 구체적인 사례와 혐의에 대해서 알아야지 조치를 취할 수 있습니다.

따라서 본 대학원은 여러분이 차별이나 희롱을 당했거나 목격한 경우에 지체 없이 이에 대해 말하거나 신고를 본교 인사담당자나 업무책임자 또는 재무 책임자에게 해 주시기

바랍니다. 또한, 인사담당자나 업무 책임자 또는 재무 책임자가 연루된 사건의 경우에는 이 조치에 준하여 대학원장(총장)이 다루게 됩니다.

또한, 모든 담당자들은 자기가 담당하는 직원이나 학생이 당하는 괴롭힘이나 성희롱을 비롯한 모든 종류의 희롱에 대해서 알게 되면, 인사담당자나 재무책임자 또는 학교본부에 알려만 합니다.

**만약 당신이 괴롭힘이나 성희롱의 피해자이거나 목격자라면 어떻게 해야 할까요?**

## **F. 신고절차**

### **1. 불만과 항의를 신고하기**

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

당신이 당한 일에 대해서 가능한 빨리 신고하는 것이 아주 중요합니다. 또한 신고는 신고사항에 대해서 납득할만한 시간 안에 이루어지는 것이 중요합니다. 시기 적절한 신고는 생산적이고 존중할만한 근무환경을 유지하는 데에 도움을 주고, 신고사항 조사에 도움이 되는 증언들과 증인들을 확보하는데 도움이 됩니다. 인사 담당자는 당신의 신고를 기록하게 되고, 신고에 대한 조사를 착수시키게 됩니다 또한 특정 신고 사항에 대해서 인사 담당자나 부서는 하나 또는 그 이상의 부서장들과 외부 전문가의 지원을 활용할 수 있습니다. 조사는 신속하고 비밀리에 진행되어야 합니다.

### **2. 조사방법, 조사내용과 징계방법**

대학원은 신고와 보고된 사항에 대해서 다음과 같이 조사하게 됩니다.

- a) 인사담당자는 부서장과, 또는 법률고문과 본 규정을 위반한 혐의를 받는 개인 또는 개인들을 면담하게 될 것입니다. 이때에는 증인들이 필요하고, 신고를 유발한 적절한 규모와 성격의 위반행위를 밝힐 수 있는 적절한 문서들이 필요합니다.
- b) 인사담당자와 인사 담당부서는, 부서장과 필요하다면 법률자문들의 조언을 받고 10일 이상의 근무일 동안 조사를 한 후 그들이 밝힌 사항들에게 대해서 총장에게 보고 합니다.
- c) 만약 조사가 본 규정을 위배한 희롱이나 보복의 증거로 충분한 것을 밝히면, 인사 담당자는 부서장과 협력하여 총장에게 보고 하여야 합니다. (만약 총장이 이에 연루된 경우에는 이사장에게) 징계는 대학원이 하게 되는데, 다음과 같은 고려사항을 고려하여 이루어지게 됩니다. (i) 행동의 정도와 빈도, 또한 이러한 사항이 얼마나 만연한가 (ii) 조사한 신고사항의 전례가 있는가 (iii) 신고가 피고자를 대항하기 위한 것인가 (iv) 증거의 질(직접 당한 일인가, 믿을 만한 진술인가 등의)이 어떠한가. 총장이 징계 수위에 대해 동의 한다면(총장이 연루된 경우 이사장이) 건의된 징계 수위대로 실행됩니다.
- d) 만약 조사가 본 규정에 위반하는 희롱이나 보복이 일어났다는 충분한 증거를 밝히지 못하거나, 희롱과 보복이 있었지만, 잠재적으로 드러나지 않게 나타난 경우에는 예방 또는 개선 활동을 할 수 있습니다.
- e) 조사가 종료된 5 근무일 이내에 인사담당자는 신고자를 만날 것이며, 개인 정보 보호에 비추어 허용하는 한도 내에서 조사된 사항과 총장의 승인을 얻은 징계 수위에 대해서(총장이 연루된 경우 이사장이 승인한) 그 또는 그녀에게 고지 합니다.
- f) 교직원들은 교직원 핸드북에 따라 교직원이 연루된 신고 또는 신고들에 대한 결과로 결정된 결의안 또는 징계에 대해 동의하지 않을 수 있고, 교직원 핸드북 상의 자신의 권리를 주장할 수 있습니다.

#### G. 비밀 유지

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

#### H. 본 규정의 전파, 고지

대학원은 모든 직원과 학생이 본 규정을 사용, 준수할 수 있도록 합니다. 본교는 학생들과 직원들 그리고 본 규정의 관리자들에게 주기적으로 본 규정을 알립니다. 이에는 신고절차에 대한 정보와 개개인에 맞춰진 정보들이 첨부 될 것입니다.

대학원은 언제든지 본 규정을 수정 또는 변경할 수 있습니다. 상황은 근거로 규정의 절차들을 수정 또는 개정할 수 있고, 이때 동일한 사항을 이에 적용되는 모든 이들에게 알릴 것입니다.

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

번역자 주: 본 문서는 Anti-Discrimination and Anti-Harassment Policy and Complaint Procedure를 한국어로 번역한 것입니다. 따라서 보다 구체적인 의미를 알거나 학제와 관련한 정확한 용어를 필요로 하시는 분은, The Human Resource Department로 문의하셔서, 영문으로 된 본 규정을 확인하시기 바랍니다.



## SPANISH TRANSLATION: ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

### PÓLIZA EN CONTRA DE LA DISCRIMINACIÓN Y ANTI HOSTIGAMIENTO Y PROCEDIMIENTO DE RENUNCIA

#### **A. Declaración de Póliza**

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

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

#### **B. ¿Quién es protegid@?**

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

#### **C. Conducta Prohibida En Virtud de Esta Póliza**

##### **1. La Discriminación**

- a. Es una violación de esta póliza discriminar en la provisión de empleo o mayores oportunidades académicas, beneficios o privilegios, para crear condiciones de trabajo discriminatorias o condiciones académicas, o utilizar estándares evaluativas discriminatorias en el empleo, admisión al seminario rendimiento

académico si es trato discriminatorio se basa, en todo o en parte, en la raza de la persona, color, origen nacional, edad, religión, estado de discapacidad, género, orientación sexual, estado civil, o estatus veterano.

- b. Este tipo de discriminación es prohibido por una variedad de leyes federales, estatales y locales, incluyendo pero no limitándose a *Title VII of the Civil Rights Act 1964; the Age Discrimination Act of 1970; y the American with Disabilities Act of 1990*. Esta Póliza está diseñada intencionalmente para acatar con las prohibiciones estipuladas en estas leyes anti-discriminatorias.
- c. Discriminación en violación a esta póliza estará sujeto a sanciones hasta e incluyendo terminación de empleo.

**Nota: Las disposiciones de la discriminación de esta póliza, como se establece anteriormente, de en ninguna manera restringe o limite los requisitos legales de admisión de McCormick.**

## 2. Acoso

El acoso, incluyendo el acoso sexual, está prohibido por las leyes locales, federales y estatales. Esta póliza prohíbe el acoso en cualquier forma, y el seminario tomara las medidas necesarias para resolver rápidamente cualquier violación de esta póliza. Acoso incluye cualquier acto electrónico, escrito, verbal o físico hacia un individuo que esté basado en cualquier rasgo o característica percibida de esa persona y está diseñado para amenazar, intimidar u obligar. También, la burla verbal (incluyendo la difamación racial o étnica) que, en opinión de buena fe del demandante, impide su capacidad de realizar su trabajo o su trabajo académico.

**Ejemplos de acoso puede incluir, pero no se limitan a, los siguientes:**

- a. Comentarios que denigran o muestran hostilidad en referencia a la nacionalidad, origen, raza, color, religión, género, orientación sexual, edad, cuerpo, discapacidad, o apariencia, epíteto, burlas, estereotipos negativos.
- b. Distribución, visualización o discusión de cualquier material escrito, electrónico, o gráfico que ridiculiza, degenera, insulta, menosprecia, o muestra hostilidad o aversión hacia un individuo, o grupo por origen nacional, raza, color, religión, edad, género, orientación sexual, embarazo, discapacidad, estado civil, o cualquier otro estatus.

## 3. El Acoso Sexual

El acoso sexual en cualquier forma es prohibido en virtud de esta póliza. El acoso sexual es una forma de discriminación y es ilegal bajo *Title VII del Civil Rights Act of 1964*.

**¿Qué es acoso sexual?** Acoso sexual incluye avances sexuales no solicitados y no deseados, peticiones de favores sexuales, u otra conducta verbal o física o de carácter sexual, cuando tal conducta:

- a. Se hace explícita o implícitamente un término o condición de empleo o estatus académico, o
- b. Se utiliza como una base para un empleo o decisión académica, o
- c. Interfiere injustísimamente con cualquier ejecución de trabajo o rendimiento académico o crea un entorno no intimidatorio, hostil o cualquier ambiente ofensivo.

Tod@s deben de estar conscientes de las posibilidades de las consecuencias de entrar en una relación romántica con individuos sobre los cuales tienen una responsabilidad académica o profesional—aun siendo en un consentimiento mutuo. La facultad y estudiantes deben también cumplir con los códigos aplicables de las conductas establecidas en sus perspectivas manuales de manejo publicados.

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

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

- a. **Verbal:** Insinuaciones sexuales, comentarios sugestivos, chistes de un carácter sexual, proposiciones sexuales, comentarios lascivos, amenazas;
- b. **No Verbal:** La distribución, visualización o discusión de cualquier material escrito, electrónico o gráfico, que es sexualmente sugestivo o muestra hostilidad hacia un individuo o grupo de sexo;
- c. **Física:** Contacto físico que no es deseado o aceptable, incluyendo pero no limitado a tocar, cosquillas, pellizcar o acaricias.

#### **4. Represalias**

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

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

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

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

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

**E. Presentación de Informes**

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

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

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

**F. Procedimiento de Denuncia**

**1. Reportando Quejas o Preocupaciones**

- a. Si estás el receptor de cualquier gesto inoportuno o comentario es de un carácter sexual o no sexual, **NO TE MANTENGAS CALLAD@**. Tú estás empoderad@ a dejarle saber al individuo que está participando en una conducta ofensiva e indeseada y que no es bienvenida y decir claramente que quieres que la conducta cese inmediatamente.

- b. Si te sientes incomodo enfrentando al individual que incurre en una conducta ofensiva o la conducta no se detiene, notifica a tu supervisor, el/la vicepresidente/a de tu departamento, (por ejemplo: el decano de facultad, el decano de estudiantes, jefe financiero u oficial de negocios, en lo sucesivo referido como “la Cabeza del Departamento”), profesor de aula, o director/a de recursos humanos. Cualquier queja recibida por cualquier supervisor, jefe de departamento, o profesor de aula se comunicara inmediatamente por esa persona al Director/a de Recursos Humanos, o, si tal queja envuelve el/la director/a de recursos humanos, al oficial de jefe, finanzas, administrativo del seminario.
- c. El informe/queja también se puede hacer directamente al el/la director/a de recursos humanos. El/la directora/a de recursos humanos y su jefe de departamento tienen la mayor responsabilidad de implementar esta póliza. El/la director/a del departamento de recursos humanos responderá a todas la consultas y quejas sobre discriminación, acoso sexual, hostigamiento o represalia; mantendrá registros de las investigaciones y denuncias, así como su resolución y mantener el/la presidente/a informada de ellas, a menos que la queja implica alegaciones en contra de el/la presidente/a, en cuyo caso, el/la director/a de recursos humanos y su supervisor de departamento consultara y avisara al el/la presidente/a de la junta de síndicos o su designatario.

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

## **2. Proceso de investigación, resolución y medidas disciplinarias**

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

- a. El/la director/a de recursos humanos y, en algunas ocasiones, el supervisor de departamento y/o abogado, entrevistará al individuo alegado de haber violado nuestra póliza, y los testigos necesarios, así como revisar cualquier documento relevante para determinar la naturaleza y extremo de la conducta dando lugar a la queja.
- b. Tan pronto sea posible después de recibir la queja, pero no más de 10 días de negocios después de recibir la queja, el/la director/a de recursos humanos, y su jefe/a de departamento y/o abogado concluirá la investigación y someterá

un reporte de la investigación al Presidente/a del seminario, con copias para el/la jefe de departamento.

- c. Si la investigación revela que hay suficiente pruebas para concluir razonablemente que el hostigamiento o represalia en violación a este póliza tuvo lugar, el/la directora/a de recursos humanos, en conjunto con su supervisor de departamento, será recomendado al presidente/a del seminario (o al extremo que la queja sea del presidente/a del seminario, el/la presidente de la junta de síndicos), la disciplina apropiada que debería tomar el seminario. La acción apropiada tomara los siguientes factores en consideración: (i) La severidad, frecuencia y uso generalizado de la conducta; (ii) Denuncias anteriores hechas por el autor; (iii) Denuncias anteriores presentadas antes el demandado; (iv) La calidad de pruebas (conocimientos de primera mano, corroboración creíble, etc.). En la medida que el/la presidente/a este de acuerdo con la recomendación (o el/la presidente/a de junta de síndicos en el evento que la denuncia involucra al Presidente/a), se realizara la acción disciplinaria recomendada.
- d. Si la investigación no revela evidencia suficiente para concluir razonablemente que el hostigamiento o represalia tomo lugar, o si es determinado que no había ningún hostigamiento o represalia en violación de esta póliza, pero alguna conducta problemática es revelada, podrán adoptar medidas preventivas y correctivas.
- e. Dentro de 5 días después que la investigación ha concluido, el/la director/a del recurso humanos se reunirá con el demandado, para notificarlo/a de la acción recomendada por el/la directora/a de recursos humanos y aprobado por el/la presidente/a (a menos que la denuncia involucra en cuyo caso el/la Presidente/a, el presidente de la junta de síndicos). El/la directora/a de recursos humanos o su designatario se reunirá también con el/la autor/a acerca de los resultados y, en la medida permitida de acuerdo de la privacidad, las acciones adoptadas para resolver la queja.
- f. En el evento que el seminario recibe una reclamación o queja bajo esta póliza que envuelva un miembro de la facultad cubierto por el manual de la facultad del seminario, al extremos que el/la miembro/a de la facultad no está de acuerdo con la resolución de la denuncia y/o la acción disciplinaria de ser implementada, el/la miembro/a de la facultad puede invocar a su derecho a presentar una queja escrita en conforme con los procedimientos establecidos en el manual de la facultad.

#### **G. Confidencialidad**

El seminario trabajara para proteger la privacidad de los involucrados en una denuncia de acoso o discriminación a la medida que es posible. El seminario hará, hasta que la ley le permite, mantener confidencial todos los registros de las denuncias, respuestas y las investigaciones. Las denuncias de acoso no serán puestas en un archivo de personal, a menos que después de la investigación, las acusaciones han sido investigadas y encontradas que son precisos. Registros escritos de las denuncias y todas las materiales

relacionados con este tipo de quejas que se marcara “confidencial” y se mantendrá en un archivo independiente y seguro por el departamento de recursos humanos.

#### **H. Difusión de Póliza**

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

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

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

# McCORMICK THEOLOGICAL SEMINARY

## MASTER'S LEVEL STUDENT COUNCIL BYLAWS

Standing Rules: Approved, February 1996, updated: 2003-04, 2005-06, 2008-09, 2011-2012, 2012-13 2014-15 and 2016-2017.

### 1. MISSION STATEMENT

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

### 2. RESPONSIBILITIES

#### 2.1 Advocacy

- 2.1.1 Provide spaces that enable students to express needs and concerns to appropriate bodies whereby they are responded to and met. Uses a "Town Hall" meeting (or forums) method to provide an open forum for students to voice their concerns directly to all areas in the McCormick Community.
- 2.1.2 Serve in a mediating and advocacy role between the student body and the administration, faculty, and the Board of Trustees to express students' needs, concerns, and joys in appropriate ways.
- 2.1.3 Elect, by Student Council vote, a student to serve as the Master's Level Representative to the Board of Trustees. The Student Representative to the Board may come from within or outside of Student Council.
- 2.1.4 The Moderator (or a Co-Moderator) of the Student Council shall serve on the Board of Trustees.

#### 2.2 Communication

- 2.2.1 Enable timely communication between and among students, faculty, administration, and the Board of Trustees.
  - 2.2.1.a In order to facilitate this communication, Student Council extends a standing invitation to the members of the Administrative Cabinet and encourages all students to attend the community forums as scheduled by Student Council.



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

## 2.3 Nurture

- 2.3.1 Enable participation of students in the life of the whole community.
- 2.3.2 Work together with other groups not supported by Student Council funding, like the Deacons, to coordinate and provide worship opportunities and activities for nurture, growth, fellowship, and connectedness among students and their families.
- 2.3.3 Hold each elected member of the Student Council accountable to those who elected them to this position by allowing each representative member an opportunity to lead a Student Council meeting, Community Forum meeting and facilitate leading one of the four major annual events hosted by Student Council (i.e. Welcome Back, Advent, Feast of Fools and Appreciation Week).
- 2.3.4 Advocate the use of Student Council conference support funds.

## 3. ACCOUNTABILITY

- 3.1 The Student Council shall be accountable to the student body in its mission. Student Council members will be present and available to hear the concerns of every active and enrolled McCormick student.
- 3.2 The Student Council shall be accountable to the Board of Trustees through the Seminary President and the Office of Student Services in its governance.
- 3.3 Members of Student Council will be accountable to each other and give assistance to fellow members when asked to do so in a timely manner.

## 4. REPRESENTATION

- 4.1 The Student Council shall consist of Masters level students as follows:
  - 2 – Junior (first-year) class representatives

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

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

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

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

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

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

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

4.1.4 Advocacy Groups should be established prior to the next academic year. Written information that includes name, mission, goals and potential events should be submitted to the Office of Student Services and to the Moderator (or Co-

Moderator) for review and approval from Student Council by the last meeting (May) of the current academic year.

4.1.4a If a student group organizes after the May Student Council meeting and prior to the start of the new academic year (2<sup>nd</sup> Monday in September), they have the option of petitioning the Student Council for budget support and student representation. Budget support is contingent on the availability of funds; and student representation is contingent on Student Council approval of and recognition of the new group.

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

4.1.6 The Student Council on standing rules shall be updated annually to reflect the status of student groups.

5.1 These representatives shall have both guaranteed voice and vote on the Student Council.

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

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

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

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

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

## 5. COMMITTEES

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

## 6. NOMINATIONS AND ELECTION

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

## 6.2 The Nomination Process

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

## 6.3 The Election Process

- 6.3.1 All master's level students in good standing at the time of election shall be eligible to vote (excluding graduating Seniors).
- 6.3.2 General elections for Middler and Senior class representatives shall take place during the first week of April to elect members for the following academic year. The two persons with the most number of votes will be elected.
- 6.3.3 General Election for the Junior Class will take place during September in the beginning of the school year. It shall be an open nomination process, with vote by ballot. The Moderator and Vice-Moderator (or Co-Moderators) shall work with the Nominating Committee to solicit names from the student body to be considered for nomination for junior class representatives who will serve on the Student Council the following school year. The Moderator and Vice-Moderator (or Co-Moderators) should take care to ensure that nominees reflect the diversity of the seminary in all its forms.
- 6.3.4 The Student Council may call additional elections as the need arises. To include the decision to have One (1) alternate member to the Student Council represented by the Student Advocacy Groups.

## 6.4 Election of officers

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

## 6.5 Communication

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

## 7. MEETINGS

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

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

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

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

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

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

## 8. AMENDMENTS

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

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

8.3 The Student Council shall notify the student body, the Board of Trustees and the larger seminary community of all amendments within two weeks.

MCCORMICK THEOLOGICAL SEMINARY  
MASTER'S LEVEL STUDENT COUNCIL BYLAWS

APPENDIX A

**Position Description for Moderator and Vice-Moderator (or Co-Moderators)**

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

1. OPERATIONS

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

2. COMMUNICATION

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

3. ADVOCACY

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

4. NURTURE

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

MCCORMICK THEOLOGICAL SEMINARY  
MASTER'S LEVEL STUDENT COUNCIL BYLAWS

APPENDIX B

**Position Description for Student Council Members**

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

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

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APPENDIX C

**Position Description for the Administrator for the Office of Student Services (O.S.A.)**

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

1. Financial Recording
  - A. Monthly Financial Report.
  - B. Monitor the Budget and notify the Moderator and Vice Moderator (or Co-Moderators) of any irregularities.
  
2. Administrative
  - A. Work with the Moderator (or Co-Moderator) to make arrangements for the Student Council meetings.
  - B. Work with Student Council to make sure events needing to be posted to Herald and Community calendar gets completed by student worker in timely manner.
  - C. Attend Student Council meetings when available and share school policies that might impact a vote or discussion on an issue.
  
3. Advising
  - A. Serve as liaison with other administrative offices.



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APPENDIX D

**Position Description for Student Council Clerk**

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

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

MCCORMICK THEOLOGICAL SEMINARY  
MASTER'S LEVEL STUDENT COUNCIL BYLAWS

APPENDIX E

**Position Description for Student Advocacy Group Liaison**

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

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

# MCCORMICK THEOLOGICAL SEMINARY

## BOARD OF DEACONS BY-LAWS

October 1, 2013; Edited: November 15, 2013  
Revised May 2, 2017

### 1. MISSION STATEMENT

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

### 2. RESPONSIBILITIES

#### 2.1 Support

2.1.1 Provides emotional, spiritual and financial support to students.

#### 2.2 Emergency Fund

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

2.2.2 The Emergency Fund was established to provide monetary support to students. It is meant to help offset the financial burden experienced by students for multiple reasons that might incur trauma or undue stress, including but not limited to, traveling due to the loss of a loved one, medical emergencies, or assistance due to job loss.

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

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

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

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

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

2.2.7 Documentation should be provided to demonstrate the student's dire need for the financial assistance.

### 2.3 Hesed Groups

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

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

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

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

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

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

## 3. ACCOUNTABILITY

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

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

3.2 The Board of Deacons is supported and advised by the Dean of Students.

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

#### 4. REPRESENTATION

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

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

4.2.1 During First Year Orientation, the incoming class will elect 3 representatives. Nominations will be open for 72 hours, after which elections will take place via an online form.

4.2.2 The Board of Deacons will be commissioned during the second Community Worship service of the school year.

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

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

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

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

4.3.4 Commuter students are also welcome as deacons.

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

4.3.6 In addition to the 3 Deacons elected to represent each class, there shall also be appointed, by the Deacon body, Deacons-at-Large. There shall be one Deacon-at-Large for each class, not to exceed three.

4.3.7 The Deacon-at-Large shall be selected and commissioned at the first Deacon's meeting held for each year. The Deacon-at-Large shall be a non-voting position. The Deacon-at-Large shall replace any regular Deacon who, for whatever reason, is unable to fulfill their obligations as Deacon.

4.3.8 The Deacon-at-Large is a non-paid position.

4.3.9 The Deacon-at-Large must be a current regular Master's student at MTS. The Deacon-at-Large term shall be for one year, and is renewable for up to three years.

## 5. DEACON ROLES

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

### 5.1.1 Co-Moderators (2)

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

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

5.1.1.3 Receive and respond to correspondence.

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

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

5.1.1.5 One of the co-moderators is the official Board of Deacon Student Council Representatives and must attend all Student Council meetings.

5.1.1.6 The Board of Deacons Co-Moderators work alongside the Student Council Moderator and Vice-Moderator to ensure that the McCormick Community is well cared for, represented fairly, and has a voice that is heard.

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

5.1.1.8 This position is a paid position, in the form of a stipend. This stipend must be voted and approved by 2/3 of the Deacon Board, and is based upon satisfactory completion of duties and responsibilities.

#### 5.1.2 *Secretary*

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

5.1.2.2 Working closely with the Administrator for the Office of Student Academics, the secretary ensures that the Board of Deacons budget is maintained. This person also works with the Co-Moderatos each spring to submit a budget request for the following year.

#### 5.1.3 *Prayer Room Manager*

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

#### 5.1.4 *Prayer Requests/Prayer Cards (2)*

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

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

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

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

5.1.4.2.3 The cards should not be made at the meetings, but made ahead of time so that the Deacon meetings do not go over time.

5.1.4.2.4 This team is responsible for taking the prayer cards to the McCormick mailroom so that they can be given to the appropriate person.

#### 5.1.5 *Event Coordinators (3)*

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

#### 5.1.6 *Deacons-at-Large (3)*

5.1.6.1 The Deacon-at-Large shall be called upon to assist in the duties and responsibilities and obligations of the position, the Deacon is unable to fulfill the responsibilities and obligations of the position, the Deacon-at-Large may perform those duties.

5.1.6.2 The Deacon-at-Large does not receive a stipend and has not voting rights.

### 6. NOMINATIONS AND ELECTIONS

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

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

### 7. Meetings

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

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

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

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

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