



# Student handbook

2012-2013



# Welcome!

Whether you are a new or returning student, we count it a privilege to serve you as part of the Denver Seminary community. Seminary is a unique and potentially transformative experience, in part because it involves more than the rigorous academic work. You are part of a community with a unique purpose – “preparing men and women to engage the needs of the world with the redemptive power of the gospel and the life-changing truth of Scripture.” Fulfilling that vision demands that we each allow God to speak into and shape every area of our lives. Denver Seminary strives to be the kind of community where you can do that with the encouragement and resources of others on that same path.

As a community of purpose we seek to be a community of discovery, where you can explore the depths of God’s riches in Jesus Christ and how God wants to use you uniquely in his redemptive plan. As a community of purpose we seek to be a community of encouragement, where you enjoy the support and challenge of others who share the same faith commitments but come from different backgrounds and perspectives. As a community of purpose we must also be a community of character. Long ago, the Apostle Paul challenged the Christians in Philippi to “walk in a manner worthy of the gospel” (Philippians 1:27). While that does not involve a long list of rules, it does involve a common commitment to choices that honor and build others, reflect the glory and excellence of our Lord, and create the conditions for pursuing our common purpose without distraction.

This Student Handbook contains lots of important and useful information for navigating your experience as a student in the Denver Seminary community. Please be familiar with it because your enrollment as a student at Denver Seminary is your agreement to abide by its policies, all of which are intended to foster and protect the kind of community we all need.

Again, welcome, or welcome back, to Denver Seminary. May God grant you a fruitful academic year in which your faith in God is deepened, your vision for ministry is clarified, and your love for others is enriched, for your own joy and the glory of God!

Very Sincerely,

Robert Jones

Vice President of Student Life and Enrollment Services

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[www.denverseminary.edu](http://www.denverseminary.edu)

## **The Student Handbook**

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The Student handbook is an official document that is binding for all students. The Student Handbook communicates and explains important information and policies to help a student successfully complete his or her academic work, understand the different services Denver Seminary offers, and prepare a student for future ministry. Degree seeking students, as well as those earning certificates and auditing classes are to comply with policies and procedures as stated in this Handbook. These policies and procedures have direct bearing on all students, and each student is responsible for becoming familiar with the content and policies herein. Therefore, we encourage each student to review and take seriously the information contained in this Student Handbook.

Denver Seminary admits students of any race, gender, or 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, gender, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs. 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, gender, or national and ethnic origin.

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. Denver Seminary reserves the right to change policies when necessary. All policy changes will be communicated promptly to the student community.

## **Accreditation and Affiliations**

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Denver Seminary is accredited by the Higher Learning Commission and a member of the North Central Association, 230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604-1413; telephone number 800-621-7440; website: [www.ncacihe.org](http://www.ncacihe.org), to award master's and doctoral degrees. The Seminary is also an accredited member of the Association of Theological Schools in the United States and Canada, 10 Summit Park Drive, Pittsburgh, PA 15275-1103; telephone number 412-788-6505; website: [www.ats.edu](http://www.ats.edu). The Master of Arts in Counseling degree is also accredited by the Council for Accreditation of Counseling and Related Education Programs (CACREP).<sup>1</sup> The Denver Seminary CPE Center is solely accredited to offer CPE training by the Association for Clinical Pastoral Education, 1549 Clairmont Road, Suite 103, Decatur, GA 30333; telephone number 404-320-1472; website: [www.acpe@acpe.edu](mailto:www.acpe@acpe.edu), as a Clinical Pastoral Education (CPE) training center. The Denver Seminary CPE Center offers CPE Level I, Level II, and supervisory education CPE units for matriculated Denver Seminary students. Denver Seminary is the first evangelical seminary to receive this designation.

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<sup>1</sup> The Clinical Mental Health Counseling program at Denver Seminary is currently accredited by CACREP under the 2001 Standards for Community Counseling through October 2012. In 2009, CACREP combined the standards for Community Counseling and Mental Health Counseling into Standards for Clinical Mental Health Counseling Programs. Denver Seminary intends to seek accreditation for the Clinical Mental Health Counseling program when it is scheduled for the reaccreditation process in 2012, per CACREP guidelines.

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# Directory

## General Information:

Mail: 6399 South Santa Fe Drive  
Littleton, CO 80120

Phone: (303)761-2482

Fax: (303)761-8060

## Department Name:

## Phone:

## Email:

Admissions

303-762-6937

info@denverseminary.edu

Fax: 303-783-3122

African American Initiatives

720-253-7167

robert.woolfolk@denverseminary.edu

Counseling Center

303-762-6987

Fax: 303-783-3127

Counseling Division

303-762-6954

sharon.gipe@denverseminary.edu

Educational Programs

303-762-6980

lisa.linhart@denverseminary.edu

Financial Aid

303-762-6903

joel.laos@denverseminary.edu

Helpdesk

303-762-6983

helpdesk@denverseminary.edu

Human Resources

303-762-6887

zandy.wennerstrom@denverseminary.edu

Hispanic Initiatives

303-783-3137

wilmer.ramirez@denverseminary.edu

Korean Initiatives

303-762-6979

sungwook.chung@denverseminary.edu

Library

303-762-6962

library@denverseminary.edu

Registrar

303-762-6995

registrar@denverseminary.edu

President's Office

303-762-6902

president@denverseminary.edu

Security

303-783-3120

Student Life & Enrollment Management 303-762-6937

Fax 303-783-3122

Vernon Grounds Institute

303-357-5803

vgi@denverseminary.edu

# Academic Calendar

## Fall 2012

New student orientation.....	August 24
Classes begin.....	August 27
Labor Day—no classes .....	September 3
Convocation .....	September 4
Last day to add a course .....	September 7
Last day to drop a course with no transcript notation .....	September 7
MDiv doctrinal paper due (fall graduates).....	September 21
MA comprehensive exams (fall graduates) .....	September 29
Graduation application deadline (fall graduates) .....	October 1
First draft of MA thesis due (fall graduates) .....	October 15
Last day to drop a course with a “W” grade .....	October 19
Last day to change a course from credit to audit .....	October 19
Last day to drop a course with the possibility of a “WP” grade .....	November 16
Automatic “WF” assigned for course drops .....	November 19
Thanksgiving break.....	November 20-23
MDiv oral exam completed (fall graduates) .....	November 30
Final draft of MA thesis due (fall graduates).....	December 3
Fall graduates reception.....	December 10
Last day of classes .....	December 14

## Intersession 2013

Session dates .....	January 7-25
Martin Luther King Day—no classes.....	January 21

## Spring 2013

New Student Orientation.....	January 25
Classes begin.....	January 28
Graduation application deadline (spring graduates) .....	February 1
Last day to add a course .....	February 8
Last day to drop a course with no transcript notation .....	February 8
MDiv doctrinal paper due (spring graduates).....	February 22
MA comprehensive exam (spring graduates).....	March 2
First draft of MA thesis due (spring graduates).....	March 18

Last day to drop a course with a “W” grade .....	March 22
Last day to change a course from credit to audit .....	March 22
Spring break.....	March 25-29
Last day to drop a course with the possibility of a “WP” grade .....	April 19
Automatic “WF” assigned for course drops .....	April 22
MDiv oral exam completed (spring graduates) .....	May 3
Final draft of MA thesis due (spring graduates).....	May 6
Last day of classes .....	May 17
Commencement .....	May 18
<b>Summer 2013</b>	
Session dates .....	May 20–August 23
Memorial Day—no classes.....	May 27
Independence Day—no classes .....	July 4

# **Theological Foundations**

2012-2013

# 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.

## **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.

# Community Life

2012-2013

# Community Life

## The Campus

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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.

#### Graber Administrative Building Hours

Monday - Friday	7:30 a.m. - 5:00 p.m.
Saturday - Sunday	Closed

#### Shepherd's Gate Hours

Monday - Thursday	7:30 a.m. - 9:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	7:30 a.m. - 3:00 p.m.
Sunday	Closed

### 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.

#### Simpson Leadership Center Hours

Monday - Thursday	6:45 a.m. - 10:00 p.m.
Friday	6:45 a.m. - 6:00 p.m.
Saturday	Closed
Sunday	7:00 a.m. - 1:00 p.m.

### 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. The student center is a place where students can relax, study, engage in conversation with each other and with faculty members and mentors, and prepare and purchase food.

#### Student Center Hours

Monday-Friday	7:00 a.m. - 11:00 p.m.
Saturday	9:00 a.m. - 5:30 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

## 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. For more information on library services, click [here](#).

#### 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

### Bookstore

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

### Housing: On Campus 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.

For information regarding on-campus and off-campus housing, please see the housing [website](#).

## 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**

- Carey S. Thomas Library
- Vernon Grounds Reading Room
- Student Center
- Computer Labs

**4-7 On-Campus Apartment  
Buildings**



## **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

## **Student Life Communication and Marketing**

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Below are the methods of communication that Student Life utilizes to communicate information to the DenSem Community:

- Bulletin Boards
- Posters/Flyers on Glass Doors
- Slides for Common Ground
- Campus News (CN)
- Social Media
- Email to All Students

### **Bulletin Boards**

The bulletin boards in the Student Center are available for the widest variety of advertisements and promotions. It is acceptable for DenSem students, faculty, staff, as well as outside churches, ministries, and organizations to have information posted. Information will not be approved unless the Department of Student Life deems that it specifically benefits students with discounts, coupons, special deals, ministerial/theological preparation, etc.

Everything posted on the bulletin boards must be submitted and approved by a representative of the Department of Student Life. Unauthorized materials will be removed without notice. Information is posted for a maximum of three (3) weeks and will be removed when registration for the event is complete or the date of the event arrives.

### **Posters/Flyers on Glass Doors**

Posters are often displayed on glass doors around campus, but not all doors should be used for this purpose. Below are the available options:

- Inside doors in entryways of the Simpson Learning Center (classroom building);
- Inside doors in entryways of the Student Center building;
- Inside door in the entryway of the Graber Administration Building.

Posters should never be displayed on the doors leading directly into the library, on any windows, fire doors, or near emergency equipment such as fire extinguishers, alarms, and emergency instruction signs. Unauthorized materials will be removed without notice.

All requests to display items on glass doors should be emailed to one of the [Student Life](#) team members, who will then print and display posters but will not create or edit them. Please note that flyers will be displayed within 2 to 3 business days of submission, will be posted no more than three (3) weeks prior to the event start date or registration deadline, and will be promptly removed once the event has occurred or registration is complete.

### **Slides for Common Ground**

Throughout the semester advertisements are looped on the screens in chapel while people enter and settle for Common Ground chapel services. This mode of communication is reserved specifically for advertising seminary sponsored events, opportunities and gatherings, or to announce visiting ministry organizations.

Since chapel occurs each Monday and Tuesday, all requests must be emailed to the [Community Life Coordinator](#) no later than the preceding Friday. Slides will run for a maximum of three (3) weeks and should be created by the person(s) or department submitting the request. The Department of Student Life will not create slides and is entitled to decline submissions.

### **Campus News (CN)**

*Campus News* is a weekly publication that contains announcements directly related to seminary matters and is emailed to students, faculty, and staff during the fall and spring semesters. Space is reserved for in-house seminary events and activities only. Announcements should be submitted no later than 12pm (noon) on Tuesdays. Submissions received later than this time will be published the following week.

Submissions should be emailed to [campusnews@denverseminary.edu](mailto:campusnews@denverseminary.edu) and need to be single-spaced, Verdana 10pt font, and 100 words or less, and Student Life may edit a submission from its original format. Submissions will run for no more than three (3) weeks, and housing and job advertisements will not be considered.

### **Social Media**

The Department of Student Life also utilizes Facebook and Twitter to correspond with students and to post pictures and videos from events. The Student Life Facebook page can be accessed by clicking [here](#), and the Student Life Twitter page can be accessed [here](#).

### **Direct Email to All Students**

Direct emails to students are sometimes used to communicate specific and/or critical information to the entire student body and are reserved for the following departments:

- **Student Life:** to communicate benefits, opportunities, special offers, and event reminders;
- **Business Office:** to alert the campus to situations around health and safety, to provide essential information regarding the operation or execution of daily business, and to provide students with information regarding their financial accounts;

- **Registrar’s Office:** to notify students about registration and academic information;
- **Office of the President:** to notify the campus community of significant events or changes in governance, policy, and practice; to communicate important information from executive leadership.

Because these departments reserve this method of communication for specific reasons, the Department of Student Life is entitled to decline requests by faculty and staff to send direct emails to the student body. For information on DMail and how to access your school email, click [here](#).

## **Group Connections**

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### **Student Council**

All degree-seeking students are voting members of the Student Body Association, which is directed by the Student Council. The Student Council regularly presents student interests to the faculty and administration as well as sponsors student activities and facilitates student groups on campus. The governing structure of the student body association includes the executive committee, who are elected members of the Student Council (student body president, vice president, secretary/treasurer), and the appointed members.

### **Resident Life Community Advisors**

The seminary experience of students who live on campus is uniquely framed within the culture of our resident community, a multi-generational spectrum of married couples, singles, internationals, and families with children. The word “community” creates expectations of support, affirmation, direction, and friendship, and special efforts are made to foster relationships within the broad demographic of on-campus residents so that neighbors can benefit from their shared life experiences. In order to accomplish this, Community Advisors work under the direct supervision of the Community Life Coordinator to organize community-building activities and facilitate relationship-building opportunities for on-campus residents such as neighborhood town hall meetings, BBQs, gatherings during holidays and sporting events, and much more.

### **Intercultural Fellowship**

Intercultural Fellowship is where the various cultures of the Denver Seminary community converge to celebrate the shared experience of ministry preparation and Christian formation, and to establish a sense of home away from home. As an extension of the Department of Student Life, the Intercultural Fellowship meets once each month while school is in session, providing resources, support, and opportunities for cross-cultural fellowship for international and domestic students, faculty, and staff within the Denver Seminary community.

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

PiM3 engages the wives of seminary students in the Denver Seminary community, encouraging them to recognize and embrace their call to serve Jesus Christ as a minister of the Gospel in partnership with their husbands, and to equip them for effective life-long ministry.

### **Student Interest Groups**

From the mutual experience of their studies, students discover they share interests beyond the classroom. These natural connections are the underground root system of Denver Seminary, and the Student Life Office works to help these ad hoc groups grow and thrive. To do this, students are encouraged to establish peer groups through the Student Council. Some of these groups fluctuate

each semester depending on students' interests and availability, but the following groups have met regularly over the past several years:

- Kneeling for the World Prayer Ministry
- Outdoor Adventure & Rec
- Missions and Service
- Men's Sexual Integrity Groups

## **Cultural Immersion**

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Denver Seminary strives for an environment that celebrates Christian unity and acknowledges human diversity. As reflected in the faculty, staff, and student body, the Seminary community consists of individuals from numerous cultural backgrounds and contexts.

### **Vernon Grounds Institute of Public Ethics**

The Vernon Grounds Institute of Public Ethics provides environments and resources to educate, facilitate, and train Seminary students, members of Christian leadership, and the Christian community as a whole in the area of social ethics.

### **Seminary Initiatives**

#### ***African American Initiative***

The African American Initiative (AAI) facilitates activities, events, courses, discussion groups, media productions, and seminars that will assist students in fulfilling their goals and objectives in ministry. In addition, AAI desires to promote African American student participation in all levels of campus life.

#### ***The Hispanic Initiative***

The Hispanic Initiative serves Denver Seminary and the Spanish-speaking community through several programs including IDEAL (The Institute for the Development and Training of Leaders), Oasis (Training Female Leaders for the Hispanic Church), and Friends of IDEAL (building the future of the Hispanic Church).

#### ***Korean Initiative***

The Korean Initiative aids new Korean students in adjusting to life in Denver. Meeting on Fridays during the fall and spring semesters for worship, the Korean Initiative encourages and supports their students in overcoming barriers during their studies in the U.S.

## **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.

### **Pets**

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Pets are not allowed in the buildings on campus. Dogs are allowed on campus but should be leashed at all times. If necessary, dogs may be tied outside a building, but for longer than ten minutes. As a courtesy to everyone, please be responsible to clean up after a pet.

### **Dress Code**

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With the diversity of backgrounds represented in the Denver Seminary community, the question of appropriate dress is occasionally raised. Generally, the seminary's expectations and standards are that of "good taste" and "appropriate dress for the appropriate occasion." Nevertheless, students

are to maintain neat and proper dress that does not attract undue attention to themselves and does not inappropriately expose midriffs, backs, or undergarments. Bathing suits are not appropriate attire for any of the classroom or administrative buildings on campus, and shoes must be worn at all times.

## **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 and theft

For emergencies regarding the health and welfare of a student, please contact the Dean of Students, [John Wood](#).

### **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

## Campus Emergency and Weather Closure Notification System

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What follows is a list of the communications mediums that Denver Seminary will utilize in the event of an emergency or a school closure. Follow this link for complete information on Denver Seminary's [security policies and reports](#).

1. **A notice on [MyDenSem](#):** these notices will appear in bold red letters across every page of MyDenSem.
2. **A notice on [the Seminary's web site](#):** these notices will appear at the top of the feature sections on the home page.
3. **Broadcast emails and text messages:** notices will be emailed/and or texted to all staff and faculty to their Seminary accounts and to students via their [DMail](#) account through the [Rave Emergency System](#).
4. The messaging service is through Rave Emergency System and all students, faculty and staff are automatically enrolled to receive emails or texts in the case of emergencies or school closures or delays. To manage your subscription (add/change cell phone numbers or add additional emails), [please follow this link](#). You will be asked to enter your email address -- this is simply to confirm that you are a real person. If you have not received a password, just click on "forgot password" and you will receive an email with a new link that allows you to finish the subscription process.
5. NOTE: If you do not have a DENVERSEMINARY.EDU or MYDENSEM.EDU email address, please email [webmaster@denverseminary.edu](mailto:webmaster@denverseminary.edu) to get set up in the Rave System. This service is completely free to the Seminary community, and subscribing does not cost you anything except any normal text messaging charges as spelled out in your individual mobile phone service plan. *Please Note that if you change your mobile phone number, it is your responsibility to change it in the text messaging system; Denver Seminary does not make those changes for you.*
6. **Facebook.** When appropriate, emergency notifications and weather-related closures may be posted to [Denver Seminary's Facebook page](#). Check Facebook as a last resort, however, as not all messages may be posted to Facebook.

## Lost and Found

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Lost and Found is located at the Circulation Desk in the Carey Thomas Library inside the Lewan Learning Center. Items will be held for two weeks. Containers holding food or beverages will be discarded.

## Parking

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### Vehicle Parking Permits & Parking Violations

All students are expected to obtain a parking permit to park in seminary lots. Students receive a parking permit application during orientation and are instructed to do so by visiting the Information Receptionist in the lobby of the Graber Administration Building. This is also the location where replacement application forms can be obtained and where questions about parking on campus can be asked.

Vehicles parked in seminary lots without a permit will be tagged with a flyer notifying the owner of the need for a parking permit. After two such notifications, and if the vehicle is identified as being

owned by a seminary student, faculty, or staff member, the vehicle will be ticketed (\$20) until the necessary permit is obtained.

Students may park in lots A, B and D (to the south of the Graber Administration Building), although parking is limited in lot D. Parking in lot C is restricted to faculty and staff use, by permit only, and is enforced with parking tickets on vehicles without the necessary permit. Parking lots to the south and west of the apartment buildings are reserved for campus residents only and are enforced with parking tickets. For more information on campus parking policies, please refer to:

[www.denverseminary.edu/campusparking](http://www.denverseminary.edu/campusparking).

## **Bicycle Registration**

All bicycles on campus need to be registered with the Bursar, Julie Jensvold, in the Business Office located in the Graber Administrative Building. 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 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.

## **Public Space Usage**

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The objective regarding the use of public space on the Denver Seminary campus, such as the Student Center and other common areas, is that of mutual courtesy. These are areas where certain levels of noise are acceptable, yet they necessitate that courtesy be exercised among those who share it. Because activity fluctuates from hour to hour within a single day in these common areas, establishing a universal definition of courtesy is difficult. However, each person is expected to use discernment regarding courtesy, and, if in doubt, students are encouraged to err on the side of thoughtfulness for others in the area. Neither the Student Center nor its adjacent rooms are available for reservation. For more information about reserving space on campus, please see [Heather Taylor](#).

## **Solicitation**

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Solicitation of all kinds is prohibited on seminary property. This pertains to both commercial agents and members of the Denver Seminary community. The Seminary will not assist commercial agents in contacting or connecting with students, and will not provide access to student directories. Requests to promote an activity, opportunity, or product may be submitted to the Student Life department, and are subject to approval.

# **Student Resources**

2012-2013

# Student Resources

## Career Services

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The Student Life Office provides career services as a resource for students to implement the integration of career development into their educational experience. Services include résumé writing and interviewing workshops, career workshops, ministry expos and career exploration resources on reserve in the library.

For job searches, including full-time, part-time, volunteer and internship positions, visit Denver Seminary's [online job board](#).

## Communication Services

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### Faxes

Faxes can be sent at the information desk in the Administrative building. Local faxes are charged \$0.50 for the first page and \$0.10 a page after. For long distance and international faxes, the price is \$1.00 and \$1.50 for the first page respectively and \$0.10 a page after.

### Email

Dmail is the Denver Seminary email account, and considered official correspondence. Students are responsible for all correspondence sent to their Dmail account. For more information on how to login to your Dmail account, please see [Email](#) under the Information Technology (IT) section.

### Mail

For students wishing to send mail from campus, there is an outgoing mailbox accessible by the on campus apartments behind buildings two and four.

### Telephone

A telephone is available for local calls in the Vernon Grounds Student Center.

## 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.

## Counseling with Professional Christian Counselors

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The Student Life Office has made arrangements with several local Christian counselors to provide a limited number of counseling sessions for seminary students and/or their families at a very low cost. Please contact the Student Services Coordinator for additional information.

## Employment

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Denver Seminary is located in the greater Denver metropolitan area where there is a stable job market and ample opportunities exist for employment. Our [Job Board](#) is a great resource for job opportunities and can be accessed via the Denver Seminary website. This Job Board contains a variety of part-time work as well as career opportunities. Denver Seminary also participates in the Federal Work Study Program – please see the Financial Aid Section of this catalog for further details.

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

## **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 regular grocery shopping. Please see [MyDenSem](#) for hours of operation and additional information. Please note that as a patron of the Food Closet, you are expected to volunteer your time to help with the Food Closet. Sign up at the Food Closet for a volunteer shift. If an emergency need arises, or if you have questions about the Food Closet, contact the [Student Services Coordinator](#).

### **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 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.

### **Manna Ministry**

Located at Cherry Hills Community Church, Manna Ministry offers a food bank, clothing bank, medical services, and haircuts. First-time visitors must present their student ID card.

Cherry Hills Community Church  
3900 Grace Blvd  
Highlands Ranch, CO 80126  
303-791-4100

Hours of operation:

Tuesdays 10:00 a.m. - 11:00 a.m. - (food bank only)

6:00-7:00pm - (food and clothing bank, medical clinic, and haircuts)

## **Student Health Insurance**

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Denver Seminary provides resources for cost-effective health insurance options. Included are options to enroll in a group health insurance plan sponsored by Denver Seminary in addition to individual plan options. Detailed information regarding coverage options can be found on the [Student Insurance](#) page of the Student Life tab on MyDenSem.

*Health insurance is required for all international students and dependents for the duration of their studies at Denver Seminary.*

## Information Technology (IT)

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### Acceptable Use Policy for Computer Systems and Services

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 found on MyDenSem located on the [Help Desk tab](#).

### Computer Lab

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, or with cash at the library front desk.

### Email

DMail is your Denver Seminary email account, provided through gmail. To offer the most effective communication, all official correspondence from Denver Seminary will be sent to you via this account.

Your default password for DMail and the computer lab here on campus is:

The first letter of first name (capitalized), first letter of last name (capitalized), and student id. Passwords must be at least six characters long so a password shorter than this will have "!" to fill the remaining positions. Examples:

- Bill Fred, student ID# 12345, has a password of BF12345
- Bill Frog, student ID# 123, has a password of BF123!
- Bob Francis, student ID# 12, has a password of BF12!!

To login to your DMail account:

1. Go to: <http://dmail.my.densem.edu>
2. Enter your student id in the "NetID" text box. Enter your default password in the "NetID Password" text box
3. Click "Login"
4. The first time you login you will need to register with Google. Enter the characters you see in the picture on your screen. Click "I accept. Create my Account" to agree to the Google terms of service
5. Google Gmail will load. Your email address is located at the top right of the screen

### Moodle

Moodle is the online resource for locating information about classes including assignments and faculty/ instructor. This is also the environment where online classes will take place.

Your default password for Moodle is:

The first letter of first name (capitalized), first letter of last name (capitalized), and student id. Passwords must be at least six characters long so a password shorter than this will have the number zero "0" after your initials, but before your student ID. Examples:

- Bill Fred, student ID# 12345, has a password of BF12345

- Bill Frog, student ID# 123, has a password of BF0123
- Bob Francis, student ID# 12, has a password of BF0012

For instructions on how to login to Moodle, you can access the Moodle Student Tutorials at the top-left sidebar of Moodle or go to <http://moodle.densem.edu/media/tutorials/player.html> and view the short tutorial on how to login. Select #3 from the menu.

To change your Moodle password and for instructions on how to make your passwords all the same for Moodle, Dmail and MyDensem, select #5 from the tutorial menu.

Note: *only students who have registered for classes and have a course using a Moodle site will have an active account.* (See #9 in the tutorial player). If you are a new student and cannot successfully login to Moodle, please wait until one week before the course start date and then try again.

## MyDenSem

MyDenSem is your online resource for access to class schedules, syllabi, bills, academic information, grades, the academic catalog, the student handbook, inclement weather and emergency updates, and much more. MyDenSem also allows you to stay up to date with events, announcements, group activities, Campus News, calendars (including a personal calendar) all on pages that are customized for you!

To login to MyDenSem:

1. Go to: <https://my.densem.edu>
2. Enter your Denver Seminary student ID number and user name
3. Enter your assigned password
4. Click "Login"
5. If you have trouble logging in, please contact the Help Desk at 303.762.6983

Once you have logged in for the first time, please change your password by clicking on Personal Info in the upper left hand corner. Click on Password, enter your assigned password and then your new password twice.

## Wireless Internet Access

The Denver Seminary wireless system, DSNet, is available for on campus use. Internet access is granted after agreeing to the Acceptable Use Policy.

## Library Services

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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: [libill@denverseminary.edu](mailto:libill@denverseminary.edu)

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**

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 Office**

The Reference Office is located between conference room 113 and the water fountains in the front of the library. Regular hours are posted but appointments are also available.

Email: [libref@denverseminary.edu](mailto:libref@denverseminary.edu) or call 303-762-6961.

The library page of the Seminary's website provides links to password protected academic research databases as well as links to many helpful websites. The Reference 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 Ready Reference Page (reached through a link on the Library [webpage](#), or by clicking [here](#)) also provides links to the online catalogs of other local academic libraries. Please contact the Reference staff for more information or to request access codes for the online databases.

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 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

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### Archives

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, Keith Wells.

### Audiocassette Tapes

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

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

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).

### **Oversize Books**

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**

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**

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**

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. Students may scan materials and send to their personal email addresses at no charge.

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**

Students should report any loss or damage of library materials to library staff promptly so that the matter can be resolved in a timely manner. In most cases, a lost or damaged item results in a fine of \$80.00.

## 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.

## Printing

Wireless printing is available to students in the library. Instructions on how to utilize this capability can be found on MyDenSem under the Help Desk Tab. Under "Documents for Students" is a section entitled "DSnet Library Printing". The student must have a balance in their printing/copy account. Money may be added to the account in the Business Office in the Graber Administration Building during weekday Business Office hours or at the library circulation desk. Printing, as with copying, costs 10 cents per page. The printers are located in the Student computer lab.

## 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.

## Student Computer Lab

The computer lab, located in the library, is available for student use. It is furnished with computers and laser printers. Contact technology services (x 2020) for details.

## 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.

## **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.

## **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
- Requests for parking decals
- Notary services (by appointment)

## **Notary Public**

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.

## **Writing Center**

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The Writing Center provides services and resources to develop and strengthen students' writing skills during their academic career. It offers tutoring and editing services as well as writing workshops throughout the academic year.

The Writing Center is located in conference room 113 in the library. To schedule an appointment, sign-up on the clipboard outside the door or email the Writing Center at

writing.center@denverseminary.edu or by clicking [here](#). You must be logged in to MyDenSem to view the link.

# Financial Aid

2012-2013

# Financial Aid

The goal of the Financial Aid Office is to provide students with the best possible assistance in order that they may pursue their calling for an education here at Denver Seminary. With exception to federal aid, this assistance is only available for the first theological degree. This section is supplemented by the financial aid sections in the [Academic Catalog](#) and on [the website \(www.denverseminary.edu/financialaid\)](#). For detailed information on Tuition and Fees, see the [Financial Information](#) section.

## Types of Financial Aid

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As stated in the [terms & conditions](#), all institutional aid (grants, scholarships, discounts) requires that (1) applicants demonstrate financial need (according to the [FAFSA](#)), and (2) recipients enroll full-time (9 semester hours) unless otherwise stated. Federal loans require that recipients enroll half-time (5 semester hours). Extensive eligibility details are published in the Eligibility section below.

### Institutional Aid

A listing with descriptions of all available grants, scholarships and tuition discounts are published in the Scholarship Application Packet and the Academic Catalog.

### External Scholarships

[External scholarship resources](#), including scholarship search engines, can be found on the Grants & Scholarships page at [www.denverseminary.edu/financialaid](#).

### Federal Loans

Financial literacy is the first step to successful debt management. The [Loan Management](#) page is designed to help students consider all aspects of debt management, including but not limited to (1) average anticipated salaries, (2) recommended debt-to-income ratios, (3) estimated monthly payments, (4) various repayment plan options. Borrowers with high aggregate student loan debt (typically \$40,000 or more) will be required to develop a financial plan with the Financial Aid Office by completing a budget worksheet and possibly also meeting with a financial aid counselor. Borrowers are encouraged to regularly monitor the National Student Loan Data System ([www.nslds.ed.gov](#)) and the Federal Student Loan Servicing site ([www.myedaccount.com](#)) to ensure up-to-date awareness and accuracy of their loan details.

### Federal Loan Types

Upon the termination of the subsidized portion of the federal student loan program at the graduate level, the Direct Unsubsidized Loan is now the primary student loan program available. Students who need additional assistance beyond the Direct Unsubsidized Loan are encouraged to consider the [Direct Graduate PLUS Loan](#) program prior to pursuing alternative loan programs from private lenders. Further information on these programs, such as interest rates, origination fees, annual limits and application steps can be found in the [Academic Catalog](#) and on the [Research Student Loans](#) page of our website.

### Federal Work Study

At Denver Seminary we disburse our [federal work study](#) funds to our various institutional departments. Those departments then [advertise work study positions](#) alongside other available on-campus positions. Unlike other financial aid work study awards are not offered through the [Award Letter](#), rather students apply for a work study position in similar fashion to other on-campus

jobs. Those who are hired will see work study funds disbursed to them through a monthly paycheck. [Application steps](#) include completing a [FAFSA](#) and applying for an [open position](#) (located on the [Student Employment](#) page of [MyDenSem](#), log-in required).

Available off-campus positions will be advertised on the Seminary's job board at [www.denverseminary.edu/job-board](http://www.denverseminary.edu/job-board).

### **Veterans Benefits**

Denver Seminary works with the Department of Veterans Affairs to ensure that eligible recipients of veterans educational benefits obtain the assistance that is available, including but not limited to the following programs: Post-9/11 GI Bill, Montgomery GI Bill, Vocational Rehabilitation, Tuition Assistance. Additional details on these programs are located on our Veterans Benefits page at [www.denverseminary.edu/financialaid](http://www.denverseminary.edu/financialaid).

### **Eligibility**

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To be eligible for most types of financial aid, a student must (1) be accepted into a degree program; (2) complete the FAFSA ([www.fafsa.gov](http://www.fafsa.gov)) each academic year; (3) enroll at least at half-time status (five hours) each semester (although most scholarships require at least full-time status, which is a minimum of nine hours each semester); and (4) maintain satisfactory academic progress (min. 2.0 cumulative GPA; 2.75 for certain programs). Students who do not maintain eligibility may be required to return funds that were disbursed and start repayment of any previously acquired federal loans. Maintaining eligibility is also contingent upon course completion. The student will be required to return at least a portion of the award(s) back to Denver Seminary if any courses required for financial aid eligibility are dropped after the semester starts or are not completed with passing grades. Adjusted amounts will be based on final enrollment status. The [tuition refund policy](#) and [financial aid return policies](#) contain further details and should be read prior to dropping any classes after the semester's start date.

Eligibility for need-based awards is calculated using the [Expected Family Contribution \(EFC\)](#) from the FAFSA and the estimated [Cost of Attendance](#) budget set by the Financial Aid Office. Once the total amount of financial aid received (including [external scholarships](#)) the student is no longer eligible for any further financial aid for that academic year.

[International students](#) receiving financial aid are required to return to their home country immediately upon completion of the degree. Failure to do so will create a debt with the Seminary for all previously disbursed funds and a hold will be placed on the student's transcript. The recipient will be required to fully pay down the debt through a direct payment or a payment plan before an official transcript will be released. This policy applies to graduates who stay in the U.S. after graduation to pursue a job and/or further education.

See the [Terms and Conditions](#) at the end of this Financial Aid section for exhaustive information on financial aid eligibility.

### **Satisfactory Academic Progress**

Students are required to maintain satisfactory progress toward their degree in order to continue eligibility for institutional and federal financial aid. Satisfactory progress requires a minimum 2.0 cumulative GPA, or 2.75 for certain degree programs. Standards are listed in all scholarship application packets and are also available on the Denver Seminary website.

## Application

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Applying for financial aid begins with completing a [Free Application for Federal Student Aid \(FAFSA\)](#) and a Scholarship Application. The FAFSA determines eligibility for federal loans, federal work study, seminary grants and need-based scholarships. The Scholarship Application Packet contains a Scholarship Guide (lists and describes every available award), a Scholarship Application (the form used to apply for institutional aid), and all applicable directions and details related to the scholarship application process. Both forms must be completed on an annual basis in order to maintain eligibility for all financial aid, with exception to renewable scholarships. Additional details on each form and process can be found in the Academic Catalog and the website ([www.denverseminary.edu/financialaid](http://www.denverseminary.edu/financialaid)).

## Awarding and Disbursing Aid

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Awards are communicated through an electronic [Award Letter](#), which the recipient is required to

### Scholarship Committee

Beginning in April for fall-starts and November for spring-starts, the Scholarship Committee (made up of various departmental representatives, such as Admissions, Student Life, Faculty, etc.) meets on a monthly basis leading up to the applicable semester to award grants and scholarships (tuition discounts are not competitive, and thus are awarded not by the Committee but based solely on eligibility) to applicants who completed their application by the applicable deadline (see the Application section for details on deadlines). All applicants are notified of results via email (award recipients via an electronic [award letter](#)) by the end of the applicable month (for example, if the completed application is submitted by the April 1<sup>st</sup> priority deadline, the notification of results will be emailed by the end of April).

### Award Letters

Award recipients will be required to return a completed and signed [award letter](#) to the Financial Aid Office in order to become eligible for disbursements. Those accepting loans are required to accept the Debt Literacy Statement, a customized summary of the student's aggregate student loan debt (taken from the [National Student Loan Data System](#), or NSLDS, upon submission of the FAFSA), anticipated monthly payment, and annual salary required to reasonably manage that debt. Additional required application steps are also listed on the award letter (such as Entrance Counseling for first-time loan recipients, or the [thank you letter](#) for scholarship recipients; see the Application section for additional details).

### Financial Clearance

All students must be financially cleared by the [Financial Clearance](#) Deadline (typically noon, 10 calendar days prior to the start of the semester, with exception to the [Intersession and Summer terms](#) which is the Friday before the first class starts). Clearance can be gained by having 100% of the tuition/fees balance covered by a combination of direct payment, payment plan, and/or financial aid. Awards accepted through the [award letter](#) will appear on the student's [Course and Fee Statement](#) on [MyDenSem](#) as "pending aid" within 1 week of submission of the award letter (although no earlier than June 15 for fall-starts or December 15 for spring-starts). Students are financially cleared for all pending aid.

Students who need assistance with calculating a combination of financial aid, payment plan and/or direct payment(s) may find the [Net Price Calculator](#)

(available at [www.denverseminary.edu/financialaid](http://www.denverseminary.edu/financialaid)) to be a helpful tool.

## Disbursements

Loans will be disbursed to student accounts no earlier than 10 calendar days prior to the start of the semester (per federal regulations). Institutional aid (scholarships, grants, discounts) will be disbursed to [student accounts](#) no earlier than the drop/add date (10 business days after the start of the semester). Refund checks will be mailed to students on the Friday after a credit balance is created on the student account. The student will need to contact the loan servicer directly if any funds need to be sent back to the lender post-disbursement. Loan servicer contact information (and other loan details) can be found on the National Student Loan Data System (NSLDS).

## Right to Cancel

Students have the right to cancel any accepted awards at any time. The process to do so will depend on the timing of the request. [Contact the Financial Aid Office](#) for details.

## Terms and Conditions

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All financial aid awards are subject to their [terms & conditions](#). Award recipients are required to read and accept each term and condition on the [Award Letter](#).

## Financial Aid Code of Conduct

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The staff of Denver Seminary's Financial Aid Office is committed to the highest standards of professional conduct. We are members of the [National Association of Student Financial Aid Administrators \(NASFAA\)](#) and follow [their code of conduct](#).

## Contact

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Additional information can be found on the financial aid website at

[www.denverseminary.edu/financialaid](http://www.denverseminary.edu/financialaid) (including [Frequently Asked Questions](#)). New information is communicated to students through the weekly [Campus News](#) emails and sometimes through the Financial Aid Office's [Managing Your Moolah blog](#).

For direct assistance please contact the Financial Aid Office at 303-762-6888, 800-922-3040 ext. 1239, or [financialaid@denverseminary.edu](mailto:financialaid@denverseminary.edu).

# **Financial Policies and Services**

2012-2013

# Financial Policies and Services

## 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 in the Business Office Monday - Thursday 8:00 a.m. to 5:00p.m., and Friday, 8:00 a.m. to 4:30 p.m.. 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 Bursar's Office in the Business Office.

## Tuition and Fees for 2012-2013

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The tuition and fee schedule that follows is effective beginning with the fall 2012 semester. Tuition, fees, and other expenses are subject to change without notice and are due by the dates that are published each semester. Students may pay their tuition balance in full, obtain a guaranteed student loan, or set up a payment plan (if available). Because of contributions to Denver Seminary, students pay only a portion of the real cost of their education. For information on Financial Aid, click [here](#).

### Tuition

#### Residential master's degree programs, fall and spring

1-6 hours, per semester hour .....	\$575
7-11 hours, per semester hour.....	\$525
12+ hours, per semester hour .....	\$485
Master's degree programs, intersession and summer, per semester hour .....	\$485
Internship, per semester hour .....	\$485
Auditing, master's degree programs, per semester hour .....	\$160

#### InContext degree program

per semester hour .....	\$525
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#### Doctoral program, fall and spring

Doctor of Ministry courses, per semester hours .....	\$495
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#### Activity Fee (residential students only)

Fall and spring (charged to students enrolled in two or more credit hours) .....	\$10
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#### Deposit

Enrollment deposit\*

New and reentering master's-level, degree-seeking students;

all programs except MA in Counseling .....	\$50
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MA in Counseling program students .....	\$250
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\*Note that the enrollment deposit is applied to the first semester's tuition

## Books and Supplies

Annual cost, based on twelve hours per semester and averaged across programs .....\$900

## Miscellaneous Fees\* and Other Expenses

Application processing fee, master's-level (nonrefundable)

Degree-seeking applicants.....\$45

Nondegree applicants.....\$35

Auditor applicants.....\$15

Advanced standing exam application fee, per exam .....\$50

Late registration fee .....\$25

Late payment fee .....\$35

Change in schedule after payment deadline, each transaction .....\$25

MA thesis continuation fee .....\$150

Course extension Application Fee .....\$100

Counseling internship continuation fee .....\$200

CF 611 Christian Formation and Soul Care Intensive fee .....\$275

CHP650 Community-Based Clinical Pastoral Education fee.....\$200

CO 510 Counseling Foundations fee .....\$270

CO 511 Counseling Practicum fee .....\$200

CO 525 Career Development and Assessment fee .....\$40

CO 526 Therapeutic Communication fee .....\$20

CO 539 Group Experience fee .....\$485

CO 602 Assessment and Measurement fee.....\$30

CO 657 Counseling Responses in Crises and Disasters fee .....\$100

IM 611 Globalization in Theological Education fee (urban and Native American sections only)...\$300

T/M500 Introduction to Christian Formation and Training and Mentoring fee .....\$250

\*Note that fees are nonrefundable

## Audit

Those eligible to audit a course in which a transcript record is kept pay, per credit hour, approximately one-third of the lowest tuition rate. Those eligible to audit without a transcript record may audit a course for a \$35 fee. A copy of the Denver Seminary audit policy is available in the Registrar's Office.

## 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 (Bursar's) Office in the Graber Administrative building 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.

## **Payment Plan**

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Denver Seminary's [business office](#) offers an in-house payment plan option for students who can afford to make monthly payments on at least a portion of the tuition/fee balance. Those who want to put only a portion of the balance on a payment plan due to other types of coverage (i.e. financial aid recipients, those making an up-front direct payment, recipients of outside assistance) can use the [Net Price Calculator](#) to help estimate monthly payment amounts.

### **Plan Details**

3-4 monthly payments per semester, due on the 15th of each month:

- Fall semester: Aug, Sept, Oct, Nov
- Spring semester: Jan, Feb, Mar, Apr
- Summer session: May, June, July

### **Payment Plan Enrollment fees:**

- Fall semester: \$45
- Spring semester: \$45
- Summer session: \$35

Plans are available for any student for any amount. Each semester requires separate enrollment. Enrollment in a plan allows for financial clearance.

### **Enrollment**

Once there is a balance on the student account (after registration) students can enroll through the ["MyDenSem" tab on MyDenSem](#).

Plans are set up and maintained by the Business Office:

- [Business.Office@DenverSeminary.edu](mailto:Business.Office@DenverSeminary.edu)
- Direct: 303-762-6891
- Toll free: 800-922-3040 ext. 1212

### **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.

# **Academic Policies and Services**

2012-2013

# Academic Policies and Services

## 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.

### **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; all with truthfulness and honesty in their relations with each other.

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.

## **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.

## **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.

### **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.

### **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.

### **Course Taping Policy**

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Students must always request the instructor's permission to make audio or video recording of a course. Individual instructors have established minimum attendance requirements for their courses. "Taking the course" by listening to recordings made in class is not permitted except in formalized individualized study situations. The library is not responsible to record classes for students because of personal schedule conflicts.

### **Extensions of Course Work**

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Students are required to complete all course work during the semester or session (intersession or summer) in which courses are taken. Some students may need to reduce the number of classes taken each semester to accomplish this.

The Seminary does recognize that on occasion extenuating circumstances may warrant the granting of additional time to complete course work\*. Such situations require the approval of the Dean of Students.

*Additionally, a fee of \$100 will be charged for an extension request.*

Extenuating circumstances that may warrant an extension include such events as:

- death in the family
- serious illness or accident that required hospitalization and prevented the student from attending class or completing the work

Events that would *NOT* be considered extenuating include:

- being too busy
- travel plans
- employment demands
- ministry commitments
- minor illnesses

Extensions, when granted, are for a period of one week to no more than eight weeks. Failure on the part of the student to complete all the required course work in the allotted time will result in a grade assignment based on course work completed up through the last day of the approved extension period.

*For the fall and spring semesters, course extension forms and proper medical documentation (if applicable) must be submitted to [John Wood](#), Dean of Students, prior to noon on the Friday before the last week of the semester. For intersession or summer classes, course extension requests are due no later than noon on the last day of the session.*

*\*Extension requests cannot be granted for projects or thesis and are not available to graduating students unless the graduation date is postponed.*

## **Gender-Inclusive Language**

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In your writing at Denver Seminary, you will be required to use gender-inclusive language except when referring to God or when using a direct quote from another source.

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:

### **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.

### **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.

### **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.

### **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.

**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.

**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.

**Substitute “one” (“one’s”).**

As a person matures, his goals and objectives change.

*becomes*

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

**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.

**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.

### **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.

### **Transcript Request**

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There is a \$5.00 charge for each official transcript that is requested (\$15 for a rush request). Transcript requests must be made in writing to the Registrar's Office and include the student's signature. A transcript request form may be downloaded from the Denver Seminary website at <http://www.denverseminary.edu/registrar-forms>.

### **Withdrawal/Leave of Absence from Seminary**

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Students who withdraw or take a leave of absence from seminary must complete the appropriate form available online and in the Registrar's Office. Those who do not intend on withdrawing, but who wish to take a leave of absence should complete the same form but indicate the desired leave of absence and the intended semester of return. The maximum length of time for a leave of absence is one calendar year. Those who do not return by the next semester (fall or spring) after the one year will need to reapply through the Admissions Office. Example: A student is last enrolled in spring of 2012. He/she has an approved leave of absence through the spring of 2013. That student must reenroll by the fall of 2013 or be withdrawn. *NOTE: A student who returns from a withdrawn status is subject to the catalog requirements in place at the time of reentry.*

# **Official Statements and Policies**

2012-2013

# Official Statements and Policies

## 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. Denver Seminary upholds all federal, state, and local laws.

## 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, Kent Quackenbush. 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. For emergency contact information see [Emergency Procedures](#).

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.

## Discipline and Suspension for Non-Academic Concerns

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The "[Guidelines for a Christian Lifestyle](#)" constitutes minimal behavioral expectations in light of Denver seminary's commitment to graduate individuals who are "fit for ministry." The Seminary is committed to employing a redemptive approach to concerns while also maintaining the safety and wellbeing of all persons working or living on campus. Students who engage in behavior outside of these guidelines or other clear Biblical teachings and/or student handbook policies may be subject to non-disciplinary intervention or disciplinary action, up to and including dismissal.

During the year, any member of the Denver Seminary community may report a concern to the Dean of Students. The Dean of Students may be assisted by other administrators to determine the appropriate response on behalf of the Seminary.

If the decision is made to attempt to handle the concern as a non-disciplinary matter:

1. Selected member(s) of the Seminary will meet with the student. During this meeting, the perceived concern will be presented and discussed along with specific behavioral expectations that are warranted and potential consequences for non-compliance.
2. If the Student does not appropriately address the concern or if the concern persists, a second meeting may be employed or formal disciplinary action may be initiated. If it is determined that a third meeting is needed to again address the concern, standard protocol is to address it through the formal disciplinary process.
3. If a student going through the non-disciplinary process does not believe that the concern exists or believes it is being handled improperly, the student can file a grievance with the Dean of Students.

If the matter is handled through the formal disciplinary process:

1. Any student going through the formal disciplinary process will be notified of a date/time/location of the meeting. This meeting will be held by the Dean of Students, designee or an appointed committee. At this meeting, the student will be given a written summary of the alleged concern and be given an opportunity to be heard.
2. The student may request that a Denver Seminary faculty or staff person attend the meeting as a silent supporter. The support person may not be someone outside the Denver Seminary community and may not be an attorney. No portions of the meeting may be electronically or digitally recorded. The student is welcome to take notes.
3. After the meeting, a decision of “Responsible”, “Not Responsible” or “Inconclusive” will be decided based upon a preponderance of the information gathered.
4. Once the decision is communicated to the student, the student may petition to file an appeal with the Vice President of Student Life and Enrollment. The appeal must be typed and submitted within three (3) business days. The student will be notified as to whether or not the petition warrants an appeal meeting. If granted, the decision of the Vice President of Student Life and Enrollment is final.

Students found responsible will be sanctioned. Administrative sanctions include Disciplinary Warning, Disciplinary Probation, Suspension or Dismissal. Students may be assigned educational based sanctions designed to assist their growth and/or to make amends. Educational based sanctions will be reviewed to determine if they have been satisfactorily completed or if additional action is warranted.

### **Interim Suspension**

In cases where the safety or wellbeing of a Denver Seminary faculty, staff, students, or their families is determined to be potentially at-risk due to the actions of a student, the seminary may initiate an immediate interim suspension. A student who is interim suspended must leave the grounds of Denver Seminary within the time period mandated and may not return to campus except for a designated disciplinary meeting and accompanied by campus security.

## Drug Policy

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Denver Seminary is an alcohol-free, tobacco-free (smoke and smokeless), and drug-free campus. The possession, distribution, and/or use of narcotics, including medical marijuana, misuse of prescription drugs, and any form of hallucinogens, is strictly prohibited on the campus of Denver Seminary and at all Seminary sponsored events and activities. The possession or use of paraphernalia that facilitates the use of illegal drugs or other controlled substances is also prohibited on campus and at Seminary sponsored events and activities. Whereas Denver Seminary cannot regulate the use of narcotics off campus, all Denver Seminary students are expected to adhere to the "[Guidelines for a Christian Lifestyle](#)." Students who do engage in the above mentioned prohibitions or whose behavior is found to be in violation of the Christian Lifestyle statement will be subject to disciplinary action.

## Weapons and Explosives Policy

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Denver Seminary strictly prohibits the possession or use of all weapons or explosives on campus property including, but not limited to, firearms, bows and arrows, knives, bludgeons, ammunition, devices with the capability of being discharged, and fireworks. Individuals permitted to own or operate the above items, or similar ones, may not bring or store them on campus property including inside apartments of vehicles.

## 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 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](#)."

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 your request will be addressed.

- 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. See [Amendment of Educational Records](#).
  - 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

## **Student Handbook Policy on Gender Roles in Ministry**

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Denver Seminary is committed to training both men and women for all forms of Christian ministry. All who meet our admissions requirements and agree to a common, evangelical confession of faith as reflected in the National Association of Evangelicals Statement of Faith are welcome to any degree program and are supported by the seminary in their pursuit of any ministry vocation. This commitment does not represent a theological stance on the relationship of gender to ministry. Rather, it reflects our educational mission. Denver Seminary provides graduate level training for ministry, but does not offer ordination or credentialing for ministry. Therefore, churches, denominations, and other ministry organizations are responsible to make decisions about who is eligible for particular ministry roles and functions.

Within the parameters of our statement of faith, we celebrate the diversity of traditions and theological distinctives represented within our community by students, staff, and faculty. The contributions of our different backgrounds provide a rich educational opportunity as we listen to and learn from each other. Such a rich formational opportunity always involves tensions and challenges. Many Christians who are equally committed to biblical authority will differ on issues such as gender roles in ministry. On this issue, Denver Seminary intentionally does not take an institutional position so that there is opportunity for continued exploration, engagement, mutual learning, and growth in our respect for each other even when we disagree.

Denver Seminary takes neither a “complementarian” nor an “egalitarian” stance on the issue of gender roles in ministry. Our faculty reflects a diversity of opinion on the particulars of this question while valuing a climate of charitable orthodoxy, i.e. a clear commitment to biblical authority combined with a commitment to mutual respect and civil discourse. Disagreement on this issue is not a matter of biblical orthodoxy or a litmus test for fellowship, even though we may hold our opinions with great conviction.

Recognizing the range of commitments on this issue, even among evangelical Christians with a strong commitment to biblical authority, Denver Seminary expects all students to demonstrate mutual respect for the rights of all other students to prepare for any form of ministry. Charitable, respectful dialogue on the issue is encouraged within these boundaries. *Disrespect or demeaning treatment of other students in any form will not be tolerated due to the educational and formational nature of our seminary’s mission. Statements or actions that exclude or demean other students or faculty on the basis of their gender and their sense of ministry calling will be subject to disciplinary action.*

Accepting a place in the student body of Denver Seminary is a statement of willingness to abide by this policy. We are committed to cultivating and protecting a community in which both men and women are free from derogation of any type and can thrive in their personal and professional development for whatever form of ministry they and their sponsoring fellowships sense the gifts and calling of God.

## **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 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**

1. Student submits a written grievance to the Provost or the Dean of Students.
2. If the Provost and Dean of Students consider that the matter merits it, the written grievance will be submitted 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 or Dean of Students 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**

1. Student submits a written grievance to the Dean of Students.
2. 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.
3. 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.
4. 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.
5. 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.

## **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.

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

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.

Sexual harassment may take place in situations where there is a power differential between the persons involved, as between faculty and student or supervisor and employee, or 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 matriculated.

“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. 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. If the student feels there is a need for expedited review of the complaint, the student should make a request for, and explain the 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 at 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 student filing the complaint, 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.

## **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/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/designee 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 and explain the 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.

### **Suggestions to Faculty, Staff, and Administration**

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Students who wish to make a suggestion are encouraged to speak to the faculty, staff or administrator directly responsible for that area. Students also may take the suggestion to the Dean of Students or a Student Council member. There is a location for comments on the [website](#); a response can be expected within 48 hours.

### **Notice Concerning Title IX**

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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:

John K. Wood  
Dean of Students  
Denver Seminary  
6399 South Santa Fe Drive  
Littleton, CO 80128  
(303) 762-6982  
Email: [john.wood@denverseminary.edu](mailto:john.wood@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.