



GATEWAY SEMINARY  
Pacific Northwest Campus  
2019-2020 Student Handbook



### **Handbook Disclaimer**

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

# THE GATEWAY MISSION

## BIBLICAL • MISSIONAL • GLOBAL

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

## SEMINARY SURVIVAL TIPS

### Spiritual

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

### Practical

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

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# THE SEMINARY AS SPIRITUAL COMMUNITY

# 1

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

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

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

# STUDENT PRIVILEGES AND RESPONSIBILITIES

# 2

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

## RESPECT

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

## PRIVACY

**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 Campus Director.
- Information which demands disclosure to local, state, or federal authorities as prescribed by law.
- Disclosed information that indicates a clear and present danger to the student, the classroom environment, or the community at large.

## ADVOCACY

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

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

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

## **GRIEVANCE**

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

### **Informal Grievance Process**

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

### **Formal Grievance Process:**

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

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

## **HARASSMENT REPORTING**

Gateway Seminary does not tolerate the harassment of individuals. 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 Campus Director, or the Vice President for Enrollment and Student Services.
- If your complaint applies to a faculty/staff member, please contact the Campus Director, or Vice President for Business Services.

- Make your complaint in writing, if possible and include any/all relevant details, names of the person(s) involved and the names of any witnesses.

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

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

## **THE ISSUE OF RESPONSIBILITY**

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

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

## **ETHICAL CONDUCT**

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

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



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

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

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

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

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

as conduct becoming a Southern Baptist minister. The Seminary shall initiate disciplinary action should the standard of personal and ethical conduct be violated.

## **HOME AND FAMILY**

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

Students encountering marital difficulties during their seminary experience are encouraged to seek assistance through their advisor. The Seminary will extend all available resources, understanding, grace and concern in assisting couples experiencing marital stress (all referrals and information are held in confidence). Married students who become estranged from their spouses are required to counsel with the Campus Director and possibly members of the faculty Student Relations Committee. All responses from the Seminary to couples in marital difficulty are designed to encourage reconciliation and restitution. Students who experience a change of marital status (separation or divorce) are required to notify the Campus Director.

At times, the nature and scope of the separation may impact enrollment status. A student who become separated or divorced is almost always required to withdraw from his/her active degree program for at least one full academic year. This policy exists not as a punitive measure, but to assist the student through a period of emotional/spiritual healing. Student desiring to return to active enrollment following the withdrawal period are required to resubmit standard admissions documents. The Seminary does not prohibit divorced persons from consideration for enrollment. Exceptions to the above policies may be appealed through the President.

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

## **SUBSTANCE ABUSE**

The Seminary acknowledges the social problem of substance abuse and perceives this problem as a serious threat to the health and well-being of our students and the overall campus community.

Gateway Seminary, in voluntary compliance with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101- 226), issues the following statements:

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

## **COUNSELING REFERRALS**

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

# STUDENT DISCIPLINE

# 3

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

## DISCIPLINE PROCEDURES

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

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

**Inquiry.** The PNWC Director charged with investigating, processing, and reviewing all alleged violations of Seminary standards and complaints. The PNWC Director receives referrals and conducts confidential inquiries to determine if an offense has actually occurred. This preliminary inquiry may include interviews with all parties involved, both on and off campus.

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

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

**Appeal.** Decisions made by the PNWC Director or the Student Relations Committee may be appealed to the President. All decisions of the President are final.

## SANCTIONS

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

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

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

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

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

## ACADEMIC ADVISING

All degree-seeking Gateway students will be provided an advisor from Pacific Northwest faculty to assist in course counseling, degree requirements and class scheduling. Semester registration and degree progress are primarily self-managed by each enrolled student. Students are encouraged to take the initiative during the semester to contact their faculty advisor for any questions related to academic/degree progress. Faculty advisors also serve as good "listeners" for student concerns. Should faculty members not be readily available, students may contact the PNWC Director or the Administration Office with advising issues.

## BOOKS

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

## REGISTRAR

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

## REGISTRATION

Students must officially register for all classes online. Registration takes place from April to August, for the upcoming fall semester, and October to January, for the upcoming spring semester. Changes or drops may be made without charge during the online registration period. All accounts must be paid in full in order to register for the next term. These accounts include loans, fees, and overdue library books.



## FEES

**New Student Orientation Fee.** One-time orientation fee is charged to all new students.

**Registration Fee.** Students taking six (6) or less credit hours are charged a slightly lower fee than those taking seven (7) or more credit hours, per semester.

**Late Payment Fee.** All tuition and fee charges or payments arrangements are due the first week of class. A late fee is assessed when payment in full is not made by stated deadline.

**Drop Fee.** A fee is assessed when courses are dropped, per event, after the first week of class up until the fourth week of courses, during fall/spring semesters.

## CANCELLED COURSE POLICY

In the event a scheduled course is cancelled, it is the policy of the Pacific Northwest Campus to notify the Seminary's Academic Services office, the Registrar's office, and the Department Chair of the respective course. Each student who has pre-registered will be notified of the course cancellation electronically.

## REFUND POLICY

Tuition charges are refundable when courses are dropped by the fourth week of the fall/spring semester. All registration fees and other fees are NON-REFUNDABLE. Refunds for courses dropped are granted according to the following graduated schedule:

- 100 % refund during 1<sup>st</sup> week of fall/spring semester
- 85% refund during 2<sup>nd</sup> week of fall/spring semester
- 70% refund during 3<sup>rd</sup> week of fall/spring semester
- 50% refund during 4<sup>th</sup> week of fall/spring semester

A complete listing of costs and fee can be found in the current academic catalog posted on the Seminary's website. All costs and fees are set by the Seminary's Board of Trustees.

# CAMPUS SERVICES

# 5

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

## THE BUILDING

The Northwest Baptist Convention building is home for three strategic ministries of Northwest Baptists: Northwest Baptist Convention; Northwest Baptist Foundation; and the Pacific Northwest Campus of Gateway Seminary.

In this context you will have occasion to meet and form friendships with the people who serve the churches of the Northwest Baptist Convention (NWBC). We encourage you to make appointments to meet these people. They want to serve you and your ministry.

## STUDENT SERVICES

A student center is provided for the students. A refrigerator, microwaves, and soda machine are provided in for students to use. A ping pong table is available for students to use.

Students are asked to help keep the student center area clean. Please cover food being heated in the microwaves, place dirty dishes in the dishwasher and deposit trash in designated places. Please do not leave food in the refrigerator over the week.

Student mailboxes are located in the student center. Please check your box regularly for tests and papers from your professors.

**First Aid Items.** The administrative office has basic first aid supplies like Tylenol, band aids, antibiotic cream, and et cetera, if needed

## FINANCIAL AID

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

corporate sponsorships and general educational services, as well as those available through non-Southern Baptist entities.

System-wide financial aid applications are available on the [www.gs.edu](http://www.gs.edu) website and are due to Student Services by June 1. Detailed financial aid information is also available from the Seminary website via the “Admissions” section. Most of these scholarships are for full-time students only.

**Student Spouse Tuition Discount:** This discount is available for dually-enrolled married couples. A tuition discount of 50% is provided to the spouse of a full-time student. This discount will be applied to the spouse with the lowest tuition charge. This covers tuition only; all other fees are to be paid by the student spouse. Discount applications must be completed and submitted each semester. Requisite application can be obtained from the PNWC administrative office or online through the Seminary website.

**NW Baptist Foundation Scholarship:** Students applying for this scholarship must fill out an application and write an essay for this annual scholarship. Applications, complete with all the requested material must be submitted by February 1. Awarded scholarships are applied toward the following fall and spring semesters.

## LIBRARY SERVICES

The Pacific Northwest Campus Library has over 13,000 items in a multimedia collection; students also have access to Gateway Libraries’ system resources upon request. Experienced library staff provide research assistance and instruction on Mondays. Students may also use the seminary’s large electronic collection and online databases from anywhere with Internet access. Cooperative agreements with local theological institutions—Western Seminary, Multnomah Bible Seminary, Portland Seminary, and Corban University School of Ministry—allow PNWC students access to more than 400,000 volumes within the Greater Portland area.

## PLACEMENT SERVICES

Personnel at the Seminary are willing to assist students in finding places of ministry. Positions are regularly posted on the bulletin board in the student lounge. Enrolled students seeking ministerial employment can also access position information through the Gateway online “Job Board.” These services are provided through the “About/Employment” section on the Seminary website.

## SNOW DAYS

In case of inclement weather, please call the campus phone, (360) 882-2200 before leaving home. Road condition information may be obtained in:

Oregon      1-503-976-7277  
                 1-503-889-3999

Washington 1-900-407-PASS

## **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 (SRC) 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.