



# GATEWAY SEMINARY

2018-2019 Student Handbook



## **Handbook Disclaimer**

The Los Angeles Campus - Ontario Student Handbook is published by the Student Services Office of Gateway Seminary. 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

*A word from Student Services:*

**W**elcome! God's calling and providence has brought you to Gateway Seminary and we're glad you're here. Gateway exists to shape leaders who expand God's kingdom around the world. Every class you'll take, every paper you'll write, and every assignment you'll complete has the ultimate end of equipping you to reach the nations with the Gospel of Jesus Christ. Here at Gateway, God's kingdom is our passion.

As a student, you're important to the Gateway community. This handbook is designed to help you understand what seminary is about, answer common questions we might have, explain the services that are available to you, and outline our expectations for you as a Gateway student.

I especially want you to know that the Office of Student Services is here to serve you. 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.

As you read this handbook and begin your seminary journey, you will have questions. Please do not hesitate to contact us for answers or for help with personal matters. The Student Services Office is located on the ground floor of Ontario Campus Building, room 108. You can call me directly at (909) 687-1450 or email me at [adamgroza@gs.edu](mailto:adamgroza@gs.edu).

Grace and peace to you,

Adam Groza, Ph.D.

# TABLE OF CONTENTS

## 1. BIBLICAL, MISSIONAL, AND GLOBAL

Community Worship	6
Community Bible Study and Prayer	6
Local Church Involvement	7
Community Missions	7

## 2. STUDENT PRIVILEGES AND RESPONSIBILITIES

Respect	8
Privacy	8
Student Relations Committee	8
Grievance	9
Harassment Reporting	10
Disability Accommodation	10
The Issue of Responsibility	11
Ethical Conduct	11
Home and Family	12
Substance Abuse	13
Information Technology	13

## 3. STUDENT DISCIPLINE

Discipline Procedures	15
Records	16
Sanctions	16
Plagiarism	17
Involuntary Withdrawal	18

## 4. ACADEMIC SERVICES

Catalog Publication	19
Academic Advising	20
Registrar	20
Denominational Affiliation	20
Gateway Online	21
Theological Field Education	21
Kim School of Global Missions	21
ADVANCE Ministry Preparation	22

## 5. CAMPUS SERVICES

Finance Office	23
Computer Lab	24
Employment Assistance	24
Emergency Financial Assistance	24
International Student Services	24
Library	24
Lost and Found	25
Mail Center	25
Café & Student Lounges	25

## 6. STUDENT SERVICES

Ministry Resume Services	26
Student Communications	26
New Student Orientation	27
Financial Aid	27
Graduation Services	27
Counseling Referrals	27
Residence Life	28
Commuter Housing	28
Resident Handbook	28

## 7. GENERAL SEMINARY POLICIES

Digital Signage Boards/Posting Notices	29
Change in Address/Contact Information	29
Change in Marital Status	29
Campus Emergencies	29
Facilities and Property Usage	30
Vehicle Parking	30
Public Relations and Corporate Identity	30
Political Endorsement	31
Solicitation	31
Student ID Cards	31
Telecommunications/Copy Service	31
Wireless Access	32
Downloading Copyrighted Material	32
Tobacco-Free Campus	32
California Bureau for Private Postsecondary Education	32

## **8. PARTNERSHIP OFFICES**

Computer and Web Support	33
Facilities Management	33
Human Resources	33
Institutional Advancement and Alumni Relations	34
President's Office	34
Enrollment Services	34

## **ADDENDUM**

A. A Brief History of Gateway Seminary	35
B. Academic Integrity Policy: Instruction, Infraction, & Processes for Remediation	37
C. Learning Management System Policy	41
D. Academic Advising Advisory	42
E. Campus Directory	44

# BIBLICAL, MISSIONAL, AND GLOBAL

# 1

*After this I looked, and behold, a great multitude that no one could number, from every nation, from all tribes and peoples and languages, standing before the throne and before the Lamb, clothed in white robes, with palm branches in their hands, and crying out with a loud voice, "Salvation belongs to our God who sits on the throne, and to the Lamb!"*

*Revelation 7:9-10*

**FIRST AND FOREMOST**, Gateway Seminary exists to shape leaders who expand God's kingdom around the world. To do this, we are committed to being a seminary that is biblical, missional, and global. As a biblical seminary, we stand unapologetically upon the inerrant Word of God. Every class at Gateway is taught through the lenses of the trustworthiness and sufficiency of Scripture.

As a missional seminary, Gateway seeks to engage culture. We believe that just as Jesus became incarnate to accomplish the Father's plan of Redemption, so too we as Christians are called to live on mission to spread the name of Jesus and make disciples of all nations. Gateway trains students to seek creative and fresh ways to effectively communicate the Gospel, without ever compromising the message.

Lastly, Gateway is a global seminary. We are delighted to be a multiracial and multicultural community of students, faculty, and staff. Gateway intentionally exposes students to a global vision of the kingdom, with an emphasis on missions, evangelism, and church planting. No matter what your ministry goals, we want all students share in God's passion for the Gospel going to the nations.

## **COMMUNITY WORSHIP**

The primary campus venues for worship is the chapel service held on Thursday at 11:00 a.m. (PST) during the fall and spring semesters. The chapel experience is designed for the adoration of Christ, the exposition of His Word, and the inspiration and edification of the worshipper. The Seminary embraces corporate worship as a vital component of a Christ-centered education. Students are encouraged to attend chapel in conjunction with faithful attendance and service in their local church. Students attending the Seminary online or through remote access are encouraged to view chapel through the livestream or through the archived recordings found on the chapel webpage.

## **COMMUNITY BIBLE STUDY AND PRAYER**

Students are expected and encouraged to maintain a daily time of worship through personal prayer and Bible study. These times of personal devotion produce meaningful community worship. Various campus groups gather for structured and unstructured prayer and Bible study. Group prayer is often included in classroom settings and community prayer requests find expression through the campus. The campus Prayer Room, located on the fourth floor, room 433, is always open for use by students, faculty, and staff members.

## **LOCAL CHURCH INVOLVEMENT**

The local church is God's plan for kingdom expansion. Gateway is a vibrant community of Christians but it is not a church. Students should not substitute on-campus times of worship and fellowship for active participation and service in a local church. Students are expected to join, serve in, and financial contribute to a local church home while enrolled at Gateway.

## **COMMUNITY MISSIONS**

Missions and evangelism are the heartbeat of Gateway Seminary. Students are expected to cultivate the habit of evangelism and to develop a passion for missions. To that end, multiple programs and opportunities are presented annually such as Global Missions Week, student Missions Conference, and Intersect.

# STUDENT PRIVILEGES AND RESPONSIBILITIES

# 2

*“Test everything. Hold on to the good. Avoid every kind of evil.”  
1 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 indicate the need for conference with the Vice President for Enrollment and Student Services or the faculty Student Relations Committee.
- 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 classroom environment, or the community at large.

## STUDENT RELATIONS COMMITTEE

**Student Relations Committee.** The faculty Student Relations Committee of the Ontario California Campus serves:

- To consider and respond according to faculty and/or administrative policies concerning student academic matters.
- To consider and respond according to faculty and/or administrative policies pertaining to student academic department.
- To assist, as requested by the Vice President for Enrollment and Student Services, in matters of mutual interest relating to students.
- To recommend to faculty and/or administration new or revised policies related to students as needed.

**Student Affairs.** The Vice President for Enrollment and Student Services is charged with responding to the life needs of



students with integrity, efficiency, professionalism, and excellence in a way that models servant-leadership.

**Judicial Advocacy.** Students charged with violations of ethical conduct standards have right to appeal in all matters pertaining to campus discipline procedures (see Handbook p. 15).

## **GRIEVANCE**

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

### **Informal Grievance Process**

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

### **Formal Grievance Process: Step 1**

In the event that satisfactory resolution is not achieved through an informal process, the student may then appeal to the appropriate Seminary administrative officer who exercises responsibility in that particular area, as follows:

1. If the grievance concerns matters of Faculty/Academics, Courses/Schedule, or Library, write to the Vice President for Academic Services.
2. If the grievance concerns matters of Business Office, Human Resources, IT, Facilities, or Food Service, write to the Vice President for Business Services.
3. If the grievance concerns matters of Alumni or Public/Church Relations, write to the Vice President for Institutional Advancement.
4. If the grievance concerns matters of Enrollment, Registrar, Student Services, Residence Life, Commuter Housing, Placement, Financial Aid, or Chapel, write to the Vice President for Enrollment and Student Services.

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

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

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

## **HARASSMENT REPORTING**

Gateway Seminary does not tolerate the harassment of individuals. Any form of verbal, physical, or sexual harassment is inconsistent with Christian living and will not be tolerated.

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 Vice President for Enrollment and Student Services or the Vice President for Academic Services.
- If your complaint applies to a faculty/staff member, please contact the 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. The primary concern will be for the victim's safety. In cases where the incident is believed to involve criminal behavior, the police will be notified. A representative of the Seminary will inform complainants of the outcome of the investigation and any consequence to the harasser. In cases where the offender is a resident of Student Housing, the Seminary will pursue the most immediate legal course of eviction. 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 would 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 Enrollment Office and the Student Services 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 Student Services Office.

## THE ISSUE OF RESPONSIBILITY

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. The Student Services Office and other Seminary departments sponsor campus events and activities designed to strengthen Christian marriages.

Students encountering marital difficulties during their seminary experience are encouraged to seek assistance through the Vice President for Enrollment and Student Services. 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 Vice President for Enrollment and Student Services. 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 Vice President of Student Services.

At times, the nature and scope of marital difficulties 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. Resident students impacted by a separation or divorce must consult with the Director of Student Services to evaluate housing eligibility in conjunction with the Vice President of Student Services. Students 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 issues 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 Seminary 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 Seminary cooperates with all local, state, and federal authorities in maintaining and enforcing a drug-free community.

## **INFORMATION TECHNOLOGY**

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

Students are restricted from unauthorized network access. Unauthorized access includes any form of connection/patch to the network using personal laptops or other personal data devices. For example, students may not connect personal laptops or other devices to open network ports nor may they disconnect any Seminary equipment for purposes of accessing ports. Doing so constitutes a serious breach of license. This policy includes all network connections on campus, including those in the classrooms. In addition, all installed classroom video connections are solely for the purpose of assisting the teaching process. It is not acceptable to disconnect these connections and plug directly into the display monitors. Students found patching into network ports or display ports will be subject to disciplinary actions through the Vice President for Enrollment and Student Services and the faculty Student Relations Committee.

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

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

Seminary personnel may utilize a variety of means to track Internet usage and the management of documents. All

campus network users should be aware that all Internet activity is electronically monitored and that inappropriate use of computer hardware, network systems, e-mail, or external Internet will be reported to the appropriate Seminary authorities. Student violations of Internet Technology Guidelines will result in disciplinary actions. The complete Seminary Internet Technology Policy is available for review from the Vice President for Business Services or the Vice President for Enrollment and Student Services

# STUDENT DISCIPLINE

# 3

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

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

The community, as a whole, shares responsibility for disciplinary matters. In a very real sense, we are to be our "brother's keeper." Persons who are known to be involved in inappropriate behavior should first be approached, in a spirit of love and humility, by their peers and confronted and counseled concerning the offense (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 to local law enforcement agencies.

## DISCIPLINE PROCEDURES

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

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

**Inquiry.** The Vice President for Enrollment and Student Services is responsible for the supervision of student conduct and is charged with investigating, processing, and reviewing all alleged violations of Seminary standards and complaints.

The Vice President of Enrollment and Student Services receives referrals and conducts confidential inquiries to determine if an offense has actually occurred. This preliminary inquiry may include interviews with all parties involved, both on and off campus.

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

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

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

## RECORDS

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

## SANCTIONS

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

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

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

**Disciplinary Suspension.** Disciplinary suspension is a specific time period during which the student is suspended from active enrollment in, and participation with the campus community. Formal notation of suspension is filed in



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

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

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

## **ETHICAL CONDUCT VIOLATIONS AND GRADUATION**

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

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

## **PLAGIARISM**

Plagiarism is defined as the practice of taking someone else's written or spoken work or ideas without proper citation and presenting it as original to the student. Plagiarism is a serious offense in higher education. While Gateway recognizes not all cultures accept that plagiarism is dishonest scholarship, it remains the norm in western society and academics. Therefore, at Gateway plagiarism and cheating on exams will be considered an infringement of the institution's academic policy as well as an ethical conduct violation. The following briefly outlines the procedures/policies in dealing with plagiarism were approved by Gateway faculty in 2018. 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. In most cases, willful cheating or plagiarism will result in a failing grade for the assignment and/or a failing grade for the course.
5. The professor will complete an Academic Integrity Incident Report, providing pertinent details including what instruction or training, if any, was suggested or required.
6. 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.

7. Subsequent instances of plagiarism or cheating are described in the full policy and may result in probation, suspension, or expulsion.

## **INVOLUNTARY WITHDRAWAL**

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

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

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

# ACADEMIC SERVICES 4

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

**THE MISSION OF THE OFFICE OF ACADEMIC SERVICES** is to provide quality-learning experiences through faculty, resources, degree programs and courses. The Seminary Vice President for Academic Services (VPAS) oversees faculty assignments, course schedules, as well as oversight of all degree programs and program concentrations through department and school leadership. Instructions and/or forms related to academic actions requiring approval are located on the Gateway web site and through the registrar's office. Students are invited to contact the Registrar or the respective Department Chairperson, Program Director or the Campus Director's Office (see <https://www.gs.edu/academics/faculty-directory/> for names and contact information) for advising regarding any academic activity or exception such as the following:

- To seek an Independent Study.
- To request an exception or substitution related to course work or degree programs.
- To request a Credit by Exam or course By-pass.
- To register for more than 15 units in a semester.
- To change degree programs (see Enrollment Services first).

Students who think they are eligible for the Advance Track M.Div. should contact the Registrar's Office to begin the application process after being admitted to the standard M.Div.

Syllabi for any course taught at Gateway in the past two (2) years can be reviewed on our [www.gs.edu](http://www.gs.edu) website under “Academics/Course Syllabi”.

## CATALOG PUBLICATION

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

## **ACADEMIC ADVISING**

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

## **REGISTRAR**

The Office of the Registrar supports every current student at Gateway Seminary as well as all faculty and staff members who interact with those students. Specifically, the office is responsible for: class enrollment and registration; verifying graduation; diplomas; preservation of student academic records and protection of their privacy; transcripts; maintenance of the schedule of classes; and assistance for special populations, such as veterans.

Students are able to access most of their academic and registration information through the Seminary website.

Students nearing the completion of a degree program must apply for graduation by the published deadline on the online academic calendar. A graduation application is due before the end of the semester preceding their final semester (end of the fall semester for spring/summer graduation; end of the spring semester for fall/January graduation). Gateway Seminary students may choose to participate in the ceremony at any Gateway campus offering a commencement ceremony.

The office processes Student Spouse Scholarships for dually-enrolled on-campus couples. At least one spouse must be enrolled full-time per semester to be eligible for this special financial assistance. Scholarship forms are available on the Gateway Business and Registration website. This must be completed and submitted each semester by the tuition payment deadline. The Registrar also maintains record of a student's denominational affiliation and changes in denominational relationships (see under Denominational Affiliation for more information).

## **DENOMINATIONAL AFFILIATION**

Gateway Seminary is a Southern Baptist educational entity and as such receives significant financial underwriting for all Southern Baptist students through the Southern Baptist Convention (SBC) Cooperative Program of Missions Giving. 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.

## **GATEWAY ONLINE**

Gateway Online exists to shape leaders who expand God's kingdom around the world by making theological education available to students anywhere. While serving in their current ministry context, Gateway Online students can deepen their understanding of the Bible, foster meaningful relationships with students and faculty, and develop skills that will further the effectiveness of their ministry.

Students can earn a MDiv, MTS, MAEL, and MAIS fully online. Additionally, diplomas and certificates are also available fully online. Please refer to the current academic catalog for online course and degree offerings. Courses are delivered through the Canvas learning management system (LMS). The LMS policy is included as an addendum.

All students of Gateway Seminary are permitted to take online courses. If online courses are the student's primary means of earning course credit, the student should be designated as an online student through the Registrar's Office.

The Gateway Online Office operates out of the Ontario Campus and serves as a direct point of contact for all online students. If you have questions about the online program or online courses, please contact the online office at [online@gs.edu](mailto:online@gs.edu). The @GatewayOnlineEd Facebook and Twitter pages serve as a regular communication tool to update, support, and encourage Gateway Online students.

## **THEOLOGICAL FIELD EDUCATION**

Every Gateway degree program includes an internship of 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 15th deadline. Information concerning TFE requirements and the TFE application can be found on the TFE homepage of the seminary website. The only prerequisite for taking TFE is course P1111, Introduction to Ministry Formation. A student desiring to complete an approved course substitution for TFE, such as Clinical Pastoral Education (CPE) or course I2361-62, Church Planting Internship, must also complete an application through the TFE Office in the same manner. The TFE Office provides student assistance in completing the application and coordinates the various options designed in meeting the practical ministry requirements. For more information, contact the TFE Office at [tfe@gs.edu](mailto:tfe@gs.edu).

## **THE DAVID AND FAITH KIM SCHOOL OF GLOBAL MISSIONS**

The David and Faith Kim School of Global Missions exists to embrace the world with the Good News of Jesus by equipping men and women through a transformative educational process that is interculturally academic, practical, and healthy. The Kim School connects with students on many levels by offering missions and intercultural courses in several degree programs. The Kim School also oversees the Master of Missiology (M.Miss.) and Master of Arts in Intercultural Studies (MAIS) degree programs as well as several missional concentrations in the Master of Divinity (M.Div.). The Kim School achieves this vision primarily through:

- Effective management and active promotion of intercultural studies at Gateway Seminary;
- Developing courses and degrees that will provide the skills, knowledge, and character needed for effective intercultural interaction;
- Providing broader exposure to missions, intercultural issues and perspectives through the annual Missions Conference, Intersect conference, special events, and directed field experiences in the city;

- Providing intercultural experiences for students and faculty members through short-term mission experiences, internships and mentorships; and
- Promoting a fellowship of students with an interest in urban and global missions, intercultural ministry, and church planting.

## **ADVANCE MINISTRY PREPARATION**

ADVANCE Ministry Preparation provides quality, Bible-based ministry training, usually at the post-high school level, in a geographically convenient and contextualized setting through ministry centers and online in the West and around the United States and its territories. Each center is established under the oversight of the Gateway ADVANCE National Office and in partnership with a Southern Baptist church, association, state conventions, and ethnic fellowships in the development and implementation of the training. Through the work of ADVANCE, the Seminary offers 17 certificate programs, 15 diploma programs, and 13 leadership diploma programs. Equipping leaders for discipleship and ministry is at the heart of ADVANCE training.

# CAMPUS SERVICES 5

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

## FINANCE OFFICE

The Finance Office exists to insure that the Seminary maintains the highest level of biblical stewardship and integrity in collecting and distributing financial resources. Students are required to comply with all Seminary payment policies and sound financial practices. The Finance Office collects all student tuition/fees, rent, and deferment payments from students.

The Finance Office is closed during Chapel, on weekends, and during all Seminary holidays. The Finance Office is open from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. daily. VISA and MasterCard credit cards are accepted by phone or online for payment. The office maintains an open-door policy in discussing payment plans for students in need of assistance or who encounter problems with their account.

**Account Status.** The Finance Office maintains all student accounts. Account statements are a summary of a students' financial obligations and are available online for students to review. Questions or issues with student account statements should be brought to the Finance Office immediately. All accounts are due on the dates stipulated, and all must be paid current in order to register for the following term.

**Payment of Tuition and Fees.** Gateway Seminary Trustees establish all Seminary tuition and fee charges/rates. Tuition and fee schedules are posted in the current Gateway Seminary catalog online, along with important information concerning refund policies and account disputes. Due dates for payment of all applicable tuition and fees are jointly published by the Registrar's Office and the Finance Office through the Academic Calendar. In order to finalize registration, all accounts must be paid in full or arrangements in writing secured for payment options by the term's payment deadline.

**Payment Priority.** Payments will be applied to tuition charges first when more than one type of balance is due and payable. Payments for housing may be transferred to Accounts Receivable (AR) and Deferment (LN) accounts at the discretion of the Finance Office when a tuition balance is payable.

**Military Tuition Assistance.** The Finance Office will process Veteran's Affairs tuition assistance benefits upon receipt of appropriate documentation from the eligible student. Please contact the Finance Office to discuss student eligibility and obligations.

Gateway Seminary seeks to provide a quality education at the most reasonable cost possible. Gateway is a private, non-profit Southern Baptist institution that relies upon the generosity of churches, alumni, friends and the Cooperative Program of the Southern Baptist Convention.

## **COMPUTER LAB**

The Computer Lab supports 6 dedicated workstations and serves as a student research resource. These workstations are in the Library Reading room. They offer access to basic Microsoft Office suite applications, presentation software, and the Internet as well as to all library online resources. There is also one copy of BibleWorks 10 and Logos Libronix 3. All computers can display Korean and Chinese text. Nothing can be stored on the computers disk drives. The computer lab is open whenever the Library is open. Report computer or network problems to the Patron Services Desk.

## **EMPLOYMENT ASSISTANCE**

Enrolled students seeking secular employment opportunities, as well as ministry positions can access position information through the Gateway online “Job Board.” These services are provided through the “About/Employment” section of the Seminary website. For Seminary employment opportunities on campus, postings can be found on the Seminary website in the “About/Employment” section, or by contacting Human Resources at (909) 687-1510 or [hr@gs.edu](mailto:hr@gs.edu).

## **EMERGENCY FINANCIAL ASSISTANCE**

The Seminary manages several forms of student benevolence for emergency needs. Limited benevolence funds are available for students in financial crisis who meet particular qualifying criteria. Information/applications for emergency financial assistance is available through the Student Services Office. Tuition assistance for qualified Gateway students is provided through the Seminary Financial Aid Program (see p. 27). Financial Aid Program information/applications are also available through the Seminary website.

## **INTERNATIONAL STUDENT SERVICES**

Specific information about U.S. Immigration policies and guidance pertaining to F-1 international students is published in the Seminary F-1 International Student Handbook. All issues related to F-1 student enrollment and maintenance of status is managed through the Enrollment Office. The Director of Enrollment is the primary International Student Advisor for Gateway Seminary and the Primary Designated School Official for SEVIS. Please refer to the F-1 Handbook for guidance about how to maintain legal F-1 student status, and refer any questions or concerns you may have to the Director of Enrollment. For more information, please [intlstudents@gs.edu](mailto:intlstudents@gs.edu) or (909) 687-1459.

## **LIBRARY**

Ontario Campus Library occupies entire second floor of the Ontario building and is open 8:00 a.m. to 5:00 p.m. Monday through Friday except for school holidays. During the fall and spring semester it remains open until 8:00 p.m. Monday, Tuesday, and Thursday, as well as from 1:00 p.m. to 5:00 p.m. on Saturdays. During the summer terms, it closes at 6:00 p.m. on Monday through Friday and remains closed on Saturdays. Changes to these hours are publicized at least one week in advance.

All open seating is unassigned, but Group Study Rooms are for groups of three or more.

Private study rooms are available for doctoral students and others who need to make use of the library for several hours each week. Request a key at the Patron Services Desk.

The Gateway Seminary librarians serve all Los Angeles campus students from the Ontario campus. Each has the



combination of training and experience to help you discover appropriate materials for your course assignments or special interests. Staff are available to help you all hours the library is open. Emails and phone calls are answered or returned the same or next business day. From time to time during the semester, the staff offers informal training in the advanced features of the library's special databases, Microsoft Word and PowerPoint, Google Drive, Dropbox, and Turabian formatting.

Some points to remember:

- The Gateway Seminary Library Collection supplements the information, knowledge, and wisdom found in your textbooks and class lectures. You can discover most of its resources, whether in printed or digital form, from the library's main web page. For more about the library and its online resources, click the Library tab at the bottom of any Gateway webpage or go to <http://library.gs.edu>.
- All three lobby elevators serve the library from any floor. Within the library, the lighted exit signs above single doors show where to exit if the building alarms sound.
- The second floor itself does not have its own lounge area. For extended conversation or meals, use the third or fourth floor lounges, the patio, or the café.
- The same policies that apply to food and drink on other floors of the building also apply in the library.
- There are no charges for you to use the library if you return borrowed items on time.

## **LOST AND FOUND**

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

## **MAIL CENTER**

The Mail Center handles internal document routing for all seminary offices. The Mail Center is located on the fourth floor, room 422, and is normally open Monday through Friday from 8:30 a.m. to 4:30 p.m. The Seminary Mail Center does not serve as a US Postal address for enrolled students. The closest U.S. Postal services are available at the Guasti Post Office, 323 North Turner Avenue, just west of campus.

## **CAFÉ AND STUDENT LOUNGES**

Located on the ground floor, across from the chapel, the Gateway Café offers people a great place to eat, study, and hangout. The Café offers a range of hot and cold drinks, snacks, and sandwiches and salads. Student Lounges are located on both the third and fourth floor, adjacent to the elevators. The enclosed lounges offer Keurig coffee makers, microwaves, and refrigerators. The third floor lounge also has vending/snack machines. These open lounges offer comfortable places to relax and meet with fellow students.

# STUDENT SERVICES

# 6

*“May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus...”*

*Romans 15:5*

**MUCH OF THE COMMUNITY BUILDING EFFORTS** at Gateway are channeled through the Seminary Student Services Office. This department attends to the physical, spiritual, social, intellectual, and emotional needs of the student community through quality services and programming. Student Services supervises and supports a variety of student-centered ministries, organizations, activities and general co-curricular offerings. Other department assignments include standard Student Affairs functions such as financial aid, residence management, new student orientation, chapel, counseling referrals, student retention, commuter services, employment services, student conduct, ministry placement, student publications, and graduation events.

Student Services is committed, as an educational partner in the leader-shaping process, to extend a sacred trust to all students. This commitment is expressed in these department mission statements:

- We will strive to model servant-leadership by responding to students with charity, integrity, efficiency, professionalism and excellence.
- We will address student affairs and Student Services programming in a way that promotes community and encourages spiritual growth.
- We are committed to the Gateway’s Vision and Mission of shaping leaders who expand God’s kingdom around the world.

## 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 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.

## STUDENT COMMUNICATIONS

The Student Services and Communications Offices manage student communications and publications on several levels, with the goal of assisting students toward consistent “connections” with fellow students, campus events, general Seminary information, and important announcements. Current modes of communication include:

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

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

**Digital Signage Boards.** In the main lobby and on the 3rd, 4th, and 5th floors are screens that display upcoming Seminary events and important information.

## **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.

On campus New Student Orientation also includes musical worship, prayer, an introduction to the Seminary's president, as well as introduction to the Cooperative Program of the SBC. Orientation is scheduled each fall and spring semester on the Friday approximately a week before the first day of classes.

## **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, the Seminary partners with sister organizations that provide external scholarship funds. Examples of such organizations include state Baptist conventions, various Baptist associations, mission boards and individual churches. Students normally apply directly to these agencies or organizations; however some external scholarships may be accessed through our own Financial Aid Program. Gateway also seeks to expose our student body to potential third-party scholarships such as those offered through corporate sponsorships and general educational services, as well as those available through non-Southern Baptist entities. For more information on financial aid, or to apply for financial aid, please go to [www.gs.edu/admissions/financial-aid](http://www.gs.edu/admissions/financial-aid).

## **GRADUATION SERVICES**

The Student Services Office oversees Seminary commencement events and graduate preparations. Specific questions on graduation eligibility and applications should be directed to the Registrar's Office. The Ontario California Campus offers commencement services for both fall and spring graduating classes. Graduation information packets are mailed six (6) weeks in advance of commencement dates.

## **COUNSELING REFERRALS**

Currently, 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.

## **RESIDENCE LIFE**

The Ontario California Campus offers resident housing for full-time students who meet/maintain housing eligibility requirements. Family housing is available for qualified married students, their spouse and dependent children. Housing for extended family members, or for dependents over the age of nineteen, is not typically available. Housing is also available for single students and student couples. Student housing is offered as part of the Seminary's commitment to affordable theological education. Student housing is managed through the Student Services Office and is coordinated by the Director of Student Services.

### **RESIDENCE LIFE: COMMUTER HOUSING**

The Seminary maintains motel-type commuter rooms for students needing overnight accommodations in conjunction with their commuter course schedule. Double or single occupancy rooms are available by reservation on a semester-by-semester basis. Nightly rental fees are reasonable and affordable. Commuter housing requests are accessible through the "Admission/Housing" section of the Seminary website. Charges are billed to the student via their credit/debit card on file the week following completion of reservation.

Commuter housing are comfortable, converted one-bedroom apartment units. Each commuter unit has its own living room, kitchen, bathroom, and bedroom. Provided amenities include twin beds, desks/lamps, table, refrigerator, microwave, range/oven, coffee maker, and partial air conditioning. Commuter housing may not be used for accommodating family or friends.

### **RESIDENCE LIFE: HANDBOOK**

All policies relevant to campus housing residents are contained within the Resident Handbook, published annually through the Residence Life Office. Residents should refer to this publication for information/procedures relevant to housing eligibility, maintenance and repairs, utilities, parking, etc. All campus residents, as part of signed License Agreements, are accountable to Seminary policies contained in the Resident Handbook publication.

# GENERAL SEMINARY POLICIES

# 7

*“But everything should be done in a fitting and orderly way.”*

*1 Corinthians 14:40*

## **DIGITAL SIGNAGE BOARDS/POSTING NOTICES**

Digital signage boards exist primarily to keep students informed of Seminary-related matters and opportunities. Any/all items to be posted must be submitted to the Communications Office. Posters, flyers, announcements may not be attached to windows or to other building space, without approved permission.

## **CHANGE IN ADDRESS/CONTACT INFORMATION**

Any/all changes in personal contact information must be reported to the office of the Registrar for proper maintenance of educational records. Specific changes include residential/postal address, home/office/cell telephone number(s), and e-mail addresses. The Address Update form can be accessed on Gateway Business and Registration website.

## **CHANGE IN MARITAL STATUS**

Any/all changes in marital status must be reported to the office of the Registrar for proper maintenance of educational records. A student who marries while enrolled should file appropriate change notices with the Registrar’s Office and, if necessary, with the Residence Life Office. Should he/she be a campus resident, the Vice President for Enrollment and Student Services is available for pre-marital counseling referrals and resources. For policy matters concerning students in marital difficulties please refer to the section on Home & Family (see p. 12).

## **CAMPUS EMERGENCIES**

Campus situations that pose emergencies to life or property should be reported immediately to 9-1-1 dispatchers. Please report any campus related calls to 9-1-1 to the Facilities Director at (415) 729-1510. First aid kits are available to assist with emergency care. Kits are located on each floor in the administrative department copier rooms. In the unlikely event that classes must be cancelled due to earthquake, fire, or other natural or man-made emergencies students should tune to local radio stations for emergency announcements or access the Seminary home page at [www.gs.edu](http://www.gs.edu) for disaster information.

## **FACILITIES AND PROPERTY USAGE**

Ontario Campus facilities exist through the generosity of donors seeking to be good stewards of God's provision. It is the specific responsibility of each student to treat these facilities with the care that reflects an on-going stewardship obligation. An individual will be held accountable for damage to Seminary property due to negligence or maliciousness. An official response to such conduct may lead to disciplinary action and/or reimbursement for damages.

Various campus meeting rooms are available for student use in connection with campus programs, events and organizations. For such Seminary activities there is no maintenance fee/charge for facility usage. However, students wishing to use Seminary facilities for church groups or family events will be assessed standard maintenance charges for usage. Fee rate information is available in the Facilities Management Office.

## **VEHICLE PARKING**

When you park your vehicle on campus you do so at your own risk. All campus students are encouraged to practice personal security (i.e., locking of car doors) and to maintain the proper automotive insurance. The Seminary is not liable for theft or damage, caused by other persons, or acts of nature (i.e., tree branches, sap, etc.) to personal property within, or to, your vehicle (s). If you have such issues please contact the proper law enforcement authorities, then notify the Facilities Management Department (909) 687-1555 to log a report or to initiate appropriate follow up.

## **PUBLIC RELATIONS AND CORPORATE IDENTITY**

The Director of Communications is responsible for approving and coordinating communications between the Seminary and any external constituent groups. The Director of Communications, located on the Los Angeles-Ontario Campus, helps shape and share the Gateway Seminary story through multiple media including print publications, news releases, marketing communications, website and internet venues, special events and community outreach. This department is available to assist students, student groups, and others to effectively and appropriately communicate the image and mission of Gateway Seminary.

The Director of Communications 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.

Any organization affiliated with Gateway Seminary or any auxiliary groups (including student groups or ministries) must have express permission to use the Gateway Seminary logo. All marketing materials produced on behalf of these groups must be approved by the Director of Communications before production. The Director of Communications will provide a high resolution version of the logo upon request, with the understanding that use of the logo will be submitted for review prior to production.

The Seminary's Style Guide specifically describes the proper use and approval of logos, social media, and other elements related to the Seminary's identity and branding. To request a digital copy, contact the Director of Communications at [communications@gs.edu](mailto:communications@gs.edu).

Contracts and purchases in the name of Gateway Seminary are conducted solely through authorized officers of the Seminary. Students may not use the name of the Seminary to make private purchases or to conduct private business. In addition, personal purchases may not be negotiated through the Seminary purchasing system without authorization from the Vice President for Business and Finance.

## **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.

## **SOLICITATION**

Gateway Seminary does not allow private businesses, company representatives, or students to sell goods or services on campus. Any exception must be requested in writing and approved by the Vice President for Institutional Advancement. In addition, no personal or organizational solicitations are permitted on Seminary property without the written approval of the Vice President for Institutional Advancement. Any fundraising projects benefiting student-sponsored campus organizations require support and approval by the Vice President of Enrollment and Student Services.

Although it may seem an effective manner of distributing literature, the practice of leaving flyers, pamphlets, or any other such publications on cars or any other place on Gateway Seminary's campus is not permissible. Anyone wishing to distribute material must receive permission through the Student Services Office. The Seminary reserves the right to refuse distribution or posting of information/materials which conflicts with our mission, vision, or biblical standards.

## **STUDENT ID CARDS**

The Student Services Office offers Student ID cards during each semester. Campus publications will announce the time frame when ID Cards can be requested. Student ID cards are not required for any Seminary service/access and are offered simply as a convenience to students for businesses granting student-related discounts.

## **TELECOMMUNICATIONS/COPY SERVICE**

Seminary office phones and fax equipment are not available for student use. A general use photocopier is located in Library (5¢ per copy). The Library also has a book scanner to use free of charge. Library staff will assist student who desire to use the scanner. Students may not use copy machines located in Seminary offices or the copy center. Currently, the Seminary does not support fax access for students.

## **WIRELESS ACCESS**

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

## **DOWNLOADING OF COPYRIGHTED MATERIALS**

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

## **TOBACCO-FREE CAMPUS**

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

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

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

### **Complaint Procedure**

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

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

Name: Chief, Complaint Unit

Address: 2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

Phone: (916) 431-6924

Fax: (916) 263-1897

Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)



# PARTNERSHIP OFFICES

# 8

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

## COMPUTER SUPPORT AND WEB ADMINISTRATION

The Seminary Information Technology (IT) department provides support to institutional staff and faculty in the operation of the campus computer network, as well as all Seminary hardware/software. IT also maintains the Computer Lab systems and assists student users via the Library circulation desk. IT also supervises the campus telecommunications systems, copy/printing rooms, and mailroom. Students do not have access to the campus phone system and may not make copies in any of the copy/printing rooms. A copier is available in the library on a pay per page basis.

Gateway Seminary maintains a presence on the Internet ([www.gs.edu](http://www.gs.edu)) designed to service all members of the Seminary family as well as provide a public glimpse to the broader campus system. Many of the catalogs, manuals, and other Seminary publications are duplicated on the website. While a portion of the website is public, most of web usage is associated with learning activities. Web administration is also involved in online learning projects and the administrator serves as a consultant on matters of emerging technology.

## FACILITIES MANAGEMENT

Facilities Management oversees all campus buildings/grounds, custodial services, landscaping, parking, and facility reservations. To insure the highest level of campus safety, students are expected to cooperate by observing all posted signs, parking regulations, building hours and all Seminary facilities policies. Maintenance problems during business hours should be reported to the Facilities Management Office at (909) 687-1555 or online at campus work order request. For after-hour maintenance emergency needs please call the Facilities Director at (415) 729-1510.

## HUMAN RESOURCES

The Director of Human Resources facilitates campus employment, compensation and benefits, employee relations and record keeping, as well as compliance to all applicable laws. Seminary job openings and our online faculty and staff employment applications are available on our website on the “About/Employment” pages. The director’s office is located at the Ontario campus, third floor, room 336. General inquiries may be emailed to [hr@gs.edu](mailto:hr@gs.edu) or (909) 687-1510.

## **INSTITUTIONAL ADVANCEMENT AND ALUMNI RELATIONS**

The Office of Institutional Advancement serves the mission of Gateway Seminary by cultivating and managing a growing base of supportive networks and relationships, including constituent churches and associations, as advocates for the Seminary. The programs emphasize a service attitude toward the various constituencies in order to facilitate increased gift funding and student enrollment. As part of the Seminary's Institutional Advancement Office, the Alumni Relations program helps to develop and cultivate a worldwide network of relationships among former Golden Gate Baptist Theological Seminary and Gateway Seminary students. It seeks to continually inform, build interest and secure personal involvement of alumni as effective representatives and supporters of the Seminary.

## **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." Office personnel serve as support staff to the President as he represents Gateway Seminary to a wide range of constituents. Students are always welcome in the President's office and are encouraged to make personal appointments through the Executive Assistant to the President at (909) 687-1701.

## **ENROLLMENT SERVICES**

The Enrollment Services Office serves the mission of Gateway Seminary by finding, recruiting, and admitting new students. Current students who have recruitment or enrollment-related questions, or those who know of someone interested in visiting the campus and/or attending Gateway Seminary, are encouraged to come by the Enrollment Services Office, room 108, or contact them at [enrollment@gs.edu](mailto:enrollment@gs.edu) or (888) 442-8701.

# ADDENDUM **A**

## **A BRIEF HISTORY OF GATEWAY SEMINARY**

The desire to provide training for Christian workers to minister to the masses in California motivated Harvey Gilbert, a Southern Baptist home missionary, to establish the San Rafael Baptist Institute in 1859 in Marin County. Many people hoped the fledgling institute would soon become a Baptist theological school. This expectation, however, did not materialize and the school closed after a few years, in part due to the Civil War.

Soon after, the Southern Baptist Convention withdrew all support for California work and the churches and institutes it sponsored either disappeared or found other affiliations. When Southern Baptists again began establishing churches in California, the first in 1936, the same need for a theological school was speedily recognized. It became apparent the Convention would soon have a growing work in all of the western states.

Harvey Gilbert's dream began to live again in Baptist hearts, and nobody carried that dream more intensely than Isam B. Hodges. While a student at Southwestern Baptist Theological Seminary in Fort Worth, Texas, Hodges became convinced that it was God's will for him to begin a seminary in the West. In 1935, nine years after his graduation from seminary, he finally arrived in California. Two years later he became pastor of the Golden Gate Baptist Church in Oakland.

Following the organization of the Southern Baptist General Convention of California in 1940, Hodges determined that the time was ripe to launch a western seminary. In the spring of 1944, the congregation of Golden Gate Baptist Church authorized its deacons to meet with a committee from the First Southern Baptist Church of San Francisco to formulate plans to establish a theological seminary. A few days later the committee formally agreed to organize the Seminary and applied to the State of California for a charter.

The charter was issued on July 12, 1944. Classes began Sept. 4 in Golden Gate Baptist Church with 16 ministerial students enrolled, and the 85-year-old dream of a theological institute to train men and women for ministry was a reality.

Hodges guided the school through that first year as its president and then stepped aside in November 1945 when the Southern Baptist General Convention of California accepted ownership of the school.

Dr. Benjamin O. Herring succeeded Hodges as president in 1946. During his tenure, the Seminary moved its campus to Berkeley, into a three-story brick building at Grove and Addison streets. The Seminary graduated 17 students in its first graduating class in 1949. In 1950, Herring was successful in guiding the Southern Baptist Convention to accept ownership of the school.

Dr. Harold K. Graves from Oklahoma succeeded Herring as president in 1952 and for the next quarter-century Golden Gate would undergo dramatic changes, which would allow it to become one of the finest theological seminaries in the world. Graves continued to expand the faculty and push for academic excellence while maintaining a warm-hearted

biblical emphasis. He used the financial resources of the Southern Baptist Convention to lead in the acquisition of a new 148-acre campus site in Marin County. Moving the Seminary was a bold venture which would require the development and construction of all new facilities.

In 1959 the beautiful park-like campus was opened and classes were held for the first time on Strawberry Point, just 11 miles from where Harvey Gilbert attempted to begin a theological school a hundred years before.

Graves continued to lead the Seminary until he retired and became president emeritus in 1977. Dr. William M. Pinson, Jr., pastor of the First Baptist Church of Wichita Falls, Texas, then became president. His five-year tenure saw the Seminary continue to expand its visibility. A steadily growing enrollment brought about the need for a new library and additional student housing. In 1979, Pinson negotiated with Oscar Romo to establish what is now known as Contextualized Leadership Development (CLD), an educational outreach program providing quality, Bible-based ministry training in geographically convenient and contextualized settings. In 1982 Pinson left to become executive director of the Baptist General Convention of Texas.

Dr. Franklin D. Pollard, pastor of the First Baptist Church of San Antonio, Texas, was inaugurated as the fifth president of Golden Gate in 1983. During his three-year administration, the Seminary experienced significant growth. Pollard also led in a redevelopment of the Seminary master plan. He left in 1986 to become pastor of the First Baptist Church of Jackson, Mississippi.

Dr. William O. Crews, Jr. became the sixth president of Golden Gate in 1986. During Crew's tenure, the Seminary established two new campuses, one in Phoenix, Ariz. in 1995 and one in Denver, Colo. in 1996. The Seminary also achieved accreditation approval to offer full master's level degree at all five of the Seminary's campuses.

The Seminary's current president, Dr. Jeff P. Iorg, was formerly the executive director/treasurer of the Northwest Baptist Convention, prior to being elected the seventh president of Golden Gate Seminary in 2004. During his tenure, the Seminary launched the Partners for the Future Campaign, established online course offerings (which includes fully-accredited, master-level courses 100 percent online), relaunched and reformatted the Seminary's electronic communication tools (website makeover including a blog and bi-monthly enewsletter). Over the course of a two-year period in 2014-2016, he led the transition that involved moving the main campus from Mill Valley to Ontario and opening a new regional campus in Fremont, Calif., as well as the name change to Gateway Seminary. He continues to lead the institution—while publishing books and maintaining an extensive speaking ministry—with the mission of shaping leaders who expand God's kingdom around the world.

Since its founding, the Seminary has expanded its influence beyond its vast 11-state region and has conferred degrees on more than 9,400 men and women, many of whom are now involved in strategic ministries all over the globe as pastors, missionaries, chaplains, educators, church staff and workers in the fields of Christian service. Once a fledgling institution that begun in a small church in Oakland, the vibrant Ontario, Calif., campus is now the nerve center for a seminary system that reflects its visionary heritage and looks forward to a bright future of Kingdom work training men and women to take the Gospel to the nations of the world.

# ADDENDUM **B**

## **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.

### **PLAGIARISM**

Plagiarism is defined as the practice of willfully taking someone else's written or spoken work or ideas without proper citation and presenting it as original to the student.

### **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 offense 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 of the issue or was a willful attempt to gain an unfair advantage.
- 1.3 If it is a first offense then 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 incident was a first offense and appears to have resulted from a lack of understanding of what constitutes cheating or plagiarism, 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.
- 1.5 In most cases, willful cheating or plagiarism will result in a failing grade for the assignment and/or a failing grade for the course.
- 1.6 If the incident 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 offense. See Other Definitions below.
- 1.7 In order to support other faculty members regarding potential future incidences, the course professor will complete an Academic Integrity Incident Report form, providing pertinent details including what instruction or training, 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.

## **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 a 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 conditions for continued enrollment and will require the student to undergo more specific and structured training such as a library writing workshop or tutorial 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.



# ADDENDUM

## **LEARNING MANAGEMENT SYSTEM POLICY**

The learning management system (LMS) at Gateway Seminary, currently Canvas ([gs.instructure.com](https://gs.instructure.com)), is a web-based educational tool that supports the following academic functions:

- Delivers course instruction and learning materials online
- Creates opportunities for interaction between students and their professor
- Provides an online environment for students to take exams, submit assignments, and receive feedback and grades.

Online courses are delivered entirely through Canvas. For courses that are not fully online, the professor will indicate if and how Canvas will be used in each course.

### **ACCESS AND APPROPRIATE USE**

A Canvas account will be automatically created for accepted, enrolled students one week prior to the start of their first semester of study. If the professor uses Canvas, the course will be published on or before the start date of each term. Once the semester ends, students will be able to view but not participate in past Canvas courses. Upon completion of study or upon inactive student status, students will not have access to Canvas.

As a matter of academic integrity, all Canvas users must enter Canvas only under their own, unique account login and password. All materials posted by the instructor or by other students is considered copyrighted and is the intellectual property of the author. Copying, distributing, or sharing materials from Canvas is a breach of copyright unless permission by the author is granted. Posting or submitting work under another user's account is not allowed and may be subject to disciplinary measures.

Although grades are visible in Canvas, the official site for viewing final grades and transcripts is the MyGateway site.

### **USER RESPONSIBILITIES**

Canvas and Gateway Seminary will ensure that Canvas stays up to date, but it is the responsibility of the user to have reliable internet access, adhere to Canvas system requirements, and update browsers on a regular basis. Basic system requirements and supported browsers can be found on the Canvas Basics Guide.

### **TECHNICAL SUPPORT**

Canvas provides 24/7 technical support accessed directly through the Canvas "Help" menu located on the left-hand global navigation. Users may chat, call, or search the user guides in this menu. Additionally, if Canvas support cannot assist in a certain matter, users may contact [CanvasIT@gs.edu](mailto:CanvasIT@gs.edu).

# ADDENDUM **D**

## ACADEMIC ADVISING ADVISORY

Students needing academic advising should be sent to the appropriate faculty office:

The Chairperson of the Academic Departments:

Department of Christian Sources (All “S” courses)	Dr. Gregg Watson	greggwatson@gs.edu
Department of Christian Thought (All “L” courses)	Dr. Chris Chun	chrischun@gs.edu
Department of Leadership Skills Formation (All “P” courses)	Dr. Glenn Prescott	glennprescott@gs.edu
Department of Educational Leadership (All “E” courses)	Dr. Paul Kelly	paulkelly@gs.edu
Departments of Missions and Intercultural Studies (All “I” courses)	Dr. Don Dent	dondent@gs.edu

The primary advisor for specific degrees are:

M.Div. and D.Th.	The appropriate Department Chairperson (see above)	
M.Div.-Advanced Track	Dr. Gregg Watson	greggwatson@gs.edu
MTS	Dr. Gregg Watson or Dr. Chris Chun	greggwatson@gs.edu
MACC	Dr. Debbie Steele or Dr. Glenn Prescott	glennprescott@gs.edu
MAEL and DEL	Dr. Paul Kelly	paulkelly@gs.edu
MAIS and MMiss	Dr. Don Dent	dondent@gs.edu
Th.M.	Dr. John Taylor	johntaylor@gs.edu
Ph.D.	Dr. John Taylor	johntaylor@gs.edu
D.Min.	Dr. Jim Wilson	jimwilson@gs.edu

The primary advisor for other programs are:

Theological Field Education (TFE)	Dr. Glenn Prescott	glennprescott@gs.edu
ADVANCED Ministry Preparation, all diplomas	Dr. Warren Haynes	warrenhaynes@gs.edu

The primary advisor for Concentrations and Certificates are:

Concentration in Biblical Studies	Dr. Gregg Watson	greggwatson@gs.edu
Concentration in Chaplaincy	Dr. Phil Conner	philconner@gs.edu
Concentration or Certificate in Children's Ministry	Dr. Paul Kelly	paulkelly@gs.edu
Concentration in Christian Counseling	Dr. Debbie Steele	debbiesteele@gs.edu
Concentration in Church Planting	Dr. Allan Karr	akarr@cbgc.org
Concentration or Certificate in Collegiate Ministry	Dr. Paul Kelly	paulkelly@gs.edu
Concentration in Educational Leadership	Dr. Paul Kelly	paulkelly@gs.edu
Concentration in Intercultural Studies	Dr. Don Dent	dondent@gs.edu
Concentration in Missiology	Dr. Don Dent	dondent@gs.edu
Concentration in Spiritual Formation	Dr. Glenn Prescott	glennprescott@gs.edu
Concentration in Theological-Historical Studies	Dr. Chris Chun	chrishun@gs.edu
Concentration or Certificate in Women's Ministry	Dr. Alicia Wong	aliciawong@gs.edu
Concentration or Certificate in Youth Ministry	Dr. Paul Kelly	paulkelly@gs.edu
Certificate in Bible Teaching	Dr. Gregg Watson	greggwatson@gs.edu
Mission Studies Certificate	Dr. Don Dent	dondent@gs.edu

Student Relations Committee Chair for each campus are:

Ontario Campus	Dr. Glenn Prescott	glennprescott@gs.edu
Bay Area Campus	Dr. Leroy Gainey	leroygainey@gs.edu
Arizona Campus	Dr. Harry Hahne	harryhahne@gs.edu
Pacific Northwest Campus	Dr. Mike Kuykendall	mikekuykendall@gs.edu
Rocky Mountain Campus	Dr. Alan Karr	akarr@cbgc.org
Online Campus	Dr. J.T. Reed	jtreed@gs.edu

\*Campus Committee Chairs change with every academic year

# ADDENDUM **E**

## CAMPUS DIRECTORY

### LOS ANGELES CAMPUS - ONTARIO DIRECTORY

Main Campus Switchboard	(909) 687-1800
Academic Affairs	(909) 687-1601
Enrollment	(888) 442-8701
Business Office	(909) 687-1521
CLD Office	(888) 353-4427
Communications	(909) 687-1758
Doctor of Ministry Office	(909) 687-1609
Facilities Management	(909) 687-1555
Financial Aid	(909) 687-1451
Human Resources	(909) 687-1510
Information Technology	(909) 687-1550
Institutional Advancement	(888) 442-8709
International Student Advisor	(909) 687-1455
Kim School of Global Missions	(909) 687-1674
Library	(909) 687-1489
Mail Center	(909) 687-1570
Online Education	(909) 687-1622
President's Office	(909) 687-1701
Registrar	(909) 687-1468
Residence Life/Housing	(909) 687-1454
Student Services Office	(909) 687-1451
Theological Field Education	(909) 687-1626
Academic Graduate Studies	(909) 687-1621
Web Administration	(909) 687-1753

## **GATEWAY REGIONAL CAMPUS DIRECTORY**

<b>San Francisco Campus</b>	(510) 449-0654
Dr. Rick Durst, Director	
<b>Arizona Campus</b>	(480) 941-1993
Dr. Dallas Bivins, Director	
<b>Pacific Northwest Campus</b>	(360) 882-2172
Dr. Mark Bradley, Director	
<b>Rocky Mountain Campus</b>	(303) 779-6431
Dr. Steven Veteto, Director	

## **GATEWAY ADMINISTRATION**

<b>President</b>	(909) 687-1700
Dr. Jeff Iorg	
<b>Vice President for Academic Affairs</b>	(909) 687-1600
Dr. Michael Martin	
<b>Vice President for Business &amp; Finance</b>	(909) 687-1500
Mr. Tom Hixson	
<b>Vice President for Institutional Advancement</b>	(909) 687-1750
Dr. Jeff Jones	
<b>Vice President for Enrollment and Student Services</b>	(909) 687-1450
Dr. Adam Groza	

## **LOS ANGELES CAMPUS EMERGENCY NUMBERS**

Emergency Services	9-1-1
Ontario Police	(909) 395-2001
Facilities Director	(415) 729-1510