



STUDENT HANDBOOK

OFFICE OF STUDENT SERVICES



INTERDENOMINATIONAL THEOLOGICAL CENTER

“50 Years and Counting”

MISSION STATEMENT

The Interdenominational Theological Center (ITC) is a Christian Africentric ecumenical consortium of seminaries and fellowships that educates students who commit to practicing justice and peace through a liberating and transforming spirituality to become leaders in the church and local/global communities.

THE CONTENTS OF THIS HANDBOOK ARE GOVERNED BY THE CHARTER AND BYLAWS OF THE ITC. The ITC therefore reserves the right at any time to adjust and/or change the content of this handbook. Please consult with the Office of Student Services as policies are updated and procedures are enhanced. These procedures refer to regular business days, excluding Saturdays, Sundays, and holidays. Also, it is a rule of the procedures that any matter adjudicated in one appeal cannot be used to form the basis of a second or separate appeal.

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CONTACTS

THE ITC OFFICE COMPLEX

Main Office: 700 Martin Luther King Jr. Drive, SW
Atlanta, Georgia 30314-4143
Office Hours: Monday-Thursday 8:00 a.m.-5:00 p.m.
Telephone: (404) 527-7700

ADMINISTRATION BUILDING

President's Office 404-527-7702
Office of Institutional Advancement 404-527-7718

CLASSROOM BUILDING

Student Services Office 404-614-6329
Residence Life and Community Life 404-527-5725
Relational Health Counselor 404-527-5725
Religious Heritage of the African World 404-527-7738
Administrative Support Services/Mailroom 404-527-7716
Student Christian League 404-614-6329
Black Women in Church and Society 404-527-5710

JAMES H. COSTEN LIFELONG EDUCATION CENTER

Executive Vice President for Academic Affairs/ Provost 404-527-7704
Office of Financial Services 404-527-7720
Office of Administrative Services 404-527-7711
Office of Institutional Effectiveness 404-527-7729
Ministry in Context Office 404-527-7763
Thomas J. Pugh Pastoral Care 404-614-6300
Associate Vice President of Enrolment Management/Office of the Registrar 404-527-7707
Admission and Recruitment 404-527-7792
Office of Financial Aid 404-527-7724
Doctor of Ministry Office 404-527-7795
Strategic IT/Helpdesk 404-527-5701
Extension Education 404-527-7766
Journal Office 404-527-7727
Human Resources 404-614 -6360
Dining Hall 404-524-7714
Buildings and Grounds/Maintenance Office 404-614 -6343
Lutheran Center 404-614-6328
Youth Hope Builders Academy 404-527-7739

OFFICES OF CONSTITUENT SEMINARIES and FELLOWSHIPS

Gammon Theological Seminary 404-581-0300

Charles H. Mason Theological Seminary 404-527-7775

Morehouse School of Religion 404-527-7736

Phillips School of Theology 404-527-7768

Turner Theological Seminary 404-527-0080

Selma T. and Harry V. Richardson Ecumenical Fellowship 404-527-5732

SECURITY OFFICE

Main Office 404-527-7911

Martin L. King Gatehouse 404-527-7797

AUC RESOURCES

Robert W. Woodruff Library 404-978-2000

The Atlanta University Center 404-523-5148

Sankofan Strategic Priorities

Engaged students in ways that
Strengthened Student Recruitment

Communicated Implemented the Institutional Mission

Diversified and Expanded Fundraising to Build Collaborative Opportunity[ies]

Engaged Internal and External Audiences through Public Relations and Marketing

Expanded Advocacy and Build Collaborative Opportunities

Strengthened Governance

Developed Viable Mission Driven Curriculum Programs

Fortified Organizational and Physical Infrastructures

Sankofan Institutional Goals

The institutional goals of the Interdenominational Theological Center are:

1. To educate men and women for leadership in Christ's Church and the world.
2. To demonstrate academic excellence in teaching and research.
3. To recognize the role of denominations as the foundation for ecumenism, and to understand this principle as a viable and sustaining cornerstone of the ITC mission.
4. To attract and retain qualified students capable of fulfilling the mission of the institution by:
 - (a) fostering respect for and openness to diversity;
 - (b) promoting integrity and competence in Christian leadership;
 - (c) encouraging justice, reconciliation, and peace in the church and the public arena;
 - (d) promoting gender equity and liberation of the world's oppressed populations; and
 - (e) promoting an ecumenical environment for Christian spiritual formation.
5. To attract, develop, and retain competent faculty, staff and administrators.
6. To ensure that the learning, working, and living environments are healthy, safe, and secure through strong administrative practices.
7. To encourage scholarly research and publications related to Africa and the Diasporic African religious experience, the African-American Church, and the Church universal.
8. To develop and sustain partnerships that enhance the education of students, provide opportunities for community service, and foster inter-religious dialogue.
9. To provide a critique, informed by the perspectives of African-American and other global interpretations of Western, male-dominated theological education.
10. To maintain fiscal stability and to strengthen the financial vitality of the Center.

Statement of Non-discrimination

The Interdenominational Theological Center (ITC) does not discriminate based on gender, race, age, color, disability, gender identity or expression, genetic information, sexual orientation, religion, veteran status or national origin in the execution of its educational programs, activities, employment, daily operations or admission policies. "No person shall on the basis of sex be excluded from, participation in, or be denied the benefits of, or be subjected to discrimination from any of the ITC programs or activities." (Title IX, part 86, Title VI, and Title VII

DISABILITY ACCOMMODATIONS

The ITC is committed to complying fully with the Americans with Disabilities Act (ADA) for students and employees. Doing so examples an environment that delivers equal opportunity in matriculation for our students and employment for qualified persons with disabilities. All associated matriculation and employment practices and activities are conducted on a non-discriminatory basis. An external elevator is located Administrative Building (Building # 1) parking area. Internal lift and elevator are in the Classroom Building/L-Section (Building # 3) and James H. Costen Lifelong Education Building (Building # 10), respectively. **Contact the Office of Human Resources for further information on associated policies and guidelines.**

Health Appreciation Directive

Health Insurance Portability and Accountability Act of 1996 (HIPAA), initiated by the US Department of Health and Human Services establishes standards, principally the *Standards for Privacy of Individually Identifiable Health Information (Privacy Rule)* for all institutions and/or entities subject to this standard as they engage in the access and review of medical information for persons receiving their services. The Privacy Rule standards addresses the use and disclosure of individuals' health information as well as standards for individual privacy rights to understand and control the use of their health information.

Equal Employment Opportunity

In further support of the academic environment for the ITC student, the institution seeks to provide equal employment and advancement opportunities to all individual employment. Associated decisions at the ITC will be based on merits, qualifications, and abilities. The ITC does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, or any other characteristic protected by law.

The ITC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace among personnel and students are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Office. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Statements of Confidentiality

In accordance with Federal Educational Rights and Privacy Act (Sec.513 of P.O. 93-380, Education Amendments of 1974, which amends the General Education Provision Act, (sec.438), students of the ITC are hereby informed of the right of access to their official records as described in the act. ITC will comply with all applicable federal regulations, including the Buckley Amendment of 1994. FERPA was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

FERPA allow schools to disclose academic records without the consent to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other school to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties about financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena; and
- Appropriate officials in cases of health and safety emergencies.

Inspection provides student opportunities to resolve challenges, correct, delete, or update the content of maintained education records to ensure that they are not misleading, inaccurate, or include inappropriate information. To file a complaint with the U.S. Department of Education concerning alleged failures by the ITC to comply with the requirements of FERPA students may contact:

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

All services provided to students are confidential. A confidential medical record is established and maintained for every student receiving ADA accommodations via the Office of Student Services. The confidentiality of a student's record of academic support via ADA is protected under the federal (FERPA), Georgia state law and/or ITC Policy, as applicable.

The policy of ITC is that information cannot be released or received without the student's written permission unless otherwise permitted under FERPA.

ITC CODE OF ETHICS

As a historically Black Christian Institution of higher learning dedicated to the development of lay and clergy leadership with a liberating and transforming spirituality, creating communities of justice and reconciliation on the local and global levels, we commit ourselves to the following covenant:

We commit ourselves to practicing and pursuing integrity in academic and professional excellence from the classroom to the office and the boardroom, through our use and allocation of time, talents, and resources; physical, intellectual, and financial.

We commit ourselves to maintaining and supporting mutual respect and integrity for ourselves, individuals and the community through our daily interactions with each other in the use of appropriate language and behavior.

We commit ourselves to acts of gender inclusivity.

We commit ourselves to the enhancement and nurture of appropriate needs of individuals and the community in ways that build up the healthy functioning of both.

We commit ourselves to respecting the diversity of ecumenical, theological, ideological and personal expressions of the various faiths and traditions found in our community.

We commit ourselves to celebrating and building upon the best of our African culture and heritage through our work and life together.

We commit ourselves to the pursuit of intellectual excellence through the open engagement of critical thought and debate and through the honest critique of each other's ideas and beliefs.

We commit ourselves to providing a safe physical and psychological environment for all members of the community regardless of one's race, color, religion, sex, national origin, age, sexual orientation, ability, or any other characteristic protected by law.

We commit ourselves to maintaining and providing services and physical resources and spaces which promote the mission and fiscal integrity of the institution, and which demonstrate appreciation and celebration of the gifts of others.

We commit ourselves to holding ourselves and each other accountable to adhering to the statements made in this covenant.

Student Rights and Responsibilities

ITC exists as a Christian Africentric ecumenical consortium of seminaries and fellowships that educate students who commit to practicing justice and peace through a liberating and transforming spirituality. ITC articulates its vision via an actionable transformative liberative spirituality that presses for free inquiry and free expression. ITC appreciates this way of delivering theological education as indispensable to it being the preeminent world center for Africentric theological engagement and the development of leaders in the church and local/global communities who advance God's mission of love, justice, and restoration in the world.

Any assertion of rights and freedoms by ITC for itself, its students and constituencies implies a willingness to assume associated responsibilities. The center undergirds the consortium relationship, protects individual liberty and also expects the following from its students, faculty and administration: 1) Recognition of the primary academic purposes of the institution, 2) Respect concerns for the rights and freedoms of others, 3) Commit to the rule of reason in settling disputes, and 4) Affirm a sense of faithful praxis. The purpose of the delineation of rights, freedoms, and responsibilities that follows is to foster learning and the free exchange of ideas within this cooperative academic community.

It is understood that ITC students are adults. ITC supports student freedom and encourages them to make decisions. They are required to assume responsibility for and accept the consequences of their behavior. With self-governance comes an obligation to participate in a system of regulations conducive to learning, teaching, and protection of the rights, safety, and property of others, as well as ensure the orderly functioning of the Center. ITC developed these statements and descriptions of Student Rights and Responsibilities in environments conducive to education, development and community work for its students as it delivers its mission.

Student Rights

Student rights are civil, constitutional, contractual and consumer privileges which regulate student freedoms and the regulation of them for the purposes of exercising the best use of their educational investment.

- Right to basic institutional facts prior to admission. Qualified persons and information sharing that intuit the needs of prospective students, as well as, expressed availability for answering questions that arise during inquiring, finalization of admission maintenance of matriculation and graduation.
- Right to ITC following its own regulations, policies, procedures and directives. This means that students have at their disposal persons who are knowledgeable and qualified to insure the accurate and appropriate development and disposal of regulations, policies, procedures and directives. These are in place for operation of the institution and the protection of all ITC students.
- Right to the fulfillment of promises made by catalogs, handbooks, advisors, student codes; as well as, verbal promises. Therefore, students have the right to be notified of changes in institutional catalogs, handbooks, regulations, policies; as well as, degree requirements.

- Right to access Center policy, regulations and statistical data which are published and readily available. Students can locate institutional statistics via appropriate website (DOE) and electronic bulletin boards that report significant institutional data for public sharing for the purposes of informed decision-making by prospective and continuing matriculants. This information can include but is not limited to tuition, fees, net price of attendance, tuition plans, statistics including sex, ability, ethnic, transfer student ratios, degrees offered, enrolled and awarded, and transfer credits.
- Right to privacy in higher education. This privacy would be the same rights extended to the community at large. Students have the right to access their records, dispute record keeping and have limited control over release of documents to third parties.
- Right to a continuous tract during a period of continuous enrollment; therefore, student has the right to graduate so long as they fulfill the requirements as they were originally communicated; subsequently being notified of degree changes and impact upon her or him as a current matriculant.
- Right to learn from the instruction as instructor acts within departmental and institutional guidelines. This includes the right to an accurate course syllabus for each course. They reflect what was advertised. Accuracy is reflected in the following markers: there is a description of course and level of instruction, appointments for managing and covering course content at sufficient depth, policy statements that facilitate adherence to institutional mission, directives for achieving learning outcomes, uniformity across class sections, fair grading as referenced in institutional resources and procedures for resolving student concerns and complaints.
- Right to affirmative action which protects students from discrimination of any type. Student can also expect freedom from discrimination/harassment in the exercise of affirmative action; right not to be discriminated against based upon national origin; age and equal treatment of student groups; ability discrimination and/or dismissal. This the right to due process in disciplinary action. Student have the right to protection from sex discrimination/harassment in higher education; right to sex equality in the provision of and participation in student services and activities.
- Right to protection from injury on campus which include but are not limited to physical, mental or emotional experiences or engagement. Students have the right to expect limited fiduciary care in ways that demonstrate institutional care in service of the student's best interest; care regarding the safety of students; right to grievance filing process; and right to protection from foreseeable crime on campus; protection from injury caused by other students.
- Right to protection from unwarranted search and seizure.
- Right to constitutional freedoms and protections in higher education; this includes right to free speech and association; right to free religious and unaccepted speech.

Student Responsibilities

Students are responsible for insuring their ITC email address is accurately operating. This is the primary means of communicating with ITC students. Students are also responsible for insuring their personal information is current in all offices responsible for communicating with them on behalf of the institution; this includes but not limited to Offices of the Registrar, Financial Services, Financial Aid and Student Services. Current information includes addresses, telephone numbers, and backup email addresses

where appropriate. The institution assumes responsibility for maintaining accurate records and updating significant data points.

Students are responsible for being informed of and adhering to all institutional policies governing their admission and retention as a student of ITC. Therefore, students are responsible for understanding the policies and grading procedures for all courses in which they are enrolled. Students who believe that they have been subject to unfair or discriminatory academic evaluation by faculty members are encouraged to discuss the matter fully with their instructor(s). Faculty should be prepared to explain the rationale for their grading. When a resolution is not possible through such informal discussion, students have the responsibility to learn and adhere to the processes for filing and following processes for communicating and resolving grading disputes and complaints.

Students are responsible for learning and operating within the governance structure of ITC. Students are responsible for knowing and operating within the framework and limitations of the institutional consortium agreement; therefore, being informed of the responsibilities of the denominational presence of which they are a member who in-turn is a member of the consortium. Student concerns and abrogation of student rights and responsibilities that are denominationally related can be informed by responsible persons within ITC governance. However, students are responsible for resolving these concerns within the denominational outlines of the respective denominational directives and internal structures for such matters.

ITC students and student organizations are free to examine and discuss questions of interest to them and to express their opinions both publicly and privately. All constituencies are expected to take responsibility for their public expressions; anonymous expressions are inimical to the free and open exchange of ideas.

Student organizations are responsible for exercising intuition when bringing guest speakers that address issues and matters of interests to campus. These speakers are expected to complement the student academic endeavors. ITC develops procedures for orderly scheduling and presentation of speakers and other programs. Student sponsoring organizations in accordance with ITC policies and directives regarding speakers should clearly state in their publicity the name of the sponsoring organization. Sponsorship of a guest speaker does not necessarily imply endorsement by the sponsoring group or the college.

Student organizations are to make responsible use of the ITC logo and branding materials in the publicity of student events and activities. ITC develops policies and procedures for accessing and use of the ITC logo. Student sponsoring organizations use the ITC logo in accordance with ITC policies and directives. Use of the ITC logo implies institutional support of its students, their academic pursuit and faith action, as well as commitment to varying diversities which expand their seminal preparations for ministry and public service.

ITC students are responsible for their participation in institutional governance. All associated participations occur as active student commitment to the total wellbeing of the institution via student

government organization and associated committee participation, as well as, the coordinated fiduciary relations associated with the denominational presences and student fellowships.

ITC students are responsible for knowing and exercising their civil rights within the institution and greater public communities. Therefore, students are responsible for their own actions, under federal, state and local laws. ITC supports student freedoms to recognize, articulate and consciously resist government decrees, ITC and its students recognize the rule of law and expect no special immunity due to student status or institutional presence.

ITC students are responsible for positioning themselves to graduate and become an alum of the Center and denominational presence of which she or he is a member.

SECTION I – GENERAL INFORMATION

1.1 PURPOSE

The dynamic nature of this institution and the continuous input of students, faculty, staff, administrators, and trustees make a completed *Student Handbook* virtually impossible. As adjustments are made, amendments will be published and distributed as addenda to this student handbook. Student and administrative use orient institutional reciprocal expectations for ITC and its students. This handbook provides guidelines for student life. It does not cover the entire scope of all the rules, regulations, and policies in every area of life at the ITC. Therefore, it should be read in cooperation with the ITC *Academic Catalog* and other policy statements.

1.2 SHORT HISTORY OF THE INTERDENOMINATIONAL THEOLOGICAL CENTER and CONSTITUENT SEMINARIES

The Interdenominational Theological Center, one of the earliest and most significant projects in ecumenical theological education in America, was chartered in 1958 through the mutual efforts of four schools of theology, representing four denominations. These were the Baptist Church, the United Methodist Church, the African Methodist Episcopal Church, and the Christian Methodist Episcopal Church. Their four seminaries, Morehouse School of Religion, Gammon Theological Seminary, Turner Theological Seminary and Philips School of Theology came together in cooperation as an ecumenical cluster to form one seminary. They were joined by Johnson C. Smith Theological Seminary of the Presbyterian Church (U. S. A.) and the Charles H. Mason Seminary of the Church of God in Christ, Inc. The Center's founding was greatly helped by some magnificent grants from philanthropic foundations, especially the Sealantic Fund and the General Education Board. ITC has been accredited by The Association of Theological Schools in the United States and Canada since 1960 and the Commission on Colleges of the Southern Association of Colleges and Schools since October 1984.

The Interdenominational Theological Center (ITC) was greatly assisted by magnificent grants from philanthropic foundations, especially the Sealantic Fund and the General Education Board. The ITC has been accredited by The Association of Theological Schools since 1960 and by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia

30033-4097) since 1984. Faculty members are chosen both for scholarly competence and teaching ability. They constitute an outstanding corpus of scholars among the seminaries of the nation. The faculty-student ratio is favorable, thus ensuring moderate class sizes, individual attention, and flexible instructional support.

Dr. Harry V. Richardson served as the first President of the ITC from 1959 to 1968. Dr. Oswald P. Bronson served as President from 1968 to 1975. Dr. Grant S. Shockley became President in January 1976 and served until December 1979. Dr. James Deotis Roberts became President in August 1980 and served until April 1983. Dr. James H. Costen became President in December 1983 and served through June 1997. Dr. Robert Michael Franklin became President in July 1997 and served through December 2001. Dr. Oliver J. Haney became Interim President in January 2002 and served until August 2003. Dr. Michael A. Battle became President in September 2003. Dr. Thomas Cole was Interim President between 2009 and 2010. Dr. Ronald E. Peters assumed the presidency September 2010. Dr. Edward P. Wimberly was appointed Interim President in 2013 and President in 2015. Dr. Edward L. Wheeler began his tenure as President in April 2015.

The campus of eleven buildings on ten acres in downtown Atlanta, Georgia, is now home to five constituent seminaries and one fellowship. Each constituent seminary represents one denomination on campus and the fellowship represents the multiple religious and faith engagements in the African-American community, throughout the nation and around the world. The schools and fellowships in order of their chronology were:

CONSTITUENT SEMINARIES AND FELLOWSHIPS

MOREHOUSE SCHOOL OF RELIGION (BAPTIST CHURCH)

In February, 1867, the Augusta Institute, a school for training ministers and other church leaders was organized in the Springfield Baptist Church of Augusta, Georgia, under the sponsorship of the American Baptist Home Mission Society. This school was known as the Augusta Institute until its removal to Atlanta in 1879, whereupon it was renamed Atlanta Baptist Seminary. Twenty years later the seminary was authorized to offer a college curriculum, and the name was changed to Atlanta Baptist College. The institute eventually became Morehouse College, named in 1913 in honor of Dr. Henry L. Morehouse, Corresponding Secretary of the American Baptist Home Mission Society, and in 1924, the Divinity School of Morehouse College became known as the School of Religion. In 1958, the Morehouse College School of Religion became a founding constituent of the ITC.

GAMMON THEOLOGICAL SEMINARY (UNITED METHODIST CHURCH)

Gammon Theological Seminary began in 1869-70 as the Department of Religion and Philosophy at Clark University, now Clark Atlanta University. It was established by the Methodist Episcopal Church in 1883 as Gammon School of Theology in honor of a benefactor, the Reverend Elijah H. Gammon. Four years later, official affiliation with the University was dissolved. In 1888, Gammon School of Theology

was granted a charter as Gammon Theological Seminary, and in 1958, the seminary became a founding constituent of the ITC.

TURNER THEOLOGICAL SEMINARY (AFRICAN METHODIST EPISCOPAL CHURCH)

Turner Theological Seminary was established as a department of Morris Brown College in 1894, based on a Board of Trustees vote of approval in 1885. The department became Turner Theological Seminary in 1900 in honor of Henry McNeal Turner, then the Resident Bishop of the African Methodist Episcopal Church. The seminary remained on the Morris Brown campus until 1957 when it relocated to a building on Atlanta's Mitchell Street. The following year, Turner Theological Seminary became a founding constituent of the ITC.

PHILIPS SCHOOL OF THEOLOGY (CHRISTIAN METHODIST EPISCOPAL CHURCH)

Established in 1944 on the campus of Lane College in Jackson, Tennessee, Phillips School of Theology was named for its first benefactor, Senior Bishop Charles Henry Phillips. In 1950, the General Conference of the Christian Methodist Episcopal Church designated the seminary as a connectional school, entitling it to the support of the denomination. In 1958, Phillips School of Theology, which is the only seminary of the CME Church, moved to Atlanta and became a founding constituent of the ITC.

CHARLES HARRISON MASON THEOLOGICAL SEMINARY (CHURCH OF GOD IN CHRIST)

Initial planning for Charles H. Mason Theological Seminary, named for the founder of the Church of God in Christ, began in 1965 with discussions by leaders of the Church and the Interdenominational Theological Center. In 1970, the Church's General Assembly authorized the establishment of the seminary and its affiliation with this consortium in Atlanta. In the fall of 1970, Charles H. Mason Theological Seminary opened its doors as the sixth constituent of the ITC.

SELMA T. AND HARRY V. RICHARDSON ECUMENICAL FELLOWSHIP (OTHER DENOMINATIONS)

Since its inception, ITC has welcomed into its enrollment students of denominations other than the five constituent denominations. The At-Large Student Fellowship was formed and recognized by the Board in 1997 with the Director of Student and Community assigned responsibility of care for this population of students. The fellowship was later renamed the Harry V. and Selma T. Richardson Ecumenical Fellowship (REF) in honor the first President Richardson and his wife. Rev. Portia Wills Lee was named Coordinator for the REF in 2012. At present, more than fifteen different denominations are represented among this population, including Disciples of Christ (Christian Church), United Church of Christ, African Methodist Episcopal Zion, Lutheran, Episcopal, and Roman Catholic, as well as students who are nondenominational. Currently, Richardson Ecumenical Fellowship is the second largest of the individual student segments at ITC, and participates fully in the life of the institution. The Selma T. and Harry V. Richardson Ecumenical Fellowship elect officers annually and undertakes a full calendar of programs, services, and activities.

1.3 ORGANIZATIONAL STRUCTURE

The Board of Trustees exercises final authority within the limits of the charter over the operation of the ITC. The trustees delegate administrative and academic authority to the president.

The President serves at the will and pleasure of the Board of Trustees as the Chief Executive Officer of the ITC. The president shall be directly responsible to the Board of Trustees of the ITC and its Executive Committee.

The President-Dean/CEO of Participating Member Seminaries is elected by their respective seminary boards in consultation with the president of the ITC. They administer the affairs of the seminaries within the broad nature of the ITC and in conformity with the mandates of their governance requirements.

The Vice President for Academic Affairs/Provost is a member of the Executive Cabinet and is directly accountable to the President in matters relating to the academic affairs. This Vice President is the Chief Academic Officer, serving as both academic dean and a teaching member of the faculty. All other academic officers report to the President through this office. The VPAA/Provost is responsible for the curriculum and its delivery of all degree programs, Doctor of Theology, Doctor of Ministry, Master of Divinity, Master of Arts in Christian Education and the dual Master of Divinity and Master of Arts in Christian Education degrees. This work is accomplished via the deployment of faculty with its varying accountabilities. This includes the degree coordinators, the areas and their respective faculty and curriculum developments, assessments, evaluations and overall management.

The Chief Financial Officer (CFO) is a member of the Executive Cabinet and is directly accountable to the President in matters relating to financial services and fiscal affairs; including the preparation and management of the budget, supervision of investments and all other financial matters, coordinating the work of bookkeepers, cashiers, supervisors of student aid, and other staff assigned to this department.

The Vice President of Administrative Services is a member of the Executive Cabinet and reports to the President in matters concerning facilities and operations which include ITC sponsored housing, buildings and grounds, operation of the dining hall, contractors, and serves in a liaison capacity with the President. Additionally, this person is responsible for institutional oversight and provision of campus security and maintenance.

The Vice President of Institutional Advancement is a member of the Executive Cabinet and reports to the President. This person is charged with providing current and long-range leadership for procuring sufficient funds for the operation of the ITC, alumni/ae relations and support, public relations, and constituency development.

The Chief Human Resource Officer is a member of the Executive Cabinet and reports to the President. This person is charged with providing oversight for all institutional personnel management, current and long range staff personnel development and management, collaborate with the other vice

presidents in their procurement of faculty and specific staff, as well as, facilitating with the President the legal identity of the institution.

The Associate Vice President of Enrollment Management/Registrar provides planning and supervision for all admission and registration functions supporting the enrollment process of the ITC students. The Registrar's duties include the maintenance of all student academic records, the receipt of transcripts of the academic achievements of all students related to the degree programs at the ITC and/or with other participating schools in cooperative instruction and inter-institutional academic credits, and for maintaining registration activities to process student class-schedules. This office is directly accountable to the Vice President for Academic Affairs/Provost.

The Associate Vice President of Student Services has responsible oversight of the Office of Student Services which represents student residence and community, relational health counseling, as well as, the office of the Harry V. and Selma T. Richardson Ecumenical Fellowship. This person works collaboratively with the Chief Human Resource Officer in delivering ADA academic accommodations and in similar manner with the Offices of the Admissions and the Registrar in planning and development of orientation, registration and enrollment, providing academic advisement via the student planned curriculum program, and processing all institutional judicatory responses involving students. This person reports to the Vice President of Academic Affairs/Provost.

The Director of Financial Aid reports to the Associate Vice President of Enrollment Management/Registrar and is responsible for the administration and distribution of all financial aid available to the ITC. This office determines the eligibility of all applicants for federal financial assistance, administers all government aid programs, and serves as a consultative resource for center-wide financial aid support.

The Executive Cabinet of the ITC is composed of the President, who is its Chairperson, the ITC senior leadership team. Its primary purpose is to coordinate activities and disseminate information throughout the Center.

The Administrative Council of the ITC is composed of members of the Executive Cabinet and the President-Deans. This Council promotes cooperation, coordination, and spearheads the growth of the Center as an ecumenical and theological community.

SECTION II - GENERAL POLICIES

2.1 ADMISSION

The ITC is open to qualified women and men endorsed by their respective constituent denomination or other religious organizations and those who meet the academic standards. The perspective student's acceptance through the admissions process for enrollment into courses means that they have both met all the requirements for being an ITC student and completed Orientation for new students. Students returning after one semester must reapply through the Office of Admissions. The Office of Admissions

is on the 1st Floor of the James H. Costen Lifelong Education Building (Building 10) (*See the ITC Catalog for guidelines on matriculation and graduation.*)

2.2 AFFIRMATIVE ACTION – EQUAL OPPORTUNITY

It is the policy of the ITC to provide equal opportunity to all applicants for admission and matriculating students without regard to race, color, national origin, sex, age, or handicap. Affirmative action ensures fulfillment of this policy relative to all personnel actions including, but not limited to the following:

1. Recruitment, enrollment, instructional practice, hiring, placement, upgrading, transfer or promotion, and maintenance of employment conditions.
2. Recruiting, advertising, or soliciting of employment rates of pay or other forms of compensation.
3. Criteria for training, lay-off, termination, and non-renewal of periodic employment arrangements.

The policy of this institution is to comply with the substance and intent of all executive orders and acts of Congress passed for protecting the civil rights of United States citizens. The ITC's objective is to enroll and provide equal educational opportunities for all qualified students. A further objective is to obtain, without discrimination, individuals qualified and/or trainable for positions by job-related standards of education, experience, or personal qualifications.

Pursuant to all applicable federal and state laws and this policy of nondiscrimination, the ITC does not and will not engage in any activity which tends to, by design or otherwise, punish or penalize any student or employee for any good faith attempt to vindicate any right protected or granted by any federal or state civil rights law. It is also our policy to refrain from the perpetration of any personnel, academic, or other action, which tends to deter students or employees of the institution from seeking in good faith the enforcement of their right against discrimination.

Any action by any member of the staff found to be in violation of this policy will be subject to disciplinary action. Periodic revision and review will occur to evaluate our progress relative to the stated policy.

2.3 INCLUSIVE LANGUAGE

In an ongoing effort to eliminate oppression, the exclusive generic usage of masculine nouns, pronouns, and adjectives is no longer applicable at the ITC. The content of subject matter-spoken, written, sung, and visually portrayed language shall:

1. Expand the image of God, expressing a full range of images for the persons of the Trinity;
2. Express inclusiveness and affirmation of all God's people, showing sensitivity to age, race, gender, nationality, and those who are differently abled;
3. Uphold and affirm academic dimensions of preparation for ministry; and
4. Embrace the diversity of historical traditions while providing a prophetic vision of hope for the future.

ITC in its language usage is committed to equality for women, men, and transgender persons of every racial, ethnic, and religious background. Recognizing that language has often been used to imply racial,

sexual and gender inferiority, the ITC urges students, faculty, and staff members to avoid discriminatory language and assumptions regarding race, sex, ethnicity, culture, gender, ability, family composition, marital status, sexual orientation, and gender identities and expressions of any kind in public discourse, classroom discussions, and written work.

All persons within and outside the ITC community that are invited to provide leadership in the curricula for ITC degree programs, worships, forums, other events, as well as, personnel functioning are expected to adhere to these language guidelines.

2.4 DENOMINATIONAL PRESENCE

The ITC is in a covenant relationship with five theological institutions representing five Protestant Denominations. This connection assumes that students enroll as an affiliate with one of the seminaries associated with the denominational presences or the fellowship recognized as the Selma T. and Harry V. Richardson Ecumenical Fellowship. The affiliated student is expected to matriculate and graduate from the ITC with denominational endorsement and pays the required affiliation fee to the ITC. Denominational offices are in their specific buildings with the exceptions of Church of God in Christ (COGIC) Charles Harrison Mason Seminary which is on the 1st Floor of the James H. Costen Lifelong Education Building (Building #10). Selma T. and Harry V. Richardson Ecumenical Fellowship Office is on the 1st Floor of the Classroom Building. The Lutheran Office is on the 2nd Floor of the Costen Building.

Any expressed desire on the part of a student to transfer from one seminary to another should be discouraged at all levels of governance in the ITC community, and the response to such requests shall be pastoral in intent. Upon the occasion, necessary for a student to request a transfer, the following procedures must guide this process:

1. The student must speak with the appropriate President-Dean to discuss changing denominational affiliation and to enroll in another constituent seminary. Under no circumstances can a student discuss such a transfer without the prior knowledge of the current dean and written permission. Further, the student must liquidate current outstanding balances.
2. No student will be allowed to transfer from one seminary to another within one year from the date of the requested transfer.
 - a. A written notice must be sent to the endorsing agent, and a copy should be on file in the office of the student's President/Dean and the Vice President for Academic Services/Provost of the ITC;
 - b. The student enters a formal dialog, with the President/Dean to explore doctrinal and denominational differences demanding attention before a transfer is granted;
 - c. The student enters a formal dialog with the endorsing agent regarding issues related to the denomination's covenant relationship;
 - d. The student enters an advisory relationship with the Associate Vice President of Student Service and Relational Health Counselor to explore issues of personal integrity and patterns of behavior that may underlie the desire to transfer; and

- e. After satisfactory completion of this process, a letter of approval from the endorsing President/Dean must be written to the ITC's registrar, and the student must complete the necessary form.

2.5 SMOKE-FREE ENVIRONMENT

The ITC is a smoke free environment. Smoking is prohibited on the campus. As a smoke-free environment, all ITC living spaces and public areas, buildings and facilities, as well as, sponsored activities and events are expected to be appropriately smoke-free by all students.

2.6 PERMIT TO CARRY FIREARMS

No firearms are allowed on campus and no student or guest has permission to carry a firearm on their person or in their domicile of any type on campus. Exception are certified security officers carrying in service to the campus and on-duty police officers.

2.7 STUDENT RECORDS

2.7.1 ACADEMIC/FINANCIAL AND PERSONAL RECORDS

It is the student's responsibility to transmit to the Office of the Registrar their current contact information which includes address, telephones and emergency contact. The Offices of the Registrar, Financial Aid and Financial Services respectively maintains permanent records for both matriculating and graduate non-matriculating students. These offices maintain these records per the General Education Provision Act, Sec. 438, students of the ITC and students are hereby informed of their right of access to these official records as described in the Act. Students have the right to review their education records maintained by the institution. Students should submit written requests to the Registrar. The Registrar will arrange access and notify the student of the time and place for inspection.

2.7.2 DIRECTORY INFORMATION

FERPA provides certain information designated as "Directory Information," which may be released by the Center without the student's consent. Examples of directory information include the student's name, address, telephone listing, date and place of birth, major field of study, enrollment status, date(s) of attendance, degrees, awards and recognitions received, participation in officially recognized activities and sports, and most recent previous educational agency or institution attended.

A student may withhold disclosure of any category of information designated as public or directory information. Written notification to withhold disclosure must be filed with the Registrar within ten (10) working days after the first day of class. All requests for nondisclosure will be honored by ITC until and/or unless the registrar receives direct authorization from the student to do otherwise. Failure on the part of a student to specifically request the withholding of information indicates approval for disclosure.

2.7.3 RELEASE OF EDUCATIONAL RECORDS

In addition, the release of educational records may be made without prior consent of the student for the following reasons:

1. To authorized representatives of the federal government to the extent it is required or permitted by the FERPA of 1974 about the student's application for, or receipt of financial aid, to the extent access is necessary.
2. To state and local officials and authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
3. To organizations conducting studies for or on behalf of educational agencies of institutions as provided in the FERPA of 1974.
4. To accreditation organizations to achieve their reaffirmation functions.
5. To comply with judicial order or pursuant to any lawfully issued subpoena.
6. To act in accordance with an emergency where such information is necessary to protect the health and safety of the student or other persons.

SECTION III – STUDENT LIFE

3.1 STUDENT LEADERSHIP

Students arrive from multiple environments with the generalized intention of preparing for church and communal leadership in the local and by extension the global world. They arrive with self-understandings, exacting precision in religious practice and specific orientations for faith and its praxis. However, the interpersonal character of the academic process affects every aspect of their life. They discover they are constantly sensitive of personal and corporate transformations. It is important that students build collegial partnerships that support their address the rigors of the curriculum while maintaining personal and custodial relations in family but also the congregation.

They form mentoring relationships with faculty and administrators that form fundamental grounds for professional development and deportment. Student life becomes the way in which our students learn to integrate academic instruction into every function of their respective lives. Student life offers the frame and provides some formats for earning a degree and develop skills practicing a liberative transforming spirituality. Student share learned insights, tutor each other

Students participate in institutional calendar events and encouraged to be active in chapel services. Chapel is the regularly planned, single campus occurrence where students join-together and are exposed to the practice, polity and pageantry of every denominational presence on campus. It is also the single place where students are exposed to new potentialities for the faith and its practice, as well as, presentations that integrate academic instruction into practice.

Student leadership and the student body develop opportunities for building community via sample campus-wide activities: Bar-B-Qs and family fun days, homecoming week, gospel concerts and co-planned events with other local seminaries and surrounding campus leadership. Students are included and provide leadership for core events, activities and participations for the institution; such as, orientation, registration, and enrollment period supports, informal advisement of students, charter day, denominational founder days, communal address of social and political realities affecting our varied constituencies, and events wherein general publics are invited to campus.

Denominational presences are significant to the life of the student. The individual denominational presence with the leadership of its President-Dean and fellowship officers develop their calendar of events, worship experiences and denominational supports. These are coaligned with larger institutional events in ways that afford students opportunity to specifically participate. The larger community is informed of these activities. This unique engagement affords every student the opportunity to be informed and impacted by the varied experiences of their peers. Student fellowship organizations also provide personal and nuanced care for each of their constituency. These fellowships also deliver worship training and development experiences that feature student participation and development.

3.2 STUDENT GOVERNMENT

As part of their community service, students are encouraged to participate in student life activities. Among these are the religion-civic and academic excellence student organizations listed below:

3.2.1 Student Christian League (SCL)

The Student Christian League (SCL) is the official organization at the ITC representing the interest of the student body. It is comprised of a twelve-member student elected and SCL President appointed board and six elected denominational fellowship presidents. It has its on-campus designated office space. SCL is responsible for retention of office and associated records, as well as, a copy of the Student Christian League's Constitution and By-laws. The SCL office is on the 2nd Floor of the Classroom Building/L-Section (Building #2).

The Student Christian League (SCL) is the direct liaison between the Administration and the student body. It is comprised of student elected leadership for SCL, as well as, the leadership for fellowships representing denominational presences and the at-large students. It is responsible for its own progressive development; it operates under the auspices of OSS and with direct oversight by Residence and Community Life Coordinator. It promotes school spirit and positive leadership. It assists students and student organizations with problems and concerns.

Officer elections are held during the Spring semester. The new leadership delivers an annual retreat for the leadership of SCL prior to the onset of the following academic year. This retreat proffers the agenda of the new SCL president and elected officers, as well as, the opportunity to develop themselves toward exercising responsible leadership. Meeting protocol, budget development and institutional policies and procedures training is taught during this retreat. The SCL is responsible for submitting an annual budget for its operation to the AVP of Student Services, SCL advisor, the Vice President of Financial Services and the student body. All expenditures against the accepted budget must be approved by the proper SCL officers, the SCL advisor, the AVP of Student Services, and the Vice President of Financial Services.

A prioritized sensitivity to the Center and responsibility to work in the best interest of every student is the interest of this signal student leadership organization. This means that SCL develop opportunities for ITC student engagement of surrounding campus leadership and bodies via cross-campus engagements. It lobbies for implementing improvements and practices that affect both student

institutional life. It argues for cross-spectrum engagement of academic and administrative policies, procedures, and practices, as well as, being reciprocally informed of institutional impact.

3.2.2 STUDENT INTERNET AND SOCIAL MEDIA PRESENCE

SCL maintains the resources for student internet and social media presence. These are regularly updated and frame an informed student community from institutional activities and events to public concerns and ITC student involvement.

3.2.3 DENOMINATIONAL FELLOWSHIPS

Each constituent denomination and the Richardson Fellowship elects or appoints its own slate of officers for leading on-campus student denominational representation. These slates of officers also collaborate with SCL to deliver communal opportunities for leadership formation and interpersonal development. Fellowship leadership relations parallel institutional leadership and engagement.

3.3 STUDENT ORGANIZATIONS

3.3.1 International Honor Society of Theta Phi

The International Society of Theta Phi is an honor society for theological students, scholars in the field of religion, and outstanding religious leaders. Membership is by invitation only to seniors in the upper 10 percent in academic standing, and to middlers in the upper 5 percent in academic standing. Students working toward advanced degrees (D. Min. and Th. D.) are eligible for invitation. All persons must meet the Society's Code of Conduct.

3.3.2 Biblical Studies Club

The Biblical Studies Club (BSC) is an organization of persons interested in rigorous Biblical Studies. The basic goal of the BSC is to make the Bible come alive. The new familiarity with the Bible is enhanced by participation in travel study seminars to the Middle East, Europe, Africa, and other parts of the world.

3.3.3 ITC Mission Society

The purpose of the ITC Mission Society is to inform and nurture seminarians who have an interest in and wish to respond to the continuing challenges of mission for the twenty-first century. This is achieved through the following objectives: exploring and clarifying current attitudes concerning the church's missions in the past, present, and future; relating the experience of African-American Christians to missiological issues facing the church in both its local and global contexts; developing and nurturing seminarians who wish to major in Missiology and Religions of the World; establishing relations with persons and organizations (local, national, and international) which actively theologize and participate in missions; and informing African-American Christians about opportunities for service in missions. Enhancement is afforded through participation in travel seminars to other countries.

3.3.4 International Students Association

The International Students Association exists to promote understanding and friendship among the different nationalities on campus and to encourage interaction between the fraternal overseas students

and U.S. students. Appreciation of the cultures of other countries is offered through the students' presence, Chapel Services and other acts of campus involvement and participation.

3.3.5 Women Seminarians

Women Seminarians is an organization open to women seminarians of all denominations who are called into ministry. It recognizes the need to encourage and support particularly one another at the ITC, and the larger community of women in church and society engaged in ministry, in general.

3.4 FORMING A STUDENT ORGANIZATION PROCEDURE

1. Special interest groups may wish to organize themselves into student organizations. Persons wishing to establish such organizations must submit a proposal for recognition to the SCL Executive Committee.
2. The proposal is then forwarded to the SCL Advisor for final approval. Such organizations must operate within the general guidelines of SCL and the ITC.
3. Denominational fellowship groups are fully recognized by the ITC as organizations for the promotion of fellowship, worship, and the spirit of unity. While officially recognized and encouraged, denominational fellowships operate within the broad provision of the SCL.

3.5 STUDENT LOUNGES & FITNESS ROOM

There are three student lounges: (1) the vending machine area on the ground floor of the classroom building, (2) the first floor of the Costen Center and (3) and the fitness room. These facilities are for the convenience of students. The lounges are available for meetings, provided the rules for use are observed. Persons using the student lounges are expected to observe the following guidelines:

1. Do not place feet on furniture or walls.
2. Alcoholic beverages and drugs are not allowed.
3. Do not leave trash on tables or chairs. Utilize the trash containers.
4. Do not move furnishings without direction from the Office of Student Service and permission from the Office of Associate of Vice President of Administrative Services.

A Fitness Room is available for use by students, staff and faculty from 8:00 am-9:00pm. Scheduled times for fitness trainer are available and posted in the Fitness Room.

3.6 SCHEDULING STUDENT ACTIVITIES

All student activities housed on campus must be scheduled with the Office of Student Services. In some instances, the nature of the activity must also be approved by the Vice President of Administrative Services, i.e. use of the Pavilion and the Costen Center.

3.7 NON-CAMPUS STUDENT ACTIVITY SPEAKERS

As with student activity planning that includes invitation to speakers, invites to non-institutionally related members of the ITC faculty, staff, administration, or student body, events must be cleared through the Office of Student Services before an official invitation is extended. Such invitations shall be governed by the following regulations:

- a) Sponsorship must be by a recognized campus student organization.
- b) All arrangements for space must be completed in accordance with the established procedures in Administrative Services.

SECTION IV – STUDENT SUPPORT SERVICES

4.1 OFFICE OF STUDENT SERVICES (OSS)

The OSS maintains its commitment to the missions of the ITC and the OSS by insuring it delivers the services supported by the office in the least restrictive manner. Fundamental to such an operation is student understanding and utilization of the office via the exercise of institutional policies, procedures and practices that enabled their successful matriculation. In so doing, the OSS continued the employment of qualified staff members that functioned within office directives. Personnel delivered effective, learning centered programs and services.

The OSS maintains integral collaboration with all institutional offices as they interpret and activate aspects of the institutional mission related to their specific and coordinated functioning. The function of the respective offices becomes how the OSS extenuates its mission of *delivering student services in the least restrictive environment*. Collaboration as utilized speaks to the central character of the institution itself. Sharing resources while continually clarifying function and the work to be accomplished promotes successful student matriculation. The Office in collaborative purposes with other institutional offices delivers student support; as well as, attended to and intuit changes that are verbally and culturally articulated by students.

The office participates in exercises of Sankofa, the opportunity to do radical review for the purpose(s) of learning and engagement of students from our institutional history/histories. We endeavor to bring forward our best practice(s) in office operations. We put these practices in conversational review of articles from the Chronicle of Higher Education and national associations for student service workers. We examine reported trends in higher education as related to student support services, as well as, overall indicators for new and varying directions in academic demands on institutions of higher learning and HBCUs. Again, all in service to student retention and successful matriculation.

From the onset, incoming students are informed of institutional commitment to them graduating. This means we are committed to them becoming alumni from the time of orientation until commencement. Student movement along this trajectory carries the fundamental responsibility of becoming a multi-tiered supporter of the institution. Matriculant referral and financial support are the bedrock of the institution. OSS worked collaboratively with the Office of Institutional Advancement (OIA), the office responsible for formalizing graduates into alumni.

4.1.1 ASSOCIATE VICE PRESIDENT OF STUDENT SERVICES

The Associate Vice President of Student Services has the responsibility for building the presence and benefit of the Office of Student Services in the lives of the ITC student. This person's responsibility is

to facilitate student engagement of institutional policies, procedures and practices toward the beneficial achievement of graduation. This person interfaces with all institutional departments and operations within the frame of managing student matriculation support services.

This person is the lead academic advisor in the development of curriculum plan program of study toward their completion and earning of credits toward earning the degree representing their matriculation. Each student must register with the AVP of Student Services for development of their curriculum plan program of study. Each student is also assigned to a faculty member for academic advising. The President/Deans are the primary source for denominational guidance regarding denominational policies, procedures, and placement.

The AVP of Student Services is responsible for helping the self-reporting student to initiate the process for securing ADA accommodations and managing all institutional judicatory processes from grade changes, appeals of every type that reflect the life and matriculation of all student, and facilitate the engagement of institutional resources in ways that benefit the student. The AVP of Student Services secures the integrative operation of all institutional offices in the lives of students, staff, faculty, and administration. Such collaboration between institutional leadership is responsible for developing processes, procedures and policies that guide and impact student life on and off-campus.

4.1.2 RESIDENCE, STUDENT AND COMMUNITY LIFE COORDINATOR

Residence, Student and Community Life Coordinator has dual responsibility. This person is responsible for oversight of student securing of residence in ITC-sponsored housing. They assign units upon processing request for housing, initial execution and subsequent termination of agreements during student residency, and develop the maintenance calendar while working closely with the private firm responsible for completing maintenance requests. They are responsible for developing limited leads for external outside contacts and opportunities for students seeking alternative housing opportunities other than ITC and other denominationally sponsored housing.

This Coordinator is also responsible for developing and helping to deliver campus life engagements for all students, while working collaboratively with the fellowship coordinators and the seminary President-Deans to develop and deliver specific on campus engagements for their populations within the ITC student body. This person also has responsibility for oversight of all student life organizations and their operation. Therefore, this person maintains oversight relationships with students, all institutional leadership that are involved with scheduling activities, support from other offices and utilization of them in ways make the environment and mission more student sensitive. Student participation in these processes affirm continuing matriculants and their impact upon student retention of current, new and future students. This coordinator is also significant in the process of on-boarding students. Their initial integration experience often begins with an early call for specific services. The received response(s) actualizes our delivery of services in the least restrictive manner during orientation, registration and enrollment. How we respond builds institutional collateral and brand that can only be netted in the formation of our students.

4.1.3 DENOMINATIONAL FELLOWSHIP COORDINATOR

Denominational Fellowship Coordinator has the responsibility of oversight and helping to deliver their respective denominational presence on the campus of ITC. They also have responsibilities to engage with the students of their fellowship the student's matriculation concerns developed as core to the seminary educational and training process while a student of the ITC. This person reports to the AVP of Student Services and works collaboratively with the other office staff within the Office of Student Services. This includes but limited to the Student Services Coordinator, Residence Life and Community Life Coordinator.

As a coordinator, this person is also responsible for developing, representing and delivering their respective on-campus denominational presence. They are also present to facilitate and at times develop specific denominationally-attentive activities and opportunities for the students matriculating through the curriculum under the denominational banner.

4.1.4 RELATIONAL HEALTH COUNSELOR

The Relational Health Counselor works collaboratively with the AVP of Student Services to provide a variety of relational health support services. There is also opportunity for referrals to outside relational, emotional, psychological, and cognitive support services as necessary. The Relational Health Counselor maintains a regular schedule, inclusive of on-call availability for students and to set appointments. They possess the capacity to significantly address emotional and relational needs of students. Material content of the address can range from adjustment to academic rigors of seminary to personal and family relationship challenges, crises in faith to adjustments in self-understanding and identity, as well as, varied reasons changes in the length of matriculation. The Relational Health Counselor in collaboration with the Residence, Student and Community Life Coordinator provides relational support events for students and is always available to students. The rate is underwritten within the cost of tuition. Contact may be made with this person through the Office of Student Services for in-service appointments.

The seminary President-Dean and/or Fellowship Coordinator of their respective denominations are available to students needing assistance in solving personal and social, as well as, vocational matters and problems. They can also function in tandem with the Relational Health Counselor, Chaplain and AVP of Student Services when establishing protocols for responding to needs and resolving problems.

4.1.5 CHAPLAIN

The Chaplain provides a variety of pastoral services. The Chaplain, in collaboration with the Counselor and the AVP of Student Services, plans and provides interventional pastoral support services for students as needed and directed by the concerns of the students.

This person sits on the Chapel Committee that is responsible for (1) providing a yearly calendar for Chapel and facilitating the bi-weekly services; (2) providing and facilitating individual and corporate care and concern for the ITC students, faculty, and staff; (3) serving as a referral resource for counseling services not provided by the ITC; and (4) identifying, creating, and facilitating opportunities for the ITC to interface with other community and collegiate entities.

4.1.6 DISTANCE LEARNING STUDENT SUPPORT OFFICE

Distance Learning Office support student training and use of Moodle, academic operating system for ITC. This office also support distance learning student guidance and advisement relative to course selection in service to student maintenance of sequence and earning their Master of Divinity (MDiv) degree.

Students have opportunities to earn two-thirds of their MDiv degree via distance learning delivery which translates into one-third of the degree is completed on campus. This delivery system requires student adeptness at managing the convenience supported by technology while possessing more than a passing familiarity with basic computer literacy. The distance learning student possesses the personal discipline necessary to be self-directing, willing to develop peer relations via this alternative format while meeting deadlines as outlined by course syllabi and the instructor.

Consider the following when planning to be an on-line student:

- 1) Personal skills to work through multiple interfaces with technology.
- 2) Study skills to manage time and the different demand associated with traditional classroom delivery.
- 3) Appreciate the opportunity to perform the necessary inquiry of the course instructor so as to gain the knowledge purported by the course syllabus, supported by associated readings, and ability to accommodate the research necessitated by course and its deriving discipline.
- 4) Familial and communal support of you as a student in tandem to the convenience of your presence when offset by the demand of program of study.

Basic student needs for taking distance learning courses are the following: 1) Computer with high speed internet access, 2) basic internet and computer skills, and the 3) the tenacity to upgrade your skills and resourcing as required.

We are always improving our distance learning delivery. We have dedicated personnel for managing Moodle, our distance learning operating system, as well as, an advisor who helps with course selection. We offer available ITC website based mini-preparedness exercises, video tutorials as well as planned opportunities for engagement during orientation, registration and enrollment period. Individual opportunities for deepening familiarity are offered throughout the semester as dedicated personnel maintain a cadre of online tools ranging from videos to applications that improve development and enhance submitted course materials. This cadre of electronic resources contains integrated applications that addressed student writing and technology challenges, portal access to the Robert W. Woodruff Library in general and the specific theological librarian which support research objective. The theological librarian responds within 24-36 hours of all calls and emails. The RWWL has developed a full cadre of instructional support videos for accessing library resources.

4.2 DISABILITY SERVICES

The ITC admits students regardless of race, color, sex, sexual orientation, religious affiliation, national or ethnic origin, gender identities and expressions or disability to all the rights, privileges and programs generally accorded or made available to students at the seminary. It does not discriminate based on

any of these in the administration of its educational policies, admissions policies, scholarship and loan programs or other programs administered by the ITC. Therefore, ITC policy ensures that no qualified student with a disability is subjected to discrimination.

Students with disabilities are afforded full participation in the ITC's programs and activities. In response to a request made by a qualified student with a documented disability, ITC will provide health and disability-related services including reasonable academic accommodations to ensure students with disabilities have equal opportunity to attain the same quality of education and be assessed for course content and evaluated, in the same manner as students without disabilities.

The student must notify the Office of Student Services. Please refer to the *Student Process for Requesting ADA Accommodations Handbook* and complete the *Student Accommodations Request Form*. The handbook outlines appropriate responsibilities for all persons involved in the process for securing student accommodations. The AVP of Student Services or the assigned person coordinates services for students with permanent and temporary disabilities, in accordance to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 with the Office of Human Resources. These national civil rights laws are designed to prohibit discrimination based on disability. Eligibility requires that the disability be current and substantially limit a major life activity (e.g., walking, hearing, seeing, and learning). Impairment alone does not qualify as a disability that is protected under the ADA because not all impairment is substantially limiting to a major life activity. ITC is responsible for determining the appropriate academic accommodation, adjustments or auxiliary aids. If a student disagrees with the ITC's decision, the student may refer to the ITC's grievance procedure for such disputes.

Students requesting ADA accommodations must begin this process in the Office of Student Services. After you complete the forms and provide requested documentation, every effort will be made to support your successful matriculation through the curriculum. The Offices of Student Services is responsible for providing reasonable accommodations in a timely manner. Noncompliance on the part of the student with the procedures stated above may result in delays in or denial of the provision of accommodations.

4.3 VETERANS AFFAIRS AND SERVICES

It is the policy of the ITC to work with all veterans in their pursuit of academic goals. We are supportive of students becoming and in pursuit of military chaplaincy appointments. We welcome those discharged and retired military personnel and offer support in their transition to civilian life. The Office of the Registrar is responsible for working with veterans regarding procedures that indicate their pursuit and securing of educational benefits. It is the veteran student's responsibility to collect all the materials supporting their educational benefits claims and provide this information to the Office of the Registrar. It is the responsibility of the Office of the Registrar to verify the veteran's status relative to their requested academic service and benefits as supportable by ITC. The Office of the Registrar will advise the veteran student of the institution's timetable for institutional responding to notifications of the Office of Veterans Affairs and application.

Support services for veterans occur via the collaborative efforts between the Offices of the Registrar, Financial Service and Student Services. The Office of the Registrar insures accurate documentation of service records that demonstrate registration and Financial Service insures enrollment and application of benefits. OSS provides documentation of advisement, as well as, adaptation support toward acclimated civilian life as presented via the academic environment. We also work with fundamental acclimation of veterans because we recognize the number of challenges associated with becoming a civilian. The regimen of active duty often confronts the mundane operations associated with institutional operations. It becomes important that relationship and relational support services are readily available.

4.4 INTERNATIONAL STUDENT SERVICES

International students assume the responsibility to insure all visas and supporting documentation are accurate and up-to-date. This information is filed with the institution at the time of admission and accurately maintained throughout their matriculation. ITC insures the accurate reporting of attendance and completion of degree requirements.

4.5 STUDENT HEALTH AND WELLBEING

4.5.1 HEALTH

All students applying for admission will be required to provide the director of admissions an updated statement of medical history, which must be submitted by the applicant's personal physician. All students are encouraged to participate in health insurance coverage of his/her choice.

4.5.2 CONFIDENTIALITY

The Office of Student Services will only share information with other ITC officials when appropriate and will carefully balance a student's request for confidentiality and the request for additional, relevant information about the student. The Health Insurance Portability and Accountability Act (HIPPA) and Family Educational Rights Privacy Act (FERPA) regulates disclosure of health and disability documentation and records maintained by the Office of Student Services. This information is not a part of the student's permanent academic record. Under these federal laws, prior written consent by the student is required before the Office of Student Services may release health and disability documentation or records. Confidentiality is limited to the degree of student and safety balanced against the need to secure resources that support student health and wellness.

Professors or other ITC officials may request information about the impact of a student's disability on her/his ability to learn. The Office of Student Services seeks to preserve the student's wish to keep her/his disability information and status confidential. The Office of Student Services is extremely sensitive to this issue. Under HIPPA and FERPA rulings, students are allowed inspection and to review their files maintained by the Office of Student Services. Students have the right to challenge any information contained in the files that is incorrect, misleading, or not accurate and request an amendment to this misinformation.

4.5.3 URGENT LIFE-CHALLENGES AND ILLNESSES

The ITC recognizes that a caring response from the community is important in maintaining the quality of life. Therefore, the ITC expects that all students and faculty will be sensitive to persons facing such

illness. Faculty should be sensitive to their special needs, assisting where possible, with supportive mechanisms that ensure the quality of the educational experience. Students are encouraged to quickly inform the OSS of specific need for reasonable accommodations. The Office will notify the student-affected faculty and arrange support.

In keeping with its philosophy, the ITC supports the rights of students with mental health and life-threatening illnesses to fully participate in the life of the seminary community. Students are encouraged to attend, as well as, engage their peers, faculty, staff, and administration in attendance of campus life events as often as possible. Students are encouraged to be self-monitoring and abide by medical directives for maintaining their health. They are also encouraged to build supportive relationships on and off campus as their collaborative means toward fully integrated community living.

4.7 HIV/AIDS POLICY AND GUIDELINES

ITC will make reasonable accommodations for any persons with HIV or AIDS to ensure their full participation in the ITC community. This reasonable accommodation is assured by our concern for equitable treatment of all who study and work in the ITC community, and to follow the legal guidelines for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

ITC will ensure that opportunities for education about HIV and AIDS are available to its constituencies: including its transmission and the precautions needed to reduce the likelihood of transmission. ITC will encourage educational possibilities through the formal academic curriculum, as well as non-curricular programming (e.g., seminars and workshops) to reach as wide a constituency as possible. It is hoped that the educational program will not only inform the ITC community, but instill in the community an understanding of its responsibilities to those with AIDS and HIV, and in those afflicted, a sense of their responsibilities to others in the community.

ITC strongly urges its students, faculty, administration and staff to practice sexual behaviors that will not endanger their lives or the lives of others, whether or not HIV is an issue for such persons. Such an ethic might include: sexual abstinence, safer-sex practices, and intimate relationships premised on the knowledge that an individual's action can stop the spread of HIV and many other sexually transmitted diseases.

GUIDELINES

1. Any member of the ITC community who has AIDS or HIV will be treated fairly and compassionately, and her/his right of privacy will be respected. The potential for discrimination and mistreatment of those persons who are known to have HIV or AIDS requires that confidential information concerning any aspect of HIV infection or AIDS be handled with extraordinary care. ITC condemns all such occurrences of discrimination and mistreatment as intolerable, and will respond to them quickly and effectively through those preexisting channels most relevant to the nature and context of the discrimination or mistreatment.
2. Except as required or permitted by law, ITC will not ask students to respond to questions about the existence of HIV infection or AIDS, nor will any person, group, agency, insurer, employer, or institution (including churches and church judicatories) be provided with medical information of

any kind without prior written consent of the person. A student with AIDS or HIV infection is encouraged to make a request for accommodations (e.g., housing) early in their admissions or matriculation process to the AVP Student Services. ITC may assist the individual in locating appropriate housing, if ITC housing is no longer an option.

3. If completion of coursework in a timely way becomes a problem, the student must see the AVP Student Services who will decide on the appropriate course of action. All efforts will be made to include the student involved in these deliberations and to maintain an atmosphere of ongoing, open communication among all parties involved. All discussions will be handled in a way to maximize privacy, confidentiality and sensitivity, and to gain an understanding of the relationship of the person's disability to academic performance.

4.5.5 SUBSTANCE ABUSE

The ITC's policy is to maintain a safe and healthful academic environment free from alcohol abuse and the use of illegal drugs. Any student found in violation of this policy will be disciplined. This violation can result in expulsion, even for first offense.

1. Students may not consume alcoholic beverages on the ITC premises.
 2. Student may not take or dispense illegal drugs on the ITC premises.
 3. Students may not report to class, work, or assignments under the influence of drugs or alcohol.
 4. If a student is convicted under the federal or state criminal drug statute, said student must notify the Offices of Academic and Financial Administrative Services within five calendar days of the conviction.
- Legal drugs include prescribed and over-the-counter drugs legally obtained and used for their intended purpose.
 - Illegal drugs include any drug not legally obtainable, obtainable but not legally, or used in a manner or for a purpose other than prescribed.

4.5.6 WEAPONS

No student may possess or use a weapon or firearm on campus. Weapons include but are not limited to possessing a slingshot, catapult, or any device to hurl a missile and firearm refers to but limited to rifles, shotguns, handguns, and gas powered guns. All ammunition or hand-loading equipment and supplies for same are not allowed on the campus or in any of the ITC's property. Violation of this policy will result in disciplinary action up to and including dismissal.

4.6 STUDENT SUPPORTS

4.6.1 STUDENT HOUSING

The ITC has limited housing. The Center owns and operates twenty-four efficiency apartments and eight one bedroom apartments for married students with dependents. Students desiring to live in ITC-sponsored campus housing should file an application with the Residence, Student and Community Coordinator in the OSS-Classroom Building (Room 101). If there is a waiting list for these

accommodations, students will be notified when space is available on first-come, first-served basis. However, priority may be given due to special circumstances. (Please review *ITC Housing Handbook* for more details.)

Students who seek to live in the ITC campus housing are required to sign a housing contract and abide by the statutes contained therein. Students are required to make the necessary arrangements to vacate campus housing at the termination/expiration of the agreement. Upon the expiration of the agreement, the ITC will resume control of the housing unit and will not be liable for the disposition of any personal property remaining. Graduates living in ITC Campus housing must complete vacate and clean their unit prior to the receipt of their diploma after graduation.

Students living in the individual seminary sponsored residential housing must comply with regulations stipulated in the designated Residence Hall Contract, in addition to the *Student Code of Conduct*. Residential students found in violation of the Residence Hall contract are subject to penalties levied by the EBSC. Sanctions may be applied for violations of the Student Code of Conduct, in addition to sanctions for violations in the residence hall.

However, residential students have the right to appeal to the Office of Student Services if found responsible for violating the Residence Hall policies by the Manager of the Residence Hall. Turner Theological Seminary, Gammon Theological Seminary, Phillips School of Theology, and Morehouse School of Religion also have facilities for single and married students. Information regarding these facilities can be obtained from the respective denominational President-Dean.

4.6.2 MAIL ROOM/COPY SERVICES/FAX/TELEPHONE

MAILROOM

A limited number of personal mailboxes are available for rental to on-campus students if boxes cannot be assigned at the respective seminary. The rental period begins with the fall registration and lasts through the summer session for a fee of \$15 annually. The mailroom clerk in the Administrative Services Office issues mailbox keys. There is a charge of \$20 for lost keys.

COPY SERVICES

For cost copy service for student use are available in Design and Print Shop in the James H. Costen Lifelong Education Building (Building #10), the RWW Library and Mailroom the Classroom Building (Building #2).

FAX

For cost fax service is available in the Design and Print Shop (Building #10) and Mailroom (Building #2).

TELEPHONE

Public use telephone is in the lobby of Building #10.

4.7 ENROLLMENT MANAGEMENT AND STUDENT RETENTION TECHNOLOGY

Institutional equipment, information technology and facilities are available and maintained for student use in service to their matriculation. Institutional information system is to be utilized for academic and

institutional purposes only. Any other use by students or their guests will subject the student to reprimand up and including termination of their matriculation.

4.7.1 SELF SERVE

SelfServe is the academic operating system for student access of course schedules, unofficial transcripts and grades, as well as, financial reconciliation for financial aid and the billing. The designated link to the SelfServe is on the front page of the ITC Website. This system is used for course schedule review and registration/enrollment reconciliation.

4.7.2 ITC INTERNET AND SOCIAL MEDIA PRESENCE

ITC maintains its Website and social presence in easy one-step accessible platforms. The Website is student and community link to institutional histories, educational program, educational program data, information, updates, announcements, and notifications, etc. ITC social media platform provides easy access that is immediately informative of events and event content. Both are managed through the Communications-Office of Institutional Advancement in the Administration Building (Building #1).

4.7.3 EMAIL/COMPUTER LAB/WIFI

ITC-Information Technology maintains the systems for Email/Computer Lab/WIFI. The ITC-IT Office is on the 3rd Floor of James H. Costen Lifelong Education Building (Building #10).

An ITC email address is assigned to every student at the time of enrollment. The designated link to the Student email access is at the bottom of the front page of the ITC Website. Students are required to utilize this ITC email address for all internal administrative and operational contact with peers, faculty, student organizations and institution-wide information sharing and delivery. The email address facilitates connection to all institution-based student directed contact. It is the student's responsibility to insure the proper functioning of this email address.

The ITC maintains one computer lab for student use, a 10-station Lab/Training facility is in Room 104 of the James H. Costen Center. The Computer Lab requires key-card entry. These cards are issued in the Registrar's Office. Key-cards are non-transferable. Students are expected to use these computers for the ITC-related purposes only. Computers are also available for student use at the RWW Library. Students who live on campus and have their own computers may access the internet through the ITC WIFI.

Each lab computer has various software applications for student use, including the MS Office (includes word processing, publishing, spreadsheet, database analysis, presentation applications), and other software for biblical/theological research. Additionally, the computer lab provides opportunity for student's access to the RWW Library online catalog, access to the internet, and email functions.

Students may connect with social media or other computer-based services via ITC's WIFI network and the use a personal computer. Print services are also available in the computer lab. The key-card also serves as manager for in-computer lab printing. Students are allocated one print ream (500 sheets) per semester. Hours of operation and policies are posted in the lab.

4.8 INSTRUCTIONAL TECHNOLOGY

4.8.1 MOODLE

Moodle is the system for on-line course access for both distance and land campus learning course instruction. The designated link is on the front page of the ITC Website. Indication of use, specifically for land-campus courses will be made at the time of offering. Additional instruction regarding its use can be obtained through the Distance Learning team office in the Classroom Building, Room #110.

4.8.1 SMART CLASSROOMS AND SMART BOARDS

The Smart Classroom, Room #112 is located on the 1st Floor of the Classroom Building (Building #2). Scheduled use of this classroom is prioritized by Office of the Registrar for course instruction. Other possible student use is scheduled through the Distance Learning Office in the Building # 2.

Smart Boards are utilized in classes and assemblies. These tools allow instructors and presenters to deliver course and assembly material directly for student instructional and informational use. Scheduled use for these boards are prioritized through ITC Information Technology (IT) for course instruction. Other possible student use is scheduled through designated portal link on the ITC Website.

4.8.3 DISTANCE LEARNING

Distance Learning (DL) delivery has designated personnel, as well as, an information portal and linked instructional access through the ITC Website. The Distance Learning Office is Room #110 on the 1st Floor of the Classroom Building (Building #2). DL personnel are available to academic and system operational instruction and support.

4.9 ACADEMIC RESOURCES

4.9.1 ELECTRONIC BOOKSTORE

ITC students can order their textbooks through the online bookstore, MBS Direct:

<http://bookstore.mbsdirect.net/itc.htm>

With MBS Direct, students can order new and used textbooks, supplemental materials, eContent, and a wide-variety of free resources. Inventory control is based on course lists submitted by your school or institution and housed in our on-site warehouse. Student Financial Aid (SFA) Vouchers are also an option.

4.9.2 LIBRARY

The Robert W. Woodruff Library (AUC) www.auctr.edu supports the academic missions of the Interdenominational Theological Center, Clark Atlanta University, Morehouse, and Spellman College. At Woodruff Library, we have accepted the challenge to be the first choice for our students and faculty in their search for information. We have enhanced our customer service practices, resources, and technology to improve service delivery.

The Library's mission is intended to address the high level needs of member institutions, library users, and library staff; achieve excellence in providing and supporting the learning, teaching, and research

needs of the member institutions; provide the highest level of service to Woodruff Library users, including undergraduate and graduate students, faculty, and other members of the community; and establish an environment of high expectation, high performance, and continuous improvement for staff and management.

Library Access and Usage

Library access and usage is from 9:00 am to 5:00 pm, Monday through Friday, a valid ITC ID or a valid government issued photo-ID, e.g., driver's license, military ID, passport, is required for entry. Weekdays after 5:00 and on weekends, a valid ITC ID is required. During the two weeks of midterms and the two weeks of finals only students, staff and faculty of the AUC Community (Clark Atlanta University, Interdenominational Theological Center, Morehouse College and Spelman College) are allowed into the library. ITC students must present a valid ITC ID. Those with research appointments in the Archives must present a valid ITC ID or a valid government-issued photo ID.

Circulation:

1. Students will be notified immediately via email of delinquencies (overdue material). If the fine(s) exceed ten dollars, the patron's account will immediately be blocked and they will be restricted from borrowing materials from the library.
2. Students who fail to return books and/or pay fines within one week of notification of delinquency shall be restricted from borrowing resources from the Library until such obligation [books returned and/or fines paid] is met.
3. Students who fail to return library materials will have grades withheld by the Registrar and will not be permitted to register until their library accounts are cleared. Also, no student will be allowed to graduate until library accounts are satisfied.
4. Students adjudged guilty of the theft or defacing of books will face the possibility of expulsion from the ITC.

Library Location and Hours of Operation

The Library is centrally located at the corner of Beckwith Street and Brawley Drive. A shuttle service *shuttle.auctr.edu* operates between the Library and all the member institutions, and schedules are available at the Library. Library hours during the academic year (excluding holidays and interim periods) are: Monday-Thursday 7:30 a.m. – midnight; Friday 7:30 a.m. to 6:00 p.m.; Saturday Noon - 6:00 p.m.; Sunday Noon-Midnight. The library has extended hours during the exam periods as well as special hours during interim and holiday periods. Check the library's on-line calendar for the most up-to-date hours or call 404/978-2067. The office of the theological librarian-is in the Robert W. Woodruff Library (AUC) with the telephone contact: 404/978-2068.

4.10 INTERNAL COMMUNICATION AND BRANDING

4.10.1 COMMUNITY CALENDAR

The community calendar is the master calendar and is developed by the Office of Student Services. It contains events noted on both academic and chapel calendars, as well as, all scheduled institutional events and activities supported by every institutional office.

4.10.2 ACADEMIC CALENDAR

The calendar of academic activities for each year is prepared by the Office of the Registrar in conversation with the Vice President of Academic Affairs/Provost and approved by the President. The Registrar utilizes common dates of operation for all Atlanta University Center schools and the Robert W. Woodruff Library in its preparation. A copy, which is subject to change, is printed in the Catalog. Each new student receives an updated copy at the time of registration. Necessary changes in the calendar, caused by emergencies, weather, etc., will be communicated to students from the Office of Academic Affairs/Provost.

4.10.3 CHAPEL CALENDAR

The Chapel Calendar contains the schedule of chapel events which are inclusive of worship services, communions, convocations, assemblies, and student enrichment sessions. The schedule of chapel services and activities celebrate the life of faith and its practice for students, faculty and administration. It is the time where all entities of institution join as one. All constituencies and their leadership, as well as, students, faculty, staff and administration meet and bring the wholeness of their connection with the institution. This calendar supports campus life, student achievement, communal involvement, larger cultural impacts and demonstrated curriculum integration. Chapel is the only space on campus where all constituencies gather and experience together their specific denominational traditions.

The Chapel Calendar contains the schedule of Enrichment Sessions. These sessions are thematically framed throughout the semester and are designed to meet specific needs attested to by the student body, observed deficiencies among sample students, and preparations for transitions into becoming graduates. Specific Fall semester offerings are generally devoted to curriculum integration opportunities. Specific faculty members are asked to create depth opportunities to engage students on specific curriculum issues that challenge students during class discussion(s). Faculty and students are invited into a more relaxed opportunity of exposure. These opportunities address student concerns with how this material is translatable to the congregation. Spring sessions are opportunities for integration with an orientation toward transitioning out of this academic setting. These include practical portfolio development. Students discover the need to be reintegrated into normalcies of on-going life; such as renewing their maintained residence or securing a new one, employment or next academic pursuit, securing means and support for moving; professional development which include resume building, applications for advanced degree programs, temporary or permanent employment, family care, celebration of goal achievement.

4.10.4 BULLETIN BOARDS, POSTERS, HANDBILLS

1. **All** notices that affect students in any way will be posted on the bulletin boards in the Classroom Building, and in the Student Lounge areas.
2. **No** one may post information on the ITC bulletin boards without first obtaining written approval from the Office of Student Services. Two copies are required for each proposed announcement; one for approval (**from which copies are to be made**) and one for Office of Student Services files.
3. **No** handbills or notices may be distributed on the property, posted on bulletin boards or left on tables without the approval of the AVP Student Services.

4. Materials **must not** be posted on the ITC’s walls, windows, doors, attached to the buildings or trees.

4.10.5 ITC DESIGN AND PRINT CENTER

The ITC Design and Print Center is the institution’s professional resource for creative and cutting edge approach in design and print production. It is in the James H. Costen Lifelong Education Building (Building # 10). Check with the ITC Print and Design center for cost and convenient turn-around time.

4.10.6 USE OF THE ITC NAME AND LOGO

The tag, “ITC” is an official logo that may not be used in support of or against any issue or person, or in any advertisement by any student and/or groups of students and/or student organizations without written authorization from the President of the ITC. Use of the ITC logo on all on-campus public relations activities must receive prior approval through the Office of Institutional Advancement.

4.11 EMERGENCY NOTIFICATION

4.11.1 TEXT AND EMAIL NOTIFICATIONS

Students will be notified by Communications out of the Office of Institutional Advancement via *Regroup* “text message” of emergency schedule changes and campus closings. Email resourcing of emergency notification will be used to file updates with students and all constituencies.

4.11.2 RESPONDING TO ON-CAMPUS EMERGENCY

The OSS coordinates the Seminary’s response in situations involving death, critical incidents, serious injury, family emergencies, or sudden illness of students. In serious student situations, the OSS may convene the Critical Incident Response Team (CIRT) to assess the situation and to coordinate an appropriate intervention. This team includes the Vice President of Human Resources, the Vice of President of Administrative Services who in turn engages Campus Security. Other institutional officers and personnel will be so engaged as necessitated toward incident resolution.

The OSS phone number, 404/527-5735 and use 404/527-7797 as the after-hours contact. These numbers can also connect you to the OSS contact person who will respond in the case of a serious emergency or situation where a student’s family members would need to be contacted. As soon as you learn of an emergency (day or night), please call the ITC Campus Security at the Main Gate 404/527-7797.

Contact	Office Location	Office Phone	Emergency Phone
ITC Main Gate	MLK Entrance	404/527-7797	404/527-7797
Willie Goodman	Classroom Building #101	404/527-5735	404/527-7797
Angelecia Heath-McKenzie	Classroom Building #101	404/527-5725	

Priority in responding to on-campus emergency and/or crisis situations is to insure the safety of all actively involved persons and active or inactive bystanders. Insuring the safety of all persons enables more direct assistance for all active involved persons. Additionally, it allows for effective management of the situation, ease of data, information collection and scene processing. Only move persons from the scene after it is determined to be no danger or physical harm to active participants and bystanders. The purpose of the move is to continue providing support for those persons directly involved and observing bystanders.

4.12 FOOD SOURCING

4.12.1 CAFETERIA

The ITC food services are contracted with an outside vendor for students and handles all other aspects of the dining-hall operations. All boarding students living in dormitories or apartments not equipped for cooking may elect to purchase a meal ticket from the vendor. Students who present to the food services director a doctor's statement regarding special diets, can have their dietetic needs met. The dining hall hours are subject to change; therefore, students are urged to check with the food services vendor for current hours.

4.12.2 VENDING MACHINES

Vending machines are provided by private contract services and function as a service to the ITC community. Anyone adjudged guilty of vandalism or malicious tampering with vending machines is subject to severe discipline and the cost of repairs. All repairs and other inquiries regarding the vending machines are to be directed to the Office of Administrative Services.

4.12.3 FOOD PANTRY

The SCL maintains a volunteer food pantry for student consumption. Posted hours of operation are noted on the door. It is on the 2nd Floor of the Classroom Building/L-Section. Services are confidential and volunteer stocked with non-perishable items. Student leads for donations are welcomed and processed by the SCL.

SECTION V - FINANCIAL AID AND SATISFACTORY ACADEMIC PROGRESS

The Interdenominational Theological Center participates in the major federal student loan programs to give our students the full range of options available for paying for seminary. We know students would prefer to receive grants and scholarships, but the reality is many of our students must rely on loans as well to help pay for their education. The federal loan programs offer a secure, government-regulated, reasonably affordable way to invest in yourself and your goal of a higher education.

5.1 FINANCIAL SUPPORT SERVICES

The Financial Office is on the 1st Floor of the James H. Costen Lifelong Education Building (Building 10) Room 107. Designated personnel provide financial aid education, management and disposal. Please see the ITC Website for detail information and directives on Financial Aid, its support and impact on student education opportunities and institutional resourcing.

5.2 COST OF ATTENDANCE

Perspective students are encouraged to consider the cost of attendance at the time they begin to contemplate enrolling in seminary. Students will need to provide proof of their ability to support the cost of their first-year tuition and living expense by the time their admission process is complete. Cost of attendance is the total amount for (expressed as a yearly figure) a student to attend school. This includes tuition and fees; on campus room and board, if applicable; (a housing and food allowance for off-campus students); and allowances for books, supplies, transportation, loan fees; and, if applicable, dependent care costs, personal or related cost to a disability, and miscellaneous expenses.

5.3 STANDARDS FOR RECEIPT AND EDUCATION FUNDING RESOURCES

Financial aid guidance and information is available through the offices of the constituent seminaries and the ITC's Office of Financial Aid. Financing an education at the ITC is accomplished by several methods. However, one should explore all possibilities thoroughly and select the avenue that meets one's real educational expenses and not cause hardship in the future. Students are required to cover the cost of their year tuition at the onset of their matriculation. Financial assistance at the ITC is divided into five categories: 1) Veterans' Affairs Educational Aid; 2) Federal Student Aid Educational Loans; 3) Denominational and Other Scholarships; 4) Gifts and Personal Contributions; and 5) Work and Payment Plans.

5.3.1 STANDARDS FOR GRADUATE STUDENT RECEIPT

Standards for Graduate Students receiving federal and veterans financial aid benefits.

1. **Maintain a minimum cumulative grade point average (GPA) of 2.25 or higher.** All graduate students must maintain a 'C' average or at least a 2.25 GPA.
2. **Maintain minimum pace toward degree progress.** Graduate students must successfully complete (receive passing grades) sixty-seven (67%) of their attempted coursework at the end of the spring term and will be calculated by dividing the cumulative earned credit hours by the cumulative attempted credit hours. Transfer credit accepted from an accredited post-secondary institution is not included in the determination of a student's pace toward degree progress.
3. **Complete their degree program within the maximum timeframe.** A graduate student's attempted hours may not exceed 150% of the published length of the program. All transfer credits and all other credit sources are included in the calculation of a student's maximum timeframe.

5.3.2 TUITION AND FEE REFUNDS/FINANCIAL AID REPAYMENT

A refund is any remittal of tuition and fees resulting from a withdrawal-must be applied to the recipient's financial awards before any payment is made. Tuition refunds are calculated per ITC's refund policy. Recipients who withdraw may be expected to repay a portion of their financial aid based upon the regulations associated with the source of aid. Tuition and fee refunds and financial aid repayments are allocated to financial aid programs up to the amount received before any funds are returned.

5.4 FUNDING RESOURCES

5.4.1 VETERANS' AFFAIRS EDUCATIONAL AID

A student must first complete an application for educational benefits (VA Form –22 1990) obtained from the Veterans' Administration or the Registrar's Office. Once a student has applied and received the certificate of eligibility, the Registrar's Office will issue a certification of enrollment (VA Form 22-199) and, if needed a declaration of status of dependents (VA Form 21-686). If a student has received benefits from a prior school, that person must complete a change of program form (VA Form 22-5495). The processing time may be ninety days once the VA has received all necessary forms.

5.4.2 FEDERAL STUDENT AID EDUCATIONAL LOAN

Student Loans are financial obligations that must be repaid. Pay careful attention to the terms and conditions of any loan you accept to help pay for school. Do not borrow more than you need or can repay comfortably after leaving school.

Applying for Financial Aid

The academic year for federal student aid runs from summer, fall and spring. A fulltime or part-time student must be enrolled for a minimum of six (6) credit hours per semester in which she or he receives federal financial aid. **You may always borrow less than we are suggesting on the award letter.** All loan programs require the student to sign a promissory note, promising to repay the loan, before funds can be disbursed to you.

Summer semester initiates the academic year when applying for federal student aid; especially if a student intends to matriculate during the summer semester. The types and amounts of aid available are limited and counter-balanced against the amounts available for subsequent fall and spring semesters. If you receive financial aid for the summer semester, your aid for these subsequent semesters may be significantly reduced.

Most student loans have the following characteristics:

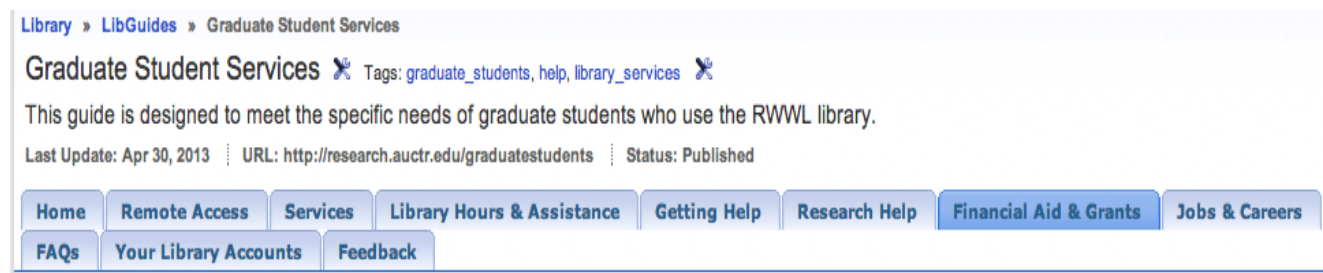
- The Federal Direct Unsubsidized Stafford Loan and Federal Direct PLUS Loan begin to accrue interest when the loan is disbursed.
- Repayment on student loans may be deferred temporarily if you return to school half-time or join the Armed Service, Peace Corps, VISTA, comparable volunteer organizations, or become a law enforcement officer. Some loans offer cancellation provisions based on public service or teaching in low-income service areas.
- You may have up to 10 years to repay the loan, depending on the total amount borrowed or less than 10 years, if by making minimum payments your loan is paid off sooner. The Federal Direct Stafford Loan and Federal Direct Unsubsidized Stafford Loan have other repayment options, which may allow you a more flexible time for repayment.
- Title IV federal student loans are reported to the National Student Loan Data System (NSLDS) and will be accessible by federal agencies and institutions determined to be authorized users of the data system to ensure proper administration of the loans. Student borrowers can access their NSLDS account as well to track their federal educational loan records.

5.4.3 DENOMINATIONAL AND OTHER SCHOLARSHIPS

Denominational and other scholarship resources usually stipulate grade earning and demonstration of academic success for them to remain intact or accessed for additional funding. It is the student's responsibility to research and secure these funding sources. Constituent denominations provide scholarship support for their specific students with expectation of them fulfilling denominational responsibilities. ITC offers limited scholarship resourcing.

A search for other scholarship money is time-consuming but may be well worth the effort. Students may be eligible for a specific scholarship or grant from an outside agency. Some sources to explore are employers, unions, professional organizations, special interest groups, and the Internet.

The Robert W. Woodruff Library, AUC, has created a wide variety of Research Guides to assist the ITC graduate student navigate their academic needs and available resources. Aside from strictly academic subjects, there are specific Guides keyed to Graduate students located at <http://research.auctr.edu/graduatestudents> (see diagram below). This Research Guide will help you research topic needs, job and career prospects, and financial aid concerns. Click on the tab covering the topic of interest and find a wealth of information.



5.4.4 GIFTS AND PERSONAL CONTRIBUTIONS

Students are encouraged to secure gifts and personal contributions from sponsors; such as, denominational leadership, friends and family. These gifts offset the cost of tuition and means for student developing needed post-graduation networks.

5.4.5 WORK AND PAYMENT PLAN

A student can also pay for a theological education by using the Center-sponsored payment plan, which allows a student who is taking at least six credit hours to pay for educational expenses in installments. The cost to use the plan is \$100.00 per semester and will be extended to students needing time to pay tuition and housing charges not covered by grants, scholarships, or loans.

Utilization of the payment plan requires 50 percent of tuition of tuition charges, 50 percent of housing charge and 100 percent of all fees at the time of enrollment. The remaining 50 percent of the tuition charge and housing are payable in three equal increments, commencing on the fifteenth of the next month immediately following and ending of the fifteenth of the preceding month before the end of the semester.

5.4.6 FINANCIAL AID ACCOUNTABILITY

Students must notify the Office of Financial Aid if receiving funds from any outside sources. If a student receives a scholarship from an outside organization, the Office of Financial Aid first applies the amount against the student's unmet need, then toward self-help awards (by reducing private loans or work-study) and finally by reducing federal aid (affecting federal loans first) so that total financial aid (including the outside scholarship) does not exceed the cost of attendance. If you are receiving an award from an external source, the amount of that award may not appear on your student account statement until the funds are received, but you may deduct it from the amount due. The check should be sent to the Office of Financial Aid. In most cases, the funds will be credited automatically to your student account; otherwise, we will contact you to endorse the check. For additional information regarding outside awards, please contact the Office of Financial Aid.

5.5 SATISFACTORY ACADEMIC PROGRESS

5.5.1 UNDERSTANDING SATISFACTORY ACADEMIC PROGRESS

All Interdenominational Theological Center graduate students, full-time and part-time, who are receiving Federal Title IV Financial Aid, must meet the guidelines for satisfactory academic progress (SAP). Graduate federal aid recipients are required to be in good standing and to maintain SAP toward their degree requirements each semester in which they are enrolled. SAP is evaluated once per year at the end of spring semester. Failure to maintain satisfactory progress may result in the loss of financial aid eligibility.

The Office of Financial Aid is required by federal regulation to monitor student progression toward completion of degree and certificate programs at the undergraduate, graduate, and professional degree levels. The Federal Student Assistance Satisfactory Academic Progress Standard requires three types of monitoring for students to remain eligible for student financial aid: 1) Degree status; 2) Time-to-degree limits; and 3) Pace completion rate of attempted courses, which is different from ITC criteria determining satisfactory scholarship necessary to maintain degree-seeking status

Students must also meet satisfactory academic progress requirements during summer semesters to receive aid. If you do not complete the required number of credits and earn the required grade point average for the previous year by the end of spring term, your eligibility for aid will be suspended, aid will not be disbursed to the student. Federal Work Study, Federal Unsubsidized Stafford Loans, and Federal Graduate PLUS Loan for graduate students, some alternative loans, some outside scholarships and ITC aid programs are impacted by SAP.

Students have a time limit on federal student aid and veterans benefits to fulfill as demonstrating satisfactorily completing their degree program. Those who attempt the maximum hours or years and do not earn their degree will not be eligible to receive financial and veteran's aid. There are no probationary terms for maximum time frame.

The following measurements are used to establish maximum timeframe based on individual graduate programs:

Program	Program Credits Required for Completion	Maximum Timeframe Attempted Credit Hours	Maximum Years
Master of Divinity (MDiv)	89	134	5-7
Master of Arts Christian Education (MACE)	60	90	3-5
Doctor of Ministry	36	54	3-5
Doctor of Theology	56	84	5-7
Dual (MDiv-MACE)	120	180	6-9

5.5.2 NOTIFICATION OF SAP STATUS

The Office of Financial Aid (OFA) will notify all graduate students via their ITC email of their financial aid suspension at the end of each spring semester immediately following the grading period if they fail to meet the minimum standards for academic progress. Students who successfully met the SAP standards will not receive a notification.

5.5.3 SUSPENSION

Graduate students will be immediately suspended from receiving federal financial aid, at the end of the spring semester, if they failed to meet the minimum requirements for SAP for one or more of the following reasons:

- A student's cumulative GPA is below the 2.25 requirement; and/or
- A student did not meet the minimum pace (67%) toward their degree progress; and/or
- A student has reached the maximum time frame for his/her degree program and not completed the degree program.

Graduate students may enroll for future terms at the Interdenominational Theological Center but they are ineligible to receive financial aid while on suspension.

5.5.4 APPEALS AND APPEALS PROCESSING

ITC recognizes there may be extenuating and mitigating circumstances affecting student performance. Graduate students may appeal their satisfactory academic progress suspension if any of the following circumstances exist: 1) Death of a relative; 2) Illness or injury; and/or 3) Other circumstances directly affecting academic performance. ITC will provide instructions for appeal as part of the notification sent to students placed on suspension. You must submit documentation or supporting letters to confirm your circumstances (e.g., letter from physician or counselor, medical bills, death certificate, military orders, court documents). Supporting letters or documentation must be on official letterhead. Graduate students placed on suspension after the spring semester must submit an appeal and appropriate documentation to receive financial aid consideration for enrollment in subsequent terms. **Deadlines to Appeal are** Fall Term: July 1 and Summer Term: 7 Days after receipt of the notice.

A SAP appeal must be submitted on or before the established deadline for the appropriate term and is subject to approval. ITC will review all appeals submitted and notify a student, via their ITC email address, of its decision within 10-15 business days. Students who have been suspended may be eligible to appeal their academic standing and should speak with an ITC representative about the

appeal process and requirements. Students who complete the appeal process and are approved will be placed on probation. Students who are ineligible to appeal, whose appeal is denied or who fail to submit an appeal will remain on financial aid suspension.

5.5.5 PROBATION

Students who complete the appeal process and are approved, are placed on probation for one semester. Students on probation are eligible to receive financial aid. Students must meet the following terms and conditions during their probationary semester to maintain good academic standing for financial aid: 1) Successfully complete all coursework attempted during the semester with a grade of B or better; 2) Meet the academic requirements outlined in the student's academic plan; 3) If the student has reached maximum timeframe, the student must complete all coursework attempted and all outstanding degree requirements necessary to complete the degree program.

5.5.6 ACADEMIC PLAN

The student and his/her Faculty Advisor will design an academic plan as part of the appeal process. If approved, the student is required to follow this academic plan during the probationary term. Failure to meet any or all the academic plan requirements will result in the student's suspension of financial aid eligibility for future terms. Students are required to have a grade point average of at least a "C" or its equivalent by the end of their second year of enrollment, or have academic standing consistent with the institutions requirements for graduation. At ITC, students must have a minimum grade point average of 2.25 to be considered making satisfactory academic progress.

5.5.7 COURSE DROPS/COURSE WITHDRAWALS/COMPLETE WITHDRAWALS

Course Drops

Students may drop courses before the first day of class and receive a full refund of tuition and fees for coursework dropped. Students may drop and add courses during the Drop-Add period without penalty. A dropped course or coursework is not included on your academic record and is not considered when calculating your GPA or determining your financial aid eligibility.

Course Withdrawals

Federal Student Aid (FSA) funds are awarded to students based on the assumption the student will attend classes for the entire period of enrollment. When a student drops, withdraws from a course or all courses or stops attending classes, the student may no longer be eligible for the full amount of FSA funds originally awarded. If you are considering dropping or withdrawing your enrollment from a course or the Interdenominational Theological Center, it is important to contact your academic advisor. If you were awarded federal financial aid funds, the student is to contact the Office of Financial Aid.

Students may withdraw from courses as specified in the ITC Catalog. These courses are included in the calculation of a student's financial aid eligibility and will show up on a student's academic record as a 'W'. All 'W' courses are counted toward a GPA, student's completion rate and could affect their satisfactory academic progress (SAP) standing. Students do not receive any refunds for tuition and fees associated with course withdrawals.

Complete Withdrawals

Students receiving federal financial aid who completely withdraw from all coursework during a semester are subject to a reduction in their financial aid award. The date of a student's withdrawal generally determines the amount of the reduction. Completely withdrawing from the semester ultimately affects a student's completion rate and could impact satisfactory academic progress (SAP) standing. Because students are still charged full tuition and fees for course withdrawals, most students who completely withdraw from the semester owe a balance to the college. It is important to discuss your options with your academic advisor, or Associate Vice President for Student Services and a Student Financial Services representative prior to completely withdrawing from the semester.

Students receiving federal financial aid who do not earn any credits (earn passing grades) at the end of a semester are also subject to a reduction to their financial aid award. The last date of attendance or academic activity for each course that the student received a failing grade generally determines the amount of the reduction. Failure to complete coursework for the semester could impact a student's completion rate and cumulative GPA which could affect his/her satisfactory academic progress (SAP) standing. Because students are still charged full tuition and fees for coursework they failed to complete, most students who are considered unofficial withdrawals will owe a balance to the college. It is important to discuss your options with your academic advisor and the Office of Financial Services representative before you stop attending classes or submitting assigned work.

SECTION VI – ACADEMIC SUPPORT AND ADVISEMENT

The Office of Student Services continually works with student retention by supporting new students and continuing matriculants realistically considering both their academic and personal life demands. The mentoring relationships formed in the OSS staff facilitate the enrolled student's understanding and appreciation of the demands of the curriculum, achieving learning outcomes and their successful completion of requirements for the degree. This type of engagement is initiated from the onset during orientation, registration and enrollment. Particularly, orientation and advisement explained both expected learning outcomes to students and the necessity of their respective achievements of these outcomes from the outset. This material is followed up in the Foundations for Ministry course during their first semester.

6.1 OFFICES OF VICE PRESIDENT OF ACADEMIC AFFAIRS AND DEGREE COORDINATORS

The Office of Vice President of Academic Affairs/Provost is on the 2nd Floor of James H. Costen Lifelong Education Building (Building # 10). Degree coordinator offices are networked throughout the campus. The M.Div. and Master of Arts in Christian Education Degree Coordinator Offices are respectively located on the 3rd Floor of the Classroom Building (building #2). The Doctor of Theology and Doctor of Ministry Degree Coordinator Offices are respectively located on the 2nd Floor of the Costen Building.

6.2 MANDATORY ATTENDANCE

ITC has a mandatory attendance policy. Students are required to attend a minimum 85% of the class sessions allocated for each course in which they are enrolled. Failure to do so will substantially impact

the student's grade and become subject to being withdrawn from the course. It is the student's responsibility to insure with the faculty member an accurate accounting for their class attendance. The Registrar tracks all faculty submitted attendance records and finalizes the institution's record of student attendance.

6.3 VOCATIONAL SUPPORT AND COACHING/STUDENT RETENTION

ITC historically prepares person for service to the church and global communities. Therefore, learning activities and outcomes generally ascribe to this preparation. As earlier noted, the denominational presences are integrally connected to the process of preparing persons to this end. We are discovering more persons graduating with differently intentioned use for their earned degrees. The advisement process which is ongoing in many aspects address student concerns as they project varying uses for their education. Conversations held during the advisement process at designated times and throughout the semester support coaching, other selected use of course electives and formation of mentoring relationships.

6.4 ADVISORS AND FORMS OF ADVISEMENT

Advisement occurs in all degree programs and is provided by persons knowledgeable in respective degree requirements. These knowledgeable persons that aid student course selections in ways that insure they remained in sequence as they move toward the completion of their degree program. Formal advisement schedules are published and institutionally maintained. Matriculants utilize these publicized opportunities to receive the formal advisement of their assigned advisor, denominational representatives where appropriate and the informal advisement of their peers. Published academic and degree calendars familiarized students with degree and institutional requirements.

Students participate in advisement from the onset of their matriculation because it part of the admission process.

1. Students declare their denominational affiliation via five constituent denominational and one fellowship: Gammon Theological Seminary (**UMC**), Turner Theological Seminary (**AME**), Phillips School of Theology (**CME**), Charles H. Mason Theological Seminary (**COGIC**), Morehouse School of Religion (**Baptist**), Harry V. and Selma T. Richardson Ecumenical Fellowship (all other denominational affiliation, non-denominational or general religious interest)
2. Students determine if they are matriculating to earn a Master of Divinity (M.Div.) or Master Art in Christian Education (MACE). There is opportunity for concentration studies while pursuing the M.Div. There is the option of earning a dual degree which conjoins M.Div. with the MACE. This determination is made in the M.Div. student's second year of matriculation. Students may in the future want to consider pursuing the Doctor of Ministry (D.Min.) or Doctor of Theology (Th.D.). All the above degrees prepare the student for professional demonstrations of the varied disciplines within the church and its work.
3. Students determine if they will matriculate primarily as a day, evening or distance learning student.
4. Students determine whether they will matriculate as a Full-time or Part-time student.
5. Full-time student matriculates between 9-15 credit hours per semester.
6. Maximum credit hours per semester are 18. Any credit hours over 16 require prior approval.

6.5 ADVISORY CONSIDERATIONS

1. Examine one's financial support, needs, and resources throughout their time of matriculation. Students will need to determine how they will fund their education and financially support themselves throughout your student tenure. Present documentation of your completed FAFSA (Free Application for Federal Student Aid) application, as well as, documentation of other scholarship and personal funding resources.
2. Consider the life adjustments that will be made to complete their matriculation toward earning a degree. Also, consider all the relational support systems that need to be in place and maintained here; these include family, congregation, denomination, health and spiritual. You are preparing to embark upon an educational process that will change your life.
3. On-campus participation via general relationship between peers, mentoring relationships with the faculty, and guidance relationships with your denominational dean are significant to the successful completion of your matriculation.

6.6 SEQUENCED AND INTEGRATED CURRICULUM

1. Therefore, courses need to be taken in sequence throughout your matriculation for you to receive the fullest benefit of the education you are earning.
2. Determining whether you are on-campus or distance learning is important. Switching between on-campus and distance learning can be requested and approval based upon review and consideration of changes in your life demands. On campus students are limited to a total of 12 credit hours completed via distance learning courses.
3. You will need flexibility within your schedule to accommodate the variable times when courses are taught. This type of flexibility in scheduling changes from semester to semester.
4. Most courses are taught Tuesday through Thursday. Denominational course requirements are taught on Monday evenings.
5. Consider the number of credit hours per semester that you can master as you participate in the development of your planned program of study. The table below projects the length of completion for the M.Div. with the required total of eighty-nine (89) credits hours with a grade of C or better in Core and Concentration courses required for graduation. Seek advisement on credit hour requirements and projected time of completion for the other degree options.

Please be advised of the following as you prepare for your matriculation.

1. **It is to your financial benefit to maintain 9 or more credit hours per semester.** Level student matriculation charges range between 9-15 credit hours per semester. An added rate is charged for 8 and less and 16+ credit hours during a semester.
2. **It is to your matriculation benefit to maintain 12 or more credit hours per semester.** Please see the projected degree completion dependent upon your credit hours per semester. This rubric assumes Fall and Spring matriculations. Caution is to be exercised when matriculation is less than 12 credit hours per semester because of the time allotted to complete your degree. All requirements for the M.Div. or MA degree must be completed within five years from the date of first registration. *Students matriculating at the less 9 credit hours per semester have up to seven

years to complete their degree and are advised to include summer semester(s) in your matriculation.

6.7 FORMS OF ADVISEMENT

1. Individualized: You will be assigned a faculty advisor: Responsibility of the faculty advisor is to help you with planning and/or adjusting your planned program of study throughout your matriculation.
2. Centralized: The Office of Dean of Students Affairs insures fair and equitable options, flexibility is in accordance with institutional policies. it approves changes requested b student and faculty advisor
3. Shared: This is the opportunity for the respective seminary dean to review with the student the developed plan program of study. The dean provides denominational guidance and direction in financial support toward student achievement of mutually recognized and/or determined personal and denominational goals as supported by the plan program of study.

Note: Your course load is based upon your indicated credit hour preference for the semester. Every semester thereafter it will be your reciprocal responsibility with your faculty advisor to follow-through and complete your plan program of study. *Please refer to the ITC Catalog for all directives referencing student academic responsibility.*

6.8 SATISFACTORY COURSEWORK

Please see the ITC Catalog for descriptions and guidelines describing and supporting institutional policy regarding Satisfactory Academic Progress. However, satisfactory work in courses and satisfactory progress in fulfilling the degree requirements are expected of all candidates. Every student at ITC is expected to observe the highest standards in his or her academic and scholarly work. Any student found guilty of plagiarism or other forms of academic dishonesty will be subject to the discipline of the ITC, including suspension and dismissal from the student body.

The records of students who have received no credit in a course or whose course evaluations indicate Marginal Credit (a grade of C- in core courses or D in non-core courses) necessitate academic review with the AVP of Student Services and students who receive two or more Marginal Credit in two serial semesters, the student will be placed on academic probation for the following semester, or such longer period as the COS may deem appropriate (the “probationary period”). If within the probationary period the student receives another Marginal Credit, the student is subject to measures up to and including Academic Dismissal. At the end of the probationary semester or other probationary period, the student will receive in writing from the Registrar indication of one of the following: removal of probation, continued probation, or dismissal from ITC.

6.9 CHALLENGES TO SATISFACTORY COURSEWORK

The Office of Student Services in consultation with the Provost and Registrar will outline with the student the terms of remediating intervention. If there is the possibility of dismissal, the student will also be

notified of this possible outcome. If it is concluded that the situation is remediable, the student must be clearly informed of their necessary remediated response and action expected, the time frame in which such action is to be taken and completed by the student, and any other conditions deemed appropriate as indicating full compliance. If the student does not complete the remedial action in the specified time frame, or otherwise fulfill the conditions specified, she/he may be dismissed from ITC. The resolution of this matter rest with the Office of the President.

Circumstances that may not be remediable may include, but are not limited to, academic deficiencies that are not susceptible to reasonable remedial activity, situations involving threats of violence or imminent harm, moral turpitude, occurrences or conduct reflecting or potentially reflecting negatively on the ITC's reputation or community, and other situations where remedial action is not be appropriate or available. (*See section of the Special Needs Process.*)

6.10 ACADEMIC PROBATION AND SUSPENSION

Students who are placed on academic probation by the Registrar and Academic Offices will also be placed on financial aid and on-campus housing probation. This means students will continue to receive financial aid including grants and scholarships from ITC, participate in the Federal Work-Study Program, and maintain their on-campus housing during one semester of academic probation. Students who remain on academic probation a consecutive semester will lose eligibility for financial aid including grants and scholarships from ITC, will no longer be able to participate in the Federal Work-Study Program, or maintain on-campus housing unless an extenuating circumstance affected the student's ability to maintain satisfactory academic progress, such as an illness or personal/family crisis. For more information regarding financial aid policies, contact the Director of Financial Aid and consult the financial aid policy in this handbook.

A student may be required to withdraw from ITC for other than academic reasons. Personal behavior, as well as, physical and/or emotional health of students are within the scope of such considerations. While an individual situation is being assessed, a student may be required by administrative referral to have an evaluation by ITC's Relational Health Counselor.

SECTION VII – GRADES AND INTERPERSONAL COMPLAINTS AND APPEAL

The Interdenominational Theological Center's internal procedures are intended to address, promptly and fairly, student complaints about all matters of concern at this institution. All complaints will be handled without delay as undue delay may seriously hinder this institution's ability to promptly review and investigate such allegations. All complaints are considered confidential and will be handled as such.

The resolution process as herein outlined is designed to provide steps for receiving and working through grade or interpersonal complaints levied by a student against a peer, faculty member, administrator and the institution itself. It outlines a process which characterizes the request for resolution as either informal, formal. The complainant determines the degree of weight at the time of reporting and requesting resolution. The consequence of engagement increases with tier as both responsibility and

accountability increases. ITC is committed to the accurate use of personnel and other resources to insure the wellbeing of its students and integrity of the institution.

7.1 GRADE CHANGE AND APPEAL

All changes in grades are the result of grade appeal process. Students are encouraged to be in conversation with their instructors about course submissions and grading as they demonstrate the highest benefit of their matriculation. When there are questions about an assigned course grade, it is incumbent upon the student to be in conversation with the course faculty member about their concern(s). This is the more significant move toward resolution of student concerns. A student can file an Appeal of Grade in the OSS only after they demonstrate that they have met all the requirements of the assignments and course, conversation with the instructor has not netted an agreed upon outcome and they report being aggrieved because of there not being a change of their grade.

The grade change is the result of student's conversation with the professor requesting a review of submitted or re-submitted assigned work which could or could not result in a change in grade. In either case, it is not expected that the student's grade should be lower than initially assigned. Upon completing this review, the faculty member in conversation with the student determines whether this review will result in an improved grade and finalizing the subsequent change in grade. Faculty member obtains grade change form from the Vice President of Academic Affairs/Provost Office.

It is completed in conversation with the AVP Student Services. After obtaining the appropriate signatures, the Provost has final review of the process and forwards the completed Change of Grade/Incomplete Removal document to the Office of the Registrar for subsequent grade change recording. If the Provost or other Administrator is faculty of record for the course, Master of Divinity or Master of Arts in Christian Education Degree Coordinator processes the Change of Grade to the Office of the Registrar. The Provost or determined Academic representative herein stipulated has review of the process and forwards the completed Change of Grade/Incomplete Removal document to the Office of the Registrar for subsequent grade change recording.

Step 1

A student who is dissatisfied with a decision by an instructor relative to a final course grade and can document an error in the computing of that grade, must seek to reconcile the grievance with the instructor within two weeks after receiving the semester grade report from the Office of the Registrar. If there is no satisfactory resolution, the student may appeal the instructor's decision.

Step 2

The student should notify the OSS in writing of their intent to appeal their grade within two weeks of initiating a change of grade request conversation with the instructor for the course in question. Notice should state the factual reasons the student has been aggrieved by the final grade received, attach

all supporting evidence for the arguments set forth in the letter; i.e., examinations, term papers, book reports, emails, etc. Student should retain original document(s). The OSS will notify the Vice President of Academic Affairs/Provost of the formal grade appeal who will then notify Said faculty member for subsequent consultation. The Vice President Academic Affairs/Provost will set a date for review of materials and consultation with both Faculty member and student for resolution.

Step 3

During the grade appeal process, the Provost will hear each party, allowing opportunity to present any additional data, facts, records, etc. supporting the earlier resolution of grade change by the faculty member and grade appeal by the student. The Vice President of Academic Affairs/Provost and AVP of Student Services may be involved in the process as consultants to faculty and student respectively.

If the Provost or other Administrator is faculty of record for the course, either the Master of Divinity or Master of Arts in Christian Education Degree Coordinator processes the Change of Grade to the Office of the Registrar. Otherwise, the Provost or stipulated Academic representative has review of the process and forwards the completed Change of Grade/Incomplete Removal document to the Office of the Registrar for subsequent grade change recording.

7.2 REOPORTING AND PROCESSING INTERPERSONAL COMPLAINTS

All interpersonal complaints involving students begin in the OSS and should be brought as soon as possible after the most recent incident. The resolution goal of creating conversational space for resolution between the student and the other involved person is always priority. Title IX concerns require a different process (*Please see Title IX Handbook for details.*) The goal of the conversation is to establish reasonable degrees of understanding that moves all parties involved in the direction of an agreed upon resolution. Any member of administration or faculty leadership in collaboration with the AVP of Student Services may assist a student in resolving an informal complaint process. This member of administration or faculty leadership at their discretion share the concerns of the event with AVP Student Services for documentation purposes.

7.2.1 INFORMAL COMPLAINT PROCESS

. The initiation and process of resolution will include the following:

1. Provide guidelines that delineate and/or clarifies policies and procedures
2. Encourage the student filing the complaint to be in conversation with other party to move toward resolution. This can possibly be done with considering the added information as relating to policies and procedures, as well as, institutional precedent.
3. Give direction as to whom else may assists the aggrieved student(s), faculty or staff about concern or alleged misconduct;
4. On a need-to-know basis, disclose appropriate information to other administrative and/or faculty leadership. All disclosures will be consistent with state and federal law.

5. The Office of Student Services may investigate the complaint without identifying the complainant, if in the judgment of the Resolution Official this would increase the likelihood of satisfactory resolution of the complaint.
6. Inform the person against whom the complaint is brought, of its existence;
7. Evaluate the severity of the complaint in conversation with the student and refer it to a formal process as guided by the Office of Student Services, if warranted.

If the administrative or faculty leadership in collaboration with the OSS finds there is evidence that the alleged behavior occurred, he/she may use one or more of the following methods in addressing the complaint:

1. Separate the parties until a time that is conducive to contact, remediation and resolution;
2. Facilitate a meeting between the parties;
3. Discuss the complaint with the alleged offender, informing him/her of the policy and indicating that the behavior must stop;
4. Suggest counseling and/or sensitivity training;
5. Request a letter of apology to the complainant;
6. Implement other non-disciplinary actions as deemed appropriate (time away from work with/without pay, transfer to another department); and
7. Maintain appropriate documentation of the resolution process. The Office of Student Services will have direct access as needed to Chief Human Resources Officer and other institutional leadership. This office will also keep the complainant informed of the status of the complaint and will seek input from the appropriate administrators when implementing corrective action.

7.2.2 FORMAL COMPLAINT PROCESS

If the informal resolution process does not resolve the complaint to the satisfaction of the student in conversation with the OSS within a reasonable time, not to exceed 15 days, or it is determined that the circumstances warrant a more formal procedure. The underlying rationale being a significant differential in understanding and applying of institutional policy. The AVP Student Services will convene a meeting with either the Provost or the Chief Human Resources Officer, the student and other institutional personnel significant to the investigation. This team of persons will proceed as follows:

- Ensure there is a written complaint that is to be signed by the complainant within 2 days* of the filing of the complaint. The AVP Student Services will assist the complainant with the preparation of a written complaint. The written complaint must include details concerning the incident(s) or conduct giving rise to the complaint; date(s) and location(s) of incident (s); and any witness(es) to the alleged incident(s) or conduct.
- Notify the alleged offender, within 3 days of receiving the complaint, of the nature of the allegation and include a copy of policies, procedures and process. The alleged offender must provide a written response to the allegations within 3 days of receiving this notice.
- Investigate the complaint, including without limitation, interviewing parties and other witnesses, supervisor, and/or other persons who may have information about the alleged incident and may review personnel records relevant to the complaint.

- The resolution team will offer input and make recommendations as a move toward resolution. These are likely already discussed in the process toward informal resolution. The intentionality of these outcome is more constrained because of the formality and degree of documentation associated with the formal complaint process.
- Ultimately, participation by all parties include but are not limited to the following:
 1. Recommendations of stated improvement or changes in behavior and/or engagements for all parties involved;
 2. Steps that demonstrate understanding and application of institutional policy;
 3. Steps that demonstrate active participation in prescribed remediation;
 4. Appropriate discipline may range from an oral reprimand, up to and including termination/dismissal or any other appropriate remedial action.

***All references to “days” refer to working days that exclude holidays and weekends.**

7.2.3 APPEAL PROCESS

Either the complainant or the alleged offender may file an appeal of any decision concerning the resolution of complaint to President when there is a question or concern with matters involving institutional integrity. This refers to those matters wherein the complainant questions the interpretation, application and exhaustion of institutional formal and informal complaint processes or *the complainant questions the legality of the action and response of the institution and its representatives in the exhaustion of the formal and informal complaint processes*. All appeals to the President must be in writing with supporting documentation. They must be filed in the office of Human Resources within seven (7) days of the notice of resolution of the complaint.

The President or designee will review and conduct his investigation with all materials solicitous to the appeal in an expeditious manner while considering all the circumstances. The President will render a final decision and report to the institution in a timely manner. No final disciplinary action shall be taken against the alleged offender prior to the completion of the appeals process, unless the student or institutional employee waives any portion of the appeal process. During the appeal process, temporary, interim measures may remain in place. The institution at its discretion may at any point in the complaint process elect to exercise any available institutional or administrative disciplinary action upon involved persons. This can be up to suspension or expulsion from school for a student.

All supervisors, the President, Vice Presidents, President-Deans, Executive Director, Directors and Managers, have a major role in ensuring Center wellbeing. These responsibilities include but are not limited to:

1. Understanding, communicating and enforcing the ITC’s policies and procedures;
2. Setting a clear example of appropriate workplace behavior and communicating zero tolerance of offensive behavior, conversation and rapport;
3. Being aware of what is going on in the workplace and monitoring signs of disenfranchising engagement;

4. Reporting immediately any inappropriate actions of which you become aware, that you believe may constitute such an environment.

7.3 STUDENT DENOMINATIONAL CONCERNS AND OFFENSES

Students are responsible for learning and operating within the governance structure of ITC. Students are responsible for being informed, as well as, knowing and operating within the framework and limitations of the institutional consortium agreement. By being informed, both the student and the denominational presence can accurately exercise their respective responsibilities allocated to the denominational presence by the consortium agreement. The denomination is a member of the consortium referenced as Interdenominational Theological Center. Student concerns and abrogation of student rights and responsibilities that are denominationally related can be informed by responsible persons within ITC governance. However, students are responsible for resolving denominational concerns and abrogation within the directives, policies and politics of the respective denominational presence matters.

7.3.1 Students Filing a Grievance against a Seminary Dean

Actions of this nature are vetted through the process outlined per section 4.7.1 of the ITC Bylaws entitled *Constituent Seminaries Agreement with ITC Regarding Student Filing Grievance Against the Seminary Dean*. [Notation: A similar process would be followed if a student files a complaint regarding another official of constituent seminary.]

While each participating seminary board of trustees or denomination is responsible for the professional conduct of its representative officer, administrative deans are expected to adhere to all policies established at the ITC, particularly those having to do with professional courtesy, sexual misconduct, and harassment. When complaints of professional misconduct of any nature, or matters of sexual harassment against a seminary administrative dean occurs, the following process is to be followed:

Procedure:

A student who feels that he/she have been the victim of professional misconduct or sexual harassment by an administrative dean or representative officer of a member seminary should initiate the following actions:

1. In the case of a student, inform the AVP of Student Services, verbally, and in writing detailing the actual events of the situation. Such grievance must be submitted within 30 days of the incident, or no more than 30 days of the last occurrence.
2. The AVP Student Services shall schedule a meeting with the person(s) filing charges to determine the nature of the complaint, and whether there are sufficient grounds for a formal investigation, hearing of the charges, and forwarding to the Chief Human Resource Officer.
3. If an investigation of the matter is warranted, the AVP Student Services shall inform the Chief Human Resource Officer who then shall inform the President of ITC who determines the forward engagement of this matter. This may include conversation with the Board Chair of the denominational presence of the charges that have been brought. It is the responsibility of the

Board Chair of the denominational presence to determine investigation and bring the matter to resolution and closure.

4. The chair of the member seminary will inform the President in writing of the member seminary's findings and action in regards to the complaint within thirty days following the investigation and hearing. Upon receiving the report, the President shall inform all parties involved of the findings and action taken by the seminary and the ITC in the matter.

SECTION VIII – STANDARDS OF PERSONAL CONDUCT

The ITC is a Christian community committed to the spiritual, intellectual, physical, and psychological development of leaders for the Christian Church. Extensive rules are superfluous in a community of theological learners who respect individual rights and encourage personal responsibility. The ITC seminarian is expected to possess the basic characteristics of personal maturity demonstrated by self-discipline, emotional control, strong personal integrity, and Christian conduct. A serious commitment to Christian ministry is the motivating force in the pursuit of a theological education and a conscious concern for spiritual formation. Therefore, conduct on or off campus will reflect the belief and faith of this commitment.

The seminarian is also a citizen governed by civil laws and governmental acts. Respect for the law is an individual responsibility observed also in consideration of the members in the community who share the goals and philosophy of the Center. The seminarian joins the faculty and administrative staff in pursuit of the vision to see the ITC fulfill her mission in theological education within the world and in relationship to the Church.

Every member of the ITC academic community is responsible for upholding the standards of professionalism and ethics declared in these guidelines. Members of the community are expected to promptly report to the AVP of Student Services and/or Provost any situations or circumstances they believe constitute violations of any of policy related to academic integrity.

If a student is unsure whether her or his actions might constitute a violation of academic integrity, he or she has the responsibility to counsel with the instructor in advance about any ambiguities. Satisfactory work in courses and satisfactory progress in fulfilling the degree requirements are expected of all candidates. Every student at ITC is expected to observe the highest standards in his or her academic and scholarly work. Any student found guilty of plagiarism or other forms of academic dishonesty will be subject to the discipline of the ITC, including suspension and dismissal from the student body.

8.1 STANDARDS OF PERSONAL CONDUCT

ITC set rules, policies and procedures for governing community relations. Each student is responsible for knowing the rules and policies, as well as, means to resolution for not complying with them. The basic philosophy underlying the standards of personal conduct expected of an ITC student is the respect for the person and property of others. Learning to comply is an important component of each

student's educational and spiritual journey. Compliance teaches self-discipline, respect for the rights of others, and fosters concern for the welfare and integrity of the ITC.

The ITC is committed to demonstrating high standards of ethical and moral behavior in every aspect of institutional life and embraces the following values: 1) Honesty; 2) Compassion; 3) Respect; and 4) Integrity. Students who violate the rules or policies of the ITC face sanctions ranging from fines to suspension and/or expulsion. All students are expected to comply with all federal, state, and local laws and may be subject to both the ITC and criminal penalties for violations of the law.

The standards of personal conduct expected of the ITC student does not tolerate:

1. Violent or disorderly conduct or other conduct that endangers the safety or security of any member of the ITC community.
2. The distribution, possession, sale, manufacture, or use of illegal drugs or substances, and the medically unsupervised use of prescription drugs.
3. The consumption of alcoholic beverages on campus.
4. The use or possession of guns, firearms, or other dangerous weapons. Firecrackers or other explosives are also prohibited.
5. Tampering with fire alarms, extinguishers, fire prevention equipment, or failing to comply with other safety rules.
6. Engaging in obscene, lewd, or other conduct which disrupts any program or activity on the ITC campus, impedes freedom of inquiry or expression, or interferes with the freedom of movement of any member of the ITC community.
7. Physically or verbally abusing or threatening to abuse any member of the ITC community.
8. Stealing or possessing stolen property, or extorting or attempting to extort money from a member of the ITC community.
9. Damaging property of the ITC or of any member of the ITC community.
10. Unauthorized entry into, use or occupancy of the ITC facilities.
11. Unauthorized possession or use of any key or master key to ITC offices or residence facilities.
12. Violating the ITC's sexual harassment policy or harassing any person or group of persons based on the person(s) race, color, sex, religion, national origin, age, disability, or veteran status.
13. Fraud, including telephone fraud, and the unauthorized use of checks, credit cards, or calling cards.
14. Forgery, including falsifying academic or nonacademic documents or financial instruments.
15. Any form of academic dishonesty.
16. Inappropriate or misuse of institutional resources including but not limited to information technology, electronic or academic hardware or software, personnel or personal relationships. This includes the use, management or forwarding of external materials for dissemination using institutional resources.
17. Violating any other policies, rules and regulations of the ITC.

8.2 STANDARDS FOR PROFESSIONAL AND ETHICAL CONDUCT

The ITC is an academic community whose most fundamental purpose is the pursuit of knowledge. High principles of academic integrity are essential to the function and continued growth of the community.

Students and faculty are responsible for adhering to the principles of the institution's academic integrity or harassment policies. ITC will not tolerate any abuse stipulations outlined or implicated by their use to describe committed offense(s).

Students who engage in any of the following prohibited actions may be subject to charges under these policies: plagiarism or submission of work that is not the student's own contribution and/or without clear attribution to the original source whenever and however the original source material is used; fabrication of data or other information; submission of written work or engagement in oral presentations or exchanges that contain abusive or threatening content or matter, or that include sexually explicit or offensive material not reasonably related to the topic or subject at issue; cheating; misrepresentation of academic information or academic records; or engagement in conduct that constitutes academic misconduct, dishonesty or fraud. This list is not intended to be exhaustive of all behaviors that may be deemed to constitute violations of these policy.

Behaviors warranting charges of academic misconduct and circumstances constituting violations of academic integrity policy may also be considered under guidelines and reprimands associated with conduct. Those who violate academic integrity standards and/or professional ethics should expect to be sanctioned up to and including dismissal from ITC.

8.3 STANDARDS FOR ACADEMIC CONDUCT

Students at ITC are expected to observe the highest standards of integrity and honesty in their academic work. A critical part of such honesty consists of proper acknowledgement of the ideas of others; and the complete absence of plagiarism in submitted work.

The ITC is actively engaged in the pursuit of academic excellence. We realize the discipline that such a pursuit demands. Therefore, we have tried to give attention to those activities that could negatively impact our desired goal. If conduct is contrary to the commitment of Christian ministry so that discipline, moral lapse, questionable integrity, or action are not in the best interest of the ITC, the conduct of that person(s) will be investigated and appropriate action taken.

ITC expects members of this seminary community to observe professional norms of scholarly discourse, academic integrity, and fairness. All members of the ITC community are expected to exhibit a high level of personal integrity. The ITC insists on the greatest degree of freedom of inquiry, teaching, learning, and expression for all its members. Thus, activities which disrupt the regular and essential operation of the ITC, or which negatively impact the ITC's reputation for academic excellence and personal integrity and accountability, are not permitted. Students or other members of the ITC community may charge students with violating applicable standards of academic integrity and conduct. Students found guilty of violating these standards of integrity and conduct will be subject to appropriate disciplinary action including reprimand, disciplinary probation, suspension, or expulsion.

8.4 STANDARDS FOR COMMUNITY CONDUCT

Students are adults and therefore expected to be responsible. Our students engage in professional development processes that are associated with congregational and denominational life. They are

expected to possess the maturity that does not hamper professional development. Students are expected to exercise their personal lives in ways that reflect the character of community. Eventually, everybody and everything is known in this community. Everybody observes the conduct of everybody else. Our respective engagements are collateral gains/losses. The Center expects its students to conduct themselves in ways that are reflective of the faith and its praxis. The curriculum regularly proffers personal adjustments in understanding and exercising one's faith.

Student community department is significant in caring for self and peers. Students are expected to treat each other in ways that are respectful and not engage in behavior that creates emotional duress and relational difficulties for themselves or any person to attend school and/or live in this community. Should student(s) find themselves in such a situation, they will seek accurate support for managing the challenge(s) and resolving the difficulty(ies).

8.5 STANDARDS FOR CITIZENSHIP AND CHURCH LEADERSHIP PREPARATION CONDUCT

As citizens, seminarians enjoy the freedom of speech, right to peaceful assembly, right of petition, and other rights accorded by the institution, the Constitution of the United States of America and the State of Georgia. Students are subject to the obligations which accrue to them by this voluntary membership of this academic community.

Seminarians are encouraged to develop and refine skills in conflict resolution and in influencing people to work for the quality achievement of individual and group goals. Opportunities for the practice and refinement of leadership skills are available through school organizations and in the Church, itself. ITC also expects persons who are guest in the community to abide by the same guidelines as its students and those who live in residence. It is the responsibility of all students who have guests to inform them of community life guidelines, as well as, insure that they adhere to such throughout their visit.

If a student has been accused of an offense, the nature of which may present a clear and present danger of serious physical or mental harm to the student or others in the community, temporary sanctions may be imposed as necessary to protect the student, the seminary community, and/or property from such danger. In case of conviction for such offense, the student may be subjected to disciplinary action or even expulsion.

8.6 BEHAVIORAL STANDARDS AND DESCRIPTORS FOR MISCONDUCT

8.6.1 BEHAVIORAL STANDARDS

ITC recognizes the importance of student academic progress and personal well-being. Bearing in mind the safety and well-being of all members of its community, ITC may discontinue the enrollment of, or take other protective action with respect to, a student who is manifesting behavioral issues that impede her or his safe and successful participation in the academic program, or that threaten the safety or well-being of others. If a student is separated from the ITC because of such behavioral issues, she/he will be informed of the process for requesting re-enrollment through the Office of the Student Services.

8.6.2 DESCRIPTORS FOR MISCONDUCT

Recognition and reporting of general misconduct is reflected in but not limited to the following:

- Obstruction or disruption of teaching, research, administration, ITC procedures and activities, or other authorized activities on ITC premises, including public service functions on or off the premises.
- Unauthorized entry or use of ITC facilities or unauthorized possession or use of ITC property or property of others.
- Forgery, alteration, or misuse of ITC documents, records or identification, furnishing false information to ITC, or possession of any false identification or identification belonging to another person.
- Identity theft: Possessing or using another person's name, address, Social Security number (SSN), bank or credit card account number, or other identifying information without that person's knowledge, and with the intent to commit fraud or other crimes.
- Theft or other abuse of computer facilities and resources including but not limited to: any violation of ITC computer use policy, using computing facilities and resources to send obscene or abusive messages, or other unauthorized use of computing facilities and resources.
- Violations of copyright law by unlawful copying, distributing, sharing, or storing copyright-protected information or material, including but not limited to music, film, and video on the Internet.
- The unlawful possession, use, or distribution of illicit drugs, unlawful drug paraphernalia, and alcohol, including public intoxication.
- Failure to comply with authorized directions of, or furnishing false information to, ITC officials or representatives of the JC acting in performance of their duties.
- Failure to engage in responsible social conduct that reflects credit upon ITC and to model good civil conduct and citizenship.
- Violations of any other ITC policy, rule or regulation, or of federal, state or local law.
- Students taking only non-credit courses are guests of the ITC. They are required to conform with ITC standards of behavior, but are not entitled to the dispute resolution, grievance or hearing provisions, or the appeal rights set forth below and herein, that are afforded to ITC students enrolled in degree programs or for-credit students. In the event of an alleged violation of the student standards of conduct or other inappropriate behavior by a student taking a non-credit course, the discipline or remedy imposed by the professor or instructor of that course shall be reviewable only by the President or the President's designee; the process employed in connection with such a review, the standards of review and the review determination shall be in the sole and exclusive discretion of the Dean of Student Services, whose determination shall be final.

Special notations under Title IX

- Disorderly conduct, or obscene conduct or expression.
- Physical abuse, verbal abuse, threats, intimidation, stalking, harassment, coercion or other conduct that may endanger the health or safety of members of the ITC community. This includes threats of violence against another person, stalking, and physical or verbal intimidation that unreasonably impairs the security or privacy of another person. See related policy in this handbook.

- Harassment, sexual abuse or misconduct. (Please note that a separate policy exists in this handbook with respect to harassment, sexual abuse or misconduct, and the JC reserves the right to cause complaints in this area to be reviewed and proceed under that policy).

8.7 PLAGIARISM AND RESOLVING ALLEGATIONS OF ACADEMIC MISCONDUCT

8.7.1 PLAGIARISM

Plagiarism consists of the appropriating and presenting as one's own the writings or other creative work of another person or persons without acknowledgement. It is a dishonest violation of the intellectual property of another, and ethically akin to fraud and theft. All students at ITC are expected to understand what plagiarism is and to avoid it in all circumstances.

Plagiarism can take the form of quoting sentences or whole paragraphs of text (or image, or musical score) without the use of quotation marks, or without adequate bibliographic citation. It can also be committed by the close paraphrasing of text written by another if it is done without due acknowledgement of the source. Minor verbal changes in a text that has been appropriated do not remove the consequences of plagiarism.

To avoid plagiarism, students should always use quotation marks and an appropriate bibliographic reference when quoting the text of another. Verbal transcription of a substantial piece of text without quotation marks may constitute plagiarism even if the original author is cited or referred to in some way.

It is also good academic practice always to cite, with appropriate bibliographic reference, the source of an idea presented in a paper or other submission, when that idea originated with another person and was derived from another person's work. This applies even when the idea is presented in the student's own words. Failure to cite the ideas of another is bad scholarship. Plagiarism is subject to academic penalties up to receiving No Credit for the course in which the plagiarism occurs. It is also subject to disciplinary penalties up to and including dismissal from the ITC.

8.7.2 DESCRIPTORS FOR PLAGIARISM

1. Using unauthorized information while taking an examination.
2. Submitting as one's own work the laboratory worksheet, themes, reports, drawings, or other work prepared by another person.
3. Copying the homework, reports, or examination answers of another person to submit as one's own work.
4. Giving, receiving, or selling research papers, book-reports, or class projects.
5. Having someone take an examination for you, or taking an examination for another person.
6. Assisting another student in committing an act of academic dishonesty.
7. Offering money, service, or benefit to a faculty or staff member for influencing their decision regarding academic status.
8. Using the ideas or words of writers without appropriate documentation, e.g., footnotes, endnotes, parenthetical references.

9. Knowingly furnishing false, misleading, or incomplete information to any ITC official or unofficial records for ITC programs or altering such records is prohibited. Acts of forgery, alteration or misuse of documents such as registration entry tickets, identification cards, meal cards, work study time sheets, and financial instruments such as checks or money orders are prohibited.
10. Acts of indecent exposure, fondling, lewd caressing, gestures, or other obscene or indecent behavior.
11. Behavior that intentionally and unreasonably interrupts or interferes with classroom instruction, research, Center committees, boards, privileges or the ITC/student activities, is prohibited. Infringement upon the rights and privileges of others is forbidden.

8.73 RESOLVING ALLEGATIONS OF PLAGIARISM/ACADEMIC MISCONDUCT

Whenever plagiarism is suspected in a student's work, the instructor of the class is required to meet with the student to inform him/her of the suspicion. If the instructor is satisfied after the meeting that: no plagiarism has in fact occurred; or the fault was very minor and the student has promised to correct his or her academic practice in the future, then no further action need be taken. Nevertheless, the instructor shall in all such cases draw the student's attention to the ITC's policy documents on the subject and submit a brief written report of the incident to the Provost and AVP Student Services.

Where the infraction is serious and substantial, the instructor must report the facts in full to the Provost's office, who will meet with the student and the instructor separately and/or together. After investigating the matter the Provost will finalize a decision and communicate in writing the reviewed outcome to both the student and the course instructor. This decision is final and not subject to appeal.

8.8 INSTITUTIONAL ADDRESS/STUDENT MISCONDUCT DISCIPLINARY ACTIONS

This policy sets the jurisdiction for addressing student misconduct. Students who are also ITC employees may be subject to separate disciplinary proceedings in accord with their employment. The ITC has other policies that relate to staff and faculty as well as policies that apply to all members in this community. Nothing in this Code shall prevent an investigation or discipline under other applicable Seminary policies

8.8.1 OSS/VPAF-P/STUDENT/ADVISOR

The Office of Student Services (OSS): The OSS is responsible for interventionally moving student complaints through stages for process toward resolution. All student complaints begin in the Office of Student Services and are processed per the request of the complainant. Consideration will be given to previous efforts toward resolution. The OSS is responsible for hearing and processing complaints that outstrip the processes normally associated and resolved through the grade and interpersonal complaint and appeal process due to the egregious character of the complaint; subsequently formalizing it in the Ethics and Behavioral Standards Committee process. It is the responsibility of the OSS to determine in consultation with the Chief Human Resources Officer and Office of the Provost whether a formal complaint rises to the standards for a Title IX matter. Investigation and review of case content determines the location of the matter for remedy.

Student: For the purposes of this policy, any person enrolled in a degree program at the ITC is a student. All persons taking courses or participating in activities at the ITC as students fall under the jurisdiction of the standards for conduct codes. Any alleged infraction that was committed by an individual while that person was a student or on the ITC campus may be addressed under this policy. Students accused of misconduct under these Code may be called “complainants or respondents.”

Office of the Provost Office: The Office of the Provost office has an overall responsibility for overseeing proceedings on and all matters related to the enforcement of the ITC’s Standards for Conduct. As the OSS falls within the supervisory oversight of the Office of the Provost, the Provost is consulted to move the resolution through processes that entail the wisdom the President relative to the wellbeing of the institution. These responsibilities are carried out by the Provost or the Provost’s designee(s).

Advisors: Generally, a student must select an advisor whose schedule allows attendance at the scheduled hearing dates and times. Delays will not be allowed due to advisor scheduling conflicts. Advisors can help students involved in disciplinary proceedings to understand the disciplinary process, respect and comply with the provisions of this policy, and deal with all aspects of the process. An advisor may be an ITC faculty member, staff member, or student (with a GPA of 3.25 or above) and in good disciplinary standing.

An advisor may accompany any complainant, witness, or respondent to, and may participate in, any meeting regarding a disciplinary complaint. Advisors also may accompany complainants, respondents, and witnesses to hearings, but may not participate in such hearings. An advisor to a respondent may quietly advise the respondent during the hearing, but shall do so in a way that does not disrupt or taint the proceedings. Dismissal of any person from the hearing does not cause the proceeding to be suspended or terminated unless the chairperson, in her or his sole discretion, determines a suspension or termination to be warranted.

8.8.2 ETHICS AND BEHAVIORAL STANDARDS COMMITTEE

The Ethics and Behavioral Standards Committee (EBSC) is a called committee and is responsible for hearings related to alleged violations of ITC policies by students, other than policies related to academic integrity and interpersonal grievances. The EBSC can be comprised of the AVP of Students Services, Relational health Counselor, the Vice President for Academic Affairs/Provost or the Provost’s designee, one denominational President/CEO from a fellowship (the President/CEO cannot be from the fellowship of which the student(s) is a part) and the Chief Human Resource Officer.

8.8.3 STUDENT RIGHT TO FILE A MISCONDUCT COMPLAINT

Any member of the ITC community may bring a complaint about student conduct to the attention of the AVP of Students Services. This can be done without concern or fear for retaliation. Doing so in no way limits the complainant’s rights to bring such matters to the attention of other ITC offices, officers, or resources, or to seek recourse outside the ITC through civil or criminal legal proceedings.

8.8.4 COMPLAINT AND DISCIPLINARY RECORD CONFIDENTIALITY

Records of disciplinary proceedings are maintained by the Office of the AVP of Students Services. No record of the disciplinary proceedings will be entered in the student's official ITC file until a final disciplinary sanction is rendered and any appeals are concluded. All disciplinary proceedings, the identity of individuals involved disciplinary matters, and all disciplinary files, testimony, and findings are kept confidential to the extent possible. Consideration is given to actions and outcomes that may be a part of earlier proceedings.

8.8.5 INFORMAL PROCEDURES AND MEDIATION

When an issue arises involving the academic integrity or general conduct of a student; generally, the institution in its application of its policies and directives governing itself and all its constituent relations supports informal means toward resolution of complaints. The exception to this type of appreciable engagement relies upon specific directives wherein egregious offenses have been engaged by the student, as well as their co-respondents. The following informal options are available:

- **Personal Resolution:** It is recommended that a complainant consider addressing the person against whom the complaint is being made. Such informal efforts at resolution often are successful. However, this effort is not required, and students are particularly cautioned that they should immediately report any circumstance where the complainant feels an imminent threat of harm or danger from the person against whom the complaint is being made.
- **Informal Resolution of Concerns:** A faculty member or other instructor who believes that a student has engaged in misconduct will apprise the student of the suspected behavioral misconduct and refer the student to the Student Conduct Code. The instructor shall also provide the student with the opportunity to meet with him or her to discuss the nature of the charges and the possible institutional responses to the charges. If, in discussion with the student, the instructor decides that the violation was the result of an innocent misunderstanding, the instructor and student may agree upon appropriate sanctions.

ITC encourages mediation of disputes, whether involving academic integrity or general conduct, whenever practical and appropriate. The matter could possibly be handled via referral of the student to their President/CEO for mediation. This may take place only or simultaneously if the complainant and respondent agree to participate; a matter is resolved through mediation only if all parties agree on a resolution. Mediation usually occurs within the OSS, but the AVP Student Services may delegate the responsibility to others in the ITC's administration as appropriate.

8.8.6 FORMAL PROCEDURES/EBSC HEARING

Matters of a serious nature such as, but not limited to, the ITC property damage, substance abuse or abuse of any controlled substance, any offenses involving weapons, bodily harm, sexual misconduct, harassment (sexual, emotional) will be handled through the Title IX and/or Ethics and Behavioral Standards Committee Procedures.

Formal Procedures

1. Formal procedures are underway because informal, mediation and mitigating formal resolutions have failed or not proven beneficial in the case.
2. The student shall be informed, in writing, of the reasons for the proposed disciplinary actions with sufficient particularity to insure an opportunity to prepare for the hearing. At least seven days' notice of the hearing shall be given to the accused student and to the complainant.
3. A hearing may be expedited in appropriate circumstances, including disciplinary matters involving students who have been placed on mandatory temporary suspension or conditional attendance, students who are about to take a leave of absence or leave campus to study elsewhere. Students who withdraw from ITC remain subject to this Code and to the hearing procedures discussed herein.
4. All members of the ITC community are required to cooperate with these policies and procedures. Individuals who are interviewed or called as witnesses (including respondents and complainants) are obligated to provide honest and complete statements during the process.
5. Disciplinary or dispute hearings are not trials, and they are not governed by rules of procedure, evidence, or judicial formality. They are designed to encourage open discussion among the participants that promotes the Hearing Panel's understanding of the facts, the individuals involved, the circumstances under which the alleged incident occurred, the nature of the conduct, and the attitudes and experience of those involved. Information, including hearsay evidence, may be considered if it is relevant, not unduly repetitious, and the sort of information upon which responsible persons are accustomed to rely in the conduct of serious affairs.

The Following Procedures and Standards Apply to all EBSC Hearings

- Participants in the process may be accompanied by advisors.
- No less than three days prior to the hearing, the parties shall submit to the AVP Student Services all documents that they anticipate submitting as evidence and the names and anticipated areas of testimony of any witnesses. The EBSC may exclude any evidence that is not submitted in accordance with this provision, but may consider such evidence if the party offering it demonstrates a good reason for failing to include it in the exchange of evidence.
- The complainant and the respondent may each make a brief opening statement and a brief closing statement.
- All matters upon which the decision may be based must be introduced into evidence at the proceeding. The decision shall be based solely upon such evidence, but the traditional rules of evidence shall not apply, and hearsay shall be admissible, if in the discretion of the Hearing Panel such hearsay is probative and appropriate.
- The burden of proof rests upon the person bringing the charge. The Hearing Panel will presume a respondent innocent, unless proven responsible for a violation by a preponderance of the evidence.
- There shall be a single official record, such as a tape recording or transcribed notes, of all hearings. Hearing panel deliberations shall not be recorded. The record shall be the property of ITC.
- If the accused fails to appear at the hearing, proceedings will continue. Evidence may be presented and considered even if the accused is absent.

- After the hearing concludes, the hearing panel shall deliberate in private. Upon reaching decisions on the charges and any recommended sanctions, the Hearing Panel will promptly advise the respondent of its decision. The Hearing Panel will then promptly deliver a brief written decision and any recommended sanctions to the Director.
- All decisions of the hearing panel require a majority vote.
- The AVP of Student Services will communicate in writing a decision and any sanctions to be imposed to the respondent.
- A student who wishes to appeal a decision must submit a written appeal, including any evidence supporting the appeal, to the President within four work days following written notification of the decision from the AVP Student Services. The President will be given access to any evidence submitted at the hearing. After review, the President will notify the student in writing of its decision, which will be final. The decision on appeal is the final decision of ITC.
- In an emergency or other extraordinary situation, including but not limited to a situation involving health and safety, threatened violence, serious criminal behavior, or circumstances presenting a credible risk of harm to the mental or physical well-being of one or more members of the ITC community, the AVP Student Services in consultation with Center leadership may take such interim disciplinary action, including without limitation suspension from studies, suspension from campus housing, expulsion from campus housing, or such other conduct as is deemed appropriate, to the situation pending a hearing or a decision on appeal, which shall take place as soon as practicable.

8.8.7 DISCIPLINARY SANCTIONS.

Disciplinary sanctions may include but are not limited to one or more of the following:

- Reprimand: an admonition and an official written warning, course or grade failure.
- Restitution: repair or replacement of property when loss or damage is part of the offense.
- Restriction: loss of privileges consistent with the offense and the rehabilitation of the student.
- Disciplinary probation: placing a student in a probationary status that takes away the privilege of holding office and may also include social restrictions.
- Suspension: dismissal from ITC and/or its residence halls for a specified time. Suspension, pending a hearing, may be imposed when there is reason to believe the action is necessary to maintain ITC functions or to protect the safety of individuals.
- Expulsion: permanent dismissal from ITC and/or its residence halls.
- Revocation: withholding or repealing admission or a degree award based on fraud or misrepresentation.
- Counseling, evaluation, and treatment programs: in some cases of misconduct, such as those committed under the influence of alcohol or other drugs, participation in an evaluation and/or treatment program by an approved counseling service may be required as a part of a sanction. The successful completion of treatment, certified by the provider of the treatment, may also be a condition of readmission to ITC or a condition for remaining at ITC.

Temporary Suspension Policy/Procedure

If a student commits an act deemed threatening and/or dangerous to self or others, the AVP of Students Services in consultation with the Provost and Chief Human Relations Officer can immediately affect a Temporary Suspension from the ITC and/or residence halls. The Temporary Suspension will be in writing and delivered to the student; it cannot be appealed. Such a suspension will be in effect until the student meets with the AVP Student Service, who will then decide whether to continue or lift the suspension in consultation with other members of the administration and outside authorities as deemed necessary. If a decision is made to lift the suspension, the student will receive written permission to return to class and/or the residence halls. If the student is not permitted to return to the ITC, procedures for Involuntary Withdrawal will be followed. If the student is not allowed to return to the residence halls, his/her emergency contact will be notified.

Involuntary Withdrawal

The ITC may discontinue the enrollment of a student whose conduct prevents safe and successful participation in his or her academic program, disrupts or impedes the work of other students, faculty or administrative staff, or threatens the safety or well-being of others. This decision shall be made by the AVP Students Services in consultation with various members of the administration office and others as deemed appropriate. The student will not be eligible to re-enroll until the conditions for continuance as a student have been met. An involuntary withdrawal may be appealed. A student who wishes to appeal this decision must submit the appeal in writing to the Vice President of Academic Affairs/Provost with the wisdom of the President's office within five business days of the decision. The Vice President of Academic Affairs/Provost with the wisdom of the President's office will review the appeal and provide final decision to the student within seven business days of receipt. There is no further appeal of this decision.

8.8.8 CONDITIONS FOR CONTINUANCE AS A STUDENT

An individual who has committed an act deemed threatening and/or dangerous to self or others will be required to meet certain requirements before being permitted to return to the ITC, including a recommendation for readmission or continuance by a qualified professional designated by the ITC, or chosen as provided in governing law. The student may also be required to enter a behavioral contract to establish conditions under which that student may continue or resume enrollment at ITC. Conditions may include reduced schedule loads or maintenance counseling with a licensed professional. Final readmission authority for a reentering student rests with the sound and sole discretion of the AVP Students Services, in consultation with various members of the administration as well as others deemed appropriate including faculty member(s) who will meet to review the requested documents and establish any conditions and/or render any opinions to the AVP Students Services.

8.9 SPECIAL NEEDS PROCESS

On occasion, there are student problems not disciplinary in nature but, which nonetheless, require special remedial action by the ITC. Such difficulties are special needs. *Special Needs* refer to any situation in a student's relationship to theological education, which appear to necessitate consultation and action beyond the teacher student and/or advisor-advisee relationship.

This refers to behavior that is clearly not illegal nor immoral but clearly could be problematic in a person's ministry. It may include, but is not limited to any behavior which interferes with the learning environment, i.e., an inability to see how one's actions impacts others; impediments to expressing empathy; insensitivity to gender, cultural, racial, ethnic, or denominational differences.

The ITC, in cooperation with its constituent seminaries has the responsibility to determine a person's readiness for theological education as well as suitability for graduating from this institution. Therefore, it reserves the right, through the Special Needs Process, to determine whether the student continues study toward graduation or whether corrective action is initiated to continue matriculation. This process is based on a documentable need and is designated to be non-punitive in nature.

Normally, such problems include lack of readiness for ministry and/or graduation defined as lacking the psychological, emotional, and interpersonal skills needed to execute the tasks of ministry. Special needs students have potential for ministry, but they need special personal assistance for readiness for ministry. For example, persons might need specialized counseling, treatment for substance abuse, medical attention, relief from stress, etc. These problems may not require disciplinary measures but may need attention. Such problems come to the attention of the community because of documented repetitive patterns of behavior that would hinder students' ministry and require special attention beyond the normal supports provided by the institution. Special Needs students can be self-identified or identified by other students, staff, faculty, denominational deans, and supervisors in CPE and Ministry and Context placements.

8.9.1 Outline of the Special Needs Process

This process is included as a means for addressing and comprehensively responding to student concerns that might not otherwise be specifically addressed in this handbook. There is expectation of an eventuality of varying situations or conditions arising in the life of the ITC student wherein special action and the need to develop immediate policy within the confines of this Handbook and the institutional policy undergirding it.

Level 1

The special needs process can be activated when there is written notice by one or more persons within the ITC community. All written notices will be sent to the AVP of Student Services, who notifies the student's President/CEO, Relational Health Counselor, the person identifying the need, and the student. This leads to a consultation of this group. This process of mediation and nurture is designed to develop a course of action, which defines and addresses the special need, given a definitive time frame for correction with positive results. Failure to comply by the respondent will impact continuation of matriculation or graduation.

Level 2

If Level 1 does not deal with the special need to the satisfaction of the student, nor the person identifying the concern, consultation will continue with the group outlined in Level 1 and now involving the Chief Human Resource Officer. The goal is to achieve a course of action that defines and addresses the increasing severity of the special need. Recommendations from the committee

could include mandated sessions with the Relational Health Counselor, as well as, medical and family interventions. Review of substance abuse histories and denominational supports are included in the assessment of student wellbeing.

Level 3

If Level 2 does not meet the special need to the satisfaction of the student or person raising the initial concerns or the involved student, there may be appeal to Vice President of Academic Affairs/Provost including the wisdom of the President. This appeal is made because a different use of institutional resources may be necessary to assist the student and the resolution of associated concerns. The student's President/CEO is also included in this process as a means of denominational support.

Level 4

The President may sustain the recommendations under Level 3 or determine a different disposition of the matter. The resolution is final.

8.9.2 CRITERIA FOR EVALUATION WITHIN SPECIAL NEEDS

The ITC has an established curriculum with embedded assignments within its core courses that are used to measure student learning and degree outcomes. The educational curriculum is designed to prepare the student to demonstrate curricula readiness in their move toward professional competency. This assessment process begins in the Foundations for Ministry Course (IINT 408A) and culminates in the Ministry in Context I (ICAM 841) and Ministry in Context II (ICAM 842). There are limitations that surface as the student matriculates; therefore, degree outcomes are developed to help facilitate student preparedness for professional functioning. Student and faculty relations in the forms of varied advisement attend to the following as an address of readiness:

Intellectual Capacities

Clear-cut evidence indicating an insufficient capacity for: 1) Abstract thought; 2) Universalizing from the particular; 3) Intellectual growth; 4) Logical thinking; 5) Cogent analysis; and 5) Intellectual honesty. Intellectual capacities are crucial to the theological enterprise, to ethical and social development, and to the daily problem-solving routine that fills each professional's day. A student lacking these capacities will be handicapped.

Interpersonal Capacities

Clear-cut evidence indicating an insufficient capacity for:

1. Achieving interdependent interpersonal relationships that are open, loving, empathetic, and inclusive of a wide variety of persons.
2. Open expression of warmth and concern for others.
3. Insight into the dynamics of human personality and group behavior.
4. Commitment to involvement in the Christian community for the enhancement of the mission and ministry of the church.

Interpersonal capacities are crucial to the clergyperson/educator as spiritual leader and pastoral care provider. Persons communicate more about understanding God's redemptive love through relationships with others, than with just words.

Identity Issues

Clear-cut evidence indicating an insufficient capacity for:

Self-Concept 1) Realistic, favorable self-image; 2) Realistic, favorable life-goals; 3) Awareness and acceptance of one's own strengths and weaknesses; 4) An increasing awareness as a person in relationship with God.

A religious professional's attitude toward self is the most immediate, and most direct manifestation of the faith relationship with God. Insufficient potential in this area will limit the range of spiritual development and leadership.

Self-Actualization 1) Learning from experience; 2) Tolerating ambiguous self-direction; 3) Self-discipline; 4) Enduring anxiety; and 5) Openness toward feelings and impulses of others.

These capacities are crucial to professional functioning. Insufficient capacity here would leave that person either over-conforming toward or over-rebelling against the institutional church; and, in either case, the preoccupation would detract from effective ministry.

Volitional Capacities

Clear-cut evidence indicating an insufficient capacity for: 1) Making decisions (choices) without undue impulsiveness; 2) Accepting constructive criticism; and 3) Making positive corrective steps when criticism is appropriate. The effective professional needs these capacities as a means of dealing with conflicts, of being open to feedback, and of acting upon this information appropriately.

Affective Capacities

Clear-cut evidence indicating an insufficient capacity for: 1) Experiencing and expressing feelings; 2) Integrating feelings into adaptive functioning; 3) Distinguishing between one's own thoughts and feelings and external reality. A crucial aspect of effective professional functioning is the individual's ability to integrate affective experience into work in an appropriate, creative, and uplifting manner.

8.9.3 SUSPENSION AND EXPULSION

Suspension is an involuntary withdrawal for a definite or indefinite length of time: but not less than one semester. A suspended student is expelled from the campus for the period of the suspension, except for purposes of the appeals process. Any other appearances on campus, without written permission of the Provost or a denominational President-Dean will result in automatic expulsion.

A student may be expelled (permanently separated from the institution) as the result of an infraction, which has been adjudged to be of the nature, seriousness, and/or frequency to warrant this action. A

student who has been expelled may not use any campus facilities or resource, except those necessary to exhaust the appeals process.

SECTION IX – SAFETY AND SECURITY

9.1 CAMPUS SECURITY

In conformity with the *Students Right-To-Know and Campus Security Act of 1990*, the ITC has adopted the following policy: The ITC neither allows nor condones criminal activity on its campus. The security officer(s) on duty will report to the proper arresting authorities anyone caught committing a crime. Such person will be fully prosecuted.

A private contract company provides security for ITC. This company engages its responsibility on behalf of ITC complying with all Campus Security Directives that specifically directs institutional security to sustain controlled access to the campus. Directed access to buildings, personnel, students and guests is also sustained through a system of identification check of persons entering the campus. Access control is the primary responsibility of security officers for all shifts. Everyone entering the campus will be recognized and properly signed in prior to granting access. All persons other than current students entering the campus must present a valid form and dated identification which includes one of the following:

1. A U.S. government issue.
2. Any current U.S. driver's license
3. Any current U.S. "State" issued identification card
4. Current U.S. or Foreign Passport
5. Current U.S. military identification card
6. Current ITC Student, Faculty, Staff, photo identification card
7. Current photo I.D. from an I.T.C. or A.U.C. affiliate institution.
8. Current U.S. Immigration and Naturalization Identification Card (Green Card)

Security officers maintain regular patrol of the entire campus. Consistent and emergency contact can be made through the following:

ML King Guard House 404-527-7797
Atlanta City Police (Emergency) 911

1. Provide 24 hours and 7 day per week ITC-contracted campus security officer coverage.
2. Instruct these security officers to detain and search individuals caught committing a crime until the appropriate arresting authorities arrive.
3. Provide notices of crimes that may be a threat to the campus community.
4. Present crime seminars once each semester to provide information and educate the campus community about preventive measures.
5. Issue monthly and annual reports of crimes that have occurred on campus and arrests for possession, use, or sale of illegal drugs and substances.

ITC-contracted campus Security Company with officers are the first responders in all emergency events occurring on campus. After their initial response, they will notify the Vice President of Administrative Services of each occurrence. Subsequently, other offices are notified by the lead officer as dictated by the status of emergency and its overall impact upon the campus. The ITC community is expected to comply with the orders of the security officers.

9.2 IDENTIFICATION CARDS

Student ID cards are the primary source for identifying one as a student with stipulated privilege for entering the campus and accessing its resources and institutional personnel. The student ID card is to be worn or accessible upon request by campus security or administrative personnel. The student I.D card with photo is processed and distributed to every enrolled student by the Office of Student Services during registration. ID's are not transferable. Lost or stolen cards are reported to both the Offices of Financial Services and Student Services by the student and replaced for a cash fee of \$10.00. The student's ID card is needed to access the Robert W. Woodruff Library and secure tags to check out library materials. It is also necessary to participate in campus student activities, such as student elections and other such activities that require such identification.

9.3 CAMPUS ACCESS AND ESCORTS

Students have the following gate access to the campus:

The MLK Jr Drive Gate, main entrance, is open and provides access to the campus 24 hours a day. The Beckwith Street Drive Gate is open during prime entrance-exit times in the morning and evening. This gate is also used for large passenger buses, contractor vehicles, and delivery vehicles, as well as, trash and equipment vehicles.

Students should inform their guests of campus entrance policies and prepare them to present necessary forms of ID for entering the campus. The Visitor Log is the primary document for keeping track of guests entering the campus. It records those entering via foot or vehicular traffic

Campus security will provide on-campus escort for students upon requests. This service is available 24 hours a day by all Security Officers. Campus security also maintains a listing of cab services in the M. L. King gatehouse along with a copy of the AU Shuttle which provides transportation through the AUC and the Westend, Vine City and Lowery Marta Train Stations.

4.4 PARKING REGISTRATION

Parking permits in the form of rear-view mirror hanging decals are issued in the Office of Financial Services and must always be visible on your vehicle.

1. Vehicle registration is required on an annual basis on or before the first day of classes for anyone wishing to park on the campus.
2. All vehicles parked without a permit will be ticketed.
3. Registration permits issued are to hang from the rear-view mirror with the permit number visible from the vehicle front.

4. Only a current permit or current validation should be displayed.
5. Registration is effective when approved by campus security.
6. The parking permit is for the use of the purchaser only and is the property of the ITC.
7. Please note that there will be only one (1) parking permit issued per student, faculty, or staff.

Any student, faculty member, or support person granted permission to park on campus will be required to furnish the following items to campus security at the time of their vehicle's registration:

1. Proof of employment at the ITC; or
2. Class status at the ITC;
3. Proof of automobile insurance;
4. A valid motor vehicle registration card; and
5. Proof of residency in an ITC or denominational affiliate facility for non-ITC persons.

Campus security issues annual parking decals for all students at the time of enrollment for a fee of \$56 per semester. This fee affords an individual the opportunity to park on campus; however, it does not guarantee a parking space. Parking decals are issued at other times throughout the semester in the Office of Financial Services. The parking for the summer semester is \$25. Lost, damaged or destroyed parking permits may be replaced upon request with Security for a fee of \$5. Evidence of damage must be provided. Designated and reserved parking is enforced 24 hours per day. Failure to obtain and display a parking decal can result in the vehicle being ticketed and/or towed at the owner's expense. Automobiles that are illegally parked, abandoned, or disabled will be towed at the owner's expense.

9.5 AUTHORIZED PARKING

To accommodate the number of students, faculty, staff, and visitors, all are expected to abide by all parking directives governing mobile on-campus traffic. It is the student's responsibility to abide by directives for allocated parking. All restricted parking areas will be marked with signs and/or yellow/green/blue paint. Vehicles parked in these areas will be subject to towing. The ITC provides a limited number of parking spaces for denominational buildings. The student parking lot is located off Martin Luther King Jr. Drive. All unmarked spaces for student use are on the first-come, first-served basis. All parking areas are designated for either faculty/staff, or student parking. Unauthorized parking will be subject to towing of the vehicle. The ITC will not be responsible for paying towing charges for any vehicle found to be in violation of the parking rules and regulations. Persons not utilizing the proper parking lot will be ticketed and possibly towed. Special and temporary parking permits may be obtained from Business Office when extenuating circumstances exist. If you arrive on campus and realize you do not have your permit, you may pick up a temporary one. The maximum period for a temporary parking permit is one week. Special handicap parking permits will be issued to persons who can show proof of legal/documented handicap status issued by the Georgia State Department of Transportation.

Students are required to observe fire-lane restrictions; spaces reserved for faculty, staff, and administration are identified and shall not be used. Authorization to leave a vehicle on campus overnight must be obtained from Office of Administrative Services unless one is a student resident. Unauthorized vehicles left on campus seventy-two hours will be considered abandoned and will be removed. Vehicles

without current tag, and current ITC parking permits will be towed. An accumulation of unpaid fines or improper parking will also provide cause for towing at owner's expense.

There is no reciprocal parking between Clark Atlanta University, Spelman College or Morehouse College and the ITC.

9.6 VIOLATIONS/FINES/APPEALS

Failure to display permit \$10.00	Unauthorized parking \$10.00	Double-parking \$10.00
Curb parking \$10.00	Posted zones \$20.00	Handicapped parking \$30.00
Fire Lane/Hydrant \$30.00 & Possibly Towing		

Campus tickets may be appealed to the Vice President of Administrative Services. If a ticket recipient does not respond or pay the fine within five working days from the date of issuance, the recipient will be notified by mail that the fine must be paid or make an appeal in writing within ten working days after the date of the notice. If not paid, the amount of the fine will be charged to the student's account. Failure to satisfy delinquent fines may result in denial of future academic registration, parking privileges, and/or removal of vehicle from campus at the owner's expense.

9.7 DROP OFF AND PICK UP

The student must present a valid ITC ID badge and the driver must present a valid driver's license to have access to the campus. The driver signs the Visitor log. Drivers are expected to complete their drop off and promptly return to the gate and leave the property. When a student is being picked up, the driver must present a valid driver's license and state the name of the person they are to pick up.

9.8 CAMPUS PATROLS

Foot patrols of the campus, as well as, residential space and dorms are the regular activity of Campus Security. They are conducted during all shifts. Security officer foot patrol of the campus will neither disturb the students nor residents unless for cause:

1. There is an emergency that requires students and/or residents to be notified
2. Campus security has received a call of disturbing the peace or activity of a harmful or criminal nature which may involve students in general or specific to residential space
3. Such activity is also observed or heard during foot patrols
4. There is a violation of housing agreement or institutional policy and requires the immediate intervention and subsequent notification of the institutional officer, the Office of Student Services as well as the respective seminary dean or coordinator.

If the Security Officer receives a call or observes activity by a student or resident that violates institutional policy and/or their institutional housing agreement, the Resident Community Life Coordinator or denominational resident assistant will be advised immediately and an Incident Report is written and forwarded to the site supervisor.

If a Security Officer receives a call or observes criminal activity by a non-resident, the officer should detain the subject (where possible) and The City of Atlanta Police is immediately called.

9.9 EMERGENCY RESPONSE:

Campus security is considered the first responder to all campus emergencies. It is the final responsibility of Campus Security Site Supervisor to contact the appropriate member of emergency services for all student-related and/or campus emergencies. If such contact has been completed by another member of administration, faculty, staff or student, Campus security will be informed as to the nature and character of the emergency call. All emergency vehicles must be signed in, however, in an emergency, record the vehicle number and department on the log and do not expect the drivers to stop for you to fill in any logs, their focus will be on the emergency.

Police, Fire Department, Ambulances, etc. arriving upon the campus are always allowed access to the campus. It is the responsibility of Campus Security Site Supervisor to inform the Office of Administrative Services about the arrival and activities of all emergency services. The Office of Administrative Services working through the Office of the President and other institutional offices will inform the campus as to the interim state and final resolution of the emergency.

9.10 ZERO TOLERANCE

The institution currently observes a zero tolerance of the following for any type on campus grounds, as well as in its academic and residential buildings. Additionally, current state, local and federal laws prohibit the possession, use, sale and distribution of illegal drugs of any type.

1. Alcohol and illegal drugs or substance possession, use and distribution,
2. Any signage, paraphernalia or verbiage that is prejudicial or otherwise inflammatory against any individual, group of persons,
3. Firearms or any other type of weaponry.

Any of these events discovered on ITC property prompts the notification of the City of Atlanta Police and Security will notify the Vice President of Administrative Services. This Vice President will notify the President who will determine the steps for informing the larger members of the institution. In the event the student is violent, unconscious and/or a danger to herself/himself or others, the Campus Security Officer will call 911 for Emergency Medical Services, City of Atlanta Police and the Safety Director immediately. Campus Security Officers are not sworn law enforcement personnel and certain situations on property will require the assistance of local Police.

9.1.1 LOST AND FOUND

The Lost and Found for ITC is in the Security Office on the first floor of building number (3) classroom building. The security office houses lost & found items which are stored for a period of 90 days or claim is made on an item whichever comes first. The person(s) claiming lost and found items must be able to identify specific details concerning the item and must produce identification to claim the item. In the case of purses/wallets claimed, the claimer must produce another form of photo ID that matches identification in the held purse/wallet before the item can be released.

9.1.2 LOCK-OUT ASSIST

A lock-out assist is the opening of a secured area such as a residence hall, campus facility, personnel office/office suite or campus operated facility. Security Officers will follow strict policy relative to lock-out assists.

A student requesting “lock-out assists” from a Security Officer will be assisted upon producing a current ITC ID when he/she cannot gain access to his/her own room. Any member of the community requiring “lock-out assists” to an area such as personal office space, campus facilities or a campus operated facility must be the authorized personnel of the requested area or have written authorization to enter the requested area. Any person(s) requesting entry to an area to which he/she is not authorized, will be denied access to requested area.

9.13 SOLICITATION

Under no circumstance is solicitation allowed on campus in any form. Persons engaging in such activity will be invited to leave. Emergency Services, Atlanta Police will be called if they persist.

9.14 NEWS MEDIA MANAGEMENT

The news media is the responsibility of the Office of Institutional Advancement. Member of the media are never to be admitted on to campus. The site security manager is immediately notified of the presence of the news media on campus. Prior authorization for their presence for all events is relayed through the Office of Institutional Advancement. This office is responsible for developing, responding and delivering all institutional responses. The MLK Gate access is to be immediately contacted in case(s) of emergency. Follow the steps for emergency management as outlined in this section of the handbook.

SECTION VII – RESOURCES

7.1 FREQUENTLY CALLED TELEPHONE NUMBERS

AIRLINES

Air Tran 770-994-8258
American 1-800-433-7300
Continental 1-800-231-0856
Delta 1-800-325-1999
United 1-800-241-6522

GROUND TRANSPORTATION

AMTRAK RAIL SERVICE 1-800-872-7245
GREYHOUND BUS STATION 1-800-231-2222
MARTA 404-848-4711

ATLANTA CHAMBER OF COMMERCE 404-880-9000

HIGH MUSEUM OF ART 404-733-4400

HOSPITALS

Crawford Long Hospital 404-686-8005
Egleston Children's Hospital 404-325-9800
Emory University 404-686-6849
Grady Hospital 404-616-4307
Rape Crisis Center 404-377-1428

HOTELS

Courtyard by Marriott 1-800-321-2211
Fairfield Inn by Marriott 1-800-321-2211
Hilton 404-659-2000
Comfort Inn (Downtown/Stadium) 404-658-1610
Hyatt Regency 404-577-1234
Marriott Marquis 404-521-0000
Marriott Midtown Suites 404-876-8888
Sheraton 404-659-6500
Literacy Action 404-818-7323

NEWSPAPERS

The Atlanta Journal & Constitution 404-522-4141
Atlanta Daily World 404-659-1110
Atlanta Inquirer 404-523-6086
Atlanta Voice 404-524-6426
AUC Digest 404-523-6136 EXT. 2

PUBLIC LIBRARY, FULTON COUNTY 404-730-1700

TAXICABS

Citywide 404-875-1223
Rapid Taxi 404-222-9888
Yellow Cab 404-521-0200

THEATRES

Academy 404-525-4111
Alliance 404-733-5000 EXT. 3
Fox 404-881-2100

Horizon 404-584-7450

Just Us Theatre Company 404-753-2399

Seven Stages 404-523-7647

UNITED NEGRO COLLEGE FUND 404-302-8623

WOODRUFF ARTS CENTER 404-733-4200

Fall Semesters

Activity	Fall 2015	Fall 2016	Fall 2017	Fall 2018
Early Registration Begins	April 6	April 4	April 3	April 2
Early Term	Aug. 10-14	Aug. 8-12	Aug. 14-18	Aug. 13-16
Faculty Workshop	Aug. 11-13	Aug. 9-11	Aug. 15-17	Aug. 14-16
New Students Orientation/Registration	Aug. 13	Aug. 11	Aug. 17	Aug. 16
Returning Students/Registration	Aug. 14	Aug. 12	Aug. 18	Aug. 17
Classes Begin	Aug. 17	Aug. 15	Aug. 21	Aug. 20
Drop/Add Period	Aug. 17-21	Aug. 15-19	Aug. 21-25	Aug. 20-24
Labor Day Holiday	Sept. 7	Sept. 5	Sept. 4	Sept. 3
Drop with 'W' Begins	Aug. 24	Aug. 22	Aug. 28	Aug. 27
Fall Convocation	Aug. 26	Aug. 24	Aug. 30	Aug. 29
ITC Board Meets	October	October	October	October
Mid-Term Week (30 days)	Sept. 28 -Oct. 2	Sept. 26 -Sept. 30	Oct. 2-Oct.6	Oct. 1-Oct. 5
Admission Deadline	Nov. 2	Nov. 1	Nov. 1	Nov. 1
Spring Advisement Week	Oct. 26-Oct. 30	Oct. 24-Oct. 28	Oct. 23- Oct. 27	Oct. 22-Oct. 26
Last Day to Withdraw (57)	Nov. 10	Nov. 2	Nov. 8	Nov. 7
Early Registration for Spring	Nov. 2	Nov. 1	Nov. 1	Nov. 1
Thanksgiving Recess	Nov. 26-27	Nov. 24-25	Nov. 23-24	Nov. 22-23
Last Day of Classes (71)	Nov. 24	Nov. 23	Nov. 30	Nov. 29
Final Exam Week	Nov. 30-Dec. 4	Nov. 28-Dec. 2	Dec. 4-8	Dec. 3-7
Semester Ends	Dec. 4	Dec. 2	Dec. 8	Dec. 7
Grades Due	Dec. 10	Dec. 8	Dec. 14	Dec. 13
Cross Registration Deadline	Dec. 1	Dec. 1	Dec. 1	Dec. 1
Incomplete Grades Due	Jan. 4	Jan. 3	Jan. 5	Jan. 4

**ACADEMIC CALENDAR
2016-2019
Spring Semesters**

Activity	Spring 2016	Spring 2017	Spring 2018	Spring 2019
Early Registration Begins	November 1	November 1	November 1	November 1
J-Term	Jan. 4-8	Jan. 3-7	Jan. 2-6	Jan. 7-11
New Students Orientation/Registration	Jan. 7	Jan. 5	Jan. 4	Jan. 10
Returning Students/Registration/	Jan. 8	Jan. 6	Jan. 5	Jan. 11
Classes Begin	Jan. 11	Jan. 9	Jan. 8	Jan 14
Drop/Add Period	Jan. 11-15	Jan. 9-13	Jan. 8-12	Jan. 14-18
MLK Jr. Observance	Jan. 18	Jan. 16	Jan. 15	Jan. 21
Drop with 'W' Begins	Jan. 19	Jan. 17	Jan. 16	Jan. 22
Mid-Term	Feb, 29-Mar4	March 6-10	March 5-9	March 4-8
Spring Break	March 7-11	March 13-17	March 12-16	March 11-15
Good Friday and Monday	Mar. 25-28	April 14-17	Mar 30-Apr2	Apr. 19-22
Easter	Mar 27	April 16	April 1	April 21
Fall Advisement Week	Mar. 28-Apr.1	Mar. 27-Mar.31	Mar. 26-Mar.30	Mar. 25-Mar. 29
Admission Deadline	July 1	July 3	July 2	July 1
Early Registration Fall/Sum	April 4	April 3	April 2	April 1
Last Day to Withdraw	April 11	April 10	April 9	April 15
Cross Registration Deadline Fall Summer	April 15 July 15	April 14 July 14	April 13 July 13	April 12 July 15
ITC Board Meets	April	April	April	April
Honor and Awards Day	April 28	April 27	April 26	April 25
Last Day of Class	April 29	April 28	April 27	May 3
Final Exam Week	April 25-29	April 24-28	April 23-27	April 29-May 3
Senior Grades Due	May 2	May 3	May 3	May 6
Semester Ends	May 1	May 1	May 1	May 1
Commencement	May 14	May 13	May 12	May 11
All Other Grades Due	May 10	May 11	May 11	May 14
Incomplete grades due	May 30	May 30	May 29	May 29