



GATEWAY SEMINARY

Arizona Campus
2020-2021 Student Handbook



Handbook Disclaimer

Every effort is made to provide accurate and up-to-date information. However, the Seminary reserves the right to modify or add to standard policies, procedures, rules, regulations, and other contents of this publication, without notification.

TABLE OF CONTENTS

1. THE JOURNEY BEGINS

Seminary Education	4
Gateway: Our Values	5
Gateway: Our Mission	6
Essential Leadership Competencies	6
Gateway Arizona: Our Vision	8

2. THE SEMINARY COMMUNITY

Community Connections	9
Building Community	9

3. STUDENT PRIVILEGES AND RESPONSIBILITIES

Respect	10
Privacy	10
Resolving Conflict	10
Harassment Reporting	11
Disability Accommodation	12
The Issue Of Responsibility	12
Ethical Conduct	13
Home And Family	14
Substance Abuse	15
Information Technology	15

4. STUDENT DISCIPLINE

Discipline Procedure	16
Records	17
Sanctions	17
Ethical Conduct Violations And Graduation	18
Plagiarism	18
Involuntary Withdrawal	19

5. ACADEMIC SERVICES

Academic Advising	20
Academic Records	20
Attendance	20
Books	20
Catalog Publication	21
Denominational Affiliation	21
Theological Field Education	21
Independent Studies	22
Turabian	22

6. CAMPUS SERVICES

Administrative Office	23
Payment of Tuition/Fees	23
Library	23
Relaxation And Refreshment Facility	24

7. STUDENT LIFE

Ministry Resume Service	25
Student Communications	25
New Student Orientation	25
Financial Aid And Scholarships	26

8. GENERAL SEMINARY POLICIES

Change In Address/Phone/Email	27
Change in Martial Status	27
Facilities And Property Usage	27
Bulletin Boards	27
Political Endorsement	27
Telecommunications/Copy Service	28

9. MEET THE SEMINARY TEAM

Gateway Arizona	29
Ontario Connections	29

10. FINAL THOUGHTS

Seminary Is Only A Part Of The Shaping Process	31
Are You Asking God To... Bless Your Plans Or Bless you With His Plans?	31
Don't Leave Your Family Behind	31
Seminary Is No Substitute For Spirituality	32
Prepare For Spiritual Battle	32
Take Care Of Your Temple	32
Suggestions For A Successful Seminary Experience	32

ADDENDUM

A. Electronic Information And Access	33
B. Library Information	37
C. Academic Integrity Policy: Instruction, Infraction, & Processes for Remediation	39

THE JOURNEY BEGINS

1

“Please inquire of God to learn whether our journey will be successful.” Judges 18:5

You have taken the first step along this new phase of your journey with our Lord. Seminary is a place where God will teach you—about Himself, yourself and others. It will be one of the toughest experiences of your life but one of the best. The key to surviving seminary has a lot to do with your expectations. Here’s how to make the most of the experience.

SEMINARY EDUCATION

Seminary is not a Monastery. Some think of seminary as a place of retreat in order to get in touch with God, something like a modern monastery. Seeking such an environment may be prompted by the need to “find oneself” or “get right with God.” While seminary education is offered in a spiritually rich environment, its primary purpose is not to “get you in touch with God.” We assume you are already in touch with God and that’s why you’re here. In short, seminary is not meant to cloister you apart from the world but to connect you to God’s purposes within the world.

Seminary is not a University. You’ll find in seminary plenty of reminders that this is an academic institution—books, papers, classrooms, exams and professors. The goal of such study, however, goes far beyond scholarship. Seminary education exists for ministerial training. It is study with a purpose, scholarship with a goal. Learning before God is useless unless we place it in His hands for His purposes.

Seminary is not a Counseling Center. This is not a place to work out your life problems. True, some of us may have complex life issues that need work. Seminary, though, is meant primarily to train you to help lead others to find God’s answers. We assume that you have achieved some level of spiritual maturity to work through life issues. Learning how to minister to others, however, will probably take you to a new level of self-understanding.

Seminary is not a Church. The church was established long before there was a seminary. Therefore, the seminary cannot take the place of your service within a community of believers. At seminary, you will establish relationships that will remain the rest of your life. Undeniably, this fellowship is meaningful and important in the shaping process. But this fellowship is the “iron sharpening iron” that occurs among colleagues. Seminary is not designed to be your church but rather to support you as you serve your church.

GATEWAY: OUR VALUES

We value Scripture. Gateway Seminary wants to provide a setting to build your faith, not tear it down. Our professors love the Bible and accept it as God's Word—our authority for faith and practice. Expect to be broadened in your biblical thinking. Expect to be challenged at times in doctrinal positions you hold. Even the best of conservative scholars disagree at times. Expect to be challenged to develop critical theological thought. But always, expect to be able to trust your teacher's personal devotion for God's Word.

We value Churches. The first seminary in America was started by a group of churches as a means of training their church leadership. Over the two hundred years since then, church and seminary have grown apart. In contrast, we believe that the identity and purpose of seminary education are found in the purposes of the church as given through Scripture.

We value The Peoples of the World. God is at work among the peoples of the world bringing them to Himself. Whether you invest your life in ministry within the West or another part of the world, 21st century ministry effectiveness means being globally aware of God's Kingdom-building purposes. We live in a global world. Your seminary training at Gateway will help to prepare you for it.

We value Kingdom Leadership. We believe THE issue of 21st century seminary education is Christian leadership. George Barna wrote: "The American church is dying due to a lack of strong leadership. In this time of unprecedented opportunity and plentiful resources, the church is actually losing influence. Nothing is more important than leadership." (Leaders on Leadership, Regal, 1997, p. 18).

We value Contextualization. We believe you can be trained most effectively within the context of your ministry setting. That's why Gateway Seminary is a system of five campuses: Northern California (San Francisco Bay Area in Fremont), Southern California (Ontario), Pacific Northwest (Vancouver, WA), Arizona (Scottsdale), and Rocky Mountain (Denver). Each campus offers training that takes into consideration the local ministry context.

We value Students. You are why we are here. We want to join with God in helping to shape your life into that which will honor and serve Him as He purposes. Your calling, your giftedness, your life mission is important to us. Not only has Gateway Seminary admitted you into our academic programs, you have admitted us into your life as a Kingdom influence. We want to be faithful to this trust given to us by you and God.

We value Learning. We believe learning under the Lordship of Jesus Christ and for His glory helps to shape our understanding of God and ourselves.

GATEWAY: OUR MISSION

Shaping leaders who expand God's kingdom around the world.

Every class taught at Gateway includes several learning objectives; in fact, you'll see these listed on the first page of each syllabus. These objectives relate to 21 leadership characteristics that Gateway wants to discover, create, and strengthen in the life of every student. At Gateway Arizona, we work with each student to shape them into leaders by encouraging and promoting personal, spiritual and professional growth through the head, heart, hands and habits. These characteristics are vital to your long-term relevance, effectiveness, and success as a Christian leader.

ESSENTIAL LEADERSHIP COMPETENCIES

The lists of competencies below do not assume that students come to the Seminary incompetent, bereft of prior spiritual commitment or formative spiritual experience. On the contrary, Gateway only admits persons who are already committed believers who are called to serve God as leaders of faith communities and godly ministries. As a result, admission requires a personal statement of faith and an articulation of a call to serve the Kingdom of God and the people of God. Admission also requires endorsement by a faith community in which the student has already served and which has seen evidence of a personal faith, a divine calling and a capacity to lead.

Also, Gateway understands that the time students spend at the Seminary is preparatory to a lifetime of faithful learning, living and leading. Seminary studies are neither the beginning of one's faith walk, nor its climax. Rather, it is a period during which a committed individual engages in a directed and focused effort to expand and enhance their capacity to serve as a Christian leader, acquiring understanding, disciplines, knowledge and skills that will serve them well in their present and future ministry endeavors. Seminary builds on prior, enables current, and sets the stage for future personal, spiritual, intellectual, and professional growth.

The competencies listed below highlight knowledge, disciplines, and skills acquired, exercised, and enhanced while at Gateway. However, the educational pursuit of these competencies operates with the understanding that such behaviors are revelatory of underlying Christian character. Love for God and others reveals itself in the commitment to serve, in the concern to evangelize, in the desire to do the work of the Kingdom. Personal godliness is evidenced by embracing and living out the Seminary's code of conduct. Personal integrity is expressed through diligence and honesty in the completion of assigned educational and ministry tasks. Persistent engagement in the preparation for and conducting of ministry, perseverance through difficult circumstances and personal hardships reveal a passion for service and a godly courage. In these and many other ways the things that we do, the behaviors that characterize our lives, reveal who we are, and the Seminary's program of shaping leaders operates with the conviction that Christian leaders minister based on who they are as much as based on what they know.

With this understanding of the nature and context of its task, the following listing of degrees, learning objectives and vocational competencies express the essential knowledge, skills and character for one prepared to lead a community of faith in service to God and to the world.

Competencies 19 MDIV	Label
1. Performs ministry with an awareness of personal calling, gifting, and theological reflection.	Self-Aware *
2. Faithfully interprets and applies the Bible.	Biblically Literate *
3. Ministers out of an historical awareness of the faith and its expressions.	Historically Grounded *
4. Ministers based on theological convictions expressive of evangelical thought.	Theologically Grounded *
5. Grasps evangelical convictions to confront moral issues.	Ethically Grounded *
6. Teaches using approaches that are biblically and educationally appropriate.	Apt Teacher
7. Prepares programs and personnel to provide for the teaching ministry of the church.	Educational Leader
8. Manages personal and ministry finances well.	Financial Manager **
9. Leads others in planning and execution of plans with foresight and flexibility.	Strategic Planner **
10. Engages in and leads worship that is biblical and meaningful.	Worship Planner/Leader
11. Able to practice and teach spiritual disciplines for life-long spiritual growth and health.	Disciple Maker **
12. Communicates the biblical message clearly.	Communicator
13. Ministers in the context of a relationship with God, self and others.	Pastoral Leader
14. Counsels others out of a personal faith, compassion, and theological reflection.	Counselor
15. Exhibits a personal commitment to fulfill the Great Commission in life and ministry.	Missionally Committed
16. Communicates truth with intercultural skill.	Culturally-Informed Communicator
17. Communicates the gospel clearly and persuasively.	Personal Evangelist *
18. Manages ministry and personal relationships well.	Relational Leader
19. Adept at the discovery, evaluation and use of information pertinent to Ministry.	Well-Informed Minister **

** denotes MTS competency as well; ** MTS may also pursue the following competencies*

GATEWAY ARIZONA: OUR VISION

In 2014, the Arizona Campus of Gateway Seminary met to discover new directions. The following describes the questions we sought to answer, and the vision which God has called us to fulfill.

Gateway Arizona Vision Clinic 2014

Why? Why do we need to create a more relevant, effective, and successful leader?

1. Gateway Arizona has not experienced numerical growth in many years
2. Gateway-trained graduates/students lead an estimated 35% of SBC churches; approximately 80-90% of these churches are plateaued and/or dying

When? If we do not make changes now, how will we ever be effective?

1. Director change in January 2014
2. Current seminary personnel needed change (together for 15-18 years)
3. Main campus transition opened door for fresh dialogue, different direction

Where? How do we equip Arizona students to lead Arizona churches/ministries?

1. Almost every one of our students have an Arizona ministry leadership calling
2. Approximately 35% of Arizona SBC churches have a Gateway graduate, current student or former student in a leadership position

Who? Who has the best chance of creating the changes necessary to become more effective in creating leaders?

1. Current personnel at the Arizona campus, professors and staff

How? *How do we discover, create, implement, and take responsibility for a new vision?*

1. Group coaching to discover, create, implement, and evaluate new vision
2. Questionnaires from current/former students and staff (more than 125)
3. Current faculty and staff met in a day-long session in September, 2014

What? What are our priorities moving forward to achieve this God-given vision of creating a more relevant, effective, and successful leader in Arizona? Gateway Arizona will focus on these priorities:

- **Connections**
 - Student to student
 - Faculty to faculty
 - Faculty to student
 - Seminary to church/ministry
- **Expansion**
 - New locations
 - New settings
- **Life-long Learning**
 - Provide learning opportunities before, during, and after seminary
 - Roundtables, seminars and workshops, coaching partnerships

THE SEMINARY COMMUNITY

2

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

First and foremost, Gateway Seminary exists as a spiritual community. The one thing common to students, faculty and staff alike is the identity of being a “called-out believer.” Because of this, we are all uniquely knit together, as a family should be! This is our spiritual community.

Being shaped as a Godly leader involves equal disciplines of the head, heart, hands and habits. Knowledge of God makes little sense without a connection *with* God, and with one another. The seminary seeks to enhance these connections of the heart, equipping each student for his or her unique ministry opportunities. The dedicated faculty and staff of Gateway Arizona is here to serve you as you prepare for God’s calling on your life. We are your ministry partners!

COMMUNITY CONNECTIONS

The local church remains integral to spiritual vitality and Gateway students exercise leadership and service to dozens of area congregations. Such connections are vital to leadership learning and leadership expression. The local church also provides essential “body life” ministry to our student families. Students are expected to worship/serve in a local church while continuing their seminary studies.

BUILDING COMMUNITY

At Gateway, we want to move your education from your head to your heart, through your hands into your habits. We combine the highest quality classroom teaching with transparent hallway relationships to foster healthy faculty-to-student relationships, student-to-student camaraderie, seminary-to-graduate connections, and seminary-to-church partnerships. It is our desire to continue to build a network of leaders throughout our region.

Gateway provides ongoing opportunities for our students, our graduates, and local church leaders to continue their development through life-giving connections. Students are given opportunities to connect with one another both in and outside the classroom. Various discipleship programs, training, coaching and continuing education opportunities are available to churches across Arizona. We will continue to emphasize developing and maintaining pro-active connections with our students, graduates, and local church leaders. It is our desire to be your ministry partner before, during and after you earn your degree.

As a commuter campus, we provide you with an opportunity to earn your seminary degree without having to move your family and cut short your present ministry opportunities. We assume you are driving in from Surprise, Gilbert, Buckeye, Tempe, Casa Grande or even Tucson. Our “typical” student (if there is one) is already in ministry in some capacity, and is actively seeking to improve himself/herself for God’s calling. If that’s you, you’ve found a great place to grow to your full capabilities.

STUDENT PRIVILEGES AND RESPONSIBILITIES

3

“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 race possesses full dignity and is worthy of respect and Christian love. Gateway Seminary embraces students of any race, ability, color, gender, national and/or ethnic origin, and seeks to make available to all student equally any rights, privileges, programs, and activities afforded through association with this educational institution.

PRIVACY

Student Records. The seminary exercises utmost care in the maintenance and storage of student records. Access to student academic records is strictly limited to faculty advisors and seminary personnel with compelling need for such information to serve the needs of the student through academic advisement or other service to the student.

Confidentiality. 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.

RESOLVING CONFLICT

Matthew 18:15-17 provides us with the basic blueprint for handling conflicts and grievances. We affirm, encourage and exercise our Lord’s commands to follow this process whenever conflict arises:

“If your brother wrongs you, go and show him his fault, between you and him privately. If he listens to you, you have won back your brother. But if he does not listen, take along with you one or two others, so that every word may be confirmed and upheld by the testimony of two or three witnesses. If he pays no attention to them [refusing to listen and obey], tell it to the church; and if he refuses to listen even to the church, let him be to you as a pagan and a tax collector.”

Students who feel they have been treated unfairly or inappropriately should first seek resolution directly with the person with whom they have the difficulty (in accordance with Jesus’ directions). If the conflict persists, we encourage you to bring someone else into the process, with the clear motivation to restore the relationship. At this second step of the restoration process, our suggestion is to bring the matter to the campus director who can serve as a witness/advocate between the parties involved. Such involvement by the director will also aid the seminary if the matter must proceed beyond this second step to a formal approach.

Most conflicts should be (and 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. A polite, patient, considerate approach is almost always the most effective in resolving the issue.

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.

DISABILITY ACCOMMODATION

Gateway Seminary is classified as a private, faith-based educational entity and therefore specifically excluded from compliance with federal mandates governing barrier-free access. However, in good faith, the Seminary voluntarily provides reasonable institutional accommodations, modifications, and adjustments to enable and empower students with disabilities to participate in the programs and activities of the Seminary to the fullest extent possible. Nevertheless, Gateway cannot support accommodations which place undue hardship on the Seminary or its resources, or which alter the essential requirements of curriculum and academic progress.

Persons admitted to the seminary with qualified disabilities should consult with the administrative office immediately concerning any requested accommodations, modifications and/or adjustments necessitated by their disability. Failure to provide timely notice could prevent the seminary from efficiently managing accommodations prior to the beginning of class sessions. Any questions concerning seminary policies on disability accommodations should be directed to the campus director.

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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.

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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 the campus director. 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 faculty 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. Student desiring to return to active enrollment following the withdrawal period are required to resubmit standard 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

Gateway Seminary seeks to uphold and to foster biblical standards of personal integrity, character and behavior. Accordingly, the Seminary reserves the right to limit computer usage and Internet access to activities that are consistent with those biblical standards and with the mission of Gateway as an educational institution preparing people for Christian ministry. While computers and the Internet provide valuable educational resources, they can be abused and offer unique temptations.

Restrictions on computer/internet use include activities that would result in libel, false representation, copyright and/or licensing violations, intellectual property violations, and other criminal activities. Restrictions also include the use of network and Internet resources to access sexually explicit material, engage in defamation of character, violate academic integrity, or engage in unauthorized commercial or political activity. Campus Internet activity and other computer use is electronically monitored and the inappropriate use of computers, email, or the Internet by students will result in disciplinary action.

STUDENT DISCIPLINE

4

“...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 disciplines 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 Campus Director. The Campus Director 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 Campus Director 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 Campus Director 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 Campus Director 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 Campus Director 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 Campus Director 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 Campus Director 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 Campus Director 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 Campus Director or the Student Relations Committee may be appealed to the President. All decisions of the President are final.

RECORDS

All student conduct/deportment 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 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 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.

ACADEMIC SERVICES

5

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

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 Administration Office with advising issues.

ACADEMIC RECORDS

Working copies of student academic records are maintained in the administration office. The campus administrative assistant will be able to assist you with most routine questions about your academic progress. The Registrar’s Office at Gateway’s Los Angeles Campus maintains all official academic records.

ATTENDANCE

Class attendance and participation are essential to the educational process. Students are expected to be in attendance and on time for all classes. While the seminary has no uniform regulation on attendance, absences should be held to a minimum. Specific attendance requirements are established in some courses, depending upon their nature and content. Professors have discretion as to how absences will be handled. Students missing more than two class sessions or one five-hour block may be dropped from the course. In every course the student is responsible for mastery of all that is required for the course. Granting of an incomplete grade at the end of the semester is done on an exceptional basis only and is normally granted only when the student has suffered a confining illness or death in the immediate family.

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.

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.

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 Administrative 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 Administrative 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 Administrative Office 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.

INDEPENDENT STUDIES

Arizona students may take Independent Studies (IS) classes. No more than nine (9) hours of IS coursework is allowed to complete your degree. You **MUST** have a trustee elected professor be your supervisor. We have three professors on campus, Dr. Dallas Bivins, Dr. Harry Hahne and Dr. Paul Smith. Adjunct professors are not eligible to be an IS supervisor.

Meetings with your IS professor will take place weekly face to face. Under special circumstances, phone calls and Skype type meetings may substitute some of the required meetings.

TURABIAN

All written assignments are expected to be formatted according to *A Manual for Writers of Term Papers, Theses, and Dissertations, 8th edition*, by Kate L. Turabian.

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

ADMINISTRATIVE OFFICE

The Administrative Office is open Monday through Friday, 9:00am to 5:00pm. The administrative assistant is your first point of contact for all administrative matters, including:

- student accounts and records
- payment of fees and questions on financial aid
- scheduling of commuter rooms
- campus communications
- veteran education benefits
- class schedules and registration forms

Stop in any time you have a question or concern. We will be happy to assist you or to refer you to the proper person/department to meet your needs.

PAYMENT OF TUITION/FEES

The Trustees of Gateway Seminary set all seminary tuition charges. Tuition and fee schedules are posted in the current academic catalog, along with important information concerning payment dates and refund policies. Students are required to comply with all seminary payment policies and are responsible to keep their financial obligations current. Credit card payments (VISA and MasterCard) can be made online through Haven; personal checks and other forms of payment may be made in the administrative office.

LIBRARY

The library is open Monday, Tuesday and Thursday, 9:00am to 9:00pm; Wednesday and Friday, 9:00am-4:00pm. These hours are operational while classes are in session. Summer hours vary. Contact the office for more info.

Our library houses a collection of approximately 10,000 books. Items may be checked out for a period of 4 weeks, and can be renewed twice. No more than 35 items may be checked out at one time. Reference materials are not available for checkout..

Through intercampus loan, students may also use resources located in the Gateway Library System Collection, which houses 169,887 volumes including about 800 periodical titles and 6,100 media resources. In addition to Gateway resources, students have access to other local theological libraries through the Theological Library Cooperative of Arizona.

RELAXATION AND REFRESHMENT

The student lounge is equipped with self-serve snack service, coffee, and sodas. Students can use the refrigerator and microwave, but don't leave your food there very long! We will periodically clean the fridge, removing any spoiled or "old" food! Properly dispose of trash and help keep the campus clean for everyone's enjoyment.

FACILITY

The campus is made up of classrooms, commuter room, Library that shares books system wide, Administrator & Director Offices, and separate lounges for faculty and students. Each classroom is set up to use projectors and sound. Wi-Fi is available to all students free of charge.

"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 full-time pastor/minister search.

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.

Gateway Arizona partners with local churches and associations to provide help in securing ministry leadership positions for our graduates. Gateway grads are encouraged to contact the Office and complete a Prospective Leader Packet. This packet will be used to fit the candidate with churches and/or ministries seeking new leadership. For more information on local ministry opportunities see the campus director.

STUDENT COMMUNICATIONS

Student Handbook. The Gateway Student Handbook provides important information on the various school offices, services and pertinent policies and procedures which govern student relationships with the seminary.

Gateway Website. The Seminary website contains a wealth of information about Gateway Seminary. Please utilize this resource as a primary source of information about the seminary and the Arizona campus. A separate page within the website contains information pertinent to this campus.

Gateway on Facebook. Check out our Facebook page under Gateway Seminary Arizona.

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.

New Student Orientation is scheduled each fall and spring semester on a Saturday prior to the start of the semester. New students meet with an academic advisor and register for their classes at orientation. Students are expected to pay all tuition and fees at orientation.

FINANCIAL AID AND SCHOLARSHIPS

The Arizona Campus offers several scholarship possibilities for our students, based on the intent of the donors. In addition to these internal financial sources, we also partner with other churches, ministries, and organizations that provide other, external funds. Such organizations might include state Baptist conventions and associations, mission boards and local churches. Students normally apply directly to these, although some external scholarships may be accessed through the Seminary's financial aid program.

Arizona Campus financial aid program applications are available through the Administrative office or on the seminary website. Local Arizona churches as well as individual donors have generously provided scholarship funds for Arizona students. These are available to both full and part-time students and are administered locally on a semester-by-semester basis rather than for the full academic year. Applications are due on May 1 for the fall semester and December 1 for the spring semester.

General Seminary Policies

8

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

CHANGE IN ADDRESS/PHONE/EMAIL

Changes in personal contact information should be submitted to the Administrative Office in a timely fashion. An information update form is located in Haven under “Forms/Student Forms.” Please complete the form and submit it to the Administrative Office for proper maintenance of educational records. Specific changes include residential/postal address, home/office/cell telephone number(s), and e-mail addresses. Please help us stay in touch with you by keeping your contact information up to date.

CHANGE IN MARITAL STATUS

Changes in marital status must be reported to the Administrative Office for proper maintenance of educational records. Female students, where a name change is involved, must provide a legal document showing the new name.

FACILITIES & PROPERTY USAGE

Our local Gateway facilities have been provided through partnership with the Arizona Southern Baptist Convention. It is the specific responsibility of each student to treat these facilities with the care that reflects an ongoing stewardship obligation. In addition, Gateway Seminary discourages private businesses, company representatives or students from selling goods or services on campus. 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.

BULLETIN BOARDS

Supervision and maintenance of bulletin boards is handled by the office. These boards exist to keep our students informed of seminary-related matters and community opportunities. All items to be posted must be submitted to the office for approval and posting. Students may not post or remove items without permission. Posters, flyers, announcements, etc. may not be attached to windows or to other building space without prior permission.

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.

TELECOMMUNICATIONS/COPY SERVICE

A copy machine is located in the library for student use at \$0.10 per page. Seminary office phones, fax machine and the copier in the Administrative office are not available for student use.

MEET THE SEMINARY TEAM

9

“Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others.” Romans 12:4-5

GATEWAY ARIZONA

The Gateway Arizona campus administration team and faculty are dedicated to making your seminary experience the best possible. Please feel free to contact us whenever we can be of assistance to you.

Administration

- Dr. Dallas Bivins, Campus Director
- Valine Lim, Administrative Assistant

Faculty

- Dr. Dallas Bivins, Associate Professor of Ministry Leadership
- Dr. Harry Hahne, Professor of New Testament Studies
- Dr. Paul Smith, Associate Professor of Old Testament

Library

- Jessica Parrow, Regional Librarian

Adjunct Faculty

Our faculty also includes many excellent adjunct professors. From time-to-time Arizona classes are taught by other faculty members within the Gateway Seminary system.

ONTARIO CONNECTIONS

The following is a brief description of services available to Arizona students at the main campus in Los Angeles. Additional information is available on the Seminary website, www.gs.edu.

Academic Services

The Vice President for Academic Services (VPAS) oversees faculty assignments, course schedules and oversight of all degree programs. Approval of the VPAS is required for the following:

- to seek approval of an Independent Study (supervising professor's signature required first)
- to request an exception related to course work or degree programs
- to request advanced standing or to register for more than 15 units in a semester

All such requests require the approval of the campus director, prior to submission to the VPAS.

Business Office

The business office exists to ensure that the seminary maintains the highest level of biblical stewardship and integrity in collecting and distributing financial resources. This office maintains all student accounts. Students have access to their student account through the Haven on the seminary website.

Library

The Los Angeles Campus Library houses the main Gateway collection. We offer web-based information services through its website, where students can access library resources at all Gateway campuses. Students can search the online catalog, find contact or research information, access library accounts, or check-out and renew books.

President's Office

The President's Office articulates and implements the Seminary's mission of "Shaping leaders who expand God's kingdom around the world." Students are always welcome in the President's office; personal appointments may be made through the President's executive assistant.

Enrollment Office

The Enrollment Office provides prospective students with current catalog and other information related to admissions processes. Students with admissions-related questions or know of someone interested in attending Gateway may contact the Enrollment Office at enrollment@gs.edu.

Registrar

The Registrar's Office maintains all official academic records. Requests for official transcripts, loan deferment documentation, and other official documents should be referred to registrar@gs.edu.

FINAL THOUGHTS 10

“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God?” I Cor. 6:19

More important than your success as a seminary student is YOU. We want God’s best for you and your family now and in the future. Keeping seminary studies in perspective is not easy. What goes on in the seminary classroom is only a part of your shaping for future ministry. You don’t put on hold the other parts of your life until seminary is done. Here are some areas of your life where we want to express concern.

SEMINARY IS ONLY A PART OF THE SHAPING PROCESS

God is at work in your life. He knows where you’ll be needed for His purposes in 10, 20, or 30 years from now. He knows the gifts and skills you’ll need, and the heartaches you’ll face. He knows the temptations you’ll trust Him with, and the people you will influence. Just as He routed the children of Israel through the desert to avoid battles for which they were not ready, God will prepare you before He presents you with certain ministry challenges.

Seminary is an environment where you will get to know yourself best. Here you will see where God will want to concentrate His shaping focus. Do you have a tendency to be lazy? Do you have a temper? Do you find it difficult to be gentle with the shortcomings of others? Are you selfish? Are you impatient? Do you reject the potential in others too quickly? Do you have pride? Do you have wrong ambition? Do you have covetousness? Do you need a stronger faith? Are you stingy? You name it. We all have areas where God will be at work. Remember, if you’re going to touch lives as His ambassador, He’s going to work on you first!

ARE YOU ASKING GOD TO . . . BLESS YOUR PLANS OR BLESS YOU WITH HIS PLANS?

On any given day, God requires us to come before Him with a blank sheet of paper, sign our name at the bottom, and let Him fill it in. We must always be open to God saying to us something new, something different, something that makes us uncomfortable or moves us outside our comfort zone. Hold loose your plans for service. Your Commander in Chief has the right to change them according to His good pleasure.

DON’T LEAVE YOUR FAMILY BEHIND

If you are married, your family is your God-given ministry team. Your spouse may not be able to attend seminary with you, but you can involve your spouse in your ministry training. Stay sensitive to your spouse and make adjustments in response to the additional pressure your seminary studies will bring to your family. Help your children grow up as champions for your ministry opportunities rather than bitter over how your ministry came between you and them.

SEMINARY IS NO SUBSTITUTE FOR SPIRITUALITY

Your spiritual life can become as cold as the North Pole while in seminary. Handling holy things day by day tends to make one careless. Don't be deceived thinking that studying for a test is the same as meeting with God and feeding your soul. Keep your heart warm for the Lord and stay close to Him. Too much is at stake to do otherwise.

PREPARE FOR SPIRITUAL BATTLE

Your steps of faith exhibited through your decision to attend seminary will be challenged from the evil one. Expect your faith to be tested every step of the way.

TAKE CARE OF YOUR TEMPLE

You only have one body. Guaranteed it will stay tired most of the time you're in seminary. That's no excuse though not to get some regular exercise, a reasonable amount of sleep, and proper nutrition.

SUGGESTIONS FOR A SUCCESSFUL SEMINARY EXPERIENCE

The following tips are offered to guide you as you work toward your goal of a seminary education to equip you for the work to which the Lord has called you.

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.
- Prioritize your tasks - make up a list of tasks to do for each day, week, and month.
- Stick with your plan and do not procrastinate.
- Try to finish most of your class projects by the end of the Spring and Fall semester breaks. This way you can avoid cramming everything into 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 hours daily.
- Do your best and learn to take the results gratefully. Remember that the failures are not terminal, but can turn out to be blessings in disguise for those who depend on God. (Rom.8:28).

ADDENDUM

A

ELECTRONIC INFORMATION AND ACCESS

LIBRARY COMPUTERS

The library houses computers for student use. They include a variety of application software (Microsoft Office), Bible software (Logos, Gramcord), electronic reference books (various Bible dictionaries, encyclopedias, lexicons, commentaries, maps), theological journals, bibliographic software (Library Master) and fonts for Greek and Hebrew. A networked printer allows printing at ten cents per page.

COMPUTER USAGE POLICIES

1. Priority for using campus computers is given to students doing research and working on school assignments. Students using the computers for personal use (sermon preparation, email, surfing the Web, playing games, etc.) must give up the computer they are using to any student who wants to use a computer for a school project.
2. Documents must be saved to an external portable device. Do not save documents to a computer hard disk or the campus network. Any personal documents stored on school computers will be deleted without notice. Gateway faculty and staff are not responsible for student projects that are lost or deleted.
3. Do not attempt to install software on any computer, upgrade software or put shortcuts or files on the Windows Desktop.
4. Do not change any software preferences on any software on the campus computers. As public shared machines, certain functions are restricted that would be available on a private computer, including the installation and configuration of software.
5. Email access is limited to Web based email (Gmail, Hotmail, Yahoo, etc.).
6. Students may not connect a personal computer or other device to the network or change any connections on the campus computers. Use the wireless network to access the Internet from your laptop computer.
7. Any student who introduces a virus to the campus computers or damages equipment will lose computer privileges.
8. Any student who uses seminary computers or wireless Internet access for immoral, illegal or inappropriate uses will be subject to disciplinary action.
9. Gateway Seminary does not provide technical support in the use of software on the campus computers. If you want to learn how to get more from the software available, take the "Computer Tools for Theological Research" course.
10. The Seminary does not guarantee continuous availability or proper operation of the hardware and software. If you have an assignment due, you should not wait until the last minute to use the campus computers.

APPROPRIATE USE OF COMPUTERS

Gateway Seminary seeks to uphold and to foster biblical standards of personal integrity, character and behavior. Accordingly, the Seminary reserves the right to limit computer usage and Internet access to activities that are consistent with those biblical standards and with Gateway's mission as an educational institution preparing people for Christian ministry. While computers and the Internet provide valuable educational resources, they offer unique temptations and can be abused.

Restrictions on computer and Internet use include activities that would result in libel, false representation, copyright violations, licensing violations, intellectual property violations, and other criminal activities. Restrictions also include the use of network and Internet resources to access sexually explicit material, engage in defamation of character, violate academic integrity, or engage in unauthorized commercial or political activity. Campus Internet activity and other computer use is electronically monitored and the inappropriate use of computers, email, or the Internet by students will result in disciplinary action.

WIRELESS INTERNET ACCESS

Wireless Internet access is available in the library and in all classrooms. This enables properly equipped laptop computers to access the Internet, the Gateway Online Library Catalog and EBSCO. The wireless access key is available from the librarian.

Wireless Internet access is only available to Gateway students and staff. Anyone who abuses the use of the wireless Internet will lose access privileges.

HAVEN

The Haven allows students to manage their student accounts online. This includes registering for classes, paying tuition and fees, viewing grades, and accessing transcripts. Please familiarize yourself with Haven.

To access Haven from the Seminary website, select Haven option on then navigation bar at the bottom of the homepage. Enter your ID and PIN numbers in the log in screen. Choose the Register link, on the top menu bar, to view course schedules, register for classes, see your student account, pay tuition and fees, and more.

To register for classes:

- Enter your account using your ID and PIN numbers, as described above. These are also referred to as your username and password.
- Choose the Register option in the next window.
- On your Welcome screen, look for the "Course Search" link under the "Add/Drop Courses" section and click on it.
- Select appropriate term from the drop down menu (**NOTE: Selecting the term with Arizona Campus designation ensures you will see a listing of only those classes offered at this campus**).
- **Leaving all other fields in this window BLANK**, hit the "Search" button at the bottom of the page.
- In the generate course list, click the "Add" box next to each class for which you wish to register
- At the bottom of the page, hit the "Add Courses" button.

When you have finished adding classes, you should review your schedule as it appears in the next window. If you did not specify the campus, as indicated above, it is possible that you registered for classes at another campus. This can be changed by simply clicking the “Drop” box for each class you need to drop.

Please do not forget this important step: Verify your schedule, making certain that the classes you have added are those you intended and are being taught at the Arizona Campus or one of its remote teaching sites.

YOUR ELECTRONIC PORTFOLIO

Seminary is unable to prepare students for everything they will face in ministry. Gateway Seminary developed a system that allows each student to track his/her development as a church leader while in seminary. The primary tool is the electronic portfolio. Progress in several areas is recorded by the student for each class so the student can see where he/she has grown while at Gateway and determine where further growth is needed after graduation.

- 1. Begin by selecting ePortfolio - link on the Gateway homepage under the “Academics/Student Success/Student Resource” pages.**
- 2. Select ePortfolio – “click to enter”**
- 3. Enter your Gateway ID and Password on the log on screen.**

Here you will be able to enter information about yourself and your calling. You will learn much more about your electronic portfolio in the Foundations for Ministry course. Just remember, everything you enter is confidential! Use this tool for tracking your progress through seminary, your ministry goals and objectives, hopes, dreams and disappointments. Your electronic portfolio can act as a journal of your Seminary experience.

To Add Insights

- Log On to the ePortfolio as above.
- Click on **Add New Insight** button
- Type in Class # and select professor from drop-down menu (arranged alphabetically, but first name is listed first)
- Select Essential Leadership Characteristic from the menu provided
- Enter a numeric value from the drop-down menu to indicate how much the course contributed to your growth related to the leadership characteristic you have chosen.
- Type your thoughts on the insight God has given you related to the leadership characteristic; use your own words and be as brief or expressive as you desire.
- Click **Save Insight** at bottom of the screen
- Every professor will ask you to submit 5 insights at the end of the semester.

To Submit Insights

- Log on to the ePortfolio
- Click on the Review My Journey link
- Select the insights relevant to your class
- Click on the link to send your insights to your professor
- Email a copy to yourself for your records.

Please Note: Your class syllabus will list the Essential Leadership Characteristics in a letter/number format. For example, J1, C9, F13, etc. (Please refer to the Essential Leadership Characteristics page at the end of this section.) These are the outcomes your professor has built into his/her course material. In recording your insights for a particular class you are not limited to these outcomes; the insights you have gained from a particular course are shaped by many factors. Please select whichever insights are relevant to what you have gained from the course.

ARTIFACTS

The syllabi of certain courses identify specific assignments which the student will turn in to the professor for a grade AND attach to their ePortfolio as a “learning artifact.” The Seminary reviews these artifacts as a way of judging the effectiveness of its academic program. This review normally occurs after the student’s graduation and without reference to student identity.

Artifacts are uploaded through the “documents” section of the portfolio. Students are encouraged to remove title page and headers/footers containing their name prior to attaching the artifact to their ePortfolio.

OTHER OPTIONS

- You can retrieve insights for any professor you’ve had and see what you’ve gained from his/her classes during your time in seminary
- You can retrieve all you have recorded about a specific Essential Leadership Characteristic
- You can retrieve insights you’ve accumulated during a specific time in your seminary experience
- You can use your portfolio to record significant scriptures, values, mentors, your purpose statement, etc., by using the various tabs from the main portfolio page. Use your portfolio as a tool to track your seminary experience.

Remember, everything you enter is confidential. Your professors will only ask you for the insights you gained from his/her class. Use this portfolio as a tool to plan your seminary education and track how God has worked in your life while at Gateway.

LIBRARY INFORMATION

LIBRARY WEBSITE

- <http://library.gs.edu>
- Provides access to our databases, including eBooks, as well as library catalog

LIBRARY CATALOG

- Located at: <https://gslibrary.on.worldcat.org/discovery>
- Sign in using your student ID number and password you choose. (First time click "Set/Reset Password")
- Use it to request books and journal articles or to renew books

MATERIALS LOCALLY

- Reference books: Library use only, may also photocopy article
- Reserve items are for a specific course and have a shorter checkout period/higher fine
- Books go out for 4 weeks, with two renewals. You may check out 35 at one time
- Follow the "Self-Checkout Instructions" if no librarian is available
- **Do NOT re-shelve items – leave them on the table, and we will take care of them!**

FOOD AND DRINKS

- Please enjoy your snacks and drinks in the student lounge.

LIBRARY HOURS AND STAFF

- Monday, Tuesday and Thursday: 9:00am-9:00pm
- Wednesday and Friday: 9:00am-4:00pm
- Jessica Parrow, Regional Librarian
- JessicaParrow@gs.edu
- 602-843-8544

ADVISORY

The material in this library is intended for the serious researcher. Material contained in this collection may discuss sensitive subjects. The reader is advised to view with discretion. Further, possession of the book/material by Gateway Seminary may not be interpreted as an endorsement of its contents by Gateway Seminary administration/staff, faculty, and trustees or the Southern Baptist Convention.

THEOLOGICAL LIBRARY COOPERATIVE OF ARIZONA (TLCA)

- Show your ID to check out materials. Some libraries may require a patron contract and other ID.
- Return borrowed materials to lending library by date due

American Indian College: 10020 N. 15th Ave., Phoenix, AZ 85021. Librarian— Ph.: 602-944-3335; *Online Catalog URL:* <http://aic.mimas.scoolaid.net/bin/home>. Denominational affiliation: Assemblies of God.

Arizona Christian University: 2625 E. Cactus Rd., Phoenix, AZ 85032. Librarian—Robert Oliverio; Ph.: 602-386-4110; email: library@arizonachristian.edu, *Online Library URL:* <http://acu.mimas.scoolaid.net/bin/home>. Denominational affiliation: Nondenominational.

Benedictine University: 225 E. Main St., Mesa, AZ 85201. Librarian: Sean McNulty; Ph.: 480-878-7514; email: smcnulty@ben.edu, Library URL: <https://www.ben.edu/library/>. Denominational affiliation: Roman Catholic.

Gateway Seminary: 12801 N. 28th Dr., Suite 14, Phoenix, AZ 85029. Librarian—Jessica Parrow; Ph.: 602-843-8544; email: JessicaParrow@gs.edu, *Online Catalog URL:* <http://library.gs.edu>. Denominational affiliation: Southern Baptist.

Grand Canyon University: 3300 W. Camelback Rd., Phoenix, AZ 85017. Librarian—Nita Mailander; Ph.: 602-639-6641; email: nita.mailander@gcu.edu. *Online Catalog URL:* <http://library.gcu.edu>. Denominational affiliation: Nondenominational.

International Baptist College: 2211 W. Germann Rd. Chandler, AZ 85286. Librarian— Marcia Gammon; email: Marcia.gammon@ibcs.edu; Ph.: 480-245-7937; Library URL: <http://www.ibcs.edu/ibc/mc/index/jsp>. Denominational affiliation: Independent Baptist.

Kino Institute: 400 E. Monroe St., Phoenix, AZ 85004. Librarian—Darcy Peletich; Ph: 602-354-2311; email: dpeletich@diocesephoenix.org; *Online Library URL:* <http://kino.kari/opasinfo.net/bin/home#>. Denominational affiliation: Roman Catholic.

La Vita House: 543 E. Speedway, Tucson, AZ 85705. Librarian: Filomena Saxton; Ph: 520-909-9881; email: Filly.saxton@gmail.com. *Library website and lending procedures in progress.* Denominations affiliation: Nondenominational.

Phoenix Seminary: 4222 E. Thomas Rd, Suite 100, Phoenix, AZ 85018. Librarian—Doug Olbert; email: drolbert@ps.edu; Ph.: 602-850-8070. *Online Catalog URL:* <http://psem.opasinfo.net/bin/home>. Denominational affiliation: Nondenominational.

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.