



# GATEWAY SEMINARY

San Francisco Campus

## 2020-2021 Student Handbook



# THE GATEWAY MISSION

Shaping effective leaders who accelerate the fulfillment of the Great Commission in the churches of the West and on mission to the world.

## SEMINARY SURVIVAL TIPS

### Spiritual

- The daily devotion time is an absolute must, but can easily be ignored or neglected. Guard against this at all costs.
- “Be still and know that He is God” (Psalm 46:10). Do it together with God and know that God’s grace is sufficient.
- In all that is happening around you, be willing to recognize the voice of the Lord and respond properly (1 Sam. 3:10).
- “Whatever you do, do your work heartily, as for the Lord rather than for men” (Col. 3:23).
- “Give thanks in all situations” (1 Thess. 5:18). The best remedy against chronic complaining is persistent thanks.
- Be cheerful encouragers to each other. Express your appreciation and gratitude whenever possible. Join together with other students in regular times of prayer and sharing.

### Practical

- Start early each day reading assignments, studying for exams, working on projects, etc.
- Plan ahead - spread out your tasks and allow enough time to complete them.
- Prioritize your tasks - make up a list of tasks to do for each day, week, and month. Organize, don’t agonize.
- Stick with your plan and do not procrastinate.
- Try to finish most of your class projects by the end of the Easter or Thanksgiving breaks. This way you can avoid cramming everything in the last week of the semester and can devote the last few weeks preparing for final exams.
- Take good care of your body - eat properly, exercise regularly, and sleep enough daily.
- Do your best and learn to take the results graciously. Remember that the failures are not terminal but they can turn out to be blessings in disguise for those who depend on God (Rom.8:28).

# TABLE OF CONTENTS

<b>1. SEMINARY AS A SPIRITUAL COMMUNITY</b>	4	<b>6. STUDENT LIFE</b>	
		Ministry Resume Service	21
<b>2. STUDENT PRIVILEGES AND RESPONSIBILITIES</b>		Student Communications	21
Respect	5	New Student Orientation	21
Privacy	5	Financial Aid	22
Student Relations Committee	6	Graduation Services	22
Grievance	6	<b>7. GENERAL SEMINARY POLICIES</b>	
Harassment Reporting	7	Bulletin Boards/Posting Notices	23
The Issue of Responsibility	8	Change in Address/Phone	23
Ethical Conduct	8	Change in Marital Status	23
Home and Family	9	Facilities and Property Usage	23
Substance Abuse	10	Political Endorsement	24
Information Technology	10	Wireless Access	24
Firearms and Weapons on Campus	11	Downloading of Copyrighted Material	24
<b>3. STUDENT DISCIPLINE</b>		Tobacco-Free Campus	24
Discipline Procedure	12	Campus Emergencies	25
Records	13	California Bureau for Postsecondary Education	25
Sanctions	13	<b>8. HOUSING ACCOMMODATIONS</b>	
Ethical Conduct Violations and Graduation	14	Hotels	26
Plagiarism	14	<b>ADDENDUM</b>	
Involuntary Withdrawal	15	A. Directory	27
<b>4. ACADEMIC SERVICES</b>		B. Academic Integrity Policy: Instruction, Infraction, & Processes for Remediation	29
Catalog Publication	16		
Academic Advising	16		
Books	16		
Registrar	16		
Denominational Affiliation	17		
Theological Field Education	17		
Advanced Track of the MDIV Program	17		
ADVANCE Ministry Preparation	18		
<b>5. CAMPUS SERVICES</b>			
Community Worship	19		
Computer Lab	19		
Employment Assistance	19		
Emergency Financial Assistance	19		
Library	20		
Lost and Found	20		
Vending Machine Room	20		

# THE SEMINARY AS SPIRITUAL COMMUNITY

# 1

*“How good and pleasant it is when brothers dwell together in unity.” Psalm 133:1*

Gateway Seminary exists as a spiritual community. The one thing common to students, faculty, and staff alike is our identity as “called-out” believers in Jesus Christ. Faith and Spirit form all beginning points. Persons involved in this educational enterprise, by virtue of their own personal faith relationship, are in very real ways “knit” to one another. This commonality in Christ creates a spiritual community, whether it is sought after or not.

Being shaped as a leader/minister involves equal disciplines of the mind and the heart. Knowledge *of* God makes little sense without a connection *with* God, and with one another. The seminary seeks to enhance this connection. This quality of “knitting” sustains a healthy spiritual climate. Who is involved in stimulating such a climate? Everyone, but leading the way are faculty members as they model spirituality and as they seek to encourage a community of learning and faith.

# STUDENT PRIVILEGES AND RESPONSIBILITIES 2

*“Test everything. Hold on to the good. Avoid every kind of evil.” I Thessalonians 5:21-22*

## RESPECT

The Seminary recognizes the inherent value of all individuals associated with this campus community and seeks to treat students with grace and compassion. As individuals crafted in God’s image, every person of every ethnicity possesses full dignity and is worthy of respect and Christian love. Gateway Seminary embraces students of any ability, color, gender, national and/or ethnic origin, and seeks to make available to all students equally any rights, privileges, programs, and activities afforded through association with this educational institution.

## PRIVACY

Each semester, the seminary publishes an in-house directory that includes the following information on currently enrolled students: name, current mailing address, phone number, and e-mail address. Students wishing to withhold this information for reasons of privacy (with the exception of their name) will be given opportunity to notify the SFC Office Administrator at the beginning of each semester. At no time shall the seminary release this information publicly without written consent, and then only to parties or individuals demonstrating a legitimate need to access institutional information.

Gateway faculty, staff, and administration seek to maintain a professional level of confidentiality, whenever possible, in regard to personal information disclosed to seminary personnel. This is especially significant given the high value placed on pastoral relationships between students and faculty.

However, confidentiality does not pertain to:

- Student actions or attitudes in clear violation of ethical behavior and therefore indicating the need for conference with the Campus Director.
- Information which demands disclosure to local, state, or federal authorities as prescribed by law.
- Disclosed information that indicates a clear and present danger to the student, the campus/classroom environment, or the community at large.

## STUDENT RELATIONS COMMITTEE

**Student Relations Committee.** The Student Relations Committee of the SFC serves:

- to consider and respond according to faculty and/or administrative policies concerning student academic matters;
- to consider and respond according to faculty and/or administrative policies pertaining to student deportment;
- to request a change in final exam date or incomplete;
- to assist, as requested by the Vice President of Enrollment and Student Services in matters of mutual interest relating to students;
- to recommend to faculty and/or administration new or revised policies related to students as needed.

**Student Affairs.** The Vice President for Enrollment and Student Services is charged with responding to the life needs of students with integrity, efficiency, professionalism and excellence in a way that models servant-leadership.

**Judicial Advocacy.** Students charged with violations of ethical conduct standards have the right to appeal in all matters pertaining to campus judicial procedures (see Handbook p. 12).

## GRIEVANCE

The Seminary understands that the need to resolve grievances sometimes occurs within a campus community. Students who feel they have been treated unfairly or inappropriately should seek to resolve the difficulty through the appropriate staff or administrative officer who manages responsibility in that particular area. Informal issues should first be handled confidentially through an "open door" approach, incorporating all available campus resources and spiritual discernment.

### Informal Grievance Process

Most conflicts can be resolved by discussion with the person(s) directly involved in the matter, be it a faculty member, staff person, or another student. This type of resolution certainly is preferable to more formal actions, and would honor the spirit of scripture as expressed in Matthew 18:15. Scheduled appointments are preferred over drop-in calls/visits. Often a cooling off period is necessary before making contact. Most grievances are not of a nature demanding immediate resolution. A polite, patient, considerate approach is almost always the most effective in resolving the issue.

### Formal Grievance Process: *Step 1*

In the event that satisfactory resolution is not achieved through the informal process, the student may then appeal to the San Francisco Campus Director or Student Relations Committee.

All grievance appeals should be written and should clearly identify the facts surrounding the conflict. Again, appointments are preferred to drop-in visits. Administrative officers will not entertain appeals that have not proceeded properly through the informal grievance process previously described. The written appeal must state with whom the informal process has been attempted and should include copies of any other pertinent documents. The Administrative officer will respond to formal grievances as appropriate and may call for further appointments with the grievant or other persons involved. The officer will respond in writing directly to the student concerned. Grievances should be filed within ten (10) days of the event causing the grievance.

### **Formal Grievance Process: Step 2**

Should the grievant remain unsatisfied with the results of the Step 1 process, he/she may proceed to Step 2 through direct appeal to the President. Such appeals should also be written (as in Step 1) and should contain all pertinent documentation. The President's Office will not accept appeals that have not proceeded through each prescribed step of the grievance process, so the written appeal must reflect all previous steps undertaken. The President is the final stage of the formal grievance process and all decisions of the President are final.

## **HARASSMENT REPORTING**

Gateway Seminary does not tolerate the harassment of individuals with regard to race, color, religion, national origin, gender, age or disability. Any form of verbal, physical, or sexual harassment is not only inconsistent with Christian living but also deemed as illegal gender discrimination according to Title VII of the 1964 Civil Rights Act and Title IX of the 1972 Education Amendments.

No student or employee should be subject to unsolicited and unwelcome sexual overtures or conduct. It is the seminary's policy to strictly prohibit any conduct that constitutes sexual harassment and to discipline any student or employee (whether a fellow student, supervisor, or co-worker) who is guilty of such conduct. Such conduct includes, but is not limited to, offensive jokes, comments, innuendos, and other sexually oriented statements. If you are harassed, confront the harasser and ask him or her to stop. If you are unable to confront the harasser or are unsuccessful in doing so, report your complaint immediately as follows:

- If your complaint applies to a fellow student, please contact the Campus Director, or the Vice President for Enrollment and Student Services.
- If your complaint applies to a faculty/staff member, please contact the Campus Director, or Vice President for Business Services.
- Make your complaint in writing, if possible and include any/all relevant details, names of the person(s) involved and the names of any witnesses.

All reports/complaints of harassment will be investigated thoroughly. Should investigations confirm a case of harassment, the seminary will take proper disciplinary action against all culpable parties. The seminary will endeavor to act upon all complaints promptly. A representative of the seminary will inform complainants of the outcome of the investigation and any consequence to the harasser. There will be no retaliation against an individual, whether student or employee, for filing a complaint.

Any student or employee found to have violated the harassment policy will be properly disciplined, up to and including suspension or dismissal. Likewise, disciplinary measures will be applied should investigations determine that a complaint was fabricated for malicious reasons.

## THE ISSUE OF RESPONSIBILITY

The Seminary is redemptive, not rehabilitative, in nature. Therefore, a person should not come to the Seminary with serious family, health, emotional, or financial problems. The pressures of study, church participation, family, finances, and other factors weigh heavily upon the seminary student and the student's family. These pressures can be a vital factor in the physical and mental health of the student.

Participation in any educational community is voluntary. Moral character is expected and assumed of all students who associate themselves with Gateway Seminary. Volunteer participation implies accountability for moral, ethical, and legal choices. As representatives of Jesus Christ, believers should demonstrate a lifestyle that reflects His character in both public and private behavior. Seminary standards could easily be summed up in Peter's admonition to "be holy in all you do" (1 Peter 1:15). Ethical and moral standards referred to here and in other sections of this Handbook have historic roots in Scripture and are not determined by the changing morality of society. Simple observance of moral responsibility does not constitute spirituality per se, nor do Seminary regulations comprise the entirety of one's responsibility to God. But the willingness to adhere to student responsibilities exhibits spiritual health and a concern for the well-being of the entire campus community.

## ETHICAL CONDUCT

Gateway Seminary is an educational institution of the Southern Baptist Convention and operates within its parameters – expressed through its legal documents, convention decisions, and adopted resolutions. The Seminary assumes each student is a ministry leader, has a proven record of Christian conduct, and has the unqualified endorsement of a local church. The Seminary expects student conduct to meet standards normally expected of ministry leaders in Southern Baptist churches and mission organizations.

The behavior of every student is subject to review at all times during the full duration of enrollment in the Seminary. The Seminary reserves the right, at any time, to investigate student conduct and terminate the enrollment of any student who does not meet the Ethical Conduct Standard. These ethical standards are articulated, but not limited to, the following statements:

- Academic misconduct - including violation of academic policies, plagiarism, or cheating
- Controlled substances – including possession, use, or sale of illegal drugs and recreational marijuana; use of tobacco or nicotine products (including e-cigarettes); or use of alcoholic beverages (see additional statement below)
- Sexual misconduct – including any form of extramarital sexual intercourse, inappropriate displays of affection or attention, lewd and indecent language or conduct, and homosexual behavior
- Making false statements to the Seminary (verbal or written) – including matters related to admission, registration, residential status, other official records, or any forgery/falsification of documents
- Financial impropriety - including mismanagement of ministry funds, non-payment of Seminary accounts, and failure to practice Christian stewardship
- Assault and threats – including fighting, other acts of aggression, abusive behavior, verbal or physical threats, or any disorderly conduct deemed reckless or dangerous



- Theft – including theft of Seminary or personal property, unauthorized entry of Seminary or personal property, or abuse of Seminary property
- Harassment – including demeaning speech or actions, inappropriate racial/ethnic/ cultural comments, or disrespectful behavior toward anyone
- Criminal conviction of any kind

### **Further Statement on Alcohol Use**

The Seminary requires abstinence from alcoholic beverages for the following reasons:

1. Deference - The Seminary is owned by the Southern Baptist Convention which has repeatedly adopted resolutions calling for abstinence among believers.
2. Stewardship - The Seminary will not devote staff time or financial resources to resolve the issues which would inevitably arise if it sanctioned alcohol use.
3. Example - The Seminary recognizes most Southern Baptist churches and missions organizations require abstinence by their leaders and expect the same from future leaders.
4. Wisdom - The Seminary recognizes alcohol is a destructive force in society and abstinence is a wise choice to avoid unnecessary negative consequences.
5. Safety – The Seminary attempts to create a safe environment for family life and learning without unnecessary distractions (all campuses) caused by alcohol consumption.
6. Employment – Seminary graduates who seek employment with Southern Baptist entities must have a track record of abstinence prior to and during employment.

All students are required to sign the Seminary Ethical Conduct Standard form as a part of the admissions process and to abide by the Ethical Conduct Standard while enrolled at Gateway. The Seminary reserves the right to discontinue at any time the enrollment of any student(s) whose quality of performance, active church involvement, personal and ethical conduct, or financial status is deemed unsatisfactory. It is required that students who have given evidence of a divine call, who are preparing for the Christian ministry, and who have sought entrance into an institution administered by a Board of Trustees elected by the Southern Baptist Convention, shall conduct themselves in a manner deemed by the Seminary as conduct becoming a Southern Baptist minister. The Seminary shall initiate disciplinary action should the standard of personal and ethical conduct be violated.

## **HOME AND FAMILY**

Gateway Seminary seeks to foster healthy marriages and healthy families through quality programming, resources, and authentic relationships.

Students encountering marital difficulties during their seminary experience are encouraged to seek assistance through their advisor. The Seminary will extend all available resources, understanding, grace and concern in assisting couples experiencing marital stress (all referrals and information are held in confidence). Married students who become estranged from their spouses are required to counsel with the Campus Director and possibly members of the Student

Relations Committee. All responses from the Seminary to couples in marital difficulty are designed to encourage reconciliation and restitution. Students who experience a change of marital status (separation or divorce) are required to notify the Campus Director. At times, the nature and scope of the separation may impact enrollment status. A student who become separated or divorced is almost always required to withdraw from his/her active degree program for at least one full academic year. This policy exists not as a punitive measure, but to assist the student through a period of emotional/spiritual healing. Students desiring to return to active enrollment following the withdrawal period are required to resubmit admissions documents. The Seminary does not prohibit divorced persons from consideration for enrollment. Exceptions to the above policies may be appealed through the President.

Gateway Seminary supports state law regarding Child Protective Services. State law requires reporting of child abuse or neglect to proper authorities. Children should not be left unattended or placed in any situation on campus that might cause harm or injury.

## **SUBSTANCE ABUSE**

The Seminary acknowledges the social problem of substance abuse and perceives this problem as a serious threat to the health and well-being of our students and the overall campus community. Gateway Seminary, in voluntary compliance with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101- 226), issues the following statements:

- Gateway prohibits the unlawful possession, use, or distribution of all controlled substances (including narcotics, illegal drugs, and alcohol) as well as abuse of lawful prescriptions and medications on Seminary property, or as a part of any school activity, or as a part of any non- school related activity.
- Students found to be in violation of substance abuse regulations will be subject to disciplinary action.
- Persons in the campus community dealing with substance abuse problems who voluntarily seek assistance through the seminary will be aided in confidential referrals for counseling services, treatment, or rehabilitation.
- Gateway cooperates with all local, state, and federal authorities in maintaining and enforcing a drug-free community.

## **INFORMATION TECHNOLOGY**

Controlled access to the Seminary's computer network is crucial to safeguard system integrity. Students who need access to the campus computer network for Internet research, document production, or desktop publishing may attain such access temporarily through the Library Circulation Desk. This temporary access provides students the use of the Gateway Seminary network via the computer lab workstations in the Library. Such access is free of charge; however, student users are accountable to use the network in a responsible manner and to comply with all user regulations. Files cannot be stored on these workstations thus students must have their own portable storage device (ex. USB flash drive) to save any research or work on.

Students are restricted from unauthorized network access. Unauthorized access includes any form of connection/patch to the network using personal laptops or other personal data devices. For example, students may not connect personal laptops or other devices to open network ports nor may they disconnect any Seminary equipment for purposes of accessing ports. Doing so constitutes a serious breach of license. This policy includes all network connections on

campus, including those in the classrooms. In addition, all installed classroom video connections are solely for the purpose of assisting the teaching process. It is not acceptable to disconnect these connections and plug directly into the display monitors. Students found patching into network ports or display ports will be subject to disciplinary actions through the Vice President for Enrollment and Student Services and the faculty Student Relations Committee.

Gateway seeks consistently to uphold and to foster biblical standards of personal integrity, character, and behavior. Accordingly, in offering the privilege of network Internet access, the Seminary exercises the right to limit such access to activities that are consistent with those biblical standards and with the mission of Gateway Seminary as an institution of higher education for ministry leadership. While the Internet provides valuable educational resources, access to the internet is open to abuse in a number of different ways.

Restrictions on Internet use include activities that would result in libel, false representation, copyright violations, licensing violations, intellectual property violations, and other criminal activities. Such limitations also restrict the use of network internet resources to access sexually-explicit material, engage in defamation of character, violate academic integrity, or engage in unauthorized commercial or political activity

Seminary personnel may utilize a variety of means to track Internet usage and the management of documents. All campus network users should be aware that all Internet activity is electronically monitored and that inappropriate use of computer hardware, network systems, e-mail, or external Internet will be reported to the appropriate Seminary authorities. Student violations will result in disciplinary actions.

## **FIREARMS AND WEAPONS ON CAMPUS**

Seminary policy strictly prohibits the possession or use of firearms, or other weapons by any persons on the campus of Gateway Seminary. Students, faculty, and staff are also prohibited from carrying and/or possessing weapons at any time while working or attending seminary or seminary related events. The Seminary also prohibits campus visitors from carrying and/or possessing weapons on seminary property or attending seminary-related activities. Campus visitors include, but are not limited to, vendors, customers and potential customers of the Seminary, excluding law enforcement officers.

# STUDENT DISCIPLINE

# 3

*“...correct, rebuke, and encourage-with great patience and careful instruction.” 2 Timothy 4:2*

**DISCIPLINE IS AN ESSENTIAL TOOL** in the development of Christian character. Discipline serves as a motivator toward self-control and determination and also plays a significant role in shaping believers into the image of Christ. Student discipline at Gateway Seminary is primarily preventive and serves first to encourage and teach desirable choices, attitudes, and behaviors. This disciplinary approach is redemptive in nature and ultimately seeks the restoration and reconciliation of students in violation of ethical conduct. Punitive measures are secondary in purpose. Student discipline assists in the maturation and growth of individuals and serves to insure a safe and healthy campus.

The community, as a whole, shares responsibility for disciplinary matters. In a very real sense, we are to be our “brother’s keeper.” Persons who are known to be involved in inappropriate behavior should first be approached, in a spirit of love and humility, by their peers and confronted and counseled concerning the offence (Matthew 18:15-17, James 5:20). Should such an approach prove unsatisfactory, the matter should then be brought to the attention of appropriate school officials. The Seminary recognizes important distinctions between ethical and illegal behavior/actions. While most ethical matters find management within the Gateway community, illegal acts (in most cases) by law must be reported local law enforcement agencies.

## DISCIPLINE PROCEDURES

Biblically based standards of behavior are well communicated to Gateway students and, hopefully, well understood by all who are involved in the campus community. Therefore, students are accountable to the Seminary for personal actions/behaviors. Students who are suspected of violating the ethical conduct form or of being out of compliance with Biblical conduct expectations will be contacted by the Student Services Office. The Vice President of Enrollment and Student Services will seek to determine the validity of the complaint, which may involve interviews and other fact finding efforts. Conducting investigations based on hearsay or rumor is unlikely for either the Vice President for Enrollment and Student Services or the Student Relations Committee.

If a student suspects that another student is guilty of impropriety and believes the impropriety can be verified, then he/she should notify the Vice President for Enrollment and Student Services immediately to relay the known facts. Refrain from speaking about the matter to other students or Seminary employees. Relay only the known facts/truths and refrain from speculations or interpretations concerning the conduct in question. After the matter has been duly reported, any faculty, staff members, or fellow students involved should maintain an attitude of prayer for the student/person(s) in question and continue to guard confidentiality.

**Inquiry.** The Vice President for Enrollment and Student Services is responsible for the supervision of student conduct and is charged with investigating, processing, and reviewing all alleged violations of Seminary standards and complaints. The Vice President of Enrollment and Student Services receives referrals and conducts confidential inquiries to determine if an offense has actually occurred. This preliminary inquiry may include interviews with all parties involved, both on and off campus.

**Hearing.** The Vice President for Enrollment and Student Services may elect to handle a case personally or may, at his/her discretion, refer the case to the Student Relations Committee for a formal hearing. The Vice President of Enrollment and Student Services may conduct private conferences to discuss the behavior in question and the evidence at hand. These conferences may be held with the chairperson of the Student Relations Committee, the Committee at large, or any other faculty or staff members the Vice President of Enrollment and Student Services chooses to involve.

**Due Process.** Students can expect to be properly notified of the suspected offense(s) being investigated. Students charged with an offense are usually given the opportunity to present their side of the story. Students found to be in violation of ethical conduct standards will receive notification of disciplinary sanctions and rulings.

**Appeal.** Decisions made by the Vice President of Enrollment and Student Services or the Student Relations Committee may be appealed to the President. All decisions of the President are final.

## RECORDS

The Office of Student Services maintains all student conduct/deportment records. Such records are property of the Seminary and not open to public access. Notices of official disciplinary sanctions are copied to the Registrar and filed within student's official academic records, where applicable. In some cases, disciplinary status notations may be removed from academic records by approval of the Student Relations Committee.

## SANCTIONS

Conditions and terms of sanctions are determined on a case-by-case basis. Some disciplinary conditions may include restitution, reconciliation, counseling, campus service, fines, withholding school records, and avoidance agreements. All sanctions issued will be administered impartially and proportionally to the nature and degree of the infraction. All sanctions issued will be determined, decided and administered in a spirit of Christian concern and compassion and, hopefully, employed to bring about redemptive correction in the life of the offender. Possible disciplinary sanctions include:

**Reprimand.** A reprimand is a written notice given to the student specifying the unacceptable conduct and indicating consequences related to further misconduct. Failure to comply with conditions may incur further disciplinary action.

**Disciplinary Probation.** Disciplinary probation is a specified time period during which the student's attitude and conduct are closely evaluated. Special conditions are usually established for successful completion of the probationary period. Formal notation of the probation is filed in the student's academic record. Students on probation forfeit all institutionally funded financial aid and may not hold any position of student/campus leadership. In addition, students on probation may be restricted from campus housing and/or school-sponsored activities. Probation for more than two (2) semesters is normally grounds for suspension.

**Disciplinary Suspension.** Disciplinary suspension is a specific time period during which the student is suspended from active enrollment in, and participation with the campus community. Formal notation of suspension is filed in the student's academic record. Specific conditions are placed on readmission. Consideration for readmission is based on successful completion of all suspension conditions and upon approval from the Vice President for Enrollment and Student Services. Disciplinary suspension may be imposed during or at the end of a semester and readmission may involve an additional period of probation status. In most cases, Disciplinary Suspension for a campus resident will result in loss of campus housing eligibility.

**Dismissal.** Dismissal constitutes official termination of a student's relationship with Gateway Seminary. Readmission is normally not granted. Formal notation of dismissal is filed in the student's academic record.

All students on disciplinary status are held responsible in fulfillment of any financial obligations to the institution. Students who must withdraw from classes during the semester due to disciplinary sanctions are subject to standard school refund policies, as reflected in the current Seminary catalog.

## **ETHICAL CONDUCT VIOLATIONS AND GRADUATION**

From time to time, a student who is anticipating graduation is found to have violated the moral expectations of Gateway Students as expressed in the Ethical Conduct Form either during their time as an enrolled student or while awaiting graduation. In such cases, the response of the Seminary will vary depending on the seriousness of the offense. The Student Relations Committee may be consulted, or in certain cases demanding extreme sensitivity, the issue may be handled directly by the Vice President of Enrollment and Student Services in conjunction with the Vice President of Academic Services and/or the President.

In cases where legal issues are pending, students will usually have their graduation application suspended pending the outcome of their legal issues.

## **PLAGIARISM**

Plagiarism is defined as the practice of taking someone else's written or spoken work or ideas without proper citation and presenting it as original to the student. Plagiarism is a serious offense in higher education. While Gateway recognizes not all cultures accept that plagiarism is dishonest scholarship, it remains the norm in western society and academics. Therefore, at Gateway plagiarism and cheating on exams will be considered an infringement of the institution's academic policy as well as an ethical conduct violation. The following briefly outlines the procedures/policies in dealing with plagiarism were approved by Gateway faculty in 2020. The full policy is included as an addendum.

1. The initial determination of whether an infraction has taken place, or has not, occurs entirely within the setting of the individual class where the assignment was submitted.
2. The student will have a required discussion of the infraction with the professor and/or the Student Relations Committee.
3. Plagiarism resulting from a lack of understanding of what constitutes cheating or plagiarism on the first offense, the professor can choose to allow the student to make-up the work with or without penalty and may suggest or require attending a workshop or seminar on the issue.

4. Plagiarism resulting from an oversight such as footnote without the quote in quotation marks or quotation marks without a footnote may be deemed a minor incident. A third minor incident will be counted as a first major offense.
5. In most cases, willful cheating or major offense plagiarism will result in a failing grade for the assignment and/or a failing grade for the course.
6. The professor will complete an Academic Integrity Incident Report, providing pertinent details including what instruction or training, if any, was suggested or required.
7. The incident report will be placed in the student's academic file in the Registrar's office and the Registrar will communicate the decision to the student.
8. Subsequent instances of plagiarism or cheating are described in the full policy and may result in probation, suspension, or expulsion.

## **INVOLUNTARY WITHDRAWAL**

An Involuntary Withdrawal Policy is enacted to provide Gateway Seminary with proper standards and redemptive procedures governing the investigation and potential removal of students who exhibit unstable mental or emotional health. Of specific concern is the person who:

- Who engages, or threatens to engage, in behavior that is physically harmful to him/herself or others; or;
- Who engages, or threatens to engage, in behavior which would cause significant property damage, directly impede the lawful activities of others, or would significantly affect campus life of Gateway Seminary adversely;
- Whose mental/emotional state renders him/her unable to meet reasonable institutional standards and, therefore, constitutes a disruption to the learning environment; or;
- Is considered to be a threat to the safety of anyone in the Gateway Community.

Copies of the Seminary Involuntary Withdrawal Policy are available for review from the Vice President for Enrollment and Student Services or the faculty Student Relations Committee.

# ACADEMIC SERVICES

# 4

*“Be diligent in these matters; give yourself wholly to them, so that everyone may see your progress” I Timothy 4:15*

## CATALOG PUBLICATION

The annual Gateway Seminary catalog serves as the official publication designed to communicate academic policies/regulations, admissions standards, and course/degree programs. Students should look to the Seminary catalog as the primary source of academic information. The catalog is available online from the Seminary website. Gateway catalog publications are also archived in the Library. Please note that, assuming continuous enrollment in at least one (1) semester per year, a student’s degree program is guided by the catalog published for the year in which that student first enrolls in that degree program.

## ACADEMIC ADVISING

All Gateway students have access to faculty advisors who provide necessary assistance in course counseling, degree requirements and class scheduling. Semester registration and degree progress are primarily self-managed by each enrolled student. Students are encouraged to take the initiative during the semester registration period to contact the appropriate faculty member for any questions related to academic/degree progress. Faculty members also serve as good listeners for student concerns. Should faculty members not be readily available, students may contact the Campus Director or the SFC Administration Office with advising issues.

## BOOKS

Students are responsible to purchase their own textbooks which may be accomplished through the following websites: Lifeway.com, Amazon.com, Christianbooks.com, or other sources.

## REGISTRAR

The Registrar’s Office at the Los Angeles Campus maintains all current academic records and registration documents. Questions concerning degree programs, transfer credits, course bypass and academic transcripts may be directed to the Registrar’s Office for assistance. Students near completion of degree programs must apply to the Registrar’s Office for graduation. The Registrar also maintains record of student’s denominational affiliation and changes in denominational relationships.



## **DENOMINATIONAL AFFILIATION**

A student's denominational affiliation is established upon enrollment in Gateway Seminary. Denominational affiliation is most often confirmed through the standard church endorsement document submitted with all admissions applications. Denominational affiliation as a Southern Baptist informs various Seminary offices as to rate of tuition charged, priority housing eligibility, and financial aid eligibility. Southern Baptist affiliation is further defined as the church to which a student (1) holds active membership in; (2) attends regularly; and (3) in which he/she contributes skills, ministries, and personal resources.

Students who change from Non-SBC to SBC status after enrollment must provide the Registrar's Office with official correspondence from a qualified SBC church pastor (or church clerk) indicating that the student has joined the church in good standing. The letter must reach the Registrar's Office by the official add deadline date in any given semester in order for change-in-status to be in effect for that academic semester. Students who change from SBC to Non-SBC status after enrollment must also provide that information to the Registrar in a timely manner.

## **THEOLOGICAL FIELD EDUCATION**

Most Gateway degree programs include an internship for practical ministry training with evaluation components. This is accomplished through a hands-on ministry practicum that is administered through the Office of Theological Field Education (TFE). Instead of registering online or directly through the Registrar's Office for the Ministry Practicum/TFE class, a student must submit a TFE application directly to the TFE Office and have it approved prior to registration for the required TFE class. The TFE application process takes place each spring semester, prior to TFE participation in the fall, with a May 15 deadline. Information concerning TFE requirements and the TFE application can be found on the TFE homepage of the seminary website. While students applying to take TFE must have completed a year's worth of study, the only prerequisite for taking TFE is course P1111, Introduction to Ministry Formation. A student desiring to complete an approved course substitution for TFE, such as Clinical Pastoral Education (CPE) or course I2361-62, Church Planting Internship, must also complete an application through the TFE Office in the same manner. The TFE Office provides student assistance in completing the application and coordinates the various options designed in meeting the practical ministry requirements. For more information, contact the TFE Office at [tfe@gs.edu](mailto:tfe@gs.edu).

## **ADVANCED TRACK OF THE MDIV PROGRAM**

Students matriculating into the Master of Divinity Program having completed an undergraduate major in Christian Studies, or a like area of study, with a strong grade point average are encouraged to consider and apply for the Advanced Track of the Master of Divinity Program. Such students may be authorized for an individualized MDiv program which is up to 16 hours less than the normal 90 hour MDiv degree course of study. Please refer to the Seminary's Academic Catalog.

## **ADVANCE MINISTRY PREPARATION**

ADVANCE Ministry Preparation provides quality, Bible-based ministry training, usually at the post-high school level, in a geographically convenient and contextualized setting through ministry centers and online. Each center is established under the oversight of the Gateway ADVANCE National Office and in partnership with a church, association, state convention, and/or ethnic fellowship in the development and implementation of the training. Through the work of ADVANCE, the Seminary offers seventeen (17) certificate programs, fifteen (15) diploma programs, and thirteen (13) leadership diploma programs. Equipping leaders for discipleship and ministry is at the heart of ADVANCE training.

# CAMPUS SERVICES

# 5

*“And do not forget to do good and share with others for with such sacrifices God is pleased.” Hebrews 13:16*

## COMMUNITY WORSHIP

The primary campus venue for worship is the chapel service held on the first Monday of each month from 7:20 p.m. to 7:50 p.m. during the fall and spring semesters. The chapel experience is designed for the adoration of Christ, the exposition of His Word, and the inspiration and edification of the worshipper. The Seminary embraces corporate worship as a vital component of a Christ-centered education. Students are encouraged to attend chapel in conjunction with faithful attendance and service in their local church.

## COMPUTER LAB

The campus Computer Lab supports three dedicated workstations and serves as a student research resource. A fourth computer is equipped with a book scanner and is reserved for duplication purposes. They are located in the Library and intended for student use. Please see the librarian for login info. They offer access to basic Microsoft Office suite applications, presentation software, and the Internet. Files cannot be stored on these workstations thus students must have their own portable storage device (ex. USB flash drive) to save any research or work on. The computer lab is accessible whenever the Library is open (see p.20). Report computer or network problems to the Library Reference Assistance.

## EMPLOYMENT ASSISTANCE

Enrolled students seeking secular employment opportunities, as well as ministry positions can access position openings information through the Gateway online “Job Board.” These services are provided through the “About/Employment” section of the Seminary website. Various jobs are also posted on the “Opportunities” bulletin board located in the upstairs hallway. For on-campus student employment opportunities, please contact the SFC Administration Office at (510) 449-0654.

## EMERGENCY FINANCIAL ASSISTANCE

The Seminary manages several forms of student benevolence for emergency needs. Limited benevolence funds are available for students in financial crisis who meet particular qualifying criteria. Information/applications for emergency financial assistance is available through the Student Services Office at [studentservices@gs.edu](mailto:studentservices@gs.edu). Tuition assistance for qualified Gateway students is provided through the Seminary Financial Aid Program.

## **LIBRARY**

The SFC library is open on Mondays, 9:30 a.m. to 9:30 p.m., Tuesdays, Wednesdays and Fridays, 9:00 a.m. to 5:00 p.m., and 2:30 p.m. to 10:00 p.m. on Thursdays. The library is closed on Saturdays unless otherwise specified. The librarian is available to help students with research Mondays to Fridays. The library is always closed on Sundays. For holiday closures, exceptions, or changes to library hours, see <https://www.gs.edu/about/library/library-hours/>.

The SFC library houses a collection of approximately 18,000 books and other resources. Numerous on-line theological databases and journals are available for student use, as well as many hard copy periodicals.

Students may borrow up to thirty-five items for four-week check-out periods. Most library material can be renewed twice. Reference materials may not be used outside of the Seminary building.

Through Intercampus Loan (ICL) San Francisco students have ready access to the approximately 170,000 resources held by the five campuses of the Gateway Seminary Library System Collection. Through cooperative agreements with local theological institutions, SFC students also have loan privileges for an additional 850,00 volumes and 2500 current periodical subscriptions. Further material needs can be filled through US or international libraries using InterLibrary Loan (ILL).

## **LOST AND FOUND**

Misplaced items around campus find temporary shelter at the Library. Please bring any found items to the Library during regular library hours. Students should notify Administration Office concerning any lost goods or materials left in locked areas. Items remained “unclaimed” from the Lost & Found are donated to local charities at the end of each semester. Any student who suspects an item has been stolen should immediately file a report with the SFC Administration Office.

## **VENDING MACHINE ROOM**

The Vending Machine Room is located on the ground floor. It offers vending/snack machines and seating to enjoy your meal breaks. Only dry food and covered drinks are permitted outside the Vending Machine Room (except water).

# STUDENT LIFE 6

*"May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus..."*  
*Romans 15:5*

## MINISTRY RESUME SERVICES

The primary function of Ministry Resume Services is to assist Gateway students and alumni in connecting with Southern Baptist churches throughout the United States for pastor/minister searches.

This special service is managed electronically through the Student Services Office at the Los Angeles Campus and is accessible through the "About/Employment" section of the Seminary website. All necessary information and instructions may be found on the Ministry Resume Services page. Ministry candidates post personal resume information directly to the database for access by various church search personnel.

The California Southern Baptist Convention also posts positions and resumes at [www.csbc.com/ministry-resources](http://www.csbc.com/ministry-resources).

## STUDENT COMMUNICATIONS

**Student Handbook.** The Gateway Seminary Student Handbook provides important information on the various school offices/services of and pertinent policy/procedures which govern student relationships with the seminary.

**The Loop.** The Loop is a weekly electronic newsletter/bulletin sent to all registered students via e-mail. The Loop provides a great vehicle for connecting students to what is taking place on campus, and needs of churches. Students are encouraged to register changes to e-mail accounts with the Registrar's Office each semester in order to stay connected.

**San Francisco Campus News and Update weekly email.** The SFC staff sends out a weekly News and Update email to SFC students to inform of upcoming events, important dates, job opportunities, and other pertinent info.

## NEW STUDENT ORIENTATION

New Student Orientation is designed to facilitate familiarity with Gateway academics, personnel, campus services, registration, seminary life, and general seminary policies/procedures. Students find the fellowship, instruction and "spirit" of orientation to be extremely helpful toward assimilation into the seminary community and academic success.

Orientation is normally scheduled each fall and spring semester on the Saturday one week preceding the first day of classes. A library orientation is also included.

## **FINANCIAL AID**

The Financial Aid Program at Gateway manages multiple, internal scholarship funds. These scholarships are organized into various categories according to the intent of the donors. The application deadline is May 1, for the upcoming academic year. Approved applicants may be awarded financial aid from one or several scholarship categories, depending on eligibility. In addition to internal financial aid, the Seminary partners with sister organizations that provide external scholarship funds. Examples of such organizations include state Baptist conventions, various Baptist associations, mission boards and individual churches. Students normally apply directly to these agencies or organizations; however, some external scholarships may be accessed through our own Financial Aid Program. Gateway also seeks to expose our student body to potential third-party scholarships such as those offered through corporate sponsorships and general educational services, as well as those available through non-Southern Baptist entities. For more information on financial aid, or to apply for financial aid, please go to [www.gs.edu/admissions/financial-aid](http://www.gs.edu/admissions/financial-aid).

## **GRADUATION SERVICES**

The SFC Administration Office oversees Seminary commencement events and graduate preparations. Specific questions regarding graduation eligibility and applications should be directed to the Registrar's Office. The San Francisco Campus only offers a commencement service in the spring semester. Students graduating may apply to participate in the ceremony at the San Francisco Campus or apply for absentia graduation. Graduation information packets are mailed six (6) weeks in advance of commencement dates. Students wishing to request an exception to the ceremony or other graduation policies must complete and submit the Request for an Exception to Graduation Policy form, found on the Graduation Page in Haven, our administration web portal.

# General Seminary Policies

# 7

*“But everything should be done in a fitting and orderly way.” I Corinthians 14:40*

## **BULLETIN BOARDS/POSTING NOTICES**

Supervision and maintenance of public bulletin boards is the responsibility of the SFC Office Administrator. Campus bulletin board exists primarily to keep students informed of job and ministry opportunities. Any/all items to be posted must be submitted to the SFC Office Administrator. Students are not allowed to post or remove posted items without permission. Posters, flyers and announcements may not be attached to windows or to other building space. The main “information central” boards are located near the north end of the building on second floor and serve as the primary campus location for student news and information.

## **CHANGE IN ADDRESS/PHONE**

Any/all changes in personal contact information must be reported to the SFC Office Administrator for proper maintenance of educational records. Specific changes include residential/postal address, home/office/cell telephone number(s), and e-mail addresses.

## **CHANGE IN MARITAL STATUS**

Any/all changes in marital status must be reported to the SFC office for proper maintenance of educational records. The Campus Director is available for pre-marital counseling referrals and resources. For policy matters concerning students in marital difficulties please refer to the section on Home & Family (see p. 9).

## **FACILITIES AND PROPERTY USAGE**

The Vending Machine Room also serves as the students’ break room. Soft drinks and snacks are available through vending machines. Students are asked to help keep the break room clean. Please deposit trash and recyclable items in designated places. The refrigerator is emptied weekly on Friday. These acts of courtesy are appreciated.

Parking is available free of charge for all enrolled students. A parking permit is required and must be displayed while vehicles are parked on campus. Vehicles and motorcycles without proper permits are subject to fines and may be towed at the owner’s expense. Please park in the designated area and observe the handicap markings. All students are encouraged to practice personal security. The Seminary is not liable for theft or damage, caused by other persons, or acts of nature to personal property within, or to, your vehicle(s). If you have such issues, please contact the proper law enforcement authorities and file a report with the SFC Administration Office.

## **POLITICAL ENDORSEMENT**

All students are encouraged to be actively involved in the political processes of our city, state, and nation. Christians are called to be salt and light in this important arena and should encourage responsible government through prayer and the exercise of voting rights. Students must not engage in partisan political activity, however, as representatives of the Seminary, but as private citizens. As a matter of conviction and policy, Gateway Seminary does not engage in partisan political activities of any kind, including endorsements, contributions, publicity, or accommodation in connection with any election, political convention, or other partisan political event. Therefore, the Seminary does not permit signs, posters, petitions, or other forms of partisan support on campus property, or in any Seminary-sponsored media or event. Such restrictions do not curtail the individual's exercise of free speech, which may include personal expressions of political endorsement.

## **WIRELESS ACCESS**

The Seminary provides a wireless network (SSID: BAC-Student) for student access through their personal devices for Internet access. This access is provided free of charge and no special login is required. The network key needed to access the network is posted in the Campus Lounge. It can also be obtained from the Administration Office. This access is subject to the same acceptable use policies as the Computer Lab. That is, it is provided for access to the Internet for research purposes while on campus, checking your external email, and so forth. It is not, however, intended as a substitute for a personal ISP (Internet Service Provider) and should not be used to download large files (e.g., to update your computer, download software, etc.) or to stream media (music, movie, etc.) except when needed during a presentation.

## **DOWNLOADING OF COPYRIGHTED MATERIALS**

It is both illegal and unethical to download copyrighted materials without the copyright owner's permission, including printed or written materials, music, movies, or any other form of intellectual property. As such, students may not use the Gateway Seminary network (whether the wired network on the Computer Lab workstations or the wireless network using personal devices) to illegally download such materials.

## **TOBACCO-FREE CAMPUS**

The use of tobacco in any form constitutes a health threat to both users and bystanders. Gateway Seminary supports and maintains a smoke-free environment. The use of all tobacco products is prohibited in all campus buildings and on campus properties.



## **CAMPUS EMERGENCIES**

Campus situation(s) that pose emergencies to life or property should be reported immediately to 9-1-1 dispatchers. Please report campus related emergency to the Administration Office or at (510) 449-0654. Please report any campus related calls to 9-1-1 to the Administration Office. First Aid kits are located in the Library and the Administration Office. In the unlikely event that classes must be cancelled due to earthquake, fire, or other natural or manmade emergencies, students should tune to local radio stations for emergency announcements or access the Seminary home page at [www.gs.edu](http://www.gs.edu) for disaster information. As per state law, fire extinguishers are located in multiple places on both floors. For those fully trained, a defibrillator is located in the first floor hallway.

## **CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

Pursuant to the California Private Postsecondary Education Act of 2009 Gateway Seminary of the Southern Baptist Convention qualifies for the religious exemption status from the California Education Code section 94874(e). The Bureau for Private Postsecondary Education makes no evaluation of the administration, faculty, business practices, financial condition or quality of the offerings by this institution. Any person desiring information about the requirements of the act may contact the Bureau at PO Box 980818, West Sacramento, CA, 95798-0818 or use the website [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **Complaint Procedure**

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at the follow address, email, fax, or phone numbers:

#### **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

Address: P.O. BOX 980818  
West Sacramento CA 95798-0818  
Phone: (916) 574-8900  
Fax: (916) 263-1897  
Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

# HOUSING ACCOMMODATIONS

# 8

*“Serve wholeheartedly, as if you were serving the lord, not men.” Ephesians 6:7*

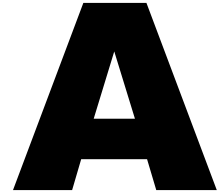
The San Francisco Campus does not provide any student housing accommodations.

## HOTELS

A partial list of hotels located near the campus is provided below. This list is provided as a courtesy and does not constitute endorsement by the Seminary:

- Best Western Plus Garden Court Inn (Fremont): [www.bestwestern.com](http://www.bestwestern.com) or (510) 792-4300
- Chase Suite Hotels (Newark): [www.chasehotelnewark.com](http://www.chasehotelnewark.com) or (510) 795-1200
- Comfort Inn & Suites (Newark): [www.choicehotels.com](http://www.choicehotels.com) or (510) 795-7995
- Extended Stay America (Fremont): [www.extendedstayamerica.com](http://www.extendedstayamerica.com) or (510) 794-9693

# ADDENDUM



## DIRECTORY

### San Francisco Campus

38891 Mission Blvd., Fremont, CA 94536  
(510) 449-0654

<b>Dr. Gary Arbino</b> Professor of Archaeology & Old Testament Interpretation	<a href="mailto:garyarbino@gs.edu">garyarbino@gs.edu</a>	(510) 449-0633
<b>Dr. Andrew Flagg</b> TFE Coordinator	<a href="mailto:andrewflagg@gs.edu">andrewflagg@gs.edu</a>	(510) 449-0634
<b>Ms. Elisabeth Liu</b> Office Administrator	<a href="mailto:elisabethliu@gs.edu">elisabethliu@gs.edu</a>	(510) 449-0621
<b>Dr. Jonathan McCormick</b> Librarian	<a href="mailto:jonathanmccormick@gs.edu">jonathanmccormick@gs.edu</a>	(510) 449-0622
<b>Dr. Max Stabenow</b> Campus Director; Associate Professor of Leadership Formation	<a href="mailto:maxstabenow@gs.edu">maxstabenow@gs.edu</a>	(510) 449-0640

### SFC Student Relations Committee:

- Dr. Gary Arbino
- Ms. Elisabeth Liu
- Dr. Max Stabenow

### Los Angeles based Faculty & Staff

3210 E. Guasti Rd., Ontario, CA 91761  
(909) 687-1800

<b>Mrs. Deena Carter</b> Director of Student Success & Registrar	<a href="mailto:registrar@gs.edu">registrar@gs.edu</a>	(909) 687-1468
<b>Dr. Rick Durst</b> Chair, Historical/Theological Studies; Professor of Historical Theology	<a href="mailto:rickdurst@gs.edu">rickdurst@gs.edu</a>	(909) 687-1644
<b>Dr. Lisa Hoff</b> Director, Kim School of Intercultural Studies; Chair, Global Missions and Intercultural Studies; Associate Professor of Intercultural Studies	<a href="mailto:lisahoff@gs.edu">lisahoff@gs.edu</a>	(909) 687-1672

<b>Dr. Adam Groza</b> Vice President, Enrollment and Student Services Associate Professor of Philosophy of Religion	adamgroza@gs.edu	(909) 687-1450
<b>Dr. Paul Kelly</b> Chair, Educational Leadership; Professor of Educational Leadership	paulkelly@gs.edu	(909) 687-1624
<b>Dr. Michael Martin</b> Vice-President of Academic Services	michaelmartin@gs.edu	(909) 687-1600
<b>Dr. Glenn Prescott</b> Director, Theological Field Education; Chair, Leadership Formation; Professor of Ministry Formation	glennprescott@gs.edu	(909) 687-1626
<b>Dr. Gregg Watson</b> Associate Dean, Academic Services; Chair, Biblical Studies; Professor of Old Testament Studies	greggwatson@gs.edu	(909) 687-1620

## **ACADEMIC INTEGRITY POLICY: INSTRUCTION, INFRACTION, & PROCESSES FOR REMEDIATION**

### **INTRODUCTION**

Gateway Seminary is dedicated to training ministry leaders who expand God's Kingdom around the world. As an ethnically and culturally diverse institution, Gateway is committed to maintaining a strong Biblical foundation and high academic standards in the context of cultural diversity. In an era of global and generational Christianity, the seminary faces many challenges regarding the normative constructs as well as cultural differences that influence interpretation of academic dishonesty and plagiarism. To clarify these issues, this document articulates the institution's academic and ethical conduct expectations.

Gateway's root assumption is that all work submitted would be the original work of the student submitting it. This is the assumption upon which all evaluation occurs. Student authors are encouraged to take previously published materials as the foundation for their own work but credit must clearly be given to those original authors. Similarly, work such as exams is expected to be entirely from the student taking the exam as instructed by the professor.

Plagiarism is a serious offense in higher education. While Gateway recognizes not all cultures accept that plagiarism is dishonest scholarship, it remains the norm in western society and academics. Therefore, at Gateway plagiarism and cheating on exams will be considered an infringement of the institution's academic policy as well as an ethical conduct violation.

On the Master's degree level, Gateway utilizes the most recent edition of Turabian's *A Manual for Writers*. This manual of style provides readily available information to all students with more specific definitions, descriptions, and examples of plagiarism. The Gateway Library website also has Turabian support listed on the homepage. All students are responsible for this material in order to understand the proper way to prepare a paper or project. Library staff and faculty are also available to answer questions and provide training in this regard.

The creation of P0001 Research and Writing Tutorial for Student Success introduces students to faculty expectations for written assignments, including discovery, access, and use of appropriate resources, basic research processes, and incorporating others' words or ideas into written work while avoiding plagiarism. P0001 is a recommended, no-cost, no-credit hour, online elective training course that is offered through Canvas.

## PLAGIARISM

Minor Incident Plagiarism shall be defined as an oversight such as a single quote with quotation marks without a footnote or a footnote without the quotation marks around the quote. This is defined with no intent of seeking an unfair advantage or taking credit for someone else's work.

Major Offense Plagiarism shall be defined as willful intent to cheat by taking someone else's written or spoken work or idea without proper citation and presenting it as original to the student.

Three instances of Minor Incident Plagiarism will be counted as a first Major Offense.

## REMEDIATION

Infraction of policy will lead to the following remedial procedures:

### **1. First Offense**

1.1 The initial determination of whether an infraction has taken place, or has not, occurs entirely within the setting of the individual class where the assignment was submitted. If an instance of cheating or plagiarism is verified, the professor must review the student's academic record to determine if it is a first major offense or a third minor incident by checking with the Registrar's office (see 1.7).

1.2 Once substantiated, the professor(s) should endeavor to deal with the situation in as redemptive and instructive a manner as possible. The student will have a required discussion of the infraction with the professor. In determining the severity of penalty and the best course of remedial action, the professor should determine if the infraction resulted from a lack of understanding or oversight (minor) or was a willful attempt to gain an unfair advantage (major).

1.3 If it is a first minor incident, it is at the professor's discretion regarding academic consequences for the infraction, however the professor must submit an incident report for inclusion in the student's file (see 1.7).

1.4 If the infraction is a first minor incident (maximum two), the professor can choose to allow the student to make-up the work with or without penalty and may suggest or require completion of P0001. Upon the third minor incident, the incident report will be noted as a first major offense and P0001 will be required.

1.5 In most major offense cases, willful cheating or plagiarism will normally result in failure of the assignment and/or failure of the course.

1.6 If the infraction is deemed egregious enough, the professor has the authority to initiate contact with the Student Relations Committee for further counsel to determine if the incident merits probation or more on this first major offense. See Other Definitions below.

1.7 In order to support other faculty members regarding potential future incidences, the professor will complete an Academic Integrity Incident Report form, providing pertinent details including what remedial action, if any, was suggested or required. The incident report is to be placed in the student's academic file in the Registrar's office and the Registrar will communicate the decision to the student.

1.8 If multiple first infractions of cheating or plagiarism are discovered at the same time with no time for the student to learn of the infraction in one paper before turning in another AND the student has no previous instances, this will be brought to the attention of the SRC and may be considered a single offense with the student being required to complete P0001. This only applies in the first semester that a student has an Academic Integrity Incident Report submitted to the Registrar.

1.9 All professors are encouraged to utilize Canvas, the Turnitin feature for papers submitted, and refer to P0001 in their syllabi.

## **2. Second Offense**

2.1 After an incident is verified by the professor, a check with the Registrar will be made to determine if this is a second offense. Infractions beyond the first offense will be treated as both an academic and a student department matter and automatically involve both the professor and Student Relations Committee. The student will have the required discussion of the infraction with the professor. Specific consequences at the class level (e.g., grade reduction, failure of course) will be decided by the professor. In addition, the SRC will communicate the remedial action for continued enrollment and will require the student to complete P0001 and undergo more specific and structured training with one of the Gateway librarians.

2.2 Additional action(s), up to and including probation or suspension of the student for a minimum of one semester may be taken by the SRC in a particularly egregious situation.

2.3 The SRC will complete an incident report to be placed in the student's academic file in the Registrar's office and the Registrar will communicate the decision to the student.

## **3. Third Offense**

3.1 After an incident is verified by the professor, a check with the Registrar will be made to determine if this is a third offense. A third offense will require the student in question to participate in a discussion of the infraction with the professor and the SRC to explore the circumstances and the cause of this repeated violation of academic policy and ethical conduct. Specific consequences at the class level (e.g., grade reduction, failure of course) will be decided by the professor. The SRC will communicate conditions for continued enrollment and determine institutional consequences which will likely include academic probation or suspension of the student for a minimum of one semester.

3.2 The SRC will complete an incident report to be placed in the student's academic file in the Registrar's office and the Registrar will communicate the decision to the student.

#### **4. Fourth Offense**

4.1 After an incident is verified by the professor, a check with the Registrar will be made to determine if this is a fourth offense. Any fourth verified offense shall result in the immediate expulsion of the student from Gateway Seminary.

4.2 The SRC, after a discussion with the professor, will determine if the student is eligible or ineligible to reapply to Gateway Seminary.

4.3 The SRC will complete an incident report to be placed in the student's academic file in the Registrar's office and the Registrar will communicate the decision to the student.

### **OTHER DEFINITIONS**

#### **Appeal**

The student in question shall have the option of requesting a meeting with the Student Relations Committee for clarification or appealing the decision with the Vice President of Academic Services following the same procedure as a grievance outlined in the Student Handbook.

#### **Probation**

After any offense that results in probation for one semester, that probationary status will be lifted by the Registrar after one semester without subsequent offenses. Any offense during a probation period will result in automatic suspension for an additional semester. Any fourth verified offense will result in immediate expulsion of the student from Gateway Seminary.

#### **Return after Suspension**

After any offense that results in suspension for one semester, the student may apply for readmission with the Office of Enrollment, be reviewed by the Admissions Committee, and be alerted to Gateway's Zero Tolerance Policy.

#### **Zero Tolerance Policy**

Any additional cheating/plagiarism infractions discovered after a suspension will result in failure of the course and immediate expulsion from Gateway Seminary.

#### **Return after Expulsion**

After any offense that results in expulsion from Gateway Seminary with an SRC determination that the student would be eligible to reapply, the student may apply for readmission with the Office of Enrollment after a period of at least two years from the date of the expulsion. Readmission application will be handled by the Office of Enrollment, be reviewed by the Admissions Committee, and the student will again be alerted to Gateway's Zero Tolerance Policy from that point forward. Along with the readmission application, the student will submit a written commitment to adhere to the Academic Integrity policy of Gateway Seminary. Any additional cheating/plagiarism infractions discovered from that point forward will result in immediate expulsion of the student and make them ineligible from any future admission to Gateway Seminary.