



Grand Rapids
THEOLOGICAL SEMINARY

Cornerstone University

Student Handbook
2010-2012

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The Student Handbook supplements the GRTS Academic Catalog with information relative to the policies and procedures of GRAND RAPIDS THEOLOGICAL SEMINARY. Students are responsible for knowing and adhering to the contents of this publication.

General Statement

This student handbook is intended to provide prospective students, applicants, and current students with information relating to student life at Grand Rapids Theological Seminary of Cornerstone University. The handbook includes sections on student services, student policies and regulations, business and financial matters, and student life. Each student is expected to be conversant with the policies, procedures and regulations set forth in this entire handbook, as well as in the Grand Rapids Theological Seminary Academic Catalog, and to comply with them both in letter and in spirit. The fulfillment of these expectations will help create an edifying community life consistent with biblical values, thus helping implement the mission of Grand Rapids Theological Seminary.

Rights Reserved. The president and the officers of Grand Rapids Theological Seminary of Cornerstone University reserve the right to alter the policies, procedures and regulations outlined in the Academic Catalog and this Student Handbook as deemed appropriate. The Grand Rapids Theological Seminary Student Handbook is published on a bi-annual basis. All students are subject to the most recent printing.

Grand Rapids Theological Seminary admits students of any race, color, national and ethnic origin, disability, or veteran status to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, national and ethnic origin, disability, or veteran status in the administration of its educational policies, admissions policies, scholarship and loan programs and other school-administered programs.

Grand Rapids Theological Seminary of Cornerstone University
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A Message from the Associate Dean of Students and the Vice President & Academic Dean

On behalf of the faculty and staff, welcome to the community of learners and scholars at Grand Rapids Theological Seminary! We are honored by your presence and intend to provide you with the finest in graduate theological education. The mission of the seminary is to educate ministry leaders for service to Christ's church who are authentically Christian and culturally sensitive. This is our commitment to you.

The student handbook functions as a supplement to the GRTS Academic Catalog with information related to student life at the seminary. It provides specific information concerning student services, student policies and procedures, business and financial matters, and general student life. Students are responsible for knowing and adhering to the contents of this publication.

As you proceed through your degree program, we encourage you to invest in the community of Grand Rapids Theological Seminary by participating in scheduled events and building personal relationships with the faculty and your fellow students. This will make a positive contribution to the ethos of the seminary community, enhance your overall educational experience, and provide you with a personal and professional network for years to come. If there is any way the faculty and staff can further assist you towards your educational and vocational goals, please do not hesitate to let us know.

John F. VerBerkmoes



Vice President & Academic Dean

Nate J. Clason



Associate Dean of Students

A Message from the President

Dear Student,

Welcome to the GRTS family of students, staff and faculty. We see our educational enterprise here as more than curriculum, classroom, grade point or diploma...as important as those things are. We are, above everything else, a community of followers of Jesus who shares a passion for the advancement of the Gospel as we seek to engage the cultures of our world with the transforming values of the Kingdom of Christ. Serving you as you seek to expand your capacity for effective ministry toward that end is our highest joy! As you read through this handbook I trust that you will sense our desire to serve and support you and to provide for you a clear understanding of the ways that our community functions best.

While this handbook contains key information, principles by which we as a community engage one another and an orientation to the seminary as a whole, the essence of who we are resides in the people that God has led to our seminary. From students, to faculty, to staff, to administrators, we have a wonderful diversity of individuals who find a deep common bond in our mutual love for Jesus and each other. Though you will find that our academics are challenging, you will also come to realize that our faculty are encouraging mentors who will care for you as a person. And, in the end we want to believe that we have played a strategic part in your personal, spiritual, intellectual, theological and career development for His glory and the gain of His church!

If you have any questions please do not hesitate to ask. We are here to serve you and to help you maximize your time here with us.

May God richly bless your GRTS experience,

Joe Stowell

A handwritten signature in black ink, appearing to read "Joe Stowell". The signature is fluid and cursive, with a large initial "J" and "S".

President

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INTRODUCTION

CORNERSTONE UNIVERSITY MISSION STATEMENT

Cornerstone University is an inter-denominational, Christ-centered university located in Grand Rapids, Michigan. We offer both traditional and adult undergraduate and graduate programs, Grand Rapids Theological Seminary, Asia Biblical Theological Seminary and the multi-faceted broadcast outreaches of Cornerstone University Radio.

Our mission: To empower men and women to excel as influencers in our world for Christ by offering a student-focused learning community where Jesus Christ is central.

MISSION AND PURPOSE OF GRAND RAPIDS THEOLOGICAL SEMINARY

Grand Rapids Theological Seminary is a graduate school that prepares biblically and culturally informed ministry leaders for service through Christ's church. The seminary exists to achieve the following six purposes:

- To advance biblical, theological and ministry knowledge and skill.
- To nurture theological, spiritual and leadership formation.
- To encourage the development of critical thinking and worldview formation governed by biblical teaching.
- To nurture a global ministry perspective.
- To enhance the cultural relevance of ministry practice within the bounds of a distinctively Christian theological framework.
- To encourage lifelong and collaborative learning.

CORNERSTONE CONFESSION

Cornerstone University affirms a core confession of convictions in common with the creeds of the early church, the confessions of the Reformation and all conservative Evangelical Christians. (While all GRTS faculty and staff affirm all three sections of the Cornerstone Confession students are required to only affirm the first section.)

We believe that the Bible is the Word of God, truth without error, clear and powerful in its message, sufficient for all of our needs, and final authority for faith and life.

We believe in the triune God—Father, Son, and Holy Spirit—who is holy, loving, good, wise and almighty; who created all things by His word out of nothing, who sustains, provides for and rules all things, who is our Redeemer and who will judge all people.

We believe that God created men and women in His image and likeness for fellowship with Himself and to carry out the creation mandates; that Adam sinned and that by his disobedience the entire race was alienated from God, depraved and totally lost.

We believe in the Lord Jesus Christ who added full humanity to His perfect deity, obeyed God perfectly, died for our sins on the cross, rose again to defeat Satan, returned to heaven to pour out the Holy Spirit at Pentecost and to intercede for His people.

We believe that the triune God has provided a great salvation for those who repent of their sins and trust Christ; that He calls, regenerates, justifies, forgives, adopts, sanctifies, keeps and will glorify them.

We believe in the Holy Spirit who has been sent to complete and perfect in us all of the works that Jesus did for us. He convicts of sin, regenerates, sanctifies us, gifts us for ministry and assures us of our salvation.

We believe in the personal return of the Lord Jesus Christ, the bodily resurrection and final judgment of the just and the unjust, the everlasting blessedness of the saved and the everlasting, conscious punishment of the lost.

While many fellow Christians affirm the above truths, we affirm them from within the Baptist tradition as developed at the end of the twentieth century and as reflected in the following beliefs:

We believe that the church is a new people of God born at Pentecost, distinct from Israel, and manifest in local congregations of baptized believers who are committed to carry out the great commission.

We believe that Jesus gave two ordinances to the church, baptism of believers by immersion and the Lord's Supper.

We believe in the autonomy of the local congregation, the priesthood of all believers and in leadership by elected pastors and deacons.

We believe in the continuation of the greatest spiritual gifts: the powerful proclamation of the gospel, new birth and the fruit of the Spirit; and that the more physical gifts such as healing, raising the dead and tongues were given for the authentication of the apostolic generation.

We believe that Jesus Christ may return at any moment to deliver his people from the coming wrath, defeat the kingdom of Antichrist, and establish His millennial kingdom.

We believe that civil government is of divine appointment and that we are responsible to be good citizens. When civil government violates God's word, we must obey God rather than man.

We believe in the reality of Satan and his kingdom of darkness, and that our confrontation of Satan demands belief and trust in God and the effective use of Scripture and other resources God has made available to us.

We are an educational institution and would forfeit our mission if we attempted to be a local church or if we failed to interact with the contemporary world. Therefore;

We are committed to do this from a thoroughly biblical worldview in which “The fear of the Lord is the beginning of wisdom.”

We are responsible to engage the world of education, business, economics, politics, the sciences, the humanities, and everything else that is included in contemporary world cultures.

We are responsible to prepare our students to be effective in this wider world. To accomplish these goals it is often necessary for us to listen to and critique people and ideas that are influential in this wider world and yet may be in significant disagreement with our convictions.

On this foundation, we desire to prepare students for Christian life, ministry and service in the various cultures of the global community.

MOTTO

The tagline or motto of Grand Rapids Theological Seminary is “learning, serving, leading.” The motto provides insight concerning the identity, values, and mission of GRTS and is worthy of further consideration.

Learning- Student learning is central to the mission, values, and overall culture of Grand Rapids Theological Seminary. Though a disciplined and rigorous learning environment, GRTS faculty members temper the challenge with grace and support. The core curriculum at GRTS is designed to enable students to conduct disciplined interpretation and application of the Bible, articulate a coherent understanding of Christian theology, and demonstrate basic knowledge, values and competencies associated with spiritual, worldview, and leadership formation. In addition to core curriculum, the various degrees at GRTS include areas of specialization, equipping students for a wide range of ministry vocations.

GRTS conceives of learning in holistic terms, seeking to foster growth of the whole person. Traditional classroom teaching, interaction with faculty scholars, a battery of student assessments, a student learning portfolio, and an extended ministry residency combine to foster cognitive, affective and behavioral learning. Since ministry is always engaged as whole persons, preparation for ministry must foster holistic learning and growth. GRTS understands this and structures a diverse set of learning experiences that foster maturation of the

whole person.

Serving- In addition to working with faculty scholars to develop exegetical skills and theological understanding within traditional classroom settings, GRTS offers students the opportunity to work with seasoned ministry professionals to refine their gifts, confirm your calling, and mature in character within the context of authentic ministry practice.

Through the Contextual Learning Center (CLC) and as part of the degree program requirements, students serve side by side with experienced ministry leaders within a local church and/or parachurch ministry context. The sustained nature of the CLC experience, throughout the duration of the degree program, enables students to establish a life pattern of learning and serving, the necessary foundation for mature and effective ministry leadership.

Leading- At GRTS, we believe that ministry leadership emerges from the mastery of learning and serving. Leadership, or influence, in ministry is not inherent to a position or established by exerting authority, but by the authentic confession of faith, affirmation of gifts, demonstration of commitment and competence, expression of care, and credibility of character.

At GRTS, we believe that ministry leadership is best understood as stewardship, consisting of a stewardship of truth, of persons, and of organizations. Ministry leaders, regardless of position, are responsible to accurately represent God and His word, nurture the faith and contribution of others, and foster a mature and responsive faith community.

Effectiveness and influence in life and ministry require a sustained commitment and engagement in learning and serving. Leadership flows from the expertise and credibility derived from such commitments and actions. GRTS understands itself and its mission in these terms, endeavoring to nurture life patterns of learning, serving and leading.

CURRICULAR PRIORITIES

Christian worldview formation and leadership formation serve as the pillars of the curriculum at Grand Rapids Theological Seminary:

Christian Worldview

The faculty of Grand Rapids Theological Seminary is committed to a curriculum that places emphasis upon Christian worldview formation rooted in biblical exegesis. We believe that effective ministry requires biblical and theological precision. We firmly believe that sloppy theology represents poor stewardship of truth and is counterproductive in ministry.

At GRTS, students are taught to think according to the flow of redemptive history through the meta-narrative approach to theology: Creation- Fall- Redemption- Consummation. Consideration is first given to God's design at creation: What did God intend? After establishing the ideal, thought is given to the impact of human rebellion

at the fall of man: What are the implications of the fall? Once rebellion, brokenness and incompleteness are considered, thought is given to the influence of Christ's redemptive work: How has Christ brought restoration? Finally, and with a spirit of anticipation, thought is given to God's plan for complete restoration: What will human existence be like without the presence of sin? This biblically based pattern of thought serves as an invaluable guide for biblical and exegetical work, and ministry practice. This meta-narrative approach to doing theology and ministry is embedded within a variety of GRTS courses, though the central focus is within the three-course sequence in Systematic Theology (THE540, THE640, THE641).

Leadership

The faculty of Grand Rapids Theological Seminary is also committed to a curriculum that places emphasis upon leadership formation. We embrace a biblically based servant-leader model of leadership. Pastors and others engaged in vocational ministry must be, first and foremost, humble servants. At the same time, they are called upon to render a stewardship of biblical and theological truth, of persons and groups of persons, and of church or parachurch organizations. Such a calling requires specialized competencies in theological leadership and organizational leadership. The curriculum of GRTS provides opportunity for the development of these necessary competencies through an extensive series of courses in biblical exegesis and systematic theology, and through the Ministry Leadership Core of the Master of Divinity. Students are further encouraged to develop these needed competencies while in seminary through required ministry involvement, and through various required ministry residencies, internships and practicums.

CORE VALUES

Grand Rapids Theological Seminary enacts its mission on the basis of the following core values:

Biblical Worldview

We engage theological education from a high view of biblical authority, with appreciation for the flow of the biblical story, and with a commitment to exegete the whole Bible in its original languages.

Spiritual Transformation

We understand and pursue ongoing spiritual transformation as a communal redemptive process of growth in faith, a process fostered by knowledge of the Word of God and expressed in character development, ethical transformation and greater love for God and people.

Critical Thinking

We believe critical thinking requires a strong commitment to scholarship, engagement with diverse viewpoints, and appreciation for the tension of ideas associated with developmental process.

Christ's Church

We exist to serve Christ and His worldwide church as partners in the development of ministry leaders through a variety of formal and non-formal means.

Disciplinary Integration

We nurture skillful integration of the theological disciplines to foster holistic growth in theory and practice, while affirming the value of specialization in the theological disciplines.

Lifelong Collaborative Learning

We foster a disciplined approach to learn throughout one's lifetime and as a shared journey with others.

Cross-cultural Understanding

We affirm cross-cultural interdependence with the diverse cultures and perspectives of the world, and recognize the importance of cultural exegesis and sensitivity for effective ministry.

Diverse Community

We appreciate an academic community which includes men and women of diverse ethnic, socio-economic and Christian theological traditions.

STUDENT SERVICES

ADMISSIONS

The GRTS Admissions Office staff desires to serve the needs of future students and aid in the retention of current students. Future students are offered insight into the various degree programs available at GRTS through literature, interactions with faculty and staff, and campus visits. The Admissions Office staff assists future students with the logistics of relocation, class registration and basic orientation into the educational community. Please contact the GRTS Admissions Office with names and contact information of those who may be interested in graduate theological education at Grand Rapids Theological Seminary.

(800) 697-1133

grts@cornerstone.edu

www.grts.cornerstone.edu

ACADEMIC TRANSCRIPTS

The academic records of Cornerstone University students and alumni, including the students and alumni of Grand Rapids Theological Seminary, are maintained at the CU Registrar's Office. Requests for official or unofficial copies of student academic transcripts should be directed to the CU Registrar's Office. Such requests can be made in person or by using the form available on Cornerstone's website. Enter "transcript request" in the search box to find the form. A small processing fee is required for each copy.

ACCOUNTING AND FINANCE OFFICE

The Cornerstone University Accounting and Finance Office is located in the Administration Building and accepts payments for all student accounts. This office provides check-cashing services to students with a valid identification card. The hours of operation are posted at the Accounting and Finance Office.

ALUMNI ASSOCIATION

The Cornerstone University Alumni Association is comprised of graduates from the associate, baccalaureate, master and doctoral degree programs. Non-degree alumni are individuals that have achieved 36+ semester hours in the undergraduate program or 12+ semester hours at Grand Rapids Theological Seminary or within the Professional and Graduate Studies. The CU Alumni Association exists to serve alumni in their roles as influencers for Christ by developing connections, facilitating celebrations and encouraging contributions. The Association will support and partner with alumni through opportunities to expand relationships, grow as lifelong learners and engage with the mission of the university by serving with their individual giftedness.

CAMPUS SAFETY

The primary mission of the Cornerstone University Department of Campus Safety is to proactively ensure the personal safety and welfare of our students and staff, protect the assets of our campus citizens and University, and provide a variety of services to the campus community as well.

The Department of Campus Safety is a 24/7/365 dispatch and patrol operation based in the front of Faber Hall. For general or emergency contact dial 0 (zero) from any campus phone or (616) 949-5300 from any other phone. Internal and external Code Blue emergency phones are located throughout our campus.

Services include vehicle battery boosts, vehicle lockouts, airing up low tires, and tow truck contact assists. Campus Safety also provides routine foot and vehicle patrols of the campus, respond to calls, and investigate incidents. Campus Safety personnel are first aid trained and equipped and respond to campus medical incidents in conjunction with the appropriate local 9-1-1 organizations.

Campus Safety works in partnership with campus citizens. We encourage everyone to be proactive and vigilant with us. We request that anything appearing concerning be reported immediately.

All students are required to carry their student ID cards when on campus and present same when requested by an officer. All student vehicles must be registered for each academic semester and the appropriate vehicle parking permit properly displayed on the vehicle's windshield. Vehicles are registered at the Accounting and Finance Office located in the Administration Building.

Detailed information regarding Campus Safety, campus rules and regulations, and other pertinent safety information is available through the Cornerstone University website and Cornerstone Eagle's Nest Portal.

CAREER SERVICES

Career Services provides several services to assist students as they prepare for future careers. Career Services is located in upper level Corum Student Union and is open from 8:30 a.m. to 5:00 p.m.. After hours appointments can be scheduled by calling (616) 222-1433 or e-mailing career@cornerstone.edu.

Career Development

The services related to career development are best described in three steps:

Step One- This first step involves assessing all aspects related to the student's career choice. Assessments that cover interest, skills, abilities, characteristics, values, gifts and talents are used. These attributes comprise the student's career identity. While discussing the results of these assessments, the Career Services staff recommends a variety of optional career opportunities to explore. Information regarding the necessary academic credentials for the particular career is also provided.

Step Two- Closely related to step one, this second step is also exploratory in nature. The student is given the opportunity to research career alternatives by reading, talking to people in the career, and doing informational

interviews. The student is encouraged to experience the career through volunteering, part-time work, and job shadowing.

Step Three- The student will begin to develop self-marketing strategies by learning how to write a resume and cover letter, effective interviewing skills, self-presentation and body language, building a network within their career field, attending job fairs, doing an internship, and seeking opportunities through other resources available through the Career Services office.

Employment Opportunities

Career Services has part-time, full-time, and summer employment listings available at its website. A person must sign up on the job posting site to access the job listings. The Career Services listings include many ministry related opportunities as well as positions available while attending Seminary. Additional ministry related employment opportunities are posted in the lounge area of the Leon J. Woods Seminary Building.

Ministry Referral Service

Career Services provides a ministry referral service to churches looking for senior pastors, associate pastors, or ministry leaders looking for specific ministry positions. Students interested in this service should visit the seminary web site.

International Students

International students are encouraged to apply for on-campus jobs. They will not be able to work more than a total of 20 hours per week (even if employed in more than one job) and will only be allowed to work if they will not displace a US citizen according to US ICE regulations. The graduate admissions office will assist international students in applying for a US Social Security number, which will be needed to begin working. Off-campus employment is allowed on an extremely limited basis in the event of financial distress. In that case, the student will need to apply with the U.S. Citizenship and Immigration Services.

COMPUTER ACCESS

The primary computer laboratory for GRTS students is located on the first floor of the Wood Seminary Building. Additional computer laboratories are available to seminary students in Bolthouse Hall and Miller Library. Hours of access will be posted at each location.

Individual student access (user name and password) is arranged for all new students at the outset of the semester. A computer training session is included in the new student orientation. Difficulties with individual access, file management, and printing within the Wood Building laboratory should be directed to the GRTS office staff, located in the Wilson-Beals Faculty Center of the seminary building.

COUNSELING SERVICES

While the graduate school experience is exciting, it also can be stressful, filled with transitions, challenges and growth. Self-evaluation tools and links to information that can help with many of these issues can be found on the Counseling Services Web site at www.cornerstone.edu. Referrals to offer-campus professional resources are available by calling the director of Counseling Services at (616) 222-1533.

FINANCIAL SERVICES

The Student Financial Services office is committed to assisting students in receiving the maximum amount of financial assistance for which they qualify under federal, state and institutional programs. The university catalog has additional financial aid information. Please refer to the "Financial Aid" section for details on applying for aid and on specific aid programs.

If further information is needed, contact the Student Financial Services office, located in the Ketcham Building. Appointments with a financial aid professional can be made between 8:30 a.m. and 4:30 p.m. Monday through Friday by calling (616) 222-1424.

HEALTH SERVICES

Health Services is located in Miller Hall and is available to students, spouse of a student, faculty or staff members who are ill or injured while on campus. Qualified staff include a receptionist and a registered nurse throughout the daytime hours. A family practice physician and a physicians assistant/registered dietician are available several hours per week. Appointments to see the providers are advisable; walk-ins are welcome. Medical services include allergy injections, TB tests, immunizations, crutches, suture removal, work physicals, pelvic exams, premarital HIV counseling; and care for various illnesses (i.e. the common cold, strep, mono, urinary tract infection, and pregnancy testing).

Illnesses, accidents and hospitalizations should be reported to health services. Arrangements concerning accidents, hospitalizations or extended illnesses are handled through health services. The deans' offices and professors are then notified as needed.

Phone number: (616) 222-1441

Medical Emergencies

During office hours, contact Health Services.

If on campus after office hours, contact a member of the residence life staff who may contact Health Services or campus safety personnel. If off campus, you may call Health Services or seek your own emergency help.

Emergency personnel in Kent County and the City of Grand Rapids may be reached by dialing 911 from an on-campus phone. Be sure you know the address from where you place a call.

Insurance

Cornerstone University offers a student injury and sickness insurance plan to all students of the University, including the student of Grand Rapids Theological Seminary. This is a premium based plan. Interested students can obtain an insurance brochure from Cornerstone University Health Services. Applications can be submitted with payment to the Accounting and Finance Office within 30 days of the beginning of each semester.

TECHNOLOGY SUPPORT

There are many technology resources available to students at GRTS/CU. These resources range from computers available in various labs on campus to equipment used to produce multimedia materials.

Computer Labs

There are four primary locations that you might gain access to computers: The Seminary Computer Lab, computers in Miller Library, and the general use computer labs in Bolthouse Hall (BH131 and BH133). In each location, there are several desktop computers. All computers are connected to the campus network and are consequently connected to the Internet. You will need a valid username and password to log on to campus computers. If you are unsure of your username, contact the Technology Support Center (Call 222-1510 off-campus, extension 1510 on-campus or go to the office located in Bolthouse Hall). You can reset your network password if you know your username by going to <http://techsupport.cornerstone.edu> and clicking on the "Network Password On-line Reset" link.

Printers

All computer labs have networked laser printers available for student printing. There is no additional charge for printing to these printers.

E-mail

All students have an e-mail account through Cornerstone University. Students are responsible to monitor their e-mail account for official notifications from faculty and the seminary office.

Network drive space

All students have 100 MB of personally dedicated network drive space (a.k.a., the H: drive) allocated for storage of critical academic documents and data. When students log on to the network from any campus computer, they will have access to their respective H: drive. This drive space is backed up so it is a great place to store a copy of critical papers.

Help!!!

If in doubt of where to go for help regarding campus technology, e.g., a printer is not working or you need a password reset, you may always start with the Technology Support Center (Call 222-1510 off-campus, extension 1510 on-campus, or go to the office located in Bolthouse Hall). If the Technology Support Staff cannot immediately help you, they will point you in the right direction.

Identification (ID) Cards

All students will be issued an identification card. All students must present a current ID card when checking materials out of the library, cashing checks at the business office, charging merchandise at the bookstore or when asked to identify themselves by a member of the campus safety staff. Replacement ID cards may be obtained at the Switchboard located in Faber Hall.

LEARNING DISABILITIES ACCOMMODATION

Grand Rapids Theological Seminary and Cornerstone University will make reasonable accommodations for students with disabilities, in compliance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. The purpose of accommodation is to provide equal access to educational opportunities to students affected by disabilities, and the university does not intend that the standards be altered, nor that the essential elements of programs or courses be changed.

Students having documented disabilities may apply for accommodations through Student Disability Services (SDS), which is part of the Cornerstone University Learning Center located in Miller Hall on the main campus. Disability accommodations for students from the traditional Cornerstone University undergraduate program, Professional and Graduate Studies programs, and Grand Rapids Theological Seminary are addressed centrally in SDS. Accommodations are granted on the basis of determined need and appropriate documentation of disabilities. Students must complete an application and submit appropriate documentation, which will be reviewed by the Accommodations Officer and the Accommodations Review Committee. Upon acceptance, the student will meet with the director of Learning Operations to develop an Individualized Student Accommodation Plan (ISAP) based on the ARC recommendations. Students will be given a green verification letter to give to their professors and students should schedule a meeting with each professor at the beginning of each semester to discuss their needs. In the event that students have questions regarding whether they are eligible for accommodations, how they might provide appropriate documentation of disabilities, or how they might handle a disagreement with a professor over questions of accommodation, the director of Learning Operations should be contacted immediately at (616) 222-1596 or through e-mail at learning_center@cornerstone.edu. If a disagreement arises surrounding eligibility for services, or the manner in which a specific accommodation is being implemented, the student has a right to an informal and formal grievance procedure. A copy of the Grievance Procedures is available at the Learning Center in Miller Hall, or online at www.cornerstone.edu.

Please note that the process for determining eligibility for accommodations can take 5-6 weeks. Students should complete an application and submit appropriate documentation well in advance of the semester in which accommodations are required to begin. To be deemed appropriate documentation, testing and assessment of disability must have been completed no more than 3 years prior to the application for accommodations at Cornerstone University.

ACADEMIC TUTORING

Academic tutoring is available on a limited basis to students in need of academic assistance. Students struggling with the academic demands of the courses at GRTS should first communicate with their professors and academic advisor. Subsequently, they are encouraged to make an appointment with the academic dean, since all GRTS funded tutoring is coordinated through and approved by the academic dean. Students on probationary status due to academic performance will be assigned an academic tutor and encouraged to take full advantage of this valuable resource. Typically, tutors will be area professionals with research and writing skills and/or upper level GRTS students who have excelled in coursework, possess the appropriate disciplinary expertise, and demonstrate the relational gifts essential to the task of tutoring.

LIBRARY (MILLER LIBRARY)

Miller Library is an attractive and comfortable facility that provides independent learning resources for both Cornerstone University and Grand Rapids Theological Seminary. Group study rooms are available and wireless access to the Internet is provided. Miller Library's collection includes approximately 160,00 books and audiovisual items, 288,000 microfilms, 2,600 current periodical subscriptions, and full-text access to at least 25,000 other journals. Miller Library also houses the University Archives and the Curriculum Materials Center for teacher education students. Book discussion groups, guest lectures and visit exhibits are part of the Library's outreach program. The library also provides access to resources outside its walls such as catalogs of other academic libraries, some 31,000 eBooks, numerous Internet resources such as OMR's FirstSearch (including ATLA Religion), JSTOR and about 100 other research databases. The library's Web site is an excellent resource that serves as a gateway and guide to a world of information. Students also have access by a shared online catalog to our sister library at Puritan Reformed Theological Seminary on Leonard Street. Research assistance for GRTS students is provided by a full-time theological librarian. Students are encouraged to visit Miller Library's Web site at www.cornerstone.edu/library.

MAILBOX

Each GRTS student is given a campus mailbox within the Leon J. Wood Seminary Building and is responsible for its contents and checking it regularly. Mailboxes are located outside room 103.

Intra-Campus Mail

An intra-campus mail service is available to the university community. Letters, memos or packages with proper addresses should be put in the designated slot at the mailroom in the Corum Student Union. A mail tray is also maintained at the GRTS Office for the submission of student work to faculty.

REGISTRAR SERVICES

The Cornerstone University Registrar's Office is located in the Administration Building and offers various services related to the maintenance of student academic records. The Registrar Office staff is available to assist

students in registering for courses, acquiring or mailing official academic transcripts, acquiring an individualized degree audit, evaluating and processing advanced standing and/or transfer credit from other institutions, and posting grades. The hours of operation for the Registrar's Office are 8:00 a.m.- 5:00 p.m. during the academic year and 8:00 a.m.- 4:30 p.m. during the summer months.

CARL B. HOCH, JR. BOOKROOM

Textbooks required for courses at Grand Rapids Theological Seminary are available for purchase through the Hoch Bookroom, which is located on the second floor of the Leon J. Wood Seminary Building. In addition, the Hoch Bookroom stocks supplemental resources/titles that reflect current and historical biblical and theological debates. Student costs are kept very competitive with an impressive 15-20% discount from the retail price on textbook and many special order resources. Purchases at the Hoch Bookroom can be made using cash, check, or major credit card. The hours of operation are posted near the store entrance.

CURRICULUM/CO-CURRICULUM

ADVANCED STANDING

Advanced standing credit is available to new students for certain undergraduate courses completed within the previous ten years at regionally accredited institutions, institutions accredited by the Association for Biblical Higher Education, and other institutions approved by Cornerstone University. In keeping with accrediting standards (The Association of Theological Schools), GRTS limits advanced standing credits to 1/6th of the graduate degree program. Consideration for advanced standing credit is limited to 300/400 level undergraduate courses in which a grade of "B" (3.0) or better was achieved in an equivalent course. Evaluative judgment for advanced standing is made on the basis of examination in the content area, review of student work, or a combination of the above. New students have one calendar year from their original matriculation date at GRTS to apply for advanced standing credit. Credits granted by advanced standing will appear on the student's academic transcript and contribute to program completion, but will not be included in the student's cumulative grade point average calculation.

At GRTS, advanced standing is assessed and administered by three means. First, advanced standing is assessed and administered on the basis of examination. The GRTS faculty has identified a select grouping of courses for which advanced standing by examination is permitted. Advanced standing exams will be offered at the beginning of each semester. Faculty member approval is required to sit for an advanced standing exam. New students are encouraged to work with an admissions representative to coordinate this process. A non-refundable \$50.00 fee, payable to GRTS prior to taking the advanced standing exam, is charged for each exam administered. All advanced standing exams will be graded on a pass/fail basis. Students are limited to one attempt on any given exam.

Second, advanced standing is assessed and administered on the basis of formal articulation agreement. By formal agreement, GRTS partners with select undergraduate institutions to grant advanced standing credit for specific courses without the requirement of an examination. In these cases, evaluative judgment for advanced standing is made on the basis of a review of student work and performance in the undergraduate course(s) and routine monitoring of the undergraduate course syllabi by GRTS faculty members. For a listing of partner institutions and eligible courses, new students should contact a GRTS admissions counselor or the CU Registrar's Office.

Third, advanced standing is assessed and administered on the basis of syllabi and transcript review for students with excessive credits on the undergraduate level (i.e., credits achieved beyond those required for the completion of the undergraduate bachelor's degree). Generally, this will consist of a thorough review of the undergraduate course description, course syllabus and the student's academic performance in the course. New students should contact a GRTS admissions counselor or the CU Registrar's Office to explore this form of advanced standing credit.

SCHOLASTIC PROBATION, SUSPENSION AND DISMISSAL

Any student who does not achieve the minimum required cumulative grade point average of 2.50 after completion of nine credits will be placed on academic probation. Students placed on academic probation will be notified in writing immediately following the determination, usually at the close of an academic semester.

Students on academic probation will not be allowed to enroll in more than six credits per semester; will not be allowed to enroll in distance education or independent study courses, and may be required to take remedial courses or work with an academic tutor. Probation is not designed to punish students, but rather to serve as an indication to students that they are not progressing at a satisfactory rate towards graduation.

Students who, after one semester of academic probation, fail to achieve the minimum required cumulative grade point average of 2.50 will be academically suspended. Students placed on suspension will be notified of such action in writing immediately following the determination. Academic suspension means that the student will not be permitted to enroll in courses on a credit or audit basis throughout the duration of the suspension.

Students on suspension may be considered for readmission after one semester. Readmission of suspended students will require the approval of the admissions committee. In addition, any student suspended for a second time will be dismissed from Grand Rapids Theological Seminary, with no option for future enrollment.

Student appeals concerning scholastic probation, suspension and dismissal judgments should be put in writing to the attention of the GRTS academic appeals committee within 10 days of the date of notification of the probation, suspension or dismissal. Judgments of the academic appeals committee are final.

CHAPEL

The chapel service is an integral aspect of the educational experience at Grand Rapids Theological Seminary. Chapel contributes to the spiritual formation of student and faculty, encourages community development, and provides an opportunity for participation in and observation of ministry enactment. Grand Rapids Theological Seminary chapel offers the unique opportunity to worship God as a graduate theological community.

Chapel is held each week during the fall and spring semesters within Wednesday block classes. Wednesday classes will begin at 8:30am and run till 12:00pm, with a 50 minute break for chapel embedded in the middle of the class. The new chapel attendance policy is quite simple: If you have class on Wednesday mornings, you will be required to participate with your peers in chapel on that particular day. If you do not have class on Wednesday, you will have no obligation to participate in chapel but are encouraged to attend as your schedule allows.

ACADEMIC INTEGRITY

Cornerstone University and Grand Rapids Theological Seminary are committed to a high standard of academic honesty and integrity among its students. Academic integrity is absolutely necessary in the search for and advancement of truth. Dishonesty in any form (i.e., cheating on examinations or quizzes, plagiarism on papers, reports or thesis, and all other forms of compromise in academic integrity) is not acceptable. Penalties for academic dishonesty will be administered according to the following:

First offense – The penalty for first offense academic integrity violation includes failure in the course assignment or failure in the course; enrollment limitation; and academic probation for one academic year. Penalties are imposed by the individual faculty member and the academic dean. Continuing enrollment following such violation requires a letter acknowledging that one understands what constitutes an academic integrity violation, taking full responsibility for the present offense and pledging to avoid such conduct in the future. A meeting with the course professor and academic dean is also required.

Second offense – The penalty for second offense academic integrity violation includes failure in the course and suspension from program for one academic year. Penalties for second offense violations are imposed by the individual faculty member and academic dean. Readmission following a second offense violation requires a letter acknowledging that one understands what constitutes an academic integrity violation, taking full responsibility for the present offense and pledging to avoid such conduct in the future. Readmission will also require a meeting with the GRTS admissions committee and the meeting of all conditions stipulated in the letter of suspension. No coursework, internships or field education completed at other institutions during the period of suspension may be transferred to GRTS for credit or used to fulfill GRTS degree program requirements.

Third offense – The penalty for third offense academic integrity violation includes failure in the course and permanent suspension from program. Penalties for third offense violations are imposed by the individual faculty member and academic dean.

Students seeking to appeal academic integrity disciplinary decisions should consult and employ the policies and processes outlined in the GRTS Academic Catalog under the heading “Student Appeal Process.”

CLASS ATTENDANCE

Students are expected to attend all class sessions. For full-block courses, courses meeting one time per week, a maximum of one absence will be allowed without grade implication for work conflicts, sickness, scheduling conflicts and all other reasons. For split-block courses, courses meeting twice per week, two absences will be allowed without grade implication. Exceeding the allowable absences noted above carries grading implications according to the chart below. Students should communicate with the course professor concerning anticipated absences (planned or unplanned) in advance of the session in which the student will be absent. Three tardies will equal one absence. After 15 minutes, it is regarded as an absence. Individual professors may implement an alternative attendance policy within their courses. When the attendance policy embedded within a given course syllabus differs from the institutional attendance policy, the policy listed within the given syllabus is authoritative.

Full-Block (meet once per week)

- 1 absence – no grade reduction for course
- 2 absences – 1 letter grade reduction for course
- 3 absences – 2 letter grade reduction for course
- 4 absences – “F” course letter grade

Split-block (meet twice per week)

- 1-2 absences – no grade reduction for course
- 3-4 absences – 1 letter grade reduction for course
- 5-6 absences – 2 letter grade reduction for course
- 7 absences – “F” course letter grade

COMMENCEMENT

Grand Rapids Theological Seminary celebrates the program completion of students on an annual basis each May. Commencement is an important event for the institution and its students. All GRTS students are encouraged to attend Commencement in honor of those peers completing their degree programs. Those scheduled to graduate are required to participate in the Commencement event as noted in the degree program requirements outlined in the GRTS Academic Catalog. Those graduating students with significant scheduling conflicts should draft a letter requesting permission to be absent from the event. The letter should include a specific request with detailed rationale and should be submitted to the Academic Dean at least one month in advance of the commencement ceremony.

CONVOCATION

Convocation is an academic event that celebrates the start of a new academic year. At Cornerstone University, the faculty, staff and students (graduate and undergraduate) gather together to celebrate Convocation during the first week of classes in the Fall semester. Class schedules are altered as needed to accommodate this University wide event. All GRTS faculty, staff, and students are asked to participate in this important event and should consult the GRTS Calendar for details concerning date, time and location.

COURSE SCHEDULING

All GRTS students are responsible for the development of their own course schedules and should monitor the progressive fulfillment of program requirements. Faculty advisors are available to assist in answering questions and providing informed insight into the various scheduling options. Appointments with faculty advisors can be scheduled through the Seminary Office. Course schedules for Summer and Fall semesters will be available in February, since registration for these enrollment periods occurs in early March. Course schedules for Spring semester will be available in September, since registration for this enrollment period occurs in late October. A four-year course planner is available at the Seminary Office to aid students in program planning. GRTS course schedules are distributed to GRTS students in advance of registration and are available on the University Website (see Registrar's Office). Degree audits are also available through the Registrar's Office to aid students in program management.

MID-POINT ASSESSMENT

Students enrolled in the Master of Divinity and Master of Arts degree program must participate in the mid-point assessment process upon completing 50 percent of the particular degree program requirements. The mid-point assessment process is initiated by the Academic Office and engages the student along with the student's academic advisor, academic dean, dean of students, ministry mentor, and the director of ministry residencies in a review of the student's academic performance, student learning portfolio and overall progress in readiness for ministry. Specifically, the team considers the student's progress in disciplinary knowledge and skill (academic performance), faith commitment and personal maturity (Christian character), and progress made in attaining the student learning outcomes associated with the particular degree (learning, development, and vocational readiness where applicable). At the conclusion of the review process, one of three judgments is rendered by the review team and presented to the student in written form. The range of judgments includes the following: 1) Affirm progress in readiness for ministry, 2) Affirm progress in readiness for ministry with reservations, 3) Do not affirm readiness for ministry.

ON-LINE AND DISTANCE EDUCATION

Grand Rapids Theological Seminary offers an increasing number of courses for graduate credit through on-line and distance education. There are two specific types of distance education courses available at GRTS: On-line and Distance. Both types of courses can be completed by qualified students on a non-degree basis or applied to a particular degree program.

The first type of course, the on-line courses, are developed and facilitated by the faculty of the seminary. This style course typically enrolls 12-14 students at a time and includes required reading, guided on-line discussions with peers and the course facilitator, papers and/or projects, and in some cases, exams. The on-line courses are available fall, spring and summer semesters and track with the traditional 16-week rotation.

The second style of distance education course available at GRTS, the independent enrollment course, utilizes the resources of the Institute of Theological Studies (ITS). The ITS courses are available during the fall and spring

semesters, but not during the summer semester. These courses consist of recorded lectures, reading requirements, papers and projects, and exams. Course materials must be purchased in a package from Grand Rapids Theological Seminary and cannot be returned for a refund.

The extent distance education enrollment, on-line and independent enrollment, is limited to five courses within a degree program, unless the degree program is a qualified “online degree program.” Students are limited to two distance education courses per semester and are not eligible to enroll for audit. Students on academic probation or students with two or more outstanding “incomplete” grades in other course are not eligible to enroll in distance education courses.

FACULTY ADVISING

GRTS students participate in a series of three developmental interviews with their faculty advisor during the course of their degree program. The entrance interview, scheduled each semester during new student orientation, provides the opportunity to discuss personal and professional goals, and consider the relationship of these goals to the student’s degree program selection. The mid-point interview, scheduled at the mid-point of the student’s degree program, offers a context to review the student’s growth and development according to the goals and purposes established in the entrance interview. Progress in completing the degree program requirements is also reviewed in this context. The exit interview, ideally scheduled during the student’s final semester of enrollment, provides a final opportunity for the advisor to discuss with the student her/his growth and development, conduct a final degree audit, and make recommendations concerning matters of profession/vocation.

MINISTRY RESIDENCY:

Grand Rapids Theological Seminary is committed to equipping students and elevating their integration of theological discipline with ministry experience. The Ministry Residencies at GRTS prepares students for vocational ministry providing avenues for them to connect with ministry coaches and to invest in local ministries. All students pursuing the Master of Divinity, the Master of Arts in Educational Ministries or the Master of Arts in Intercultural Studies will participate in the ministry residencies to fulfill this portion of their program’s objectives. Registration for Ministry Residency requires a meeting with the Director of Ministry Residency, approval of a ministry coach and completion of the ministry residency application and submission of the GRTS Special Enrollments form.

Ministry Residency Vision

The ministry residency program is designed as an extended, contextual immersion with a local ministry (8 credits over two years). Our heartbeat is to develop a missional web between GRTS, graduate students and local churches in order to equip emerging leaders as they prepare to serve God through the church.

GRTS is committed to assisting students in developing their potential and refining their calling as a Christian leaders.

The Ministry Residency program is founded on an educational philosophy intent on encouraging students to extend their theological training into actual, ministry environments.

Residency experiences allow each student's program at GRTS to remain dynamic in response to our rapidly changing world and to the contexts in which our graduates endeavor to minister.

Students' connection with GRTS and the ministry residency give them opportunity to express their calling through theological reflection, through coaching feedback, and through actual ministry opportunity.

Partnerships with proven, local ministries and coaches provide contexts encouraging GRTS students to develop as creative leaders, reflective shepherds, effective practitioners, and thoughtful theologians.

Ministry Residency Participation

As a student enters his/her degree program, he/she will spend their first semester connecting relationally with a church/ministry while they immerse themselves in theological study. As the student approaches his/her final four semesters of his/her program, he/she will invest with the local ministry, serving 12-16 hours a week in order to bring their training to a local context and their ministry experiences back to the classroom. By the end of the program, a student graduates with theological understanding, ministry experience and valuable feedback from faculty and ministry coaches.

Ministry Residency Goals

Competencies focus on tangible outcomes of applied knowledge and value. The ministry residency program seeks growing evidence and integration in the following competencies:

- Theological Reflection. The student develops a growing ability to navigate ministry situations through the theological matrix emerging through their academic disciplines and ministry experiences.
- Academic rigor will affect ministry practice and ministry experience will motivate theological study. A student that values theological reflection is able to bring theology into life situations and will constantly be pursuing theological clarity as their knowledge and experiences expand.
- Communal Interdependence. The student values the necessity of a local community where they invest and are invested in. They recognize their essential connection with their local church and are responsive to the counsel, support and feedback of their ministry coach and academic advisors committed to speaking into their lives. A student with communal interdependence values the necessity for community and is able to receive and contribute freely in this context.
- Spiritual Reformation. The student develops ongoing disciplines that foster a deepening love for God and maturing worldview that allow for personal and professional choices to flow out of thoughtful reflection and a teachable heart. They recognize the need for continual seeking of God and his purposes and are vigilant in watching their life and doctrine closely. A student, who values spiritual reformation, is thoughtful, reflective, and eager to mature in her/his following of Jesus.
- Missional Identity. The student reflects on their own development, discovering and refining their gifts, abilities, passions, and limitations. Through their academic interaction and ministry experiences, the

student grows in how God is calling them to contribute to his redemptive mission. One would expect the student to grow in written and verbal communication, leadership qualities, counseling experience and pastoral care. A student with missional identity begins to envision their next steps in God's calling and is aware of their strengths and weaknesses.

- **Contextual Vision.** The student grows in wisdom and compassion and seeks to understand their world (social, environmental, economic and cultural setting) in which they minister and live. As servant leaders, they seek ways to love others through understanding them before prescribing formulaic answers. Further, the student gains a broader perspective of the world and the necessity for understanding the global church and the issues surrounding missions, multiculturalism, and true partnership. A student with contextual vision is embracing a realistic view of their world (through listening and learning) and is envisioning (and desiring) what God might want it to truly be.

Ministry Residency Opportunity

GRTS is working hard to partner with quality churches/para-churches and coaches who will offer diverse opportunities for students to serve in a local ministry setting. GRTS's role is to inform students of potential sites and coaches and to communicate with coaches about available students.

We will help the student in this process but will also expect the student to take the initiative in pursuing a residency role and mentoring relationship. We are committed to assisting, encouraging, and counseling students in their journey in order for them to have the best residency experience possible.

Ministry Residency Contact Information

For general information and forms:

www.grts.cornerstone.edu/grts/academics/residency/

For general questions and information about ministry residency contact:

Ministry Residency Administrative Coordinator

Mindy Williams

mindy.williams@cornerstone.edu

(616) 222-1422

To discuss your residency opportunities contact Mindy and to make an appointment with Royce Evans:

Director of Ministry Residency

Royce Evans

royce.evans@cornerstone.edu

(616) 222-1422

FINAL EXAMS

The Cornerstone University Registrar develops, publishes, and distributes semester exam schedules several months in advance of the exam dates. Students are obligated to attend the exam sessions as published. No exceptions will be made to the published dates, times, and locations. This is a University wide policy that is strictly enforced.

PROGRAM INTRODUCTION SEMINAR (THE501)

Required during a student's first 15 credit hours, THE501 Program Introduction Seminar is designed as an introduction to graduate theological education in general, and to the academic culture of GRTS in particular. The course socializes entering students into the rigors of graduate scholarship by honing their skills in theological research, reading, and writing. A number of entering student assessments are also embedded within the course to aid GRTS in subsequent efforts to nurture the growth and development of students, both individually and collectively.

PROGRAM COMPLETION SEMINAR (MIN711)

Required during the final semester of enrollment within the degree program, MIN711 Program Completion Seminar is designed to aid students in the transition from student life in the academy to professional practice in ministry. Particular focus is given to ministerial identity formation, resume development, ministry search process and resources, and ordination and licensure. A number of student assessments are also embedded within this course to aid GRTS in subsequent efforts to nurture student growth and development.

NEW STUDENT ORIENTATION

Coordinated by the GRTS administrative staff and Seminary Admissions, New Student Orientation occurs twice per year at the outset of the Fall and Spring semesters. New Student Orientation is intended to provide incoming students with information relative to the degree programs, student services, administrative processes, and student life at Grand Rapids Theological Seminary and Cornerstone University.

PRACTICUMS AND INTERNSHIPS: COUNSELING

COU782 Practicum: Counseling and COU784 Internship: Counseling are program requirements for the Master of Arts in Counseling Ministries. These course requirements are supervised by counseling professionals and provide the student with valuable contextualized learning experiences. Registration for these courses requires completion of COU500, COU501, COU 502, COU510, COU610 and advisor approval. For more information, contact Dr. Robert Lehman, Professor of Counseling and Counseling Program Director at GRTS.

REGISTRATION PROCESS

The registration process consists of two steps: course registration and confirmation. For continuing students, course registration occurs each semester on the published dates and provides an opportunity to meet with faculty advisors, select/sign-up online using WebAdvisor for courses for the upcoming enrollment period and plan the remaining elements of the particular degree program. The Graduate Admissions staff provides new students with assistance in course selection and course registration during their initial period of enrollment.

Confirmation completes the registration process. Confirmation consists of payment in full at the CU Business Office, partial payment according to the established payment plan, or coordination of financial arrangements with the CU Student Financial Services Office. The registration process is not complete and students will not be admitted into classes until course registration and confirmation have been properly coordinated. Continuing students who fail to complete course registration and confirmation within the published dates will be permitted to complete Late Registration, and will be assessed a Late Registration fee. Late Registration begins the day following the close of the scheduled Registration period.

DROPPING OR ADDING COURSES

Courses may be dropped or added without penalty during the first week of classes using the Course Drop/Add form. These forms are available at the GRTS Office and the CU Registrar Office. After the first week of classes, courses cannot be added and refunds for course drops will be calculated using the chart listed under "Withdrawal Refunds" in the GRTS Academic Catalog. Student's considering course drops should also consult the "Drop/Add" section of the GRTS Academic Catalog.

SPECIAL ENROLLMENTS

GRTS offers a variety of special enrollment type courses. These courses are designed differently than traditional classroom based courses with alternative structures, dynamics, and purposes. The following provides a listing of special enrollments at GRTS, enrollments that require the submission of the Special Enrollments form at the time of registration.

- Independent Enrollment- An independent enrollment is best understood as an individualized offering of an existing traditional course. The established syllabus for the course is modified as necessary to accommodate the individualized nature of the enrollment and to account for the absence of traditional classroom participation and interaction. Independent enrollments are reserved for unique situations. Independent enrollments require advanced approval of the course professor and the submission of a completed Special Enrollments form at the time of registration.
- Directed Readings- Directed readings courses provide the student an opportunity for in-depth research in a focused area of interest. The course requirements typically include extensive readings in the area of study and the writing of a major paper to demonstrate an integrative understanding of the subject

matter. Directed readings enrollments are reserved for unique situations. Directed readings enrollments require advanced approval of the supervising professor and the submission of a completed Special Enrollments form at the time of registration.

- Independent Study- Independent study enrollments provide the student an opportunity for in-depth research in a focused area of interest. The course requirements typically include extensive readings in the area of study and the writing of a major paper or project. Independent study enrollments are reserved for unique situations. Independent study enrollments require advanced approval of the supervising professor and the submission of a completed Special Enrollments form at the time of registration.
- Counseling Practicum- The counseling practicum is a supervised learning experience within the context of the counseling profession. This course provides, on a limited basis, some of the activities that licensed professional counselors would be expected to perform. Prerequisites to the counseling practicum include: COU500, COU501, COU 502, COU510, and COU610. Registration for this course requires advisor approval and the submission of the Special Enrollments form at the time of registration.
- Counseling Internship- The counseling internship is a supervised learning experience within the context of the counseling profession. This course provides opportunity for the student to practice all of the activities that licensed professional counselors would be expected to perform. Prerequisites to the counseling practicum include: COU500, COU501, COU502, COU510, COU610, and COU782. Registration for this course requires advisor approval and the submission of the Special Enrollments form at the time of registration.
- Ministry Residency- GRTS is interested in producing graduates with developed knowledge and skill in both the traditional academic disciplines and the related activities associated with vocational ministry. Designed as an extended contextual learning experience (8 credits over two years), ministry residency is enacted under the supervision of a seasoned ministry mentor with the intent of further developing the student's knowledge, identity and competency for a vocation in Christian ministry. The ministry residency is a collaborative effort, involving the GRTS Director of Ministry Residency, a ministry mentor and related ministry site, and the student.
- All students enrolled in the Master of Divinity and Master of Arts degree programs (with the exception of the Master of Arts in Counseling Ministries and Master of Arts in Interdisciplinary Studies) that anticipate vocational ministry are required to participate in a ministry residency. Registration for ministry residency requires a meeting with the Director of Ministry Residency, approval of a ministry mentor, submission of the application for ministry residency, and the submission of a Special Enrollments form at the time of registration.
- Master of Theology Courses- Master of Theology courses are tutorial in character and offered on an individualized basis, and as such are classified as special enrollments. Registration for these 800 level

courses requires admission to the Master of Theology degree program, supervising professor approval, and the submission of the Special Enrollments form.

- Thesis Readings and Thesis- In preparation for doctoral studies, select students within the Master of Arts programs may wish to complete a master's thesis as the capstone of their educational experience at GRTS. Students interested in exploring this option should communicate this preference to their faculty advisor early in the degree program. The inclusion of a thesis in the degree program requires formal faculty advisor approval using the Master of Arts: Thesis Topic Approval Form. The form should be completed and submitted to the faculty advisor prior to enrollment for Thesis Readings, along with a copy of the student's undergraduate and current graduate academic transcripts. The Thesis Topic Approval Form must be submitted, and include faculty advisor approval, at the time of registration for Thesis Readings.
- Enrollment for the Master of Arts thesis consists of two elements: Thesis Readings (BBL584, THE584, MIN584, COU584) and Thesis (BBL792, THE792, MIN797, COU792). Students are encouraged to enroll in Thesis Readings the semester prior to enrollment for the thesis, while enrolling for the Thesis during their last semester. The required readings course is intended to provide the student an opportunity to expand his/her knowledge base in the specific area of study and to focus the thesis topic. Thesis Readings and Thesis will require the completion and submission of the Special Enrollments Form during the registration process. Students are encouraged to work closely with their faculty advisor in identifying and developing an area of study for the thesis. Students are also encouraged to consult the Master of Arts Thesis Readings syllabus and Master of Arts Thesis syllabus for processing and procedure details.

THESIS: MASTER'S PROGRAMS

In preparation for doctoral studies, select students within the Master of Arts programs may wish to complete a master's thesis as the capstone of their educational experience at GRTS. Students interested in exploring this option should communicate this preference to the faculty advisor early in the degree program. The inclusion of a thesis in the degree program requires formal faculty advisor approval using the Master of Arts: Thesis Topic Approval Form. The form should be completed and submitted to the faculty advisor prior to enrollment for Thesis Readings, along with a copy of the student's undergraduate and current graduate academic transcripts. The Thesis Topic Approval Form must be submitted, and include faculty advisor approval, at the time of registration for Thesis Readings.

Enrollment for the Master of Arts thesis consists of two elements: Thesis Readings (BBL584, THE584, MIN584, COU584) and Thesis (BBL792, THE792, MIN797, COU792). Students are encouraged to enroll in Thesis Readings the semester prior to enrollment for the thesis, while enrolling for the Thesis during their last semester. The required readings course is intended to provide the student an opportunity to expand his/her knowledge base in the specific area of study and to focus the thesis topic. Thesis Readings and Thesis will require the completion and submission of the Special Enrollments Form during the registration process.

Students are encouraged to work closely with their faculty advisor in identifying and developing an area of study for the thesis. Students are also encouraged to consult the Master of Arts Thesis Readings syllabus and Master of Arts Thesis syllabus for processing and procedure details.

TRANSFER CREDIT

Applicants who are transferring from other accredited graduate schools or seminaries are required to have official academic transcripts sent directly to the Director of Graduate Admissions from all schools previously attended. This is a condition for admission. Transfer credit evaluations are conducted during the admission process, although formal transfer of credit is not posted to the students academic record until after the admission process is complete. Students will be notified in writing concerning the results of a transfer credit evaluation. Transcripts from foreign institutions will be evaluated by an outside agency. The student will be responsible for following the procedure required by that agency.

Grand Rapids Theological Seminary will accept a maximum of 50% of the selected degree program requirements through transfer credit completed within the ten years prior to matriculation at GRTS from the following types of institutions:

1. All regionally accredited institutions.
2. All Association of Theological Schools (ATS) institutions.
3. All Association for Biblical Higher Education (ABHE) institutions.
4. Non-accredited institutions, if those institutions supply to the Director of Graduate Admissions three letters of acceptance from regional, ATS or ABHE accredited institutions.
5. Those non-accredited institutions due to the nature of their relationship with Cornerstone University.

Students planning to take courses at other institutions for transfer into their degree program at Grand Rapids Theological Seminary should contact the Assistant Registrar for Grand Rapids Theological Seminary to verify the acceptance of these courses. Transfer credit will not be given for remedial or non-graduate level work or for any course in which a grade lower than a C was received. Grade point average does not transfer with the transfer credits.

STUDENT POLICIES/PROCEDURES

CHANGE OF NAME/ADDRESS PROCEDURE

Cornerstone University is committed to maintaining an accurate student information database. Therefore, students changing their name and/or address are asked to notify the GRTS Academic Office of the change. This information will be entered into Datatel, the institutions student information database.

COMPUTER USE POLICY

Cornerstone University has many computer assets (both hardware and software) for the enhancement of learning. Enrolled students of Cornerstone are granted the privilege to use these assets for educational purposes. All computing assets and facilities operate under the same policies as other campus functions. Students are expected to follow the policies in the student handbook. Additionally, students must adhere to any policies posted in computer facilities or explicated by Information Systems staff. Students using computers for non-academic purposes should always yield when asked by individuals who need a computer for academic reasons. Any abuse of the equipment, software or lab environment may result in a reduction or total loss of computing privileges.

Privacy Statement

Campus computing assets are subject to monitoring by information systems staff to ensure compliance with the university policy and federal, state and local laws and regulations. All reasonable measures will be taken to facilitate the privacy of user activities, file content and e-mail. It is not the intent of Cornerstone University to censure student activities unless it is needed. All data is subject to removal by Information Systems staff. Cornerstone University may use data stored on campus computers for internal investigations.

Liability Statement

Information systems strives to ensure the integrity and availability of campus computing assets. However, all electronic devices are subject to failure and require maintenance. Cornerstone University is not liable for any loss of data or inaccessibility of computer resources.

Copyright Integrity

Computer software and accompanying manuals are eligible for copyright protection. The lease of purchase contract/license describes what the user may or may not do. Users may not make copies of software installed on campus computers. Illegally copied and unregistered shareware which has exceeded the stated trial period may not be installed on campus systems. Consecutive "trials" are not permitted. Users must be able to produce a copy of a license agreement to verify the authenticity of his or her software. All materials used in multimedia applications are subject to copyright protection. Any offending material must be removed from the campus system.

DISABILITY ACCOMMODATION

Cornerstone University will make reasonable accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The purpose of accommodations is to provide equal access to educational opportunities for students with disabilities, and does not intend that academic standards be lowered or essential elements of programs or courses be changed.

Accommodations are granted on the basis of determined need and documentation of disabilities. In the event that disagreements arise between students and professors or administrators of the university over issues of accommodations, a fair and reasonable process has been developed to settle such disagreements. Students who have questions about confirming their eligibility for accommodation, providing documentation for disabilities, or reporting grievances under this policy should contact the Learning Center (on-campus extn. 1983 or off-campus 616/222-1596).

DISCIPLINARY PROCEDURES

Philosophy

Responsibility for student discipline at Grand Rapids Theological Seminary has been delegated to the office of the vice president and the dean of students by the president and the board of trustees. The purpose of discipline is to assist individual and community growth, and to aid the seminary in maintaining an environment conducive to learning and growth in Jesus Christ.

The goal of discipline is to provide instruction, encouragement, admonishment and restoration for the student involved. Disciplinary responses will seek to encourage responsible behavior; be based on sound Scriptural and educational principles; be consistent with the goals and objectives of the seminary; and be administered with compassion in such a way as to protect the best interest of both the individual student and the educational community.

Personal growth and maturity is encouraged most when each member of the seminary community uses self-discipline and shares the responsibility to care enough about others to confront them when appropriate. The responsibility to confront one another in a loving manner should flow out of natural relationships with friends, peers, faculty and staff. This approach, if functioning properly, should enable inappropriate behavior to be corrected on a personal level.

Students having difficulty with an issue in their life, whether it be in violation of campus standards or not, are strongly encouraged to seek help from some member of the campus community. When students come forward seeking help, every effort will be made by the university to bring healing, wholeness and reconciliation. Professors, academic administrators, and the counseling center and medical staff are eager to listen and help students through difficulties.

Process

Some disciplinary actions are of a counseling nature and take place utilizing the resources and services within

Cornerstone University. Suggestions and warnings may be provided, with a view toward preventing or correcting problems before they become major issues or inappropriate lifestyle patterns. However, the dean of students has the responsibility to determine appropriate disciplinary action.

The disciplinary action taken in any particular situation may reflect a consideration of such factors as the nature of the offense, the student's previous experience, the student's attitudes, the student's level of integrity, the welfare of the student and the welfare of the university community. The dean of students may act with greater severity or exercise special grace as they feel the case warrants based upon the above criteria. Students are expected to fully cooperate with university officials conducting a disciplinary process.

Disciplinary Responses

The following options for action are a part of disciplinary procedures. Variations of the disciplinary actions listed below may be created when deemed appropriate. Disciplinary action can be initiated by the origination of an Incident Report completed by the dean of student services.

Confrontation or Citation: A written notice and/or oral discussion about the inappropriate behavior or attitude.

Behavioral Contract: An agreement between the student and Dean that specifies conditions the student agrees to adhere to for a designated period of time.

Learning Response: Activities in which the student engages to facilitate necessary learning related to their inappropriate behavior. These activities can include papers, journaling, service activities, and/or meeting with a mentor.

Disciplinary Reprimand: A written statement to a student summarizing the infraction and serves as a firm warning. The disciplinary reprimand also includes suggested improvements for future behavior.

Disciplinary Probation: A conditional student status for a stated time. Specific terms of the probation may vary and include other items or provide for regular counseling or discipleship. A review of the student's behavior will be made at the conclusion of the probationary period to determine future status.

Disciplinary Suspension: An involuntary separation of a student from the campus, including classes, visits and campus-related events for a specified period of time. Faculty members are not obligated to permit suspended students to make up missed classroom work.

Withdrawal: Permission to withdraw is granted with the privilege to return to the university subject to the approval of the dean of students and the dean of GRTS. Students needing to withdraw from the University during the semester should contact the Seminary Office for assistance.

Disciplinary Dismissal: A permanent separation of the student from the university without privilege to visit campus or campus-related events unless granted in advance by the vice president or dean of students. The

individual's case will be subject to review to determine eligibility for readmission.

Request for Review

A student has the right to request a review of a disciplinary decision made by the dean of students and/or a discipline committee. All requests must be made in writing, specify the basis for the request, and be submitted within 48 hours of the disciplinary response. During the review process, all aspects of the original disciplinary response are in effect unless otherwise indicated by the dean of students or the academic dean of GRTS.

Requests for review may be submitted according to the following:

If the disciplinary decision to be reviewed was made by the dean of student services, the request for review should be submitted to the GRTS appeals committee.

If the disciplinary decision to be reviewed was made by the GRTS appeals committee, the request for review should be submitted to the vice president.

Students are permitted one request for review for any given disciplinary response. In all cases, the decision of the person or group reviewing the disciplinary decision is final. In some situations, the seminary dean or dean of students may convene a disciplinary committee to consider requests for review. The disciplinary committee will make a decision in the form of a recommendation to the appropriate administrators. Parents, spouses, and/or legal counsel are not permitted to submit a request for review or participate in the review process. Requests for review must be originated by the student to whom the disciplinary action was directed.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

Cornerstone University complies with the Drug-Free Schools and Communities Act of 1989. Every Cornerstone student has agreed to abide by the policies and standards of the university as defined by the student handbook in signing the application for admission and an affirmation statement at registration. University policy requires abstention from possession and use of alcoholic beverages and illegal drugs. Failure to adhere to these standards will result in disciplinary action up to and including suspension, dismissal and possible referral for prosecution. In addition to prohibitions in the student handbook, municipal, state and federal laws strictly outline penalties for the illegal use, possession or distribution of alcohol and drugs. Specific references to these laws are available in the CU Spiritual Formation Office.

The use of illicit drugs and alcohol present major health risks, such as addiction, acute and chronic illness and death. Other risks associated with alcohol and drug use include impaired hearing and judgment, violence, injuries to self and others, accidents, drunk driving, acquaintance rape, unwanted pregnancies and sexually transmitted diseases. This list is not all-inclusive but represents some of the ramifications that sometimes accompany consumption of illicit drugs and alcohol.

Alcohol and drug information, referral, counseling and rehabilitation programs are available through a variety

of on- and off-campus resources. Students needing help or who know of someone who needs help may contact the seminary dean, the Counseling Center, or Health Services for more information.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

The right to inspect and review the student's education records within 45 days of the date the University receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University 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.

The right to consent to disclosures of personally identifiable information contained in the student's educational 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 educational interests. A school officer is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or 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 University discloses educational records without consent to officials of another school in which a student seeks or intends to enroll. The University intends to forward such records on request.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

LIFESTYLE STATEMENT

Grand Rapids Theological Seminary is committed to each student's development as a whole person for the fulfillment of God's will, focusing not only upon the discovery and development of abilities and gifts, but also upon growth in spiritual maturity. The Grand Rapids Theological Seminary community consists of students, faculty, staff, and administration. The privilege of belonging to this community includes adherence to certain rules of procedure and conduct, which are designed for the best interest of everyone involved. Some of these are based on clear biblical imperatives, some are drawn from biblical principles and others are part of the institutional distinctives that make Grand Rapids Theological Seminary and Cornerstone University special.

Students, by virtue of their enrollment, agree to live within the framework of the school's standards of conduct. While some may not have personal convictions concerning all of these standards, agreeing to them obligates the student to assume responsibility for honorable adherence to them while enrolled at the seminary. It should, of course, be understood that any behavior, either on campus or away, which indicates that a student has disregard for the spirit of the school's standards would be sufficient reason to ask him/her to withdraw from the school.

Students of Grand Rapids Theological Seminary, agree to:

1. Honor biblical teaching in order to maintain a right relationship with God, people, and creation. Exhibit integrity in academic pursuits, professional work, personal finances and relationships.
2. Practice discernment in the areas of media and entertainment. Avoid behaviors clearly prohibited in Scripture including but not limited to drunkenness, immoral sexual behavior, lying, and stealing.
3. Support Cornerstone University's commitment to maintain an alcohol-free and tobacco-free campus. This means that the consumption of alcohol or use of tobacco will be prohibited in, on, and around all campus properties and at University events. Due to the public and personal health hazards posed by tobacco, students shall avoid the habitual use of tobacco.
4. Actively participate in a local evangelical church.

STATEMENT OF FAITH AND PRACTICE

Grand Rapids Theological Seminary seeks applicants who demonstrate commitment to Christ and evidence of the new birth, possess gifts for the ministry, have earned a baccalaureate degree or its equivalent from an accredited college or university and affirm the following doctrinal statement (Cornerstone Confession – section 1) which is required for admission, degree candidacy and graduation:

Cornerstone University affirms a core confession of convictions in common with the creeds of the early church, the confessions of the Reformation and all conservative Evangelical Christians.

1. We believe that the Bible is the word of God, truth without error, clear and powerful in its message, sufficient for all of our needs, and final authority for faith and life.
2. We believe in the triune God — Father, Son, and Holy Spirit — who is holy, loving, good, wise and almighty; who has created all things by his word out of nothing, who sustains, provides for and rules all things, who is our only redeemer and who will judge all people.
3. We believe that God created men and women in his image and likeness for fellowship with himself and to carry out the creation mandates; that Adam sinned and that by his disobedience the entire race was alienated from God, depraved and totally lost.
4. We believe in the Lord Jesus Christ, who added full humanity to his perfect deity, obeyed God perfectly, died for our sins on the cross, rose again to defeat Satan and returned to heaven to pour out the Holy Spirit at Pentecost and to intercede for his people.
5. We believe that the triune God has provided a great salvation for those who repent of their sins and trust Christ and his finished work; that he calls, regenerates, justifies, forgives, adopts, sanctifies, keeps and will glorify them.
6. We believe in the Holy Spirit who has been sent to complete and perfect in us all of the works that Jesus did for us. He convicts of sin, regenerates, sanctifies us, gifts us for ministry and assures us of our salvation.
7. We believe in the personal return of the Lord Jesus Christ, the bodily resurrection and final judgment of the just and the unjust, the everlasting blessedness of the saved, and the everlasting, conscious punishment of the lost.

While recognizing Christian liberty in matters not expressly commanded or forbidden in Scripture, Grand Rapids Theological Seminary requires each student to adhere to the spiritual, scholastic, and social standards of the school. It is essential that students live a God-controlled life both on and off campus, since they are already recognized as Christian leaders by men and women in the community.

SAFETY PRECAUTIONS

Emergencies

If there is a life-threatening emergency, call 911 and campus safety. For all other emergencies, contact campus safety at (616) 949-5300. When reporting an emergency, please state your name, location of the emergency as specifically as possible, and the nature of the emergency.

Fire Safety

Fire drills will be scheduled periodically in campus buildings. When an alarm sounds, doors and windows should be closed and the building must be evacuated immediately. After leaving the building, individuals should remain at least 50 feet away from the building—particularly the entrances. Individuals may return to the building when the alarm has stopped and permission to re-enter has been given. Students who do not cooperate in evacuating a building when a fire alarm sounds will be subject to disciplinary action.

Students found tampering with the fire safety system, including the fire alarms, extinguishers and the electrical system will be fined a minimum of \$100.00 and will be subject to suspension from the university.

Open flame lanterns, candles, and the possession and/or use of fireworks are not allowed on any part of campus.

School Cancellation/Snow Days

In case of inclement weather, students are asked to listen to the University radio station, 91.3 WCSG, for school cancellation information or to visit the WCSG website at www.wcsg.org and click on Closing Connection. Students are asked to refrain from calling the university switchboard or seminary office regarding school cancellation.

Tornadoes

In case of tornado alert, the following procedures will be carried out:

Tornado Watch: An officer of the university and seminary will declare what immediate action is to be taken by the student body and staff. The university radio station, 91.3 WCSG, will keep university personnel aware of reports coming from police weather radios.

Tornado Warning: A continuous siren from the fire station will sound indicating that a tornado has been sighted. Because of the nature of the buildings on our campus, safety can best be secured by getting to an inside hallway wall, kneeling with head down and hands crossed over the back of the head.

Weapons

The possession of all firearms, pellet or BB guns, bow and arrows, and/or knives having over three inch blades are not permitted anywhere on campus. Any student found in violation of this policy is subject to disciplinary action up to and including suspension or dismissal and may be in violation of local, state and/or federal law. Special arrangements for hunters to store such equipment must be made with the director of campus safety.

SEXUAL ASSAULT/HARASSMENT

Introduction

Members of the Cornerstone University community affirm that men and women are image-bearers of our creator and members of the family of Christ. We are unique works of divine creation having unqualified worth. As such, violation of a person is a violation of our creator and of the body of Christ. Therefore, we are each mutually obligated to protect the dignity, safety and self-respect of every member of this academic community. This University community is fully committed to the moral teachings of Jesus Christ and to fostering an environment in which all persons have equal opportunity to work and pursue learning freely, whether in group settings or in close relationships between students, faculty and staff. We purpose to perform our tasks as a caring and diverse educational community transcending class, cultural, ethnic, gender and racial boundaries. Therefore, in accordance with biblical principles, the University forbids and condemns any covert or overt acts of abuse, assault, harassment or intimidation, as they will interfere with these affirmations and commitments.

Harassment

A. Definitions of Harassment

1. Age, disability, ethnic, gender or racial harassment bringing about discriminatory insult, intimidation or ridicule will not be tolerated. Harassment has the purpose, effect and potential to:
 - create an intimidating, offensive or hostile environment, including stalking violations of Michigan law
 - unreasonably interfere with an individual's performance; and
 - adversely affect the spiritual growth of the entire University community.

2. Sexual harassment includes such behaviors as unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:
 - submission to such conduct is explicitly or implicitly made a term or condition of employment, instruction or participation in any University activity;
 - submission to or rejection of such conduct by an individual is used as the basis of evaluation in academic or employment decisions; or
 - such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating a hostile, intimidating or offensive environment.

Sexual harassment also includes behaviors that contribute to or create a hostile environment serving no scholarly, artistic or educational purpose.

Generalized sexist remarks or behaviors include demeaning remarks or actions that are directed at individuals or groups based on their gender.

Offensive sexual remarks or behaviors include lewd, obscene, or sexually suggestive remarks or actions, which would be deemed offensive by a reasonable person in that situation. Also included are displays of sexually offensive audio and visual materials.

Sexual advances without intimidation includes sexual advances, which are accompanied by a promise of reward or a threat of punishment.

B. Reporting Harassment

In an emergency call the Campus Switchboard Emergency number at 949-5300 from off-campus or dial "0" from on campus. Other key contacts include:

Director of Campus Safety (616) 949-5300	Dean of Student Services (616) 222-1437
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Sexual Assault

A. Definitions of sexual assault

Can be committed by strangers but more often by acquaintances, friends, or relatives. Anyone can be sexually assaulted regardless of gender, age, race, or income level.

Can be physical or non-physical; may include sexual harassment, attempted rape, and/or rape.

Is an extreme form of sexual harassment, a serious offense. Any use of force or threat to attempt to obtain sexual acts is illegal and may be reported to law enforcement officials.

Is any unwanted sexual attention or contact achieved by bribes, force, manipulation, pressure, threats, tricks or violence.

Is a crime of anger, control and violence that hurts victims and those who love them.

B. Reporting Sexual Assault

1. To the Victim

a. Seek immediate help by:

- Calling the campus emergency number, from on-campus dial "0", or from off-campus dial 949-5300
- Contacting a trusted friend and/or member of the professional staff that you feel comfortable with.

Off-Campus Resources:

Grand Rapids Police Department 911
YWCA Sexual Assault Program 776-7273

Seeking medical treatment. You are encouraged to contact the YWCA Rape Crisis Center for your injuries and to preserve the physical evidence of sexual assault. Medical examinations and testing for sexually transmitted diseases and pregnancy. The results of these tests are completely confidential and will not be released to anyone without your permission. The Crisis Center will coordinate responses from medical, law enforcement, and rape crisis personnel. NOTE: The University strongly encourages any student who experiences sexual assault to contact Counseling Services Director or the Seminary Dean.

Report the sexual assault to the police. You are encouraged to report the assault and/or to press charges. Note: The University encourages all victims of any crime to file an official report with campus safety.

b. Seek follow up care. Whether or not the sexual assault is reported, most victims need support and follow-up assistance after this type of trauma. The professional staff of Cornerstone University Counseling Services is experienced in providing this support for both resident and non-resident students.

2. To the Helper

a. Support the victim by:

- Securing the victim's safety. Make sure someone is with them at all times to prevent further assault and assure her/his safety.
- Attend to physical injuries.
- Listening and asking what you can do to help.
- Reassuring the victim, "It's not your fault." Avoid blaming or asking, "Why didn't you..."
- Encouraging the victim to ask for what he/she needs.
- Being sensitive and patient.
- Supporting the victim's choices which helps her/him to regain control.

b. Offer options

- Offer to contact a member of the Student Development Professional Staff.
- Offer to contact the YWCA Rape Crisis Center. This will put in motion a coordinated response from medical, law enforcement, and rape crisis personnel. The victim may refuse.
- Suggest hospital care if appropriate. The victim may refuse.
- Offer to contact the police. The victim may refuse.
- Offer to contact counseling or health services.
- Offer to contact family and/or friends to provide personal support. The victim may refuse.

SOLICITORS

Salespersons from off-campus are not permitted to solicit or sell in any of the campus buildings without written approval from the C.U. Spiritual Formation office. Sales of products by Cornerstone University students are not permitted unless prior written permission has been granted from the student development office. Literature (e.g., any printed matter from single sheet flyers to booklets or books) from sources outside the campus may be distributed on campus only with the prior written permission of the Spiritual Formation office.

Students are not permitted to give out student lists of names and/or addresses to off-campus organizations with the goal of solicitation without the approval of the vice president for student development.

Parties/activities intended to market or sell products are not permitted on the Cornerstone University campus.

STUDENT GRIEVANCE/APPEAL

As a member in good standing with The Association of Theological Schools (ATS), Grand Rapids Theological Seminary affirms the value of accrediting standards. These standards foster attention to good practices within graduate theological education, providing a structure and guide for institutional integrity, accountability, self-assessment and improvement. Grand Rapids Theological Seminary is committed to honoring these standards in the process and product of its endeavors in theological education. If a student identifies a violation of the accrediting standards of the Association of Theological Schools, it is encouraged to bring this matter to the attention of the GRTS Academic Dean. If compliance with the accrediting standard is not achieved in a reasonable and credible manner, the student can bring this grievance to the attention of the accrediting agency. Specifically, the grievance should be made in writing and a copy should be sent to the academic dean. The grievance should be mailed to the following address: The Association of Theological Schools, 10 Summit Park Drive, Pittsburgh, Pennsylvania 15275-1103. ATS staffers can also be reached by calling (412) 788-6505.

STUDENT IDENTIFICATION CARD

All students are issued an identification card at the outset of their enrollment with the university. The student identification card is a necessary tool for all members of the Cornerstone University educational community. For those students enrolled in an on-campus meal plan, the ID card is required for access. The ID card is required for a variety of other transactions within Cornerstone University, including checking materials out of the library. Replacement ID cards can be obtained at the University Switchboard with payment of a \$5.00 replacement fee.

FINANCIAL INFORMATION

CHECK CASHING

The Cornerstone University Accounting & Finance Office provides a check cashing service to enrolled students for up to \$75.00 during business hours. Checks exceeding \$75.00 can be cashed with a 48-hour advanced notice. Students are required to show their student identification card when cashing a check.

FINANCIAL AID

Grand Rapids Theological Seminary provides a limited amount of financial aid to new and returning students through the GRTS Grant, Timothy Scholarship, and a variety of other specialized scholarships. Federal Stafford Student Loans (subsidized and unsubsidized) are also available to eligible students. Eligibility for grants, scholarships and loans is determined by needs analysis. For additional information, consult the Financial Aid section of the GRTS Academic Catalog or contact Cornerstone University Student Financial Services.

GROUP MEDICAL INSURANCE

An accident and sickness insurance plan is available to all students at the University, including GRTS students that are enrolled in at least five credit hours per semester. Although the plan is not a major medical plan, it does provide some “first dollar” coverage. The plan provides 24-hour coverage, on and off campus, worldwide at a reasonable cost. Students desiring a more complete plan and/or family coverage are encouraged to contact the Health Services Office for information.

PAYMENT OPTIONS

Students of Cornerstone University, including GRTS students, have two payment options:

Pay in Full: Payment due date for each semester will be indicated on the semester bill.

Payment Plan: Students may choose to pay the balance due in four equal monthly installments. Fall semester payment due dates are August 1, September 1, October 1, and November 1. Spring semester payment due dates are January 1, February 1, March 1, and April 1. There is a carrying charge applied to each semester for the plan. Students who do not pay as arranged on the payment plan may be excluded from using the payment plan in subsequent semesters.

Late payment fees may be added to student accounts not paid as arranged. A financial charge of 1 percent per month may be assessed on any unpaid balance. Full payment on student accounts is expected before taking examinations, obtaining transcripts, receiving diplomas, or registering for succeeding semesters.

STUDENT FEES

Student registration fees are assessed on a semester basis according to the enrollment level of the student. These fees, as outlined in the GRTS Academic Catalog, are utilized for the costs incurred in student registration, chapel, student assessments, and student activities.

STUDENT ORGANIZATIONS/ACTIVITIES

FALL COOKOUT

Offered each fall in conjunction with the New Student Orientation, Grand Rapids Theological Seminary celebrates the beginning of each academic year with a fall cookout. This event is sponsored and coordinated by the GRTS Student Senate Leadership Team and intended for all new and returning GRTS students and their families, as well as for seminary faculty and staff. Typically, the event is held outdoors at the Leon J. Wood Seminary Building. This is a loosely structured event that includes food, fellowship, and face painting and games for the children. The event is free of charge to students and families.

SPRING BANQUET

The spring banquet provides an opportunity for the entire GRTS academic community to celebrate the end of the academic year with spouses and special guests. It also offers an occasion to honor those students who have completed their degree programs, the graduates. Enrolled students of Grand Rapids Theological Seminary are entitled to two complimentary tickets to this event. Reservations must be made through the GRTS Office.

INTRAMURAL SPORTS

This program is designed especially for students who are not involved in intercollegiate sports, but are interested in exercise and fun. Interested students should contact the Spiritual Formation Office located in the Corum Student Union.

BERNICE HANSEN ATHLETIC CENTER

A variety of athletic resources are available to Cornerstone University students at the Bernice Hansen Athletic Center. Such resources include: racquetball courts, weight room, lighted beach volleyball court (west of the Hansen Center) and open gym. Students are encouraged to contact the Hansen Center Office for facility availability schedules and to coordinate reservations.

STUDENT SENATE

The Student Senate Leadership Team (SSLT) is a representative group of GRTS students selected annually by the Dean of Students to serve the needs of the entire student body. SSLT members serve the student community by coordinating resources, services, and events. The central aims of the Student Senate Leadership Team are:

- To assist students with academic and non-academic concerns as they enter and progress through study at GRTS.
- To promote student involvement and perspective in the community of learners and scholars at GRTS.
- To foster a sense of community appropriate to a graduate theological education context.
- To coordinate fellowship and spiritual growth opportunities among and between students and faculty at GRTS.