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The content of this handbook should not be construed as complete. It may be modified by action of the Faculty, Administration, or the Seminary Board of Trustees at any time. Special, certificate and degree seeking students are to comply with policies as stated in the handbook.

## DIRECTORY

Academic Matters	Provost/Dean
Address Changes	Registrar
Bicycle and Vehicle Registration	Director of Auxiliary Enterprises
Class Schedule Changes	Registrar
Common Ground (Chapel)	Community Life/Dean of Students
Computer Lab	Technological Services
Counsel, Support, Encouragement	Community Life/Dean of Students
Counseling	Dean of Students
Degree Program Changes	Registrar
Emergency Aid (money, food)	Dean of Students
Enrollment Verifications	Registrar
F-1 Visa Information	Dean of Students/Registrar
Financial Matters	Business Office Graduate Career
Health Insurance	Dean of Students
Housing	Spectrum Commercial Real Estate Solutions
Jobs: Off-campus	Dean of Students
Jobs: On-campus	Human Resources
Library Procedures	Library Personnel
Lost and Found	Maintenance Office
Parking	Maintenance Office
Prayer Requests Notices for Self/Family	Community Life/Dean of Students
Prospective Students and Applicants	Admissions
Seminary Grants/Scholarships/Loans	Financial Aid
Partners in Ministry <sup>3</sup> (PIM3)	Dean of Students
Training and Mentoring	Training and Mentoring
Transcript Requests	Registrar
Veterans Information	Financial Aid
Withdrawal from Seminary	Registrar

# THEOLOGICAL FOUNDATIONS

## Statement of Faith

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The National Association of Evangelicals takes its stand on the changeless Word of God as expressed in the following Statement of Faith:

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

## Our Mission

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Denver Seminary prepares men and women to engage the needs of the world with the redemptive power of the gospel and the life-changing truth of Scripture.

## Doctrinal Statement

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Denver Seminary is committed to the great truths and abiding fundamentals of the Christian faith as evidenced by its confessional platform:

### THE WORD OF GOD

We believe the Scriptures of the Old and New Testaments are the inspired Word of God, inerrant in the original writings, complete as the revelation of God's will for salvation, and the supreme and final authority in all matters to which they speak.

### THE TRINITY

We believe in one God, Creator and Sustainer of all things, eternally existing in three persons, Father, Son and Holy Spirit; that they are equal in every divine perfection, and that they execute distinct and harmonious offices in the work of creation, providence, and redemption.

## **GOD THE FATHER**

We believe in God the Father, an infinite, personal Spirit, perfect in holiness, wisdom, power and love. He concerns himself mercifully in the affairs of men and women, hears and answers prayer, and saves from sin and death all who come to him through Jesus Christ.

## **JESUS CHRIST**

We believe that Jesus Christ is God's eternal Son, and has precisely the same nature, attributes, and perfections as God the Father and God the Holy Spirit. He is not only true God, but true Man, conceived by the Holy Spirit and born of the Virgin Mary. We believe in his sinless life, his substitutionary atonement, his bodily resurrection from the dead, his ascension into heaven, his priestly intercession on behalf of his people, and his personal, visible, premillennial return from heaven.

## **HOLY SPIRIT**

We believe in the Holy Spirit, his personality and his work in regeneration, sanctification and preservation. His ministry is to glorify the Lord Jesus Christ and implement Christ's work of redeeming the lost and empowering the believer for godly living and service.

## **HUMANITY**

We believe God created humanity, male and female, in the image of God and free from sin. We further believe all persons are sinners by nature and choice and are, therefore, spiritually dead. We also believe that the Holy Spirit regenerates those who repent of sin and trust Jesus Christ as Savior.

## **SALVATION**

We believe in salvation by grace through faith in Jesus Christ. This salvation is based upon the sovereign grace of God, and was purchased by Christ on the cross, and is received through faith apart from any human merit, works or ritual. We believe salvation results in righteous living, good works and proper social concern.

## **THE CHURCH**

We believe that the church is the spiritual body of which Christ is the head and is composed of all persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit. This body expresses itself in local assemblies whose members have been immersed upon a credible confession of faith and have associated themselves for worship, instruction, evangelism, and service. The ordinances of the local church are believers' baptism by immersion and the Lord's Supper. We also believe in the interdependence of local churches and the mutual submission of Christians to each other in love.

## **SEPARATION OF CHURCH AND STATE**

We believe that each local church is self-governing in function and must be free from interference by any ecclesiastical or political authority. We also believe all men and women are directly responsible to God in matters of faith and life, and they should be free to worship God according to the dictates of their consciences.

## **CHRISTIAN CONDUCT**

We believe that the supreme task of every believer is to glorify God in life and conduct and be blameless before the world. Each Christian should be a faithful steward of all possessions and seek to realize in every area of life the full stature of maturity in Christ.

## LAST THINGS

We believe in the bodily resurrection of the saved and lost, the eternal existence of all people in either heaven or hell, in divine judgments, rewards and punishments.

Each year trustees, administration and faculty are required to affirm and sign the Seminary's doctrinal statement without mental reservation. Students and Seminary staff affirm and sign the National Association of Evangelicals' Statement of Faith.

## Student Learning Outcomes

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Compelled by the biblical vision for love of God and others, and compelled by Christ's commission to make disciples of all nations, Denver Seminary graduates will be able to do the following:

### *Biblically and Theologically Grounded*

Demonstrate integrated biblical and theological competence through a comprehensive and discriminating mastery of the biblical, theological, and historical content and interpretive procedures that undergird an evangelical expression of Christian faith.

### *Contextually Sensitive*

Serve all people effectively and faithfully, with cultural discernment and without prejudice or favoritism as demonstrated by the ability and commitment to minister with sensitivity and faithful, evangelical identity in the midst of contextual distinctives, such as ethnicity, gender, theology, and ecclesiastical tradition.

### *Spiritually Mature and Growing*

Exhibit a mature and growing Christlikeness in their character through a deepening personal commitment to Christ, fostered by spiritual disciplines and reflected in healthy relationships, emotional maturity, and personal integrity.

### *Vocationally Fit*

Discern and pursue personal vocation in a theologically integrated manner through understanding personal abilities and giftedness, dedication to ministry vision, and the ability to think theologically about that vocation.

## Guidelines for a Christian Lifestyle

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As a community of present and future Christian leaders, Denver Seminary determines to maintain high standards of integrity in all areas of life, including interpersonal and community relationships, academic work, and ministry. Students, staff and all faculty are expected to live exemplary Christian lives, practicing respect and concern for all people, honesty, appropriate behavior, and wise judgment as outlined in the Scriptures.

Believing that all persons are created in God's image and that the body of a believer in Christ is the temple of the Holy Spirit, the Seminary interprets the Bible to forbid explicit immodesty, fornication, adultery, acts of homosexuality, use of pornography, drunkenness,

and use or possession of illegal drugs. In the area of human sexuality, the Seminary affirms that the Bible clearly teaches that sexual relations are to be confined within the bounds of a heterosexual marriage. Students, staff and all faculty are expected to live exemplary Christian lives, practicing respect and concern for all people and are to conform to these standards, thereby giving evidence of a Christian life and character so as to commend the Gospel, strengthen the church, and honor the Lord.

## **Nondiscriminatory Policy to Students**

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

We believe that the Bible makes no distinction between men and women in God's bestowal of spiritual gifts. We also believe that both men and women are used by God to carry out his ministry in the world. Denver Seminary serves the church by training leaders for the ministry. Because we stand in the Baptist tradition, we believe that decisions about ordination are functions of local congregations.

Sincere Christians within evangelical Christianity and within local churches disagree on the roles of men and women, both in the family and in the church. We believe that these topics should be discussed openly and compassionately. As in every other matter of faith and practice, the Bible must reign as our supreme authority.

No student can be excused from taking a required course from a faculty member on the basis of the student's objection to the faculty member's race, sex, color or national and ethnic origin. Students are encouraged to accept the policy in the spirit of Christian love and consideration.

## THE CAMPUS

Denver Seminary has a 20.3 acre campus in Littleton, a thriving community southwest of the city of Denver.

### **Anita I. Graber Administrative Building**

The Anita I. Graber Administration building is the primary office building on campus. The first floor contains the student life and enrollment management area, the registrar's office, and the financial services department, as well as the Shepherd's Gate Counseling Center where counseling students are professionally supervised in offering counseling services to the general public. Faculty offices, the president's office, and the advancement office are located on the second floor.

### **Harold and Virginia Simpson Leadership Center**

The Simpson Leadership Center is where most of Denver Seminary's classes are held, with twelve classrooms – two of which are tiered lecture halls – and the Hazel Harriet Simpson Chapel. New technology provides an excellent teaching environment in each room of the facility.

### **Vernon and Ann Grounds Student Center**

Named after the second and longest-tenured president and previously-appointed chancellor of Denver Seminary and his wife, the Vernon and Ann Grounds Student Center is the newest addition to the seminary campus. To be completed during the 2011 fall semester, the student center is envisioned to be a place where students can relax, study, engage in conversation with each other and with faculty members and mentors, and prepare and purchase food.

### **Paul and Marjorie Lewan Learning Resource Center**

#### *Carey S. Thomas Library*

Named after the first president of the Seminary, the Carey S. Thomas library is located in the Paul and Marjorie Lewan Learning Resource Center. The library is comprised of volumes carefully selected to provide the best in theological and scholarly literature as an undergirding for the school's curriculum. The present collection of books totals nearly 170,000 volumes. The library offers online bibliographic searching through a variety of academic databases, made available to students through licensing fees paid by the Seminary. Nearly 500 periodicals are received regularly, the majority of which are bound or otherwise preserved for permanent use. The library has an online public catalog, Sophie, which may be searched via the Seminary library's [website](#). Additionally, Sophie allows patrons to access their library accounts, request and check on holds, and renew books. An interlibrary loan service (also accessible from the website) is available for obtaining books from libraries outside the Denver area. To honor Dr. Vernon Grounds for his years of service as president and chancellor, and in appreciation of the 25,000 volume personal library that he donated to Denver Seminary, the *Vernon Grounds Reading Room* is located at the west end of the library, housing his collection as well as his office. Students also have access to the facilities of the Ira J. Taylor Library at the Iliff School of Theology on the University of Denver campus and the Cardinal Stafford Library at St. John Vianney Theological Seminary.

*Bookstore*

Denver Seminary enjoys a partnership with *Christian Book Distributors* and utilizes an on-line bookstore that can be accessed [here](#).

*Student Center*

The student center provides a central place for students, faculty, and staff to take a break and enjoy a cup of coffee or a sandwich in a relaxed environment that makes the most of Colorado’s sunshine by providing both indoor and outdoor seating options.

**Student Apartments**

A four-building apartment complex houses both married and single students. The three-story buildings contain one-, two- and three-bedroom units for married students with children or for single students who wish to live alone or share an apartment with other single students. An application for campus housing is sent out after the application for admission is received. As apartments become available, they are assigned in the order housing applications are received and based on the occupancy date desired.

**CAMPUS MAP AND PLAZA**

- 1 Anita I. Graber Administration Center**  
**Lower Level:**
    - Office of Student Life and Enrollment Management
    - Business Office
    - Shepherd’s Gate Counseling Center (entrance on back)**Upper Level:**
    - Faculty Offices
    - Executive Board Room
    - President’s Office
    - Advancement Office
  - 2 Harold and Virginia Simpson Leadership Center**
    - Classrooms
    - Chapel
  - 3 Paul and Marjorie Lewan Learning Resource Center**
    - Denver Seminary Bookstore
    - Potter’s Café
    - Student Center
    - Computer Labs
    - Carey S. Thomas Library
    - Vernon Grounds Reading Room
  - 4-7 On-Campus Apartment Buildings**
- Guest Apartment
  - Guest Parking



## ACADEMIC POLICIES

### Academic Catalog

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All students are responsible for the content of the current [catalog](#) which contains the terms under which a student is admitted to, continues in, and graduates from Denver Seminary. The board of trustees, upon the recommendation of the Seminary faculty, reserves the right to amend or add to any of the regulations governing admission, curriculum, residence requirements, or fees, and to make such changes applicable to accepted applicants and current students.

### Policy on Academic Integrity

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God is truth and has revealed truth through his Word; God's Son, Jesus, is the Truth; the Holy Spirit guides us into truth. Through Scripture we know that as God's children we are to be truthful and are to avoid all dishonesty, deception and lying.

Denver Seminary is committed to building each other up to be faithful followers of Jesus Christ. As a community of believers, we are called to truthfulness in all areas of life. Academic integrity is built on the assumption that both faculty and students will be truthful and honest – faculty in maintaining academic honesty in their own research, writing and teaching; students in carrying out their assignments with honesty and integrity.

The following behaviors violate academic integrity:

*Dishonesty* – using notes or other materials not expressly permitted for an exam, quiz or other assignment; copying from the examination of another or allowing one's own examination paper to be copied; reading without the instructor's permission a copy of the examination prior to the date it is given; giving or receiving unpermitted aid on an examination; submitting the same work in more than one course without the permission of the instructor(s); or other acts normally considered cheating.

*Plagiarism* – presenting another's work as though it is one's own academic achievement. The intellectual contributions of others may be utilized, but always with full credit given to the authors whose ideas are presented.

Requirements for acknowledging sources of academic work are:

- Quotations must be placed in quotation marks or indented beyond the margin. The source of all quotations must be acknowledged in the text or in a footnote.
- Paragraphs or summaries and ideas must be acknowledged in text or footnote.
- Bibliography should include all sources used in preparation of a paper or report.

When these or other incidents of dishonesty or plagiarism become evident, the student involved will be dealt with by the faculty member in whose class or area of responsibility the violation occurred.

For matters related to academic integrity (e.g. plagiarism or other forms of dishonesty):

- The faculty member in whose class or area of responsibility the violation occurred must provide a written report of the incident to the provost/dean, the registrar, and

the associate dean responsible for the training and mentoring program. Depending on the nature and seriousness of the offense, the faculty member may require an assignment to be redone or may give an automatic failure for the assignment or the course. If a second violation is recorded, the student will automatically be placed on disciplinary probation for one semester and required to meet monthly with the dean or an associate dean. A third violation will result in automatic dismissal from the seminary.

- A “memo for record” will be kept of all meetings with a student(s) for disciplinary purposes. These memos will document the details of the issue, the content of all conversations with students, all corrective actions to be taken, and all follow-up procedures to be implemented. Written records of all disciplinary procedures will be kept in the student’s academic file until the student graduates, at which time all documentation is destroyed. If the student does not graduate, the memo is scanned and archived in the permanent record. The registrar will also keep a computerized record of all violations related to academic integrity and report any repeated violations to the faculty.

Students wishing to appeal decisions may follow the Grievance Process for Students outlined in the Student Handbook.

## Course Taping Policy

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Students must always request the instructor’s permission to tape a course. Individual instructors have established minimum attendance requirements for their courses. “Taking the course” by listening to tapes made in class is not permitted except in formalized individualized study situations. The library is not responsible to tape classes for students because of personal schedule conflicts.

## Writing with Gender-Inclusive Language

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In your writing at Denver Seminary, you will be required to use gender-inclusive language.

Commonly when a gender-inclusive noun is used as subject of a sentence, the pronoun “he” is used as the referent pronoun in the remainder of the sentence. There are ways to avoid using the masculine pronoun, and thus make the language gender-inclusive.

Below are some methods which include examples:

1. Write in the plural.

The Denver Seminary student who takes seriously his call will do his work conscientiously.

*becomes*

Denver Seminary students who take seriously their call will do their work conscientiously.

This is the easiest method and will work in most cases. Remember: if you start in the plural, stick to the plural.

2. Revise the sentence.

The student will not know what is expected of him unless he has had opportunity to work through an inductive study with the professor and then has repeated the procedure by himself.

*becomes*

The student will know what is expected after having an opportunity to work through an inductive study with the professor first and then repeating the study alone. Revising like this is a good technique when writing about a one-to-one relationship which would be lost by pluralizing.

3. Delete the pronoun.

A Christian is someone who can endure the ridicule of others for the sake of his own principles.

*becomes*

A Christian is someone who can endure the ridicule of others for the sake of principle.

4. Substitute an article (a, an, the) for the pronoun.

Every student must submit his thesis next week.

*becomes*

Every student must submit a thesis next week.

5. Repeat the noun.

Take your professor's suggestions seriously. He knows the topic and grades papers.

*becomes*

Take your professor's suggestions seriously. A professor knows the topic and grades papers.

6. Use a synonym.

Take your professor's suggestions seriously. He knows the topic and grades papers.

*becomes*

Take your professor's suggestions seriously. This is an individual who knows the topic and grades papers.

7. Substitute "one" ("one's").

As a person matures, his goals and objectives change.

*becomes*

As one matures, one's goals and objectives change.

8. Use compound pronouns (she or he, his or hers).

Did each student have an opportunity to describe the situation in his class?

*becomes*

Did each student have an opportunity to describe the situation in his or her class?

*or*

The student will take the classes he knows will contribute to his future ministry.

*becomes*

The student will take the classes he or she knows will contribute to his or her future ministry.

## Awards

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The following awards are granted to selected graduating seniors:

- **Who's Who in American Colleges and Universities:** These students, chosen by the faculty, have at least a 3.50 GPA; demonstrate commitment and leadership in the church and on campus, and have potential in their chosen fields of ministry as recognized by peers and faculty
- **Chalice Press Book Award:** This award is given to an outstanding Master of Divinity student as chosen by the division of Christian ministry.
- **Baker Book House Award:** This award is given to the student who has distinguished himself or herself in the study of the Bible or theology as chosen by the biblical studies or theology faculty.
- **Zondervan Publishing House Biblical Languages Award:** One award is given to the outstanding student in Greek studies as chosen by the New Testament faculty and one award to the outstanding student in the Hebrew studies as chosen by the Old Testament faculty.
- **Dr. Gordon R. Lewis and Dr. Douglas R. Groothuis Philosophy of Religion Award:** This award is given to the outstanding philosophy of religion student as chosen by the philosophy of religion faculty.
- **Dr. Randolph M. MacFarland Counseling Award:** This award is for excellence and potential in the area of church and parachurch counseling and named in honor of Dr. Randy MacFarland.
- **Dr. James R. Beck Counseling Licensure Award:** This award is named in honor of Dr. Jim Beck for excellence and potential in the field of licensed therapy.
- **Chaplain, Major General, Lorraine K. Potter Chaplaincy Award:** The recipient is chosen by the chaplaincy committee and is awarded for excellence and potential in the field of chaplaincy. This award is named in honor of Lorraine Potter, the first woman selected as the chief of chaplains for any branch of the United States military.
- **Richard S. Beal Missions Award:** This award is given to the outstanding missions student as selected by the missions faculty. Richard Beal served on Denver Seminary's Board of Trustees and was the pastor of First Baptist Church of Tucson, Arizona, for over 60 years.
- **Conway/Maxwell Memorial Missions Award:** This award is given in memory of Regina Maxwell and Eula Conway to a graduating couple or two singles who are pursuing missions work. Eula Conway was the seminary dietician from 1952–1972. From 1963–1982, Leann Maxwell was the bookkeeper and his wife, Regina, worked in the public relations office and assisted Eula Conway.
- **Raymond McLaughlin Preaching Award:** The homiletics department chooses six top students to preach in chapel during the spring semester. The faculty selects one

student to receive the preaching award. Raymond McLaughlin was the first homiletics professor at Denver Seminary.

- **Association of Youth Ministry Educators Exceptional Graduate Award:** This award honors a graduating youth ministry student for his or her academic excellence, exemplary Christian character, meaningful current ministry experience, and potential for future ministry impact.
- **North American Professors of Christian Education Outstanding Student Award:** This award is given to a student whose present role and future potential in church educational ministry is exemplary. The student will have exemplary Christian character and spiritual life; will have achieved an excellent academic record; has exhibited excellence in ministry practice while in school; and shows exceptional potential for future Christian educational ministry.
- **The Excellence in Mentoring Award:** This award is presented every year to a mentor and a student who have demonstrated outstanding commitment to the mentoring process. The mentor who receives the award has served as a mentor for at least one full mentoring cycle, and demonstrates excellence as a mentor, and embodies the values and goals of the training and mentoring program at Denver Seminary. The graduating student who receives this award has demonstrated outstanding investment in the mentoring process, superior understanding of the importance and dynamics of mentoring, and an exceptional commitment to the ministry of mentoring.
- **Robert G. Kay Scholarship Award:** This award is given to the Master of Divinity student and the Master of Arts student with the highest grade point average. These students must have taken at least two-thirds of their degree work at Denver Seminary. During the early, financially difficult days of Denver Seminary, Robert Kay and his wife gave a sizeable gift to underwrite scholarships.
- **The Carey S. Thomas Award for Excellence in Leadership and Service:** This person is recognized by fellow students and faculty for servant leadership on and off campus, academic excellence, and spiritual maturity as demonstrated in the consistent display of Christian character. Carey Thomas was Denver Seminary's first president.

### Departmental Awards

Other departments on the Seminary campus will periodically give awards to outstanding students in their departments in cooperation with various religious organizations or publishing houses. Those awards are selected by the faculty in the various departments.

### Petitioning the Faculty

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Students desiring any exception to any academic policy stated in this handbook or the catalog must petition the faculty in writing, stating briefly the reasons for the exception desired. This petition must be presented to the Provost/Dean prior to a scheduled faculty meeting.

## **Students Called to Active Duty as Members of the National Guard or Reserve Forces**

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This policy applies to any student enrolled in the Seminary at the time of a call to active duty. This policy also applies to both those who are involuntarily and voluntarily activated. In case of activation:

The student or a family member should notify the registrar's office as soon as possible. The Seminary recognizes that the activation may make notification difficult, and impossible in some cases.

If the student cannot complete his or her coursework, all tuition for the incomplete work will be refunded, including any fees which have not completely benefited the student. The student will be awarded the appropriate mark for the withdrawal (W, WP or WF) depending on the person's standing in a class and without regard to the point in the semester when activation occurs.

A student may complete coursework, i.e., finish a course or distance education course as appropriate and feasible. If the student desires to complete his or her coursework, the faculty will make a reasonable effort to enable the student to do so.

A student will retain his or her student status for up to five years of active duty. Notification of intention to re-enroll in the next semester following deactivation will be given to the Seminary by the student within 90 days of honorable deactivation or discharge. The student will not require readmission to the Seminary but will be required to re-sign the Statement of Faith. If a student has taken coursework at another institution, then transcripts may also be required.

## **BUSINESS OFFICE**

### **Account Information**

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Students can inquire about their current account information at any time on MyDenSem or from the Student Accounts cashier between 8:30 a.m. and 4:00 p.m., Monday through Friday. Student account information is considered private and confidential. Students must complete and sign an Account Information Release Form if they wish to authorize another person or party to access their account information. These forms are available at the cashier counter and are kept on file in the Financial Services Center.

### **Vehicle Parking Permits**

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All students must obtain a parking permit to park in seminary lots. You will receive a parking permit application form during the general orientation session. Visit the Information Receptionist in the lobby of the Graber building if you need a replacement application form or have questions about parking on campus.

### **Bicycle Registration**

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All bicycles on campus need to be registered with the Director of Auxiliary Enterprises, Kent Quackenbush. When you register your bicycle, you will receive a registration sticker which is to be placed in a visible spot on the bicycle.

You should obtain a registration sticker if:

- You live on campus and you and/or your children own a bicycle
- You live off-campus and regularly commute to the seminary on your bicycle
- You plan to make use of the bicycle parking racks during the school year

Contact [Kent Quackenbush](#) with any questions about bicycle registration.

### **Housing**

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For information regarding on-campus and off-campus housing, please see the housing [website](#). On-campus housing is run by the Seminary's property management company, Spectrum Commercial Real Estate Solutions (see the [housing web page](#) for contact information).

### **Notary Public**

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Students who need the services of a notary public should inquire at the Information Reception desk in the lobby of the Anita Graber Administration Building for assistance. An appointment is required for notarizing services, so please allow adequate lead time. Documents to be notarized must be signed in the presence of the notary public. No previously signed documents will be acceptable, and a current government issued photo identification is required. This service is free to the Denver Seminary community.

## **Payment of Tuition and Fees**

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Students must pay all previous semester charges before they will be cleared to attend classes for a succeeding semester. Tuition for continuing students and preregistered new students is due in full by the posted due date. Tuition for new students who register during orientation is due in full prior to the first day of class. Due dates are posted on the Business Office tab (Financial Clearance section) of the MyDenSem student portal. Miscellaneous fees and charges are due and payable when they are assessed. Please see below for additional payment information and policies.

## **Payments of Student Accounts**

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Students must make payment arrangements each semester by the posted payment due date. One or more of the following payment options must be met to complete registration each semester:

1. Pay in full online by electronic check or credit card. In order to keep cost of attendance low, credit card payments will be assessed a 2.75% convenience fee.
2. Submit full payment at the Financial Services (Business) Office by cash, check, or money order. Checks or money orders may also be mailed, but must arrive no later than the posted payment due date.
3. Enroll in a Denver Seminary tuition payment plan.
4. Obtain guaranteed student loan (GSL) certification from the financial aid office. \*
5. Obtain grant, scholarship, or other financial aid certification from the financial aid office. \*

\* Important: Students receiving financial aid that does not fully cover tuition must either pay the remaining balance in full or enroll in a tuition payment plan by the posted payment due date.

## **Policy Statement on Nonpayment of Financial Obligation**

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Students who do not pay their tuition by the posted deadline each semester will be dropped from their classes and will be assessed applicable fees to reregister.

Students with unpaid student account balances will be prohibited from taking further classes, and will be subject to formal collection procedures including referral to an independent collection agency. Additionally, students with unpaid account balances may be denied access to grades, release of transcripts, and graduation status.

## Receptionist Desk

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The Information Reception Desk in the Anita Graber Administration Center front lobby provides the following services:

- Directions and information for offices, classrooms, and scheduled meetings
- Directions for off-campus businesses and organizations
- Student employment information
- Requests for parking decals
- Notary services (by appointment)

## Employment

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Denver Seminary is committed to assisting **current** students with **part-time temporary** employment opportunities while pursuing their education at Denver Seminary. You may view current on-campus openings at MyDenSem/Student Life/Student Employment/On Campus Student Employment. Or you may visit the Information Receptionist desk in the Anita Graber Administration Center to view the Employment Opportunities Notebook which will list the openings and provide a full job description.

Employment opportunities for international students follow the United States Citizen and Immigration Services (USCIS) regulations and are limited to on-campus opportunities.

For off-campus employment, check out Denver Seminary's [Job Board](#). You'll find many ministry positions - both full-time and part-time - as well as a variety of other jobs.

## **LIBRARY SERVICES**

The Carey S. Thomas Library and its staff serve the Denver Seminary community by providing and facilitating access to information in support of the Seminary's curriculum, research, and training.

### ***GENERAL INFORMATION***

#### **Contact Information**

Library direct phone line:	303-762-6962
Library email:	<a href="mailto:library@denverseminary.edu">library@denverseminary.edu</a>
Reference Office email:	<a href="mailto:libref@denverseminary.edu">libref@denverseminary.edu</a>
Reference Office phone:	303-762-6961
Interlibrary Loan email:	<a href="mailto:libill@denverseminary.edu">libill@denverseminary.edu</a>
Interlibrary Loan Phone:	303-762-6956

#### **Normal Library hours**

Monday - Thursday	7:30 a.m. – 10:30 p.m.
Friday	7:30 a.m. – 6:30 p.m.
Saturday	9:30 a.m. – 5:00 p.m.
Sunday	closed

Closed major holidays. Other schedule changes will be posted in the library and on the library website.

### **Classification System**

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The books are classified according to the Library of Congress System of Classification.

### **Library / I.D. Cards**

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Denver Seminary Photo I.D. cards are issued during the general orientation session. Student IDs are required to check out books and other materials from the seminary library. In addition to providing access to the library holdings, student IDs can often be used to receive discounts at local businesses. If lost or stolen, replacement IDs may be obtained at the library circulation desk. If you are unable to receive your Photo ID during orientation you can receive it at the circulation desk during library hours.

**New Students:** Student ID cards are processed at the beginning of the Fall and Spring Semesters during registration. New students may register online for a library account to be attached to their Photo ID. To receive your library barcode, come to the circulation desk during library hours after you have registered online.

**Returning Students:** Present your Denver Seminary Photo I.D. to the library circulation desk staff to have your ID card validated and your library privileges renewed. If your contact information has changed, please update it at MyDenSem/Academic/Forms/Change of Address.

**A student's library card is for use by that student only.** If a student allows another person to check out books on his/her library card, the student's library privileges may be suspended. Guests from the local community may purchase a library card in order to have check out privileges, or they may go to their local (Colorado) public library and request books from Denver Seminary library through Interlibrary Loan.

## Checking Out Books

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Books to be taken from the library may be checked out at the circulation desk by presenting a validated Denver Seminary I.D. card to the desk attendant. Books from the stacks may be checked out anytime during library hours and may usually be kept for four weeks with the possibility of one renewal for four additional weeks. **Exceptions:** If several students have placed holds on the same book, the check-out period for the book will be reduced to two weeks. If a book is needed for Reserve, the library may recall the book immediately. Recalled books incur a fine of \$1.00 per day if not returned by the recall date.

Students may renew their books (one renewal) by accessing their library account through the My Account tab in the online catalog. **Exception:** If the book has a hold on it, the student will not be able to renew it.

Denver Seminary students may have up to 26 books checked out at any time. Because of Colorado "right to privacy" law, it is unlawful to disclose who has a particular book checked out.

Periodicals are not available for check out. They may be used within the library only. Please see the "Periodicals" section under "Special Collections" below for more information.

### Library Fines

Late fees for overdue general collection books are 10 cents per book per day for Denver Seminary related patrons (students, faculty and staff). Fines for overdue Reserve items are \$1.00 per hour overdue per item.

Fines will be charged on any items not properly checked out from the library.

Fine notices will be sent via email or via U.S. Mail (if the email address is not on the person's patron record). Refusal to pay fines or habitual violation of library policies may result in suspension of library privileges as well as a delay in receiving your diploma at graduation.

## Reference Services

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### Reference Desk and Reference Lab

The library page of the Seminary's website provides links to password protected academic research databases as well as links to many helpful websites. Additional databases on CD-ROM are also available in the library Reference Lab. The Reference Desk staff can provide assistance in the use of ATLA Religion Databases, Old & New Testament Abstracts, Religious and Theological Abstracts, PsycINFO & PsycARTICLES, Philosopher's Index and other research tools. The Library page of the Seminary's website provides links to the online catalogs of other local academic libraries. Please contact the Reference Desk staff for more information. Email: [libref@denverseminary.edu](mailto:libref@denverseminary.edu)

## **Online Catalog**

The library's online catalog is available continuously (24/7), except for occasional system maintenance times. It may be accessed through the main library [webpage](#) and may be used for searching for books, placing holds on checked out books, and personal library account access – such as renewing books, checking fines, etc. Appointments may be made with Reference Desk staff for a tutorial on the use of the online catalog.

## **Interlibrary Loan Services**

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Interlibrary loan (ILL) is the process of requesting materials from and supplying materials to other libraries. ILL allows you to broaden the scope of your research by facilitating use of materials not owned by Carey S. Thomas Library.

### **Materials Offered**

Books, theses and dissertations can be borrowed. Photocopies of non-circulating materials, primarily periodical articles, can be requested in accordance with the copyright law. Items missing from the Library can also be obtained.

### **Cost**

The library will seek to find items at no cost to students. Students should note on the request form the maximum amount they are willing to pay in case the lending library does charge fees.

### **How It Works**

Make sure that the item is not located at our library before submitting a request. Also check the holdings at University of Denver, Iliff School of Theology, and the Cardinal Stafford Library of the St. John Vianney Theological Seminary since it is faster to retrieve items directly from them. (You will need a Referral form from our library in order to enter DU's library).

Plan to allow two to three weeks for in-state requests to arrive at the library. Loan periods are set by the lending library. In some cases, conditions of use may be imposed by a lending library and must be strictly observed. The requester can keep photocopies.

Submit online requests via the interlibrary loan [webpage](#) (A link to the ILL webpage is located on the main library webpage.)

Please provide complete bibliographic information in order to insure the fastest service. Patrons will be notified by phone or email when requested items are received. Questions can be directed to the Interlibrary Loan Department at 303-762-6956 or by email: [libill@denverseminary.edu](mailto:libill@denverseminary.edu)

## ***SPECIAL COLLECTIONS***

### **Archives**

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The library maintains the Denver Seminary archives which contains information about Denver Seminary including historical documents, photographs and slides. For more information, contact the Library Director.

## **Audiocassette Tapes**

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The library has a collection of messages and lectures on audiocassette, including many Denver Seminary chapel messages. Copies may be requested for check out by anyone who has a Denver Seminary library card. Tape copies may only be purchased if the library has written copyright permission from the speaker. Unauthorized taping of chapels (or classes) is not permitted.

## **Grounds Collection**

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Books from the Vernon Grounds library are indicated as "Grounds Collection" in the Copy/Holding Information in the online catalog. Grounds Collection books are located in the Vernon Grounds Reading Room at the west end of the library. This collection is being cataloged as staff time permits. The "Grounds Collection" books which have been cataloged are available for checkout. The un-cataloged volumes may be used in the library only.

## **M.A. Theses and D.Min. Projects**

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Denver Seminary Master of Arts Theses and Doctor of Ministry Projects are available in hard copy in the library's Reference Lab and on microfiche. The print copies may be checked out. Denver Seminary M.A. Theses and D.Min. Projects and Theses are available for purchase through [TREN](#) (Theological Research Exchange Network). A limited number of downloads are available each year at no cost.

## **Microforms**

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Microfilm and Microfiche resources are available along with a microform scanner/reader/printer. Prints are 10 cents each. For access to these resources, check with the circulation desk attendant.

## **Oversize Books**

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Books that are too large to fit in the regular stacks are designated "Oversize" in the online catalog. These books are shelved in the stacks on either side of the entrance to the Vernon Grounds Reading Room.

## **Periodicals**

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Current periodical issues are arranged in alphabetical order by publication title on the periodical display shelves. Recent back issues may also be found under the display shelves by lifting the bottom front of the display shelves. Periodical issues may not be taken from the library. Please leave periodical issues on the tables after using them. Library staff will re-shelve the issues after logging use statistics for them.

Bound periodical volumes are located in the open room on the north side of the library between the Student Lab and the Archives. Bound periodicals are available for use in the library and may not be checked out. Periodical titles are listed on the library webpage and in the online catalog. Bound periodicals are arranged by Library of Congress call number.

Title listings in alphabetical order may be found at the OPAC station near the circulation desk as well as on the blue book return cart located near the bound periodicals.

Incomplete volumes of periodicals (not ready for binding) are kept in a storage room. The circulation desk attendant will procure these issues upon request for use in the library. After use, students should return the issue(s) to the circulation desk attendant.

## Reference Books

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Reference books are designated by the letters "Ref" above the spine call number, and by "Reference" in the Collection field in the online catalog. The Reference books are shelved in the open room to the left of the circulation desk. These books may be used in the library and may not be checked out. As with current and bound periodicals, Reference books should not be re-shelved by users. Place them on the "Re-shelving Carts" so library staff can log usage statistics before re-shelving them.

## Reserve Materials

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Reserve materials are those which have been withdrawn from regular circulation at the request of professors for students' special collateral assignments. These materials, including books, periodical volumes, sample papers, and media are available at the circulation desk. A student may present his/her Denver Seminary Photo I.D. card to the circulation desk attendant and request the needed Reserve item. The desk attendant will check the item out to the student and will print a checkout receipt. Materials are due within two hours of the exact checkout time. Reserve items must be used in the library during library hours. No more than two Reserve items at a time may be checked out by a student. (After returning two Reserve items, two more may be checked out). The user is responsible for Reserve books until they are returned to the circulation desk attendant and checked in. A fine of \$1.00/per hour is incurred for Reserve materials that are not returned on time. A student may check out up to two Reserve items overnight (within two hours of closing time). The items are then due back within 1 hour of opening on the next day the library is open. Fines for late overnight Reserve items are the same as for Reserve items that are not returned on time during library hours. There is no overdue grace period on reserve materials

## Helpful Tips

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### Carrels with Lockers

Lockers are available for use (by semester) upon submission and approval of an application form and payment of a \$20.00 deposit. Any remaining lockers may be rented on a daily or weekly basis upon payment of a \$5.00 or 10.00 deposit. The deposit will be refunded when the locker key is returned to the library circulation desk on time.

### Cell Phones

In order not to disturb other students' study, please set cell phones to vibrate rather than to ring while in the library. If a call is received, please ask the caller to hold in order to exit the library before conversing. Your student colleagues will appreciate it.

### Conference Rooms

Conference rooms are available in the library by reservation. Please see the circulation desk attendant to make a reservation for a meeting. These rooms are not for private study use, but may be used by students meeting together for study, media viewing, mentor meetings, etc. for up to two hours at a time. Fifteen minutes after the reservation start time, a reservation may be cancelled if the reserving parties have not picked up the room key at the circulation desk.

### **Copy Machines**

Photocopiers are available for use in the library. Students access copy machines by keying in their Student I.D. number on the Equitrac pad next to each machine. At the "Billing Code" prompt, press ENTER. Money may be added to a student's copy account in the Business Office in the Graber Administration Building during weekday Business Office hours or at the library circulation desk. Copies are charged at 10 cents per page.

Please make sure the copier lid is down while copying and after finishing copying. Leaving the copier lids open can cause damage to the machines resulting in more 'down time' for the copiers and inconvenience for students. Ask staff for assistance with copier problems/questions. All users are responsible to abide by copyright laws.

### **Copyright**

Denver Seminary intends to be in full compliance with copyright laws. All students, staff and faculty are to stay informed of current copyright statutes and abide by them.

### **Food and Drink Policy**

For the preservation of books and computers, please do not bring food into the main library. A beverage in a covered container is allowed.

### **Internet Access**

Wired and wireless internet access is available throughout the library along with power receptacles.

### **Loss or Damage**

Report any loss or damage of library materials to library staff promptly so that the matter can be resolved in a timely manner.

### **Other Large Seminary Library Collections in Denver**

Denver Seminary students have free checkout privileges at the Ira J. Taylor Library of the Iliff School of Theology and at the Cardinal Stafford Library of the St. John Vianney Theological Seminary. Please present your validated Denver Seminary Photo I.D. card in order to obtain a free library card at these libraries.

Iliff's Ira J. Taylor [Library](#):

St. John Vianney's Cardinal Stafford [Library](#):

### **Other Local Libraries**

Arapahoe Community College, our neighbor across Santa Fe, permits checkout of 2 books when guest users present their Colorado public library card and their Colorado Driver's license. Check their [website](#) for library hours.

The [Auraria Library](#) is located at 1100 Lawrence St., Denver. Auraria Library is the shared library for the Community College of Denver, Metropolitan State College of Denver and the University of Colorado at Denver.

[Bemis Public Library](#) is located at 6014 S. Datura Street, Littleton.

[Denver Public Library](#) has a number of branch locations in addition to the central library which is located at 10 W. Fourteenth Ave. Pkwy., Denver.

University of Denver's [Penrose Library](#) is located at 2150 E. Evans Ave., Denver.

Note: Access to this library is restricted. Ask Denver Seminary Library Reference Desk staff for a DU Referral form in order to enter DU's Penrose Library.

### **Security**

A student may request a Campus Security Escort to his/her campus apartment or car in the evening. A request form is available at the library circulation desk. Do not leave wallets, purses, laptops, or other valuables unattended in the library. The library cannot guarantee security for unattended items.

### **Study Environment**

In order to maintain an atmosphere conducive to study, prolonged conversations should not be carried on in the library. Please keep brief conversations as quiet as possible. Students who wish to study together may reserve one of the library conference rooms for group study.

### **Telephone**

A public phone is available on the wall in the Student Center.

### **We are here to help**

Please do not hesitate to ask the library staff for assistance. The library can provide access to a multitude of materials and resources for your research. Library staff members want to help students connect with the resources they need. The Lord has blessed Denver Seminary with an excellent library. We trust that students will enjoy using it and benefit from it.

## **CAMPUS LIFE**

At Denver Seminary, strong emphasis is placed on the development of the whole person. Meeting new people, investing in relationships, and partaking in the campus life of the seminary will aid you in your personal growth and ministry preparation. Below you will find several ways to immerse yourself in the seminary community.

### **Facebook**

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Visit Denver Seminary on [Facebook](#) to connect with your classmates. To join the Denver Seminary network, log in to your personal Facebook account and search for “Denver Seminary” in networks. You will need to use your Dmail account to join the student network.

### **Common Ground Chapel Services**

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[Common Ground](#) chapel services are held on Mondays and Tuesdays at 11:00 a.m. Speakers are invited from the seminary community, the Denver area, and from around the world. Faculty, staff, students, and spouses come together to demonstrate the importance of unity as we worship, learn, and pray together.

#### ***Attendance at Common Ground***

Students in the Master of Divinity program (M.Div.) are required to attend 5 semesters of Common Ground chapel services (10 services each semester).

Students in the Master of Arts programs (M.A.) are required to attend 3 semesters of Common Ground chapel services (10 services each semester).

At the conclusion of each semester students are to complete the attendance form in the Common Ground area of [www.MyDenSem.edu](http://www.MyDenSem.edu), which allows the Department of Student Life and Enrollment Management to record each student's attendance.

#### ***Conferences/Lectureships***

There is at least one conference or lectureship per semester scheduled for Monday and Tuesday from 11:00-11:50 a.m. The various conferences that the Seminary sponsors expose students to aspects of Christianity which otherwise might not be brought to their attention. They present evangelical leaders who by knowledge and experience are able to contribute inspirational stimulation and theological insight.

#### ***Spiritual Life Conference***

At the beginning of each academic year, the Spiritual Life Conference brings the Denver Seminary community together to learn and grow spiritually. A noted speaker teaches this series.

#### ***The Conference for World Christians***

Two days of Common Ground are devoted to the worldwide work of missions each spring semester. The annual Missions Fair is often scheduled in conjunction with this event wherein representatives from selected mission agencies are on campus to make opportunities known to students and to contribute to increased knowledge of what is being done in evangelism and discipleship throughout the world.

### ***Kent Mathews Endowed Lectureship in Christian Social Ethics***

This lectureship will cultivate a full-orbed biblical and social ethic by addressing aspects of the obligations, virtues, values and vision essential to a thoroughly Christ-like social ethic. Specifically, the annual lectureship explores aspects of these four themes by addressing the biblical, theological, and philosophical nature of our obligations, the personal character dimensions of social ethics, the values reflected in social justice, and the concrete responses to which we are called.

### ***Judge and Mrs. Dale E. Shannon Visiting Preaching Fund***

The homiletics department annually chooses a distinguished preacher to model expository preaching and thus encourage students to grow in their own preaching ability.

### ***Special Events***

Special events such as Holy Week services, brown bag Q&A sessions, and seminars are regularly scheduled throughout the year. Check [Campus News](#) for a current schedule of events.

## **Orientation**

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Orientation sessions are held at the beginning of every fall and spring semester. The goal for orientation is to be like a good quality map so that the seminary years ahead can be negotiated as smoothly as possible.

Denver Seminary's general orientation program is planned to answer new students' questions, give direction and begin developing community. Fellowship with faculty members, staff and students is provided through a variety of opportunities.

## **Student Organizations**

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### ***Community Advisors***

The Community Advisors serve as an activities group that offers on-campus residents opportunities to build community. Focused on providing a variety of events for students and their families, Community Advisors schedule activities throughout the year.

### ***Intercultural Fellowship***

Originally begun to provide a place of fellowship for international students, Intercultural Fellowship meetings have grown into gatherings of both international and national students and their families. Held each month during the school year, these times of fellowship help students develop friendships with each other and learn more about other cultures.

### ***Korean Student Fellowship***

Korean Student Fellowship aids new Korean and international students in adjusting to life in Denver. The KSF encourages and supports the students in overcoming barriers during their studies in the U.S. The KSF meets on Fridays during the fall and spring semesters for worship in the Simpson Leadership building.

### ***Missions Society***

The Denver Seminary Missions Society consists of a network of students and professors who share a common interest in missions. The Missions Society exists to encourage Denver Seminary students to live out the Great Commission in local and global contexts. Various

events sponsored by the society bring missions awareness to the forefront of the DenSem community. Whether you have been a missionary, would like to be one, or have a general interest in missions, you are invited to join the group. Read Campus News for meeting and event times.

### ***Partners in Ministry3 (PiM3)***

PiM3 exists to equip the spouses of Denver Seminary students to be godly leaders and effective partners in ministry. The organization's vision is to graduate couples who are better prepared to serve as a team in ministry. The goal is to create opportunities for spiritual growth, meaningful fellowship, and leadership training for the wives and husbands of Denver Seminary students. To learn more, send an email to [partners@denverseminary.edu](mailto:partners@denverseminary.edu).

### ***Student Council***

All students registered for graduate-level courses are members of the Student Body Association, which is under the direction of Student Council. Under the leadership of the Student Council president, the Student Body Association will meet when necessary to conduct business matters. The Student Council consists of the executive committee and other representatives as prescribed by the student constitution.

Forums, athletic events, social occasions and special projects are sponsored by the Student Council. The Dean of Students meets regularly with the student body president and members of the Student Council to assist them in planning their projects and events.

### ***Student Prayer Group***

The student prayer group focuses on intercessory prayer for missions and missionaries around the world, God's movement in Denver, and for students, faculty, and staff of the seminary. Through sharing testimonies, learning to pray using the words of scripture, and praying in the Holy Spirit, this prayer group has seen God faithfully respond to their prayers. With members from several different countries, the group shines brightly in the Denver Seminary community. Read Campus News for meeting and event times.

## **Student Life and Enrollment Management Office**

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The SLEM office is located in the Graber Administration Building on the ground floor. You are invited to stop by at any time during office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday.

The following departments are within the Student Life and Enrollment Management Office:

- Admissions
- Student Life/Community Life
- Student Services
- Career Services
- Dean of Students
- Financial Aid

## **Campus Environment**

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All Denver Seminary buildings are smoke-free. No alcoholic beverages will be served at Seminary-sponsored events. No pets are allowed in the buildings on campus. Dogs may not

be tied outside a building for longer than ten minutes. Dogs brought to the campus must be on a leash. As a courtesy to everyone, please be responsible to clean up after a pet.

## Campus News

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Campus News is a weekly publication that contains announcements directly related to Seminary matters. Items are submitted by faculty, staff and students. Campus News is mailed electronically during the fall and spring semester and is also available on the [MyDenSem](#) portion of Denver Seminary's website. Students are responsible for all information published in Campus News.

## Career Services

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Career Services exists to assist students with the basic activities involved in the career planning process. Career Services events will help students in the job search, networking with local churches for ministry opportunities, and in creating an effective resume.

The following services will be provided for students:

- Church/Ministry expos
- Job search seminars
- Career workshops
- Resume writing workshops
- Interview preparation resources

Check Campus News for announcements about Career Services events and workshops. For job searches, including full-time, part-time, volunteer and internship positions, visit Denver Seminary's [online job board](#).

## Counseling with Professional Christian Counselors

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The Dean of Students office has made arrangements with professional Christian counselors in the area to provide services for Seminary students and/or their families at low cost. Four to six sessions are available at a cost of \$15 each. Fees for sessions beyond these are negotiated directly with the counselor. Visit the Dean of Students office for more information.

## Emergency Situations

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Dial 911 (9-911 from a seminary phone) for the fastest possible emergency response when you need emergency police, fire or medical assistance in a life or death situation.

Examples of 911 emergencies:

- Crime in progress, such as someone breaking into your home or one of your neighbor's homes
- Fires
- Traffic injury accidents
- Life-threatening medical emergency, such as a child choking

In non-emergency situations, please contact campus security for assistance at 303-783-3120. Examples of non-emergencies include:

- Abandoned vehicle
- Loud party
- Vandalism
- Theft of bicycle the previous night

**24/7/365 Denver Seminary Security:** ext. 1001 from any seminary phone or 303-783-3120

**ACC Campus Police:** 303-797-5800

**Littleton Police Department Nonemergency:** 303-794-1551

**Urgent Care Center:**

Acute Injury and Illness Center  
9330 South University Blvd, Suite 100  
Littleton, CO 80126  
303-683-9393

**Rocky Mountain Poison Control:** 303-739-1123

**Tips for Calling 911**

- Stay calm
- Call immediately from a safe location
- Give exact location and type of emergency
- Don't hang up until the call-taker says to do so, even if you've dialed 911 by mistake
- 911 will provide response in accordance with local public safety directives
- Do not call 911 to ask about weather-related emergencies; turn to local radio and TV stations for information

## **Food Assistance Services**

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### **Food Closet**

The Food Closet is intended to assist low-income students and families of Denver Seminary. Located in the northwest corner of apartment building #2, the Food Closet contains a variety of general items that are meant to supplement (but not replace) regular grocery shopping. Please see the guidelines posted on the door of the Food Closet for hours of operation and additional information. If an emergency need arises, or if you have questions about the Food Closet, contact the [Dean of Students](#).

### **Bread Closet**

The Bread Closet is open to all Seminary students and consists of bakery products donated by local Safeway Stores. Located at the bus stop hut in the parking lot on the south side of the apartment buildings, the Bread Closet includes bread, pastries and other similar items.

Hours of operation: Monday 9:30 a.m. - 4:00 p.m.



## **INFORMATION TECHNOLOGY (IT)**

### **Acceptable Use Policy for Computer Systems and Services**

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Students are expected to conduct their use of all technology on campus according to the Acceptable Use Policy. As such, all students should read the full policy statement found at <http://www.denverseminary.edu/about-us/denver-seminary-policy-manual/policy-name-acceptable-use-of-technology/>.

### **Computer Lab**

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The computer lab, located in the library, is available for student use. It is furnished with Pentium computers and a laser printer. Contact technology services (x 2020) for details. Students can add money to their printing account at the cashier counter during regular business hours.

### **Wireless Internet Access**

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The Denver Seminary wireless system, DSNet, is available for on campus use.

## FINANCIAL AID

Financial aid is available in the form of scholarships, grants, tuition discounts, federal loans, federal work study, and Veterans Education Benefits.

### Frequently Used Terms

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**Free Application for Federal Student Aid (FAFSA):** The federal application required to apply for federal financial aid, as well as to determine eligibility for Denver Seminary's need-based aid. The FAFSA can be completed online at [www.fafsa.gov](http://www.fafsa.gov). Denver Seminary's federal school code is 001352.

**Verification:** A federal audit process for the FAFSA. If a student is chosen, additional documentation will be required by the financial aid office in order to process the FAFSA. Required documents include a signed copy of the student's federal tax return and a fully completed Verification Worksheet (provided by the financial aid office).

**Expected Family Contribution (EFC):** The amount the government determines the student can contribute to his/her education. Denver Seminary does not expect the student to actually contribute this amount, however the number is used to determine the student's level of financial need.

**Financial Need:** Financial need is determined by subtracting the Expected Family Contribution from the Cost of Attendance. This figure determines the amount of need-based aid available to the student from any available sources.

**Cost of Attendance (COA):** The overall cost to attend Denver Seminary. This amount includes estimated tuition, fees, books, room, board, transportation and miscellaneous personal expenses. This amount is also used as the student's financial aid budget, which is the total amount of financial aid the student can take per academic year. Please note that while the COA is published on the student's Award Letter, only tuition and fees will be directly charged to the student by Denver Seminary.

**Award Letter:** The document that lists the financial aid being awarded to the student by Denver Seminary. After the FAFSA is complete and the student has been accepted into a degree program the financial aid office will email an Award Letter to the student with a federal loan offer. If the student is then offered any scholarships or grants they will receive an updated Award Letter.

**Direct Subsidized Loan:** A low-interest loan that does not accrue interest while a qualified student attends school at least at half-time status and during the grace period. During that time the interest is subsidized by the federal government and any payments can be deferred. The recent bill known as the "Debt Ceiling Bill" terminated this in-school subsidy for graduate students, effective July 1, 2012.

**Direct Unsubsidized Loan:** A low-interest loan that accrues interest during the life of the loan. Payments can be deferred while the student attends school at least at half-time status and during the grace period.

**PLUS Loan:** A low-interest loan that accrues interest during the life of the loan. Payments can be deferred while the student attends school at least at half-time status and during the grace period. The application process includes a credit check and has the option of

including a co-signer (AKA endorser). PLUS loans generally have higher interest rates and origination fees than Direct loans.

**Grace Period:** A 6-month period after the student graduates, withdraws, or drops below half-time status (5 credits/semester) when loan payments continue to be deferred. During this time interest will continue to be subsidized by the federal government on all Subsidized loans. The student's lender will also use this time to begin communicating with the student about the repayment process.

**Interest:** The amount of money charged to the borrower for the use of loan funds. Maximum rates are currently set at 6.8% fixed for Direct (Subsidized/Unsubsidized), and 7.9% fixed for PLUS.

**Origination Fee:** The fee that the bank charges for the loan (currently 1.0% of the Direct Subsidized/Unsubsidized loan amount and 4.0% of the PLUS loan amount). The amount is taken out by the lender before the funds are disbursed to the school.

**Guarantor:** A company that guarantees a student's loan to the lender. If the borrower goes into default, the guarantor buys the loan from the lender and seeks to collect the funds from the borrower.

**Lender:** The institution that lends the student loan funds to the student.

**Entrance Counseling:** An online question and answer session required by the federal government in order for a student to receive Direct and PLUS loans. The session can be completed online at <https://studentloans.gov>.

**Exit Counseling:** An online question and answer session required by the federal government when a student (who has taken out federal loans) graduates, withdraws, or drops below half time. The session can be completed online at [www.nslds.ed.gov](http://www.nslds.ed.gov).

**Master Promissory Note (MPN):** The form that is completed and signed for the lender in order to receive a Direct and/or PLUS loan. The MPN can be completed at <https://studentloans.gov> and is valid for 10 years.

**Electronic Funds Transfer (EFT):** The method the lender uses to send loan funds to Denver Seminary, which are then applied to students' accounts.

**Title IV Funds:** Federal financial aid. Under the Title IV umbrella exists the Direct loan, PLUS loan and work study programs.

**Priority Deadline:** The deadline for students to apply for institutional aid. To qualify for institutional aid, continuing students must have a completed Scholarship Guide & Application submitted by April 1. While applications will be accepted for new students up to 2 weeks prior to the start of the semester, scholarships will begin to be awarded as early as April for fall-starts, and November for spring-starts. Thus it is recommended that new students apply as early as they are able. New students must be accepted into a degree program before the scholarship application can be considered complete.

## Financial Aid Eligibility

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In order to be eligible for most financial aid, students must fall under all of the following categories:

- A degree-seeking student (M.A., M.Div., D.Min., Certificate)
- Maintaining Satisfactory Academic Progress (details listed below)
- Enrolled at least at half-time status (min. 5 credits per semester)
  - o Most institutional aid (scholarships, grants, etc.) requires full-time status (min. 9 credits per semester)

## Satisfactory Academic Progress (SAP)

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In order to maintain financial aid eligibility, students are required to meet certain academic standards. Satisfactory Academic Progress (SAP) is based on both qualitative and quantitative measurements. The qualitative measure is the student's cumulative grade point average. The quantitative measure is the completion of attempted hours.

Students must maintain at least a 2.0 (4.0 scale) cumulative GPA (CGPA) in order to qualify for financial aid. (MA in Biblical Studies, Historical/Theological or Philosophy of Religion must maintain a 2.75.) Should a cumulative GPA drop below this level, students have a one-semester probationary period to bring the GPA back up. Students who fail to return their cumulative GPA to the required level during this probationary period will forfeit eligibility for any additional financial aid.

## Failing Grades

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Students receiving federal support for course work who earn all failing grades may have to refund some of the loan. Students earning failing grades who have not attended at least 60% of their classes must contact the financial aid office for the required amount to be returned for that semester. Students who fail classes but attended at least 60% of their classes do not need to return a portion of their funding.

## Completed Credit Requirements

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All students must complete at least 2/3 of all attempted hours. Completion of classes means receiving a letter grade of A, B, C, D or S. Denver Seminary does not consider F, WP or U as completion of a course. Students whose completion rates do not meet the requirements of Satisfactory Academic Progress standards will be placed on financial aid probation. Students who fail to return to the required completion rate during the probationary period will forfeit their eligibility to receive any further aid.

Students may have only one semester of probation while attending Denver Seminary. Students who fail to meet the cumulative GPA and the completed credit requirements a second time will not be eligible for financial aid until they bring themselves back into eligibility.

## Return of Title IV Funds Policy

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The financial aid office recalculates eligibility for federal financial aid for students who withdraw, drop out, or take a leave of absence prior to completing 60% of any semester.

Recalculation is based on the percentage of earned aid using the following formula: Percent earned equals the number of days completed up to the withdrawal date divided by the total days in the semester. The withdrawal date is defined as the day a student initiates the withdrawal process. If a student unofficially withdraws, the midpoint of the semester or the date documented by the student as the last day of attendance will be the “withdrawal date.” Students will be notified regarding their responsibility for documentation.

Federal financial aid is returned to the government based on the percent of unearned aid using this formula: Aid to be returned equals (100% earned) times the amount of aid disbursed toward institutional charges.

## Types of Available Aid

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### *Institutional*

**Scholarships, grants, and tuition discounts** are available from a variety of donors. Updated information can be found online at [www.denverseminary.edu/financialaid](http://www.denverseminary.edu/financialaid) in the Scholarship Guide & Application. These programs include:

1. **Seminary Grant**: A need-based grant given during priority awarding. The FAFSA serves as the primary application for this grant.
2. **Church Partnership Discount**: A program by which a church pays at least 40% of the student’s tuition, Denver Seminary contributes 10%, and the student is responsible for the remainder. To be eligible for this program a student must be enrolled for at least 12 credit hours per semester. Application procedures and materials exist online in the Scholarship Application Packet.
3. **Spouse Half-Tuition Discount**: A program by which a spouse of a full-time, degree-seeking student at Denver Seminary can receive a half-tuition discount on courses taken concurrent to the spouse. Application procedures and materials exist online in the Scholarship Application Packet.

Visit the Seminary’s [website](#) for more detailed information. All nonfederal financial aid is awarded on a funds-available basis.

### *Federal*

**The Federal Work Study Program** is available to students who demonstrate unmet financial need based on the FAFSA. The financial aid office will determine eligibility once the FAFSA is complete. Additional details can be found online.

**The Federal Direct Loan Program** is available to all students who are able to fully complete a FAFSA, which serves as the application for this program. Once the FAFSA is complete and the student has been accepted into a degree program, an Award Letter will be emailed to the student with a loan offer. Additional steps will be listed on the Award Letter, and can also be found online.

No payments are required on Direct loans until six (6) months after the student graduates, withdraws, or drops below half-time. Subsidized loans do not accrue interest during this time. Minimum payments are \$50.00 per month per loan. An estimated monthly payment chart, debt-to-income ratio chart, and other loan payment tools can be found online.

## The Application Process

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1. Complete the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov). Denver Seminary's school code is 001352. Additional details can be found at [www.denverseminary.edu/financialaid](http://www.denverseminary.edu/financialaid).
2. Complete a Scholarship Application Packet. Packets can be downloaded at [www.denverseminary.edu/financialaid](http://www.denverseminary.edu/financialaid).
3. Once the applications are complete and the student has been accepted into a degree program the Financial Aid Office will email an Award Letter with award offers. The student will be required to accept awards by completing, signing and returning the letter to the Financial Aid Office before any awards can be disbursed to the student's account.
4. First-time loan recipients will then need to complete Entrance Counseling and a Master Promissory Note at <https://studentloans.gov>. All scholarship and grant recipients will need to write and submit a thank you letter to the Financial Aid Office before any funds can be disbursed.

### Disbursements

In most cases, loan funds will be disbursed in two equal payments during the first two weeks of the fall and the spring semesters. Denver Seminary participates in EFT (electronic fund transfer), where funds are automatically recorded on student accounts when a disbursement is made. Students will receive a notice from the business office once the funds are recorded. To cancel any disbursement, students have 14 days from the date of notice to notify the financial aid office in writing. A refund check SHOULD NOT be cashed if the disbursement is cancelled. In such a case, the disbursement cannot be cancelled and instead an early payment will need to be made to the lender.

Additional loan disbursements can be requested throughout each semester with the Loan Adjustment Request form (available online). The Financial Aid Office will process the request assuming the student has remaining eligibility. Additional disbursements can take anywhere between 2-4 weeks to process.

Institutional aid will be disbursed to the student account after each semester's drop/add deadline (typically 2 weeks after the start of the semester).

If the disbursement exceeds the remaining tuition/fees balance on the student's account, the business office will mail a refund check to the student the Friday after the credit is created on the student's account. It is the student's responsibility to make sure the business office has an updated address on file, which can be found on MyDenSem. The business office can be contacted at [business.office@denverseminary.edu](mailto:business.office@denverseminary.edu).

### Veterans Education Benefits

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Contact the V.A. regional office ([www.va.gov](http://www.va.gov), 800-827-1000) before starting school. Once eligibility is established with the VA, the student will send eligibility documents to the Financial Aid Office to secure financial clearance. The Financial Aid Office will work with the VA to secure and transfer funds. Additional information can be found at [www.denverseminary.edu/financialaid](http://www.denverseminary.edu/financialaid).

## Financial Clearance

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The term “financial clearance” refers to the student’s status of having made payment arrangements that will cover the full student account balance created by tuition and fees charges. The Financial Clearance deadline is typically 10 days (or 6 business days) prior to the start of the semester at 12:00pm for the fall and spring semesters, or the Friday prior to the course’s start date for the intersession and summer terms (also at 12:00pm).

Students can gain financial clearance through a combination of financial aid, a payment plan, third-party payments, and/or personal payments. If the student has a balance not covered by payment arrangements at the time of the deadline, he or she may be dropped from all registered courses at that time. The student account can be viewed on MyDenSem (<https://my.densem.edu>), under the MyDenSem tab. All completed financial aid will show on the Course and Fee Statement. Students can also apply for a payment plan at the same location.

## **POLICIES AND PROCEDURES**

### **Change of Address**

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Students are to report any change in address, phone number or email address to the registrar's office.

### **Confidentiality and Institutional Responsibility**

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Students need to be aware that if they discuss a personal matter with a faculty or staff member, they cannot be assured of confidentiality when the issue discussed is of such a nature that the faculty or staff person has institutional responsibility to report the matter to the appropriate authority.

### **Inclement Weather Procedures**

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Denver Seminary has predetermined plans and communication protocols for weather conditions that could affect Seminary operations as well as personal travel safety situations. The Seminary's inclement weather policy applies to everyone associated with Denver Seminary: faculty, staff, students and visitors. The full policy may be viewed at <http://www.denverseminary.edu/about-us/denver-seminary-policy-manual/policy-name-inclement-weather/>.

### **Drug Policy**

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The Denver Seminary Drug-Free Prevention policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees and students. Public Law and financial aid regulations require that all Seminary faculty, employees and students have available the policy on providing a drug-free prevention program. The written policy is on file and available in the Human Resources department.

### **Firearms**

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No firearms of any kind are allowed on the Denver Seminary campus, including buildings, the campus apartments, grounds, and vehicles parked on campus. Persons with concealed carry permits may not bring their firearms on campus. In addition, ammunition, explosives and fireworks are prohibited.

### **Crime Awareness and Campus Security Act of 1990**

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In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, you can find a report of crime statistics from the annual Campus Crime and Security Survey on Denver Seminary's [website](#) as well as a summary of Denver Seminary's security policies. The Clery Act requires all public and private post-secondary educational institutions participating in federal student aid programs to publish an annual report that contains three years of campus crime statistics, security policy statements which assure basic victim's rights, and where students should go to report crimes. These crime statistics have been compiled by the Director of Auxiliary Enterprises in conjunction with the

Littleton Police Department, to meet the annual reporting requirement of the Department of Education by means of the Campus Crime and Security Survey.

Denver Seminary is committed to providing a safe environment for all members of the campus community. As our statistics indicate, we have been very fortunate in having a low campus crime rate. However, we have not been crime free, and realize that appropriate policies, in conjunction with personal responsibility and vigilance on the part of all members of the campus community, are necessary in order to maintain an environment of safety. All Seminary security policies are enforced equitably, and are written and enforced to assure basic victim's rights. Crimes committed on campus should be reported to the Director of Auxiliary Enterprises. Crime information is also reported to the Littleton Police Department, as well as the Arapahoe Community College Campus Police Department, which has been contracted by the Seminary for patrolling services, law enforcement, training, and general consultation.

Seminary security personnel are on call 24/7, 365 days a year at 303-783-3120 (or extension 1001 from a Seminary phone). Students, faculty and staff are encouraged to call security at this phone number if ever they would like an escort from a building to their car, day or night. Security campus-wide is augmented as a result of the campus apartments' Neighborhood Watch Program, which is supported by the Littleton Police, and features periodic safety awareness meetings and training.

## **Statement on Marriage and Divorce**

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Denver Seminary is committed to Scripture's teaching on the nature of marriage as a covenant. This biblical conviction holds marriage to be a witness to the permanent bond between Christ and his church, and does not regard divorce as an acceptable way of resolving marital difficulties.

If a student is experiencing marital difficulties, he or she is strongly encouraged to see a faculty member or the Dean of Students for counsel so that help can be secured to resolve the difficulties. This may include professional counseling at the couple's expense.

If a married student and/or his or her spouse should make preparation to separate or to initiate divorce proceedings, the student is required to notify the Dean of Students. To encourage resolution of the marital problems, the student may be asked to enter a counseling program and/or may be required to drop out of school for a period of time to work on marriage issues.

The Dean of Students and the Vice President of Student Life and Enrollment management shall submit a recommendation to the administrative committee for final action regarding the student.

Divorce, in and of itself, is not necessarily a bar to studying at the Seminary, though it could limit ministry placement. The circumstances of a divorce must be studied individually; given either remarriage or a continuing single status, the student must provide evidence of spiritual maturity and stability in his/her life. A summary report from a counselor can be one means of documenting growth and stability. God's grace and forgiveness should always be taken into account.

## Guidelines for Students with Disabilities

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### Overview and Section 504 Notice

Denver Seminary strives to provide qualified students with disabilities the fullest opportunities possible in accordance with applicable law and the Seminary's resources, mission and principles.

Denver Seminary does not discriminate on the basis of handicap in violation of applicable portions of the Rehabilitation Act and its implementing regulations, including 34 C.F.R. Sec. 104.1 et seq. The Seminary has designated the Dean of Students as the coordinator of its efforts under Section 504, and under its guidelines for addressing student requests for special arrangements, and its complaint procedure.

Because of its status as a religious institution, Denver Seminary is not subject to Title III of the Americans with Disabilities Act, and the Rehabilitation Act may not apply to all of its decisions or activities. Nonetheless, the Seminary recognizes the gifts and calling to ministry of students with disabilities, and strives to honor and address their needs and concerns through these Guidelines. Persons having questions about these Guidelines should contact the Dean of Students. These Guidelines are not intended to create contractual or other legally enforceable rights, or to waive Denver Seminary's rights or status under law.

### Student Requests for Special Arrangements

Students who are disabled and who require special arrangements in order to participate in Seminary classes and programs, utilize Denver Seminary equipment and learning resources, and/or have access to Denver Seminary facilities, should send a request in writing to the Dean of Students.

The request should include: a description of the specific need, problem or barrier that the student has encountered or expects to encounter; a description of the student's circumstances, including a discussion of any relevant disability; a description of the special arrangements the student believes will assist the student in overcoming the need, problem or barrier; and any other information the student feels will assist the Dean of Students in evaluating the request.

Students are requested to submit such requests to the Dean of Students as early as possible, in order to provide the Dean with an opportunity to evaluate the need, problem or barrier, the student's circumstances, and the requested arrangements. A student's failure to submit a request in a timely manner may lead to a denial of the request because the Dean of Students does not have adequate time to investigate or implement the request. When the Dean of Students receives a request, the Dean of Students may ask the student to submit additional information. In some instances, the Dean of Students may need medical documentation, or a letter from the student's physician, to assist in determining the student's restrictions and whether specific accommodations will be safe and effective. In addition, in some situations, the Dean of Students or a person designated by the Dean of Students may need to communicate directly with the student's medical provider in order to review the student's needs and request, and to determine whether specific accommodations are appropriate. Students are expected to provide a release and/or copies of medical records, or otherwise cooperate with the Dean of Students' requests for information needed to evaluate a student request or a student's circumstances.

### Section 504 Complaint Procedure

Any student who has a complaint concerning the Seminary's compliance with Section 504 may submit the complaint to the Seminary's Section 504 coordinator, the Dean of Students.

The student may first seek an informal resolution by discussing the matter with the Dean of Students or with another Seminary official designated by the Dean of Students. If this is unsuccessful in the opinion of the student, the student may submit a formal complaint.

The student may file a formal complaint without first attempting to resolve the matter informally. The student can be assisted by a representative who is an active member of Denver Seminary's community. An attorney is not an acceptable representative.

Procedures for filing a formal complaint are as follows:

1. The complaint must be filed promptly with the Dean of Students' office and no later than 15 calendar days after the decision or action that gave rise to the complaint.
2. The complaint must be in writing and include the following information:
  - a. The student's name, postal address, telephone number and email address;
  - b. A complete description of the problem and all the student's reasons for believing the Seminary has failed to comply with the applicable law;
  - c. All relevant documentation supporting the student's position;
  - d. Description of the requested remedy; and
  - e. A description of all informal attempts at resolution and results.
3. Upon receiving the complaint, the Dean of Students or his/her designee will review the complaint to determine whether it has been filed in a timely manner with complete information. The Dean of Students/designee will also consider whether an answer can be provided after initial review, or whether an investigation should be conducted. The Dean of Students may provide a response after initial review, in writing. If the Dean of Students/designee decides to undertake an investigation, the Dean of Students/designee will determine the scope of the investigation, and may request further information from others, including the student, the student's medical provider(s) and relevant Seminary staff.
4. The Dean of Students /designee will provide a written response to the complaint, ordinarily within 30 business days after filing of the complaint, although this period may be extended for a reasonable time in the discretion of the Dean of Students/designee. If the student feels there is a need for expedited review of the complaint, the student should make a request for expedited review explaining all reasons in writing at the time the complaint is filed.
5. The disposition of the Dean of Students/designee will be implemented immediately. No later than 10 calendar days following the Dean's decision, the student may file an appeal, in writing, with the Vice President of Student Life and Enrollment Management or his/her designee.
6. The appeal must be limited to the matters raised in the initial complaint. New issues and concerns cannot be raised on appeal. The appeal should specifically point out the errors in the Dean of Students/designee's decision, and all supporting reasons and evidence. A written decision concerning the appeal will be issued within 15 business days after the filing of the appeal. This period may be extended for a reasonable time in the discretion of the Vice President of Student Life and Enrollment/designee.

The decision of the Vice President of Student Life and Enrollment Management/designee on the appeal is final.

## **Family Educational Rights and Privacy Act of 1974**

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Annually, Denver Seminary informs its students of the Family Educational Rights and Privacy Act of 1974. This act, with which Denver Seminary intends to be in full compliance, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the Seminary to comply with the Act.

The Act (more commonly known as the Buckley Amendment) provides for the release of individually identifiable student information only upon the written consent of the student. An exception to this policy involves the disclosure of "directory information."

"Directory information" as defined by Denver Seminary consists of: name, address, telephone number, email address, dates of attendance, classification, degree sought and major, denomination, church attending, enrolled courses, photograph, spouse's name, current class schedule, awards, honors, degrees conferred (including dates), previous institutions attended, and date and place of birth.

Under the provisions of the Act, students have the right to withhold disclosure of "directory information" as listed above. Students may exercise this right by filing a "Request to Prevent Disclosure of Directory Information" form available in the registrar's office.

Denver Seminary's policy explains in detail the procedures to be used by the Seminary for compliance with the provisions of the Act. Copies of the policy are on file and available for review in the following offices: Dean of Students, Academic Dean, Admissions and the Registrar.

As a student at Denver Seminary you have certain rights concerning your education records under the Family Educational Rights and Privacy Act (FERPA). These rights include:

- **The right, with some limitations, to inspect and review your education records within a reasonable period of time of your request.**
  - If you would like to review a record Denver Seminary maintains about you, you should submit a written request that identifies the record(s) you want to inspect to the registrar
  - Within a period of forty-five (45) days, the registrar will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the registrar, this office will help you identify the correct official to whom to address your request.
- **The right to request amendment of your education records, if you believe that they are inaccurate.**
  - You may ask Denver Seminary to amend a record that you believe is inaccurate. You should write the registrar, clearly identify the part of the record you want changed, and specify why it is inaccurate. NOTE: this does not apply to disputes about grades assigned by faculty.

- If Denver Seminary decides not to amend the record as you request, the seminary will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to you when you are notified of the right to a hearing.
- **The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent the law authorizes disclosure without your consent.**
  - FERPA generally requires Denver Seminary to obtain your consent prior to disclosing your education records or personally identifiable information contained in your records. One exception, which permits disclosure without your consent, is information about you that Denver Seminary has designated as “directory information.”
  - FERPA directory information is information contained in your education record that generally would not be considered harmful or an invasion of privacy if disclosed. Under current Denver Seminary policy, the following information is designated as directory information:
    - Student Name
    - Student address (including designated local mailing and permanent addresses)
    - Telephone Number
    - Campus e-mail address
    - Dates of attendance
    - Spouse’s Name
    - Date and Place of Birth
    - Classification
    - Degree Sought
    - Major
    - Current Class Schedule
    - Full or Part-time Student Status
    - Expected date of completion in enrolled course of study
    - Awards and Honors
    - Degrees Conferred
    - Previous Institutions Attended
    - Photo of Student

Although these items are designated by Denver Seminary as directory information, only a limited amount of this information is routinely disclosed by Denver Seminary officials and the seminary retains the discretion to refuse to disclose directory information if it believes such disclosure would be an infringement of your privacy rights.

FERPA directory information as used in this policy should not be confused with the directory information Denver Seminary lists in its on-line student directory. It contains only a student’s name, address, phone number, email address, and degree/major.

Denver Seminary may change the designation of directory information from time-to-time. You will be notified of changes through e-mail publication.

- You may ask Denver Seminary not to publicly disclose directory information by submitting a request in writing to the Registrar’s Office. You may restrict disclosure of directory information by electing either “full privacy” or “limited

privacy” status. You may remove such a restriction at any time by submitting another written request to the Office of the Registrar.

- **“Full Privacy” Status:** If you elect “full privacy” status, no information about you will be released to the general public, unless one of the FERPA exceptions applies. This means that Denver Seminary
  - **Will not** include information about you in the online campus directory.
  - **Will not** include your name and address in lists or labels requested by off-campus requestors.
  - **Will not** acknowledge to any third party that you are or were in attendance at Denver Seminary. Seminary officials, employees, or others who receive external inquiries about you will respond, “We have no information about that individual.”
- **“Limited Privacy” Status:** If you elect “limited privacy” status, only limited directory information will be released to the general public, unless one of the FERPA exceptions applies. Compared to a student who has not elected any privacy status, a designation of limited privacy status:
  - **Will** prevent the release of your name and address to off-campus requestors who desire lists or labels.
- Denver Seminary may also disclose your non-directory records without your consent to any school official who has a demonstrated need for access to a record or information in order to fulfill his or her designated responsibilities.
- School officials are defined as employees of Denver Seminary who have a job related need for access to certain data in your student records, but may include contractors, consultants, volunteers and other outside providers used by Denver Seminary. This includes the National Student Clearinghouse.
- Upon request, Denver Seminary will disclose education records without your consent to officials of another school in which you may seek or intend to enroll, or you have enrolled. In addition to educational records, this disclosure may include disciplinary or health records to protect the health and safety of a student or other persons under FERPA after admission to the new institution.

If you have a concern about Denver Seminary’s compliance with FERPA’s requirements or need more information about students’ rights please connect with the Office of the Registrar.

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

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5920

## Requests for Access to and Amendment of Education Records

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### Requests for Access to Education Records

A student should submit a request to review his or her education records in writing to the registrar who maintains the records he or she wishes to inspect. The request should identify, to the extent possible, the specific records the student desires to review by type, topic, date or other criteria. The registrar will assemble the requested records and review them to determine whether they are eligible for access.

If an education record includes information about more than one student, the student may review only his or her own information in that record. In this situation, the registrar must redact the record before allowing the student to review it. Any questions about whether a record is eligible for review or how to properly redact an education record should be addressed with the Office of the Registrar.

The registrar must respond to a request for access to education records in no more than forty-five (45) days after the request has been submitted. If the records are not maintained by the registrar, this official will assist the student in identifying the custodian to whom the request should be addressed. The record custodian will make arrangements for access and notify the student of the time and place where the records may be inspected.

### Amendment of Education Records

If a student believes information contained in his or her record(s) is inaccurate, misleading or violates privacy rights, a student may ask the seminary to amend the record(s).

If the problem stems from a clerical or other error in processing, the student should contact the registrar and follow the established process to effect the necessary corrections.

A student should pursue the grievance and/or appeal process if he or she has a concern about the appropriateness of a grade awarded or other academic determination. This procedure does not apply to students who desire to challenge a grade. Students who wish to challenge a grade should follow the academic grievance policy.

## Grievance Process for Students for Non-Academic Matters

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Students who have complaints or grievances regarding faculty matters, student matters or staff matters should use the following procedures. These procedures are not intended to create a contract, but to establish a process for students with grievances. The Seminary reserves the right to alter or change the processes as it deems appropriate. All student grievances should be put in writing, with all relevant materials attached. All complaints will be resolved in a timely manner. The Provost/Dean or the Dean of Students can provide further details about these processes, if requested.

Any student having a complaint should attempt to resolve the complaint in an informal manner with the person directly responsible for the area of concern.

### Formal Student Grievance Procedure in Student and Faculty Matters

Student discusses grievance with faculty member involved, and if the matter is not resolved:

1. Student submits a written grievance to the Provost/Dean.
2. The Provost/Dean will present the written grievance to the Faculty Concerns Committee.
3. The grievance is then reviewed by the Faculty Concerns Committee, a decision is rendered and student is notified.
4. To appeal the decision rendered by the Faculty Concerns Committee, the student will send written request to the Provost/Dean within 72 hours of being notified, requesting a review by the Administrative Committee.
5. The Administrative Committee will review the appeal and make a final ruling on the matter.

### **Formal Student Grievance Procedure in Student and Staff, or Student and Student Matters**

Student discusses grievance with staff member(s) and/or student(s), involved, and if the matter is not resolved:

1. Student submits a written grievance to the Dean of Students.
2. Dean of Students or his/her designee will respond in writing to the student within ten business days.
3. If the Dean of Students considers that the matter merits it, he/she will convene a Complaint Board to be charged with the purpose of reviewing the complaint. The Complaint Board will be comprised of three members determined by the Dean of Students.
4. The Dean of Students and/or the Complaint Board may gather additional written statements from the parties involved and from others who might have information that is pertinent to the matter at hand.
5. After gathering all pertinent information, the Complaint Board will determine within ten business days, the actions needed to address the matter at hand and will communicate it's decision to the parties involved.
6. If the student is not satisfied with the decision, the student may present within ten business days of the rendering of the Complaint Board a written appeal of the decision to the Vice President of Student Life and Enrollment Management. Upon receipt of all information, the Vice President will render a decision within the ten business days, and his/her decision will be final.

### **Disciplinary Probation**

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The "Guidelines for a Christian Lifestyle" and policy on "Academic Integrity" constitute minimal behavioral expectations in light of the seminary's commitment to graduate individuals who are "fit for ministry." Once each semester, training center directors report to the faculty on any student issues or potential issues that might necessitate disciplinary intervention. Members of the administration or faculty may also raise concerns that would appear to threaten the integrity and effectiveness of a student's ministry. If concerns are raised, the following processes will be undertaken as general guidelines unless

circumstances warrant a different response. All responses will be conducted in the spirit of Matthew 18: 15-18.

**For matters NOT related to academic integrity:**

1. The Provost/Dean and/or the Dean of Students will determine the appropriate members of the administration and/or faculty or others who should meet with the student(s) involved. The problem will be presented to the student(s) along with specific behavioral expectations and consequences for noncompliance.
2. If the student is not responsive, the Provost /Dean and/or the Dean of Students will determine an appropriate secondary approach to the student(s). As a result of a second meeting, an action plan and timeline will be outlined in writing for the student(s).
3. If a third intervention is warranted, the student(s) will be placed on disciplinary probation.
4. Any student(s) placed on disciplinary probation will be required, as part of the action plan, to meet periodically with selected member(s) of the administration and/or faculty.
5. At the end of the stated timeline the administration and/or faculty members meeting with the student(s) will inform the student(s) of the recommendations that will be made to the administrative council or faculty.
6. The student(s) may be asked to continue on disciplinary probation for another stated time period or may be dismissed from the Seminary by vote of the faculty or administrative council.
7. The student(s) will follow the procedures outlined in the Student Handbook for submitting a grievance in the case of disagreement with the outcome.

**For matters related to academic integrity—e.g. plagiarism or other forms of dishonesty:**

For matters related to academic integrity—e.g. plagiarism or other forms of dishonesty: please refer to the “Academic Policies” section in this handbook (pp. 10-11).

## **Appeal Process for Academic Matters**

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### **Appeal of Academic Dismissal**

Students have the right to appeal an academic dismissal within 30 days of the date of the notice. A written appeal must be received by the provost/dean within 30 days for it to be considered. The provost/dean will refer the appeal to the Educational Policies committee who will render a decision within 30 days of the referral, if that appeal is received before the last scheduled meeting of the academic year. Appeals received after the last meeting of the academic year will be considered at the first scheduled meeting of the fall semester. A written communication of that decision will be sent to the student.

If the student is not satisfied with the decision of the Educational Policies Committee, the student may send a written request to the provost/dean within 72 hours of receipt of the decision, requesting a review by the Administrative Committee of the seminary. The

Administrative Committee will review the appeal and make a final decision. No further appeal is available.

### **Appeal of a Grade**

If a student feels that his/her final semester grade in a course is not equitable, he or she should first discuss the issue with the professor of the course. If not satisfied with the decision, the student may then appeal to the provost/dean by means of a letter that includes the specifics needed to evaluate the information. The provost/dean will present the written appeal to the Faculty Concerns Committee within 30 days of receipt of the appeal, if that appeal is received before the last scheduled meeting of the academic year. Appeals received after the last meeting of the academic year will be considered at the first scheduled meeting of the fall semester. A written communication of that decision will be sent to the student.

If the student is not satisfied with the decision of the Faculty Concerns Committee, the student may send a written request to the provost/dean within 72 hours of receipt of the decision, requesting a review by the Administrative Committee of the seminary. The Administrative Committee will review the appeal and make a final decision. No further appeal is available. **Note that all grade changes must be made within one year after the course in question was taken.**

Denver Seminary complies fully with the standards of accreditation of the Association of Theological Schools (ATS) and the Higher Learning Commission of the North Central Association (HLC-NCA). Students who believe the seminary has in any way violated either ATS standards or HLC-NCA criteria should submit their complaint in writing to the provost/dean. The complaint will be reviewed and a response given within 30 days of receipt of the complaint. If the student is not satisfied with the response, he or she may file a written complaint directly with the accreditor.

Association of Theological Schools in the United States and Canada  
10 Summit Park Drive  
Pittsburgh, PA 15275-1103

The Higher Learning Commission  
of the North Central Association of Colleges and Schools  
230 S. LaSalle Street, Suite 7-500  
Chicago, IL 60604-1413

### **Procedures in Matter of Dismissal**

1. Questions regarding dismissal are reviewed by the Vice President of Student Life and Enrollment Management, Dean of Students, and/or Provost/Dean.
2. The Vice President of Student Life and Enrollment Management, Dean of Students, and/or Provost/Dean makes the decision whether student should be dismissed.
3. The Vice President of Student Life and Enrollment Management, Dean of Students, and/or Provost/Dean will meet with the student and the student is notified in writing of the decision.
4. To appeal the decision, the student will send written request to the Vice President of Student Life and Enrollment Management, Dean of Students and/or Vice

President/Dean within 72 hours of being notified requesting review by the Administrative Committee.

5. The Administrative Committee will review the appeal and make a final ruling on the matter.

## **Reporting and Resolving Complaints of Sexual Harassment and Sexual Discrimination**

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### **General Philosophy**

Denver Seminary (the Seminary) is committed to providing and maintaining a learning and working environment for all students, staff and faculty members characterized by the Biblical concept of *koinonia*. *Koinonia* refers to the quality or character of one's association, communion, or fellowship with others in which truth and wisdom are valued. Equally important is a sense of Christian civility. Treating one another with mutual respect and care lies at the heart of Christian community. Enhancing shared responsibility and mutual trust, and improving internal communication, are key to promoting justice and peace in the service of God's beloved community, and in finding solutions to issues that may arise in seminary and Christian life.

The values and principles of *koinonia* are undermined by the existence of sexual harassment or other forms of unlawful sexual discrimination, and thus the Seminary is committed to eliminating such harassment and discrimination in the seminary life of our students. Sexual harassment is a form of discrimination that is particularly incompatible with the basic goals and values of the Seminary and has the effect of destroying the atmosphere of mutual respect and dignity which the Seminary believes is central to preparation of students for ministry. The Seminary is committed to taking action to prevent and eliminate all such behavior, and will hold individuals, whether they are students, faculty, employees, or other officials of the Seminary, who engage in sexual harassment, responsible and subject to disciplinary or other corrective action by the Seminary. The Seminary also does not condone such behavior involving any third parties, including visitors and employees of contractors.

### **Scope of Policies and Procedures**

These policies and procedures apply to students of the Seminary who feel they have experienced, in violation of the law or Seminary policy, sexual harassment or other unlawful discrimination on account of gender.

Sexual harassment includes direct and indirect sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's advancement or academic success; or
- Submission to or rejection of such conduct is used or threatened to be used as a basis for academic decisions affecting the individual involved; or
- The conduct has the purpose or the effect of creating a hostile, intimidating or offensive educational environment, or interferes with an individual's academic performance or residential environment.

Examples: Examples of behavior which may constitute sexual harassment include, but are not limited to, the following:

- unwelcome verbal or physical sexual advances;
- requests or subtle pressure for sexual favors, overt or implied;
- remarks, jokes, comments or observations of a sexual nature which demean or offend individuals on the basis of their sex;
- gestures or other nonverbal behavior of a sexual nature;
- physical contact with another person that is unreasonable or inappropriate in the circumstances; or
- abusive or threatening behavior directed at a person on the basis of sex

Whether specific behavior constitutes sexual harassment is ordinarily a function of the context and circumstances. Students who have questions about whether specific behavior constitutes sexual harassment, or other unlawful sex discrimination, may consult with the Dean of Students or his/her designee.

Although sexual harassment generally takes place in situations where there is a power differential between the persons involved, as between faculty and student or supervisor and employee, it is recognized that sexual harassment may also occur between persons of similar status. These situations are equally unacceptable and will not be tolerated.

It is also recognized that, between parties of unequal status, sexual harassment can occur within the context of a seemingly consensual relationship. The unequal status of the parties in such relationships draws into question whether the relationship is mutually consensual.

### **Definitions**

“Day” refers to a calendar day; the calculation of days in complaint processing will exclude Saturdays, Sundays and holidays.

“Student” refers to a currently enrolled student, or a student on leave or inactive status, or an individual who has submitted an application for enrollment to the Seminary.

“Respondent” is a person identified in a complaint as having committed or engaged in sexual harassment, or unlawful sexual discrimination or retaliation, in violation of these policies and procedures or the law.

### **General Considerations**

A student wishing to submit a complaint under this policy may be assisted by another person, selected by the student, who is a part of the Denver Seminary community, such as a faculty member or another student.

A respondent may be assisted in responding to the complaint by another person, selected by the respondent, who is a part of the Denver Seminary community, such as a faculty member or another student.

Every effort will be made to respect the confidentiality of all parties involved in the grievance process, although confidentiality cannot be guaranteed, and in some circumstances it may be necessary to disclose information concerning the allegations and the identity of such parties such as where this is necessary for investigation, attempting to resolve the matter, developing remedial or corrective action, or preventing future harassment or discrimination.

These policies and procedures can be modified by the Seminary at any time. They are not intended to be construed or interpreted as an express or implied contract, or a legally enforceable promise.

### **Complaint Procedure**

Persons having questions about this complaint procedure should refer them to the Dean of Students or his/her designee.

Any student who feels that he or she has experienced or witnessed sexual harassment or unlawful sex discrimination may submit a complaint under these procedures.

### **Informal Resolution**

A student may optionally seek informal resolution of a concern regarding sexual harassment or sex discrimination. The student may speak directly with the person who has engaged in the offending behavior and seek resolution. In addition, the student may consult with the Dean of Students and request his/her assistance in communicating with an individual believed to have engaged in sexual harassment or other sex discrimination. A student should only engage in such informal efforts if he/she feels safe and comfortable in doing so. If these informal approaches are not successful in the opinion of the student, the student can pursue a formal complaint. There is no requirement that a student first engage in informal attempts to resolve a complaint or concern before proceeding to a formal complaint.

### **Formal Complaint**

A student who wishes to submit a formal complaint alleging a violation of this policy must submit the complaint to the Dean of Students or his/her designee no later than 35 calendar days after the decision, action or behavior that gave rise to the complaint. If the Dean of Students or his/her designee is the respondent, or if the student otherwise feels uncomfortable making the complaint to the Dean of Students/designee, the student may submit the complaint to the Vice President of Student Life and Enrollment Management or his/her designee, who will coordinate any review or investigation and preparation of the decision on the complaint.

The complaint must be in writing and include the following information:

- The student's name, postal address, telephone number, and email address;
- A complete description of the offending decision, action or behavior and all the student's reasons for thinking that this constitutes sexual harassment or unlawful sex discrimination;
- All relevant documentation supporting the student's description and, in cases of harassment especially, names and contact information of all witnesses, if any, to the offending behavior;
- Description of the requested remedy;
- A description of any informal attempts at resolution and the results (there is no requirement that informal resolution be attempted, but it is often helpful to those reviewing the complaint to know about informal efforts, if they were attempted).

Upon receiving the complaint, the Dean of Students or his/her designee will review the complaint to determine whether it has been filed in a timely manner with complete information. The Dean of Students/designee will also consider whether an answer can be provided after initial review or whether additional information should be gathered by investigation. The Dean of Students may provide a response after initial review, in writing. If the Dean of Students/designee decides that an investigation is warranted, the Dean of

Students/designee will determine the scope of the investigation, and may request further information from others, including the student, respondent(s), persons identified by the student and the respondent(s), if any, and other persons the Dean of Students/designee believes may have relevant information.

The Dean of Students/designee may appoint a committee to assist in evaluating complaints. This may be a standing committee, appointed for a specific period, such as an academic year, or it may be a committee appointed to evaluate a specific complaint or complaints.

The Dean of Students/designee will provide a written response to the complaint, which ordinarily will be delivered to the student within 30 calendar days after the filing of the complaint, although this period may be extended for a reasonable time by the Dean of Students/designee or by mutual consent of the student making the complaint and the Dean of Students/designee following request by the student. If the student feels there is a need for expedited review of the complaint, the student should make a request for expedited review explaining all reasons in writing at the time the complaint is filed.

No later than 10 calendar days following the Dean's decision, the student may file an appeal, in writing, with the Vice President of Student Life and Enrollment Management or his/her designee. If the Vice President of Student Life and Enrollment Management or his/her designee is a respondent, or coordinated the review at the first level, the appeal should be submitted to the Provost/Dean.

The appeal must be limited to the matters raised in the initial complaint. New issues and concerns cannot be raised on appeal. The appeal should specifically point out the errors in the Dean of Students/designee's decision, and all supporting reasons and evidence. A written decision concerning the appeal will be issued within 21 calendar days after the filing of the appeal. This period may be extended for a reasonable time in the discretion of the Vice President of Student Life and Enrollment/designee. The decision of the Vice President of Student Life and Enrollment/designee on the appeal is final.

The Seminary prohibits retaliation against those who submit complaints in good faith, even though the complaint may be mistaken or inaccurate. The Seminary also prohibits retaliation against persons for having cooperated in the Seminary's review or investigation of the complaint. Persons who feel they have suffered retaliation in violation of this policy are encouraged to report such retaliation immediately to the Dean of Students/designee, and/or may make a complaint under this procedure.

If a complaint is found to be supported, either at the first level of review or on appeal, the Seminary will determine the action to be taken, which may include remedial action directed to the complaining student, and disciplinary or other action directed to any respondent or other person found to have violated this policy or any other policy or standard of the Seminary. The Seminary will communicate with the student making the complaint concerning the steps taken.

### **Notice Concerning Title IX**

Denver Seminary does not discriminate on the basis of sex in admission to its educational programs and activities in violation of Title IX or its implementing regulations as they are applicable to its programs and decisions.

Denver Seminary has appointed a Title IX Coordinator, who is responsible for overseeing its efforts in complying with Title IX. Denver Seminary's Title IX Coordinator is:

Robert Jones  
VP of Student Life and Enrollment Management  
Denver Seminary  
6399 South Santa Fe Drive  
Littleton, CO 80128  
(303) 762-6982  
Email: [robert.jones@denverseminary.edu](mailto:robert.jones@denverseminary.edu)

Inquiries regarding the application of Title IX can be referred to the Title IX Coordinator. In addition, the Seminary provides complaint procedures for students and employees who feel they have been subjected to sexual harassment or other unlawful sex discrimination.

Any student who feels the Seminary has violated Title IX or its implementing regulations may optionally make a complaint to the Office of Civil Rights of the U.S. Department of Education.