



GATEWAY SEMINARY
Rocky Mountain 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.

THE GATEWAY MISSION

BIBLICAL • MISSIONAL • GLOBAL

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

SEMINARY SURVIVAL TIPS

Spiritual

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

Practical

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

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THE SEMINARY AS SPIRITUAL COMMUNITY

1

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

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

As a student, you are important to the Gateway community. Whether you’ve relocated across the country, are commuting to one of our five campuses, or are taking classes online, you’re important to us and we want to help you succeed. What does it mean to succeed as a student at Gateway? It is not merely to obtain good grades, but rather, to grow closer to Christ through His Word and expend yourself in service for His name’s sake.

We pray you will enjoy your seminary life at the Rocky Mountain Campus. The seminary experience is also designed to benefit and bless your life and ministry, stretch your faith, and strengthen your commitment to Christ. We are here to serve you in the most effective way possible as we partner together in God’s good work.

STUDENT PRIVILEGES AND RESPONSIBILITIES

2

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

RESPECT

The Seminary recognizes the inherent value of all individuals associated with the seminary community and seeks to treat students with grace and compassion. As individuals made in God’s image, every person of every race possesses dignity. Gateway seeks to make available to all students equally any privileges, programs, and activities afforded through voluntary association with this educational institution. Gateway expects students to extend respect to one another as well as to faculty and staff.

PRIVACY

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.

STUDENT RELATIONS COMMITTEE

Student Relations Committee. The faculty Student Relations Committee serves as arbitrator between students and faculty-at-large and the Seminary administration, and to advocate for the general welfare of the Gateway community. In exercising this duty, the Student Relations Committee acts:

- to consider and respond according to faculty and/or administrative policies concerning student academic matters;
- to consider and respond according to faculty and/or administrative policies pertaining to student deportment;
- to serve as the Seminary redemptive body in the hearing of student conduct matters.

Judicial Advocacy. Students charged with violations of ethical conduct standards have right to appeal in all matters pertaining to campus discipline procedures.

GRIEVANCE

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

Informal Grievance Process

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

Formal Grievance Process:

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

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

HARASSMENT REPORTING

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

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

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

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

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

THE ISSUE OF RESPONSIBILITY

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

Participation in any educational community is voluntary. Moral character is expected, and assumed, of all students who associate themselves with Gateway Seminary. Volunteer participation implies accountability for moral, ethical, and legal choices. As representatives of Jesus Christ, believers should demonstrate a lifestyle that reflects His character in both public and private behavior. Seminary standards could easily be summed up in Peter's admonition to "be holy in all you

do" (1 Peter 1:15). Ethical and moral standards referred to here and in other sections of this Handbook have historic roots in Scripture and are not determined by the changing morality of society. Simple observance of moral responsibility does not constitute spirituality per se, nor do Seminary regulations comprise the entirety of one's responsibility to God. But the willingness to adhere to student responsibilities exhibits spiritual health and a concern for the well-being of the entire campus community.

ETHICAL CONDUCT

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

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

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

Further Statement on Alcohol Use

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

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

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

HOME AND FAMILY

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

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

COUNSELING REFERRALS

Gateway Seminary does not support an onsite counseling center or formal counseling services. However, the Seminary maintains connections with licensed practitioners and counseling centers. Students or student family members needing information on Christian counseling resources should contact the Vice President for Enrollment and Student Services. All requests for information are kept confidential.

STUDENT DISCIPLINE

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

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 Rocky Mountain Campus (RMC) Administration Office. The RMC 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 RMC 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 RMC 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 RMC Director charged with investigating, processing, and reviewing all alleged violations of Seminary standards and complaints. The RMC 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 RMC 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 RMC 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 RMC 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 RMC Director or the Student Relations Committee may be appealed to the President. All decisions of the President are final.

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.

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 major offense plagiarism will result in a failing grade for the assignment and/or a failing grade for the course.
6. The professor will complete an Academic Integrity Incident Report, providing pertinent details including what instruction or training, if any, was suggested or required.
7. The incident report will be placed in the student's academic file in the Registrar's office and the Registrar will communicate the decision to the student.
8. Subsequent instances of plagiarism or cheating are described in the full policy and may result in probation, suspension, or expulsion.

INVOLUNTARY WITHDRAWAL

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

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

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

ACADEMIC SERVICES

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

CATALOG PUBLICATION

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

ACADEMIC ADVISING

All degree-seeking Gateway students may select an advisor from RMC faculty to 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 to contact their faculty advisor for any questions related to academic/degree progress. Faculty advisors also serve as good "listeners" for student concerns. Should faculty members not be readily available, students may contact the Campus Director or the RMC Administration Office with advising issues.

BOOKS

Students are to purchase their own textbooks through a vendor of their choosing.

REGISTRAR

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

DENOMINATIONAL AFFILIATION

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

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

THEOLOGICAL FIELD EDUCATION

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

GRADUATION SERVICE

Every May, the RMC hosts a commencement ceremony for the RMC graduates. ADVANCE centers from neighboring states also participate. Spring graduation applications are due to the RMC office before the end of the fall semester prior. The Registrar's Office conducts a graduation degree audit for each application. Regalia rental and ceremony details are directed by the RMC administrative office.

CAMPUS SERVICES

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

LIBRARY

The RMC library is open during normal office hours, Monday through Thursday, 8:00 a.m. until 5:00 p.m. and Friday mornings. The library is closed on Saturdays except during J-term, weekend or summer classes. The librarian is available to help students with research on Mondays. The library is always closed on Sundays.

The RMC library houses a collection of approximately 14,000 books and other resources. Numerous on-line theological databases and journals are available for student use, as well as many hard copy periodicals.

Students may borrow up to thirty-five (35) items for a four (4) week check-out period. Most library material can be renewed twice. Reference materials and periodicals may not be used outside of the library.

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

"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.

Local and other ministry opportunities are announced through the RMC eNews. The Colorado Baptist General Convention also posts positions and resumes at www.coloradobaptists.com.

STUDENT COMMUNICATIONS

RMC eNews. Students and alumni receive an electronic newsletter on a semi-monthly basis with the goal of connecting students and alumni to ministry opportunities and seminary-related events and deadlines.

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

Student Mailboxes. Student mailboxes are located on the first floor between the stairs and glass entry doors. Professors and staff use these to return assignments and distribute seminary-related information.

NEW STUDENT ORIENTATION

Completion of New Student Orientation is required of all new students. New Student Orientation is designed to facilitate familiarity with Gateway academics, personnel, campus services, registration, seminary life, and general seminary policies/procedures. Online instructions are sent by email to each new student.

FINANCIAL AID

The Financial Aid Program at Gateway manages multiple, internal scholarship funds. These scholarships are organized into various categories according to the intent of the donors. Approved applicants may be awarded financial aid from one or several scholarship categories, depending on eligibility. In addition to internal financial aid, there are sister organizations that provide external scholarship funds. Examples of such organizations include state Baptist conventions, various Baptist associations, mission boards, and individual churches. Students normally apply directly to these agencies or organizations. Gateway students have also sought potential third-party scholarships such as those offered through corporate sponsorships and general educational services, as well as those available through non-Southern Baptist entities.

RMC students may receive a scholarship equal to one (SBC) credit hour for recruiting a prospective RMC student. When the prospective student enrolls in a RMC class and pays his tuition, the recruiting student will receive the scholarship. Students must submit the referral form to the RMC office.

System-wide financial aid applications are available on the www.gs.edu website and are due to Student Services by May 1st. Detailed financial aid information is also available from the seminary website via the Admissions section. Most of these scholarships are for full-time students only.

Student Spouse Tuition discounts are available for dually-enrolled married couples. A tuition discount of 50% is provided to the spouse of a full-time student. This discount will be applied to the spouse with the lowest tuition charge. This covers tuition only; all other fees are to be paid by the student spouse. Discount applications must be completed and submitted each semester.

There are several scholarships available to RMC students:

- Colorado Missions Offering Scholarship – available to RMC students taking RMC classes; must apply each semester
- Colorado Baptist Foundation Scholarship – available to SBC students living in Colorado; administered by the CBGC; awarded annually; application deadline is April 1st.
- Neva Burk (Rocky Mountain Campus) Scholarship for Women in Ministry; for RMC ladies taking RMC classes; must apply each semester.
- Encounter Scholarship – for all SBC regional students traveling to the Los Angeles Campus (Ontario, CA) for J-term or summer classes. Applicants receive free tuition.

GENERAL SEMINARY POLICIES

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

BULLETIN BOARDS/POSTING NOTICES

Supervision and maintenance of public bulletin boards is the responsibility of the RMC Office Administrator. The campus bulletin board exists primarily to keep students informed of job and ministry opportunities. Any/all items to be posted must be submitted to the RMC Office Administrator. Students are not allowed to post or remove posted items without permission. Posters, flyers and announcements may not be attached to windows or to other building space.

CHANGE IN ADDRESS/PHONE

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

CHANGE IN MARITAL STATUS

Any/all changes in marital status must be reported to the RMC office for proper maintenance of educational records.

FACILITIES AND PROPERTY USAGE

A break room is provided to the students in room 210 of the convention building. Soft drinks and snacks are provided on cost-recovery basis. Coffee is provided free of charge. Students are asked to help keep the break room clean. Please deposit trash and recyclable items in designated places. Do not leave food in the refrigerator for prolonged periods of time. These acts of courtesy are appreciated.

Parking is available free of charge. Please park in the designated areas and observe the handicap markings. Overflow parking is available in the parking lot due east of the Seminary.

SNOW DAYS

In case of inclement weather, please call the campus before coming to class. If it is necessary to cancel classes, a message will be sent by text informing students of that fact. Classes canceled due to inclement weather may be rescheduled within the semester.

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.

PUBLIC RELATIONS AND CORPORATE IDENTITY

The Director of Communications, located at the Los Angeles Campus, is responsible for approving and coordinating official Seminary statements by, or to, any medium. Students may not use official Seminary letterhead, logo, Facebook, Twitter, or Seminary publications for the support or endorsement of personal views without the express permission of the Director of Communications. Under no circumstances shall Seminary media, publications, or public relations material be used to support, endorse, or otherwise approve, any organizations, idea, or behavior that is inconsistent with the stated purposes and doctrines of Gateway Seminary.

TOBACCO-FREE CAMPUS

The use of tobacco in any form (including vaping) constitutes a health threat to both users and bystanders. Gateway supports and maintains a smoke-free environment. The use of all tobacco products is prohibited in campus building or in parking lot.

ADDENDUM

A

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.