

# **MASTERS STUDENT HANDBOOK THE ILIFF SCHOOL OF THEOLOGY 2003-2004**

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<u>Fall Quarter</u>	<u>2003</u>	<u>2004</u>
Labor Day	Sept 1	Sept 6
New Student Orientation & Registration	Sept. 8-9	Sept. 13-14
Classes Begin	Sept. 10	Sept. 15
Fall Convocation	Sept. 10	Sept 15
Late Registration Fees Charged for Continuing Students	Sept. 10	Sept 15
Last Day to Add Courses	Sept. 16	Sept 21
Last Day to Drop Courses	Oct. 21	Oct 26
Registration for Winter Quarter	Nov. 4-5	Nov 9-10
Incompletes from Previous Fall Quarter Due	Nov. 18	Nov 23
Classes End	Nov. 18	Nov 23
<u>Winter Interterm</u>	Dec. 1-12	Nov 29-Dec 10
<u>Winter Quarter</u>	<u>2004</u>	<u>2005</u>
Classes Begin	Jan. 5	Jan 3
Late Registration Fee Charged for Continuing Students	Jan. 5	Jan 3
New Student Orientation	Jan. 5	Jan 3
Last Day to Add Courses	Jan. 9	Jan 7
Martin Luther King, Jr. Day	Jan 19	Jan 17
The Iliff Religious Leadership Conference	Jan 26-28	Jan 24-26
Last Day to Drop Courses	Feb. 13	Feb 11
Registration for Spring Quarter	Feb 17-18	Feb 15-16
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Classes Begin	Mar. 22	Mar 21
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New Student Orientation	Mar. 22	Mar 21
Last Day to Add Courses	Mar. 26	Mar 28
Easter Recess	Apr 9	Mar 25
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Registration for Summer Quarter	May 4-5	May 3-4
Registration for Fall Quarter	May 12&18	May 11&17
Honors Convocation	May 26	May 25
Incompletes from Previous Spring Quarter Due	May 28	May 27
Classes End	May 28	May 27
Commencement	May 28	May 27
<u>Summer Quarter</u>		
Registration/ Classes Begin	June 11	June 10
Incompletes from Previous Summer Quarter Due	Aug. 20	Aug 19
Classes End	Aug. 20	Aug 19

\*Subject to change without notice or obligation.

- It is imperative that students register during the scheduled registration period. In most cases, decisions to cancel courses that have low enrollment and are taught by adjunct faculty will be made immediately after registration. In some circumstances the decisions will be made no later than the first day of the quarter.
- Application deadlines for the Master of Divinity, Master of Arts in Specialized Ministry, Master of Arts, and Master of Theological Studies are: July 1/fall, Nov. 1/winter, Jan. 15/spring, and March 15/summer quarters.
- Applications may be made at any time during the year for the Doctor of Ministry program. *However, for consideration for a June matriculation, the deadline for applications is February 1.* (Students must have been accepted into the program by March 1 in order to enroll in that summer's Assessment Seminar.) Students admitted after March 1, may start as early as the fall quarter and take the Assessment Seminar the

- following summer.
- Application deadline for the Joint Ph.D. Program is January 15.
  - Financial aid deadlines are: May 15 for fall, Oct. 15 for winter, Jan. 15 for spring, and April 15 for summer.

## INTRODUCTION

This *Handbook* is designed to give you information about Iliff, institutional procedures and practices, personal and professional formation, financial aid information, student services and facilities, and the city of Denver. Please inform the Office of the Director of Academic Services if there are additional areas of information that could be included in a future edition or changes need to be made. We want to provide useful information to each student for orienting him/herself to the Iliff community and to the larger Denver environs.

Students should note carefully the content of the current *Catalog*, *Handbooks*, and other authorized School documents to determine the terms under which they are admitted to and may continue at Iliff.

### I. MISSION OF THE ILIFF SCHOOL OF THEOLOGY

The Iliff School of Theology is a graduate theological school of The United Methodist Church. Our central mission is the education of persons for effective Christian ministry and other forms of religious and intellectual leadership. Essential to this mission at Iliff is the critical appropriation of the historic resources of the Christian church, esteem for rigorous academic scholarship, respect for cultural and theological diversity, concern for the enhancement of character, and a commitment to justice in the social order.

The Iliff School of Theology offers both masters and doctoral degree programs: the Master of Divinity (M.Div.) primarily for those seeking ordination; the Master of Arts in Specialized Ministry (M.A.S.M.) with concentrations in Justice and Peace Studies, Pastoral Care, and Religious Leadership; the Master of Arts (M.A.) for those who want to go on to Ph.D. studies; and the Master of Theological Studies (M.T.S.). The M.A.S.M. can be customized for those pursuing the Order of Deacon in the United Methodist tradition. The M.T.S. is designed for those who want to explore various areas of theological studies or forms of lay ministry.

Jointly with the University of Denver, Iliff offers a Doctor of Philosophy (Ph.D.) program in religious and theological studies.

A Doctor of Ministry (D.Min.) program, with a focus on preaching in the practice of ministry, is available for clergy interested in advanced professional education.

### II. MASTER'S STUDENT HANDBOOK & HANDBOOK UPDATE

The *Masters Student Handbook* and *Handbook Updates* are official documents, supplementing and superseding the *Catalog* and other previously published statements of regulations and requirements. The *Handbook* is revised annually and *Updates* are issued as needed to incorporate current information and the most recent decisions of the Faculty Council and the administration.

Academic Requirements: Except by special action of the faculty, students who are admitted into an Iliff masters degree program during the 2003-2004 academic year are bound by the academic requirements and procedures for that degree as specified in the 2003-2004 edition of the *Masters Student Handbook*. Each student is solely responsible for being familiar with and abiding by the academic provisions of the *Handbook* in effect at the time of his or her matriculation.

Non-Academic Policies: While enrolled at Iliff, each student is responsible for being familiar with the revisions of non-academic information and policies as published in subsequent editions of the *Handbook* and *Handbook Update*.

The information in the *Handbook* and *Handbook Update* is not to be regarded as creating a binding contract between the student and the School.

### III. GENERAL POLICIES

Students are solely responsible for being familiar with and abiding by the academic provisions of the *Catalog*, the *Handbook* and any *Handbook Updates* in effect at the time of their matriculation.

The Iliff School of Theology reserves the right to change the fees, rules, and calendar regulating admissions and registration; to change requirements and regulations governing instruction in and graduation from Iliff; and to change other regulations affecting the student body. Such changes are effective whenever so determined.

Classes previously scheduled may be canceled by the administration if it determines that the enrollment is too small. Iliff reserves the right to substitute a teacher for any class, if necessary.

The Iliff School of Theology complies with all state and federal non-discrimination laws and regulations in the administration of its admissions and educational policies. The Iliff School of Theology does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The dean of Academic Affairs has been designated to handle inquiries regarding non-discrimination policies and complaints. Iliff is an Equal Opportunity Employer.

Iliff is in compliance with the Family Educational Rights and Privacy Act as amended. Details are available from the Office of the Registrar.

# ILIFF COMMUNITY POLICIES

Our non-academic life in community is bound by the standards and policies described in this section:

- |  |   |
|--|---|
| I. Standards of Community Conduct        | VIII. Guidelines for Chapel                                 |
| II. Protection Against Sexual Misconduct | IX. Alcohol, Drugs and Controlled Substances                |
| III. Health and Dental Insurance         | X. Campus Security  |
| IV. Colorado Immunization Regulations    | XI. Changing/Requesting Exceptions to Non-Academic Policies |
| V. Disability Accommodations             | XII. Special Needs Of Theological Students                  |
| VI. Inclement Weather Announcements      |   |
| VII. Inclusive Language                  |   |

## I. STANDARDS OF COMMUNITY CONDUCT

### **POLICY**

The Iliff School of Theology is a diverse community bringing together persons from a variety of cultures, traditions and theological perspectives, and for a variety of educational purposes. The Iliff Community expects its members to practice mutual tolerance and respect. In order to sustain our community, it is necessary that, both on and off campus, every member of the community respect the dignity and worth of all persons. Student behavior that impinges negatively on the rights or responsibilities of others is addressed through the process of remediation and discipline outlined below.

These expectations define the character of our common life and express qualities of interaction for all members of the Iliff community. All students, degree and non-degree, are bound by the procedures described in this Community Standards statement. Faculty and staff are bound by the procedures found in their respective handbooks.

### **DEFINITIONS: VIOLATIONS OF COMMUNITY CONDUCT**

Where behavior by a student is detrimental to anyone's health, safety or welfare or significantly disrupts the learning environment or community life for others, Iliff reserves the right to suspend, to expel, or to impose other sanctions as determined by the Community Conduct Committee process described below. This policy is in no way intended to impinge on normally recognized rights of free speech.

Cases of alleged sexual misconduct on the part of students, faculty, staff, or field education personnel will be handled by procedures laid out in the *Protection from Sexual Misconduct* policy noted below.

### **PROCEDURES**

#### Complaints

Students, faculty or staff members may bring to the attention of the dean, in writing, conduct by a student that they deem to have violated the standards of community conduct. (Complaints against faculty should be sent to the chair of the Faculty Personnel Committee. Complaints against staff should be submitted to their immediate supervisor.)

#### Information Gathering Phase

- a. The dean or the dean's designee will gather preliminary information from relevant sources and determine whether a reasonable basis for the complainant's allegations exists. This information gathering phase of the process will not normally exceed ten business days.
- b. If the dean determines that no reasonable basis for the complaint exists, the dean shall notify both the complainant and the accused student in writing. If the complainant does not accept the dean's judgment, he/she may then pursue a complaint through formal committee proceedings in accordance with the procedure outlined below.

#### Consultative Phase

- a. If the dean determines that a reasonable basis for the complaint exists, the dean shall consult with the complainant and the accused student. The purpose of this consultation is to resolve the matter in a manner that

is satisfactory to both the complainant and the accused student.

- b. If the matter is unable to be resolved in a manner that is satisfactory to both the complainant and the accused student, then:
    1. either the dean shall refer the matter to the Community Conduct Committee in accordance with the procedure outlined below;
    2. or the dean determines that the information presented confirms that a violation of the community conduct policy occurred, and may issue an oral or written warning, demand a promise not to commit such an action in the future, or require any other sanction that appropriately reflects the severity of the violation. The dean shall communicate this determination in writing to both the complainant and the accused student.
- Either the accused student or the complainant may appeal this decision to the Community Conduct Committee.

#### Immediate Interim Suspension

- a. An interim suspension may be implemented immediately if the dean determines that a student's behavior poses an imminent danger of: causing serious physical or emotional harm to the student or others; substantially impeding the academic and other lawful activities of others; or causing significant property damage.
- b. The dean shall determine whether the student will be suspended from classes, campus and/or housing.
- c. A student subject to an interim suspension shall be given written notice of the suspension and directed to the procedures contained in the *Handbook*.
- d. The student shall then be given an opportunity to appear personally before the dean or a designee, and one other person selected by the dean, within two business days from the effective date of the interim suspension, in order to review the following issues only: the reliability of the information concerning the student's behavior; whether or not the student's behavior poses a danger of causing imminent, serious physical or emotional harm to the student or others; or whether there is substantial impediment of the academic and other lawful activities of others or significant property damage.
- e. The student has the right to present a professional psychological evaluation relevant to any and all of the issues listed above. Such an evaluation is available through the Iliff Counseling Service or, at the student's expense, through another qualified psychological professional.
- f. A student subject to immediate interim suspension may be accompanied at his/her appearance before the dean and the dean's designee by a family member, an appropriate mental health worker, a member of the faculty or staff, or another student. Students will be expected to speak for themselves whenever possible.
- g. A student on interim suspension will remain suspended pending a determination by the dean.
- h. The student will be allowed to enter campus to attend hearings, or for other necessary purposes, as authorized by the dean.

#### Committee Phase

Committee proceedings shall take place in accordance with the following guidelines:

- a. The dean will appoint a Community Conduct Committee normally including faculty, staff, and at least one student. The dean designates the chair of the committee. The Community Conduct Committee shall be appointed within 5 business days of the dean's determination that further action is warranted.
- b. No person directly involved in the complaint, against whom a complaint is directed, or who is in possession of evidence directly related to the complaint may serve as a member of the committee.
- c. All proceedings before the Community Conduct Committee shall be closed and strictly confidential.
- d. Proceedings may be conducted in the absence of a student who fails to appear after proper notice.
- e. The committee may call persons who have relevant information. The accused student has the right to be present while the committee hears the information but not during the committee's deliberations. The chair of the committee will receive and consider requests from the student to include others in the process.
- f. Within ten business days of their appointment, the committee shall hold its initial meeting. The committee shall determine whether there is a reasonable basis to proceed. If there is a reasonable basis to proceed, the committee shall review the complaint, gather further information, and interview the parties involved.
- g. The committee may question any person in attendance at the meeting. The committee may require the attendance of persons from the Iliff community. The committee may also request persons from outside the community to be present.
- h. For the purpose of support, one person may accompany the student at the meetings of the committee: a family member, a duly authorized mental health worker, or a member of the Iliff faculty, staff or student body. The student may consult with but not be accompanied by an attorney. The role of the support person is not advocacy. He/she will address the committee only if authorized by the chair. The student shall communicate to



- the committee chair the name of the person who will accompany him/her two days in advance of the hearing.
- i. If the issue cannot be determined at the initial meeting, a second meeting will be arranged within ten business days following the first meeting. The committee may meet as often as needed to resolve the matter at hand.
  - j. The committee may maintain a tape recording of the proceedings of its meetings. This recording will be available only to the committee or, if needed for appeal, to the president. The president shall maintain this tape for an appropriate period of time following the resolution of the matter.
  - k. When the committee determines by majority vote that it has received all information necessary to its determination, it shall terminate the process and in private session render its decision with respect to the matter under complaint.
  - l. The committee decides by majority vote whether a violation of community conduct has occurred and levies any appropriate sanctions.

#### Reporting

- a. The decision of the committee shall be issued in writing to the dean and the president. The dean or dean's designee shall inform the student charged with misconduct of the committee's decision in writing within 30 calendar days of completion of the proceedings. This document will be maintained in that student's file in the Office of the Registrar.
- b. The committee shall inform the complainant that the matter has been resolved and may determine whether to share further information.

#### **APPEALS**

- a. An accused student may appeal the committee's final decision to the president within ten business days after receiving written communication of the decision.
- b. The president may consult with the dean, chair of the Community Conduct Committee and any other persons of his/her choosing. The president shall have access to the tape recording of the proceedings (if any exists) as well as any documentation pertinent to the case. The president may then meet with the party or parties involved in the complaint. If the president chooses to meet with them, the student may choose to be accompanied by a family member, a duly authorized mental health worker, a member of the faculty, staff or a student. An attorney may not accompany the student. The name of the accompanying person must be given to the president two business days in advance of the meeting.
- c. The president may affirm the decision of the Community Conduct Committee, overrule the decision, or return it to the committee for further consideration and resubmission, with appropriate time limits set for further investigation. The president's decision shall be final and conclusive, not subject to appeal within the institution.
- d. In the event that the matter before the committee is one in which the president is directly involved, then the president shall delegate the review powers described herein to a member of the faculty, administration, Board of Trustees or third party unaffiliated with Iliff who is not otherwise directly involved in the matter.

#### **PROTECTIONS**

- a. No person shall be subject to any disciplinary action because they have filed a complaint in good faith, or otherwise participated in any proceeding to review a complaint.
- b. In any proceeding before the Community Conduct Committee, any person asserting or responding to a complaint shall be entitled to reasonable access during normal business hours to relevant institutional records not subject to privilege under state or federal law.

## **II. PROTECTION AGAINST SEXUAL MISCONDUCT**

Adopted by the Board of Trustees, January 1994.

Note: This policy is under review in academic year 2003-2004.

#### **POLICY**

The School is committed to maintaining a humane atmosphere in which individuals do not abuse their personal and professional authority or power in interpersonal relationships. The School will not condone actions and words that a reasonable person would regard as sexual misconduct, especially gender discrimination, sexual harassment, or sexual exploitation.

The definitions and policies outlined below apply to all professional relationships conducted in relation to the School by administrators, staff, faculty, students and trustees. They also pertain to all relationships in field education

and continuing education programs, on or off campus.

## **DEFINITIONS**

Sexual harassment is characterized as unwelcome physical touching and other verbal sexual advances, or as coercive behavior that threatens an employment or academic reprisal, or promises rewards contingent upon obtaining sexual favors, or as spreading false stories or accusations about a person's sexual conduct.

Gender discrimination is defined as derogatory references to gender.

Sexual exploitation is defined as the secret or open violation of the professional relationship between persons of unequal power in the Iliff educational environment by manipulating, inviting, or agreeing- to participate in sexual activities.

## **PROCEDURES**

### Complaints

Persons who believe that they have been the object of sexual misconduct should so advise the dean or the president in writing.

Investigation of a complaint will be conducted by the dean or the president and will be undertaken immediately and conducted in an expeditious manner, assuring maximum confidentiality consistent with principles of due process and fundamental fairness as outlined below.

### Informal Investigation

- a. Once the dean or president has received a written complaint, in consultation with each other and the complainant, a person will be designated to conduct a preliminary investigation to determine whether a reasonable basis for the complainant's allegations exists. At this stage, the identity of the complainant shall not be disclosed without the consent of the complainant.
- b. If the preliminary investigation reveals that there is a reasonable basis for believing that a violation of this policy has occurred, the person against whom the complaint has been filed will be informed of the complaint, and the designated authority will conduct an administrative review of the complaint including (1) review of the allegations by the complainant; (2) review of the response of the accused to the allegations; and (3) negotiations to resolve the matter in a manner reasonably acceptable to both interested parties. All the parties involved at this stage should be cautioned not to publicize or divulge either the nature of the proceedings or the identity of the people involved.
- c. If the administrative official determines that a violation of this policy occurred, the administrative official may recommend that the president issue an oral or written warning, demand a promise not to commit such actions, impose mandatory counseling on the individual who violated the policy or take any other sanction that appropriately reflects the severity of the violation of this policy. The president will communicate his or her determination in writing and a copy will be placed in the perpetrator's file.

### Formal Proceedings

- a. If, after the informal proceedings, the appropriate administrative official concludes that there is no reasonable basis for the complaint, the complainant may pursue a formal complaint in accordance with the procedure outlined in this section.
- b. In addition, if, after the informal proceedings, the appropriate administrative official concludes that there is a reasonable basis to support the allegations of misconduct and takes appropriate steps to bring the matter to a satisfactory resolution, but either the accused or the complainant is not satisfied with the resolution recommended by the administrative official, then the administrative official shall initiate the formal proceedings. Formal proceedings hereunder shall take place in accordance with the following guidelines:
  - A Sexual Misconduct Panel of three members will be appointed by the president in consultation with the dean to hear complaints and recommend action. The panel will be appointed for a three-year term and receive in-service training to better conduct its affairs. It will always have at least one female member.
  - The panel will request and review all written documents and interview all persons necessary for establishing the facts of the situation. At any time in the proceedings, the panel may conclude that the complaint is unfounded and discontinue the review.
  - Once the investigation is completed, the panel will make recommendations to the president concerning its

findings. Recommendations include, but are not limited to, those indicated for Informal Investigations above.

- The president's determination will be communicated in writing and a copy will be placed in the perpetrator's file.

#### Reporting

- a. When complaints are substantiated, the perpetrator's file will carry the written disposition of the complaints, and reported in subsequent letters of reference.
- b. When complaints are substantiated, they shall be reported to the appropriate officials and ethics committees of the religious, professional, and licensing bodies to which the perpetrator is accountable.

#### **APPEALS**

All members of the community shall retain the right of appeal, students according to the policies in their handbooks (see Standards of Community Conduct), faculty and staff according to the terms of their contracts and operative handbooks.

#### **PROTECTION FROM REPRISALS AND FURTHER HARM**

- a. All parties in allegations of misconduct shall be afforded protection from reprisals resulting from investigations and determinations. Protection from reprisal may include, but not be limited to, removal from classes and direct supervision of the complainant by the employee, lateral employment transfers, and/or a provision that letters of reference be written by those who are not in positions of authority to retaliate.
- b. In exceptional cases, the president may suspend from duties any employee or faculty member against whom it has been determined that sexual exploitation has occurred and that there is risk that person would do immediate harm to, or take retaliatory action against, others under their authority.

### III. HEALTH AND DENTAL INSURANCE

Basic health insurance is mandatory for all degree-seeking students in all programs. Insurance for medical evacuation and repatriation is required for all international students in J-1 status, in addition to health insurance. All students must provide proof of insurance coverage before they are allowed to register. Proof normally consists of a valid insurance card, receipt for payment, or other documentation proving that a student has mailed an insurance application and payment prior to registration. Please contact the [Office of Admissions and Student Services at \(303\) 765-3117](#) for more information.

Many Iliff students are enrolled for dental insurance with Summit America. Please call them directly at (303) 221-0001 for rates, enrollment and more information.

### IV. COLORADO IMMUNIZATION REGULATIONS

All Iliff students born on or after January 1, 1957, who attend class on campus, must show proof of immunity to two kinds of measles, mumps, and rubella. Proof of immunity consists of an official Certificate of Immunization signed by a physician, nurse or public health official who documents measles, mumps, and rubella immunity. The certificate must specify the type of vaccine and the dates of administration or written evidence of laboratory tests showing immunity to two kinds of measles, mumps, and rubella.

According to the State of Colorado health regulation, students who do not obtain a signed Certificate, or who do not have a medical or personal exemption, will not be allowed to register for the next term. Your Certificates must be presented to the Office of Admissions and Student Services to be recorded. Please see the Office of Admissions and Student Services for more information.

### V. DISABILITY ACCOMMODATIONS

Iliff, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, coordinates accommodations and access for students with physical, cognitive or other disabilities. Students with disabilities who need accommodations are encouraged to identify themselves to the director of Academic Services.

In most cases, students will need to provide appropriate documentation of disability that substantiates requests for services. The School is committed to the provision of reasonable accommodations that meet students' need during their studies at Iliff.

Students enrolled in the Joint Ph.D. Program should also contact Disabled Persons' Resources at the University of Denver. Accommodations for D.U. classes are coordinated through this office, which is located in Driscoll Center South, Suite 036, phone 303-871-2585 V/TDD. The University of Denver also requires appropriate documentation for students requesting accommodations.

### **ASSISTED LISTENING DEVICES**

The following areas are equipped with assisted listening device transmitters: the Chapel, S-101/102, I-301, I-201, Bartlett, and Great Hall. Receivers and headphones are issued to students with need through the Office of Academic Services. Receivers are also available for public use for special events. Please contact Joan Van Becelaere (303) 765-3106.

### **THE ASSESSMENT AND ACCOMMODATION OF STUDENTS WITH DISABILITIES**

#### Definition of Disability

A disability is defined as a mental or physical impairment that substantially limits one or more major life activities.

#### Reasonable Accommodation

Iliff will engage in a collaborative effort with students having disabilities to reasonably accommodate such students' needs. Students are encouraged to contact the Office of Academic Services about their needs for specific accommodations. Accommodations are arranged on an individual basis.

It is crucial that students contact Academic Services at least five working days before the accommodations are needed.

Reasonable accommodation does not always equate to the best equipment or services available; nor does it require fundamental alteration of academic programs or the imposition of undue burden on the institution.

#### Examples of Possible Accommodations

- Test accommodation
- Amplified hearing equipment
- Readers

#### Alternative Testing

Learning-disabled students may request additional time and/or alternative examination formats, such as oral exams. Student must discuss these alternatives with the professor with sufficient lead-time to make reasonable accommodations.

#### Student's Responsibility

- Students with a disability shall inform the Office of Academic Services of their disability in writing. A letter from a medical doctor or other practitioner may be required to facilitate evaluation of the disability and accommodation requested. Academic Services has forms for requesting specific accommodations.
- Documentation of learning disabilities should be current; that is, completed within the three years immediately prior to the request for accommodation. The documentation should include specific recommendations concerning academic accommodations.
- Students should make themselves available for consultation with faculty and Academic Services to discuss concerns about their course work.
- Students with disabilities are also encouraged to inform their advisor of their disability.

#### Procedures

1. Contact the Office of Academic Services.
2. Submit a letter and/or form requesting specific accommodations.
3. Provide eligibility documentation as requested.

4. Inform faculty and request accommodations before the beginning of a course.

## VI. INCLEMENT WEATHER ANNOUNCEMENTS

In the case of inclement weather the president in consultation with the dean, the vice president of student affairs and the director of facilities management will decide on the question of school closure. Consultation will be held at 5:00 AM to determine whether the school will open later in the day or close for the day. In the case of the onset of inclement weather during the day, an announcement will be made about early closure. The director of marketing and communications will inform the media for public announcement. The School will inform the following television stations: channels 2, 4, 7, and 9 as well as radio station KOA 850 am. The School will also place a recorded message on the Iliff main telephone number informing you of the decision and send out an email message informing the school community of the decision. In all cases, the decision of the administration will be the official and operating policy. In the event of closure, classes are to be cancelled and offices closed. Instructors are not to meet their classes. Likewise, instructors are not to cancel classes due to weather without an official decision

## VII. INCLUSIVE LANGUAGE

Language reflects, reinforces and creates reality. Therefore, The Iliff School of Theology is committed to the use of inclusive, rather than exclusive, language in our common discourse. All members of the community are urged to avoid the use of language that reflects racial, gender, ethnic or religious bias.

## VIII. CHAPEL

### **CHAPEL SERVICES**

Chapel services during 2003-2004 are scheduled twice each week; 11:10-11:50 a.m. on Wednesday and 1:00-1:50 on Thursday (Anglican services) during each quarter. Morning prayer is held at 8:00 am Monday, Wednesday and Friday and at 7:30 am on Tuesdays and Thursdays throughout the school year. In addition, special times of worship such as evensong, contemporary worship, and Advent worship are held during the year. Services are normally held in the Iliff Chapel (I-305), but other spaces may be used as appropriate. The responsibility for planning group worship rests with the Director of Chapel and Spiritual Life and a worship committee composed of the representatives of the student body, faculty, and staff.

### **GUIDELINES**

In our worship we affirm our role as a Christian seminary and honor the practices and traditions of The United Methodist Church. Chapel services at The Iliff School of Theology are worship experiences in which we praise God and affirm the relationship we share together. They are to aid and strengthen the spiritual life of the community. We encourage the use of inclusive language and value religious and cultural pluralism. We welcome various styles of worship.

Many of the services are in the United Methodist tradition. The Book of Worship is recommended as a resource in the planning of this worship experience. The United Methodist service affirms faith in God through Jesus Christ and our identity as a denominational seminary. We also seek to reflect a broad range religious traditions and of liturgical expressions and encourage people of particular traditions to draw on the distinctive resources of their heritage. The Iliff community also sponsors at least one chapel service each week of each quarter under the direction of the Anglican Studies Program. Anglican worship follows the rubric of the Book of Common Prayer.

Leaders of all services are reminded that in the midst of diversity, we desire worship that leads us to praise God. The worship experience should value all creation, reflect the best standards, insights, and resources of our various traditions, and be consistent with the purpose of Iliff.

The Chapel is open to the needs of the broader community. Persons from the outside will honor the principles of this policy. Reservations for the Chapel are handled through the Iliff receptionist. Questions or concerns about the use of the Chapel should be referred, as appropriate, to the Director of the Chapel and Spiritual Formation, the Iliff Worship Committee, the Anglican Studies Program, or the Office of the Iliff President.

## IX. ALCOHOL, DRUGS AND CONTROLLED SUBSTANCES

This policy applies to all employees regardless of classification or position, and all students. Maintaining a safe and healthy working and learning environment is a vital concern to Iliff and it is committed to taking action necessary to create such an environment. In recognition of this commitment, and through federal, state, and local mandates, the manufacture, distribution, sale, purchase, possession, or use of a controlled substance, whether alcohol, illegal drugs, or legal drugs used illegally, is prohibited on School premises or property. Being under the influence of controlled substances while on School premises is also prohibited.

Only prescription medications provided under a licensed physician's signature and supervised by the physician, and over-the-counter medications used as instructed by the manufacturer may be used on School premises. Alcohol may only be served in the residence halls, but not on other School premises.

Because the School recognizes that its programs have a clear and definite development impact on both its students, faculty and staff, all violations of the Policy Governing Alcohol, Drugs and Controlled Substances will be dealt with on an individual, in-house basis. Offenders will meet with the director of Student Services and/or the dean. Consequent actions may include oral or written warnings and appropriate drug/alcohol education and treatment programs. Repeated violations can result in probation, suspension or dismissal following administrative procedures outlined in the full *Policy Governing Alcohol, Drugs and Controlled Substances* available at the Business Office.

In addition, the following minimal actions will be taken by the School if a student is convicted of a drug related offense occurring on School premises or property under local, state or federal statutes: a) The first conviction will result in the required completion of a drug abuse assistance or rehabilitation program approved by the School as a condition of continued enrollment; b) The second conviction will result in the immediate dismissal of a student. As a condition of continuation of enrollment, all convictions of drug offenses occurring on School premises must be reported by the student to the Office of the Dean within five days of such conviction. The full *Policy Governing Alcohol, Drugs and Controlled Substances* is available at the Business Office.

## X. CAMPUS SECURITY

Iliff has always been concerned with the safety of students, employees and visitors and their physical possessions on campus. Over the years, Iliff has responded to changes in the social environment and attitudes toward crime by improving security, increasing the presence of officers of the DU's Security Department and increasing the crime awareness of Iliff community members and suggesting what they can do to avoid becoming a victim.

All crimes and emergencies should be reported to the Department of Security at the University of Denver (D.U. Security) by calling **303-871-3000**. The Denver Police Department can also be contacted by calling **911** to report crimes in progress or other emergencies. D.U. Security provides law enforcement and security services on the Iliff Campus and contacts the Denver Police Department when appropriate.

During each registration week Iliff makes crime-prevention literature available on a table in the Iliff Hall lobby. Much of the literature is produced by D.U. Security and focuses on safety on a college campus. In addition, this literature is available at the Business Office.

## XI. CHANGING OR REQUESTING EXCEPTIONS TO NON-ACADEMIC POLICIES AND FILING GRIEVANCES OR COMPLAINTS

### **POLICY**

Students may appeal for exceptions to non-academic (general community, housing or health) policies or petition to have those policies changed. The procedures set forth below apply to ***non-academic issues only***. Information about academic appeals and petitions is included in the Academic Policies section of this *Handbook*.

### **DEFINITIONS**

Below are described two different processes for addressing concerns about non-academic (e.g., community, housing or health) policies. The first, mediation, is designed to mediate accommodation to existing policies. The second,

grievance or complaint procedures, addresses instances of alleged discrimination based on race, color, national origin, sex, sexual orientation, disability or age; or other forms of complaint against the offices or staff of Iliff.

## **MEDIATION**

In every case, the first step in dealing with concerns related to non-academic issues is to raise the concern with the appropriate person, office, or committee. If normal referral to the appropriate person, office or committee does not satisfactorily resolve the matter, appeal to a special committee is possible.

### Procedures

- a. One or more students concerned that the person, office or committee normally responsible for the policy in question has not been responsive to a concern raised about a non-academic policy or practice, may request an opportunity to make a presentation before a special committee to be appointed by the dean.
- b. The special committee normally includes faculty, staff, and at least one student, depending on the nature of the issue involved. The dean designates the chair of the committee.
- c. No person directly involved as a complainant, one against whom a complaint is directed, or who is in possession of evidence directly related to the matter at hand may serve as a member of the committee.
- d. The purpose of the initial meeting with the committee will be to clarify the problem and determine an appropriate resolution.
- e. If a satisfactory resolution cannot be determined, a second meeting may be held to provide opportunity for gathering data and to include additional persons as may be appropriate. If the problem involves personnel not present at the initial meeting, they should be included in the second meeting.
- f. If a recommendation is required, the committee will render it in a private session by majority ballot vote. The recommendation is to be submitted to the appropriate person or persons.
- g. The function of the committee is one of mediation.

### Appeals

- a. The person or persons bringing the initial complaint or the person against whom the complaint is lodged may appeal the recommendation of the committee to the president within ten business days of receipt of the recommendation. The president shall review the recommendation of the committee and shall accept the recommendation and ask the staff person to implement the recommended disposition, modify the findings and/or conclusions and enter an appropriate decision, remand the matter to the committee with specifications and time limits for further investigation; or make further or other decisions as justified under the circumstances. The president shall have access to any documentation considered by the committee to assist him/her in reviewing the committee's report and recommendation. The president's decision shall be final for the case at hand.
- b. In the event that the matter before the committee is one in which the president is directly involved, then the president shall delegate the appeal powers described herein to a member of the faculty, administration, Board of Trustees or third party unaffiliated with Iliff not otherwise directly involved in the matter.

## **GRIEVANCES OR COMPLAINTS**

Complaints rising from application of the community conduct or special needs processes will be handled by procedures laid out in the descriptions of those policies. Other grievances and complaints against Iliff offices or staff, including, but not limited to, complaints alleging discrimination based on race, color, national origin, sex, sexual orientation, disability or age, shall be handled in accordance with the following procedures.

### Procedures

- a. When an individual believes that he/she has been subject to treatment by an officer, employee or agent of the School that is a violation of, or the result of a misapplication or misinterpretation of School policy, or is unlawfully discriminatory, he/she may request an opportunity to appear and make a presentation before a special committee appointed by the dean.
- b. The special committee shall normally include faculty, staff, and at least one student, depending on the nature of the issue involved. The dean designates the chair of the committee.
- c. The special committee shall be appointed within five business days of the filing of a request to appear and make a presentation before the committee and the initial meeting with the committee shall be held within ten business days of the committee's appointment. The purpose of the initial meeting with the special committee shall be to clarify the problem and determine an appropriate procedure, if any, for dealing with it.
- d. No person directly involved as a grievant, against whom a grievance is directed, or who is in possession of evidence

- directly related to the grievance may serve as a member of the committee.
- e. If there is not a more direct way to deal with the problem, a second meeting will be arranged within ten business days following the conclusion of the first meeting. At this meeting, any person or entity (including the School itself) involved in the issue shall be given an opportunity to be present and be represented by someone of their choosing, other than someone licensed to practice law. Each person shall have the opportunity to address the committee on issues that the committee determines are relevant to a proper resolution of the grievance.
  - f. The committee may examine any person in attendance at the meeting whom the committee determines may have relevant information. The committee may request the attendance of persons from the Iliff community whom it determines might have information relevant to its determination. The committee shall maintain an electronic recording of the proceedings of the preliminary and subsequent meetings.
  - g. When the committee determines by majority vote that it has received all information necessary to its determination, it shall terminate the process and, in private session, render its decision with respect to the matter under complaint. If the committee determines that the complaining party has been subject to treatment by an officer, employee or agent of the School that is a violation of, or the result of a misapplication or misinterpretation of established and authorized School policy, or is unlawfully discriminatory, then, in addition to its findings of fact and its conclusions, it shall recommend a disposition of the matter. The findings, conclusions, and recommended disposition must be supported by a majority of the members of the committee.

#### Reporting

- a. Any decision of the committee shall be issued within 30 calendar days of completion of the proceedings before it.
- b. If requested by the party filing the grievance, all records of the special committee related to a particular grievance shall be maintained as confidential records (available, subject to other requirements of law, only to persons having a legitimate need to know or pursuant to subpoena or other judicial process) and all proceedings before the special committee shall be closed except to such persons who are presenting information to the special committee.
- c. All records of the grievance and proceedings thereon shall be maintained separately from any student records of persons asserting a grievance or participating in proceedings before the committee.

#### Review

- a. Within ten business days of receiving the committee's decision, the president shall review the decision of the committee and shall either accept the decision and implement the recommended disposition, modify the findings and/or conclusions and enter an appropriate decision, remand the grievance to the committee with specifications and time limits for further investigation, or make further or other decisions as justified under the circumstances. The president shall have access to the electronic recording of the proceedings of the committee as well as any documentation considered by the committee to assist him/her in reviewing the committee's report and recommendation. The president's decision shall be final for the case at hand.
- b. In the event that the matter before the committee is one in which the president is directly involved, then the president shall delegate the review powers described herein to a member of the faculty, administration, Board of Trustees or third party unaffiliated with Iliff who is not otherwise directly involved in the matter.

#### Protections

- a. No person shall be subject to any disciplinary action for having filed a grievance or otherwise participated in any proceeding to review a grievance.
- b. In a proceeding before the special committee, any person asserting or responding to a grievance shall be entitled to reasonable access during normal business hours to relevant institutional records not subject to privilege under state or federal law.

## XII. SPECIAL NEEDS OF THEOLOGICAL STUDENTS

### **POLICY**

The Iliff School of Theology shares a special responsibility with the ordaining and commissioning agencies of the church for the determination of a person's fitness for professional church service and leadership. This special needs policy and process involves, in part, the School's exercise of this responsibility. Professional degree students are bound by the conditions of professional fitness as part of their personal and professional development.

Students agree by their enrollment to accept these procedures as part of their training at Iliff and to be bound by them. These standards do not preclude removal from the School or school housing in accordance with provisions of



the housing occupancy agreement or other school rules or regulations, including academic disciplinary actions.

### **DEFINITION: SPECIAL NEEDS**

A “special need” refers to any situation or condition that brings into question the personal and professional development of a student and that appears to make necessary consultation and/or intervention which may go beyond the teacher-student or advisor-advisee relationship. This process is designed to assess the need for and possibility of professional development and whether and how that development is feasible. It is not meant to address matters that are more properly concerns of community conduct.

Examples of possible special need situations include, but are not limited to: personal and professional difficulties arising from field placement; matters of character, self-understanding or integrity that raise questions about the student’s fitness, competencies, readiness or effectiveness for ministry; short or long term emotional difficulties that significantly impact the student’s ability to attend to personal and professional development, or mental disorders.

The primary purpose of this process is to identify needs relevant to the appropriate preparation for ministry, and resources to meet those needs for students in the professional degree programs. Where it does not appear that a student can appropriately attend to those needs, the policy may lead to limits on the range of the student’s participation in the classes and other Iliff activities up to and including temporary removal from classes or permanent expulsion.

Academic questions and problems are addressed in the sections “Academic Integrity” and “Academic and Incremental Progress and Probation”, found in this *Handbook*. Issues of community conduct are addressed in the section on community policies found in this *Handbook*.

### **PROCEDURES**

#### Complaints

A special need situation is identified by the student himself/herself, others students, faculty or staff, or by a field education supervisor and communicated in writing to the dean of academic affairs.

#### Information Gathering Phase

- a. The dean or the dean’s designee will gather preliminary information from relevant sources and decide if the situation warrants the special needs process.
- b. The dean or dean’s designee will notify the student’s advisor and the director of ministry studies of the special needs situation and meet with them within five business days following determination of a special needs situation.

#### Consultative Phase

- a. The information gathering phase leads to a consultation of the director of ministry studies with the advisor and the student. A course of action is outlined that defines and deals with the special need. The director or dean’s designee shall advise the dean concerning the course of action and verify whether or not the dean believes that further consultation is needed.
- b. A written statement concerning the recommended course of action will be sent to the student and a copy will be placed in the advisor’s file.
- c. If the director of ministry studies or the advisor feels it is inappropriate to be part of this process for valid reasons, the dean will appoint an appropriate substitute.

#### Committee Phase

- a. If the initial course of action does not meet the special need to the satisfaction of the dean, director of Ministry Studies, advisor or student, the dean shall then convene the Special Needs Subcommittee within 5 business days. The student shall be notified in writing of the convening of the subcommittee.
- b. The special needs subcommittee shall consist of the faculty appointed to PPF matters for that year, the director of the Iliff Counseling Service, the director of Ministry Studies, and the dean as an ex officio member.
- c. The subcommittee shall review the special need, the steps taken to date, and any documentation that is considered relevant. The subcommittee shall choose a chair for its work with a particular student. The dean serves as recorder/secretary. The subcommittee will set a time, date and place for an informal hearing with the student. The initial meeting of the subcommittee with the student shall be held within ten business days.

#### Hearing of the Special Needs Subcommittee

- a. The student will be informed in writing of a time, date and location for the informal hearing with the special needs subcommittee, at least four business days in advance.
- b. These proceedings may be conducted in the absence of a student who fails to appear after proper notice.
- c. The special needs subcommittee, together with the student's advisor, shall meet with the student in an informal and non-adversarial hearing. Formal rules of evidence will not be used. Any person who disrupts the hearing may be excluded.
- d. The student shall have the privilege of presenting to the subcommittee written statements from others with knowledge of pertinent facts or of presenting other pertinent materials.
- e. If a professional psychological evaluation has been requested by the subcommittee, the professional who prepared the evaluation may be requested to appear at the informal hearing and to respond to relevant questions, upon request of any party, if the chair of the subcommittee determines that such participation is essential to the resolution of the case.
- f. The subcommittee may require the attendance of persons from the Iliff community. The committee may also request persons from outside the community to be present whose participation is deemed to be necessary to the resolution of the case.
- g. The student may choose to be accompanied by a family member, a duly authorized mental health worker, a member of the faculty or staff, or a fellow student. The student may consult with but not be accompanied by a lawyer. The student shall communicate to the subcommittee chair the name of the person that will accompany him/her to the informal hearing two days in advance of the hearing.
- h. The informal hearing may be tape recorded by the dean or designee. This recording will be available only to the subcommittee or, if needed for appeal, to the president. The president shall store this tape for an appropriate period of time following the resolution of the matter.
- i. When the committee determines by majority vote that it has received all information necessary to its determination, it shall terminate the process and, in private session, render its decision with respect to the matter under consideration.

#### Reporting

- a. The subcommittee's decision shall be given to the student in writing by the dean or designee within five business days after the completion of the informal hearing. The written decision should contain a statement of reasons for the subcommittee's determination. In the case of a decision for expulsion, the student should be advised as to when or whether a petition for reinstatement would be considered, along with any conditions for reinstatement. The student should also be advised of his/her right of appeal.
- b. If the subcommittee makes a decision not affecting the student's tenure, it shall initiate a process of consultation and/or action which it considers appropriate to meet the student's need. Examples of appropriate action include, but are not limited to the following: special training in study skills; the requirement of additional course work in writing or academic research skills; an appropriate term of psychological counseling; removal from or change of field education or internship placement; specified medical treatment; etc.
- c. When in the judgment of the subcommittee a process has met the student's need, no further action is needed. A brief report shall be made to the faculty, enclosed in the student's file, and destroyed at graduation.
- d. If the subcommittee makes a decision affecting the student's tenure, that is, recommends expulsion or a conditional or non-conditional leave of absence, the chair shall present at the following faculty council meeting as full a report as needed to inform the faculty of the case. The faculty may accept the report or, if presented with new substantive information, ask the subcommittee to reconsider its decision.

#### Professional Evaluation

- a. After initial review of the situation and at any time during these proceedings, the special needs subcommittee may refer a student for appropriate professional evaluation. Examples: students may be referred to the University Counseling and Behavioral Health Center (UCBH) or to a mental health counselor approved by the School, if the subcommittee members reasonably believe that the student has engaged or threatens to engage in behavior which poses a danger of causing physical or emotional harm to self or others, impedes the academic or other lawful activities of others, or would cause significant property damage. Students may be referred to appropriate medical professionals for evaluation of learning disabilities or other medical conditions. Results of all professional evaluations will be made available to the subcommittee.
- b. Students referred for professional evaluation shall be informed in writing and shall be given a copy of these

standards and procedures. The evaluation must be completed within ten business days from the date of the referral letter, unless an extension is granted by the dean in writing. Legal representation will not be permitted during any professional evaluation.

#### Immediate Interim Suspension

- a. An interim suspension may be implemented immediately if the dean determines that a student's behavior poses an imminent danger of causing serious physical or emotional harm to the student or others; substantially impeding the academic and other lawful activities of others; or causing significant property damage.
- b. The dean shall determine whether the student will be suspended from classes, campus and/or housing.
- c. A student subject to an interim suspension shall be given written notice of the suspension and shall be given a copy of these standards and procedures.
- d. The student shall then be given an opportunity to appear personally before the dean or a designee, and director of Ministry Studies, within two business days from the effective date of the interim suspension, in order to review the following issues only: the reliability of the information concerning the student's behavior; whether or not the student's behavior poses a danger of causing imminent, serious physical or emotional harm to the student or others, substantially impeding the academic and other lawful activities of others, or causing significant property damage; whether or not the student has completed a professional evaluation, in accordance with these procedures.
- e. The student has the right to present a professional psychological evaluation relevant to any and all of the issues listed above. Such an evaluation is available through the Iliff Counseling Service or, at the student's expense, through another qualified psychological professional.
- f. A student subject to immediate interim suspension may be accompanied at his/her appearance before the dean and director of Ministry Studies by a family member, appropriate mental health worker, a member of the faculty or staff, or another student. Students will be expected to speak for themselves whenever possible.
- g. A student on interim suspension will remain suspended pending a determination by the subcommittee (defined below).
- h. The student will be allowed to enter campus to attend hearings, or for other necessary purposes, as authorized by the dean.

#### **APPEALS**

- a. The student may appeal the subcommittee's decision to the president within ten business days after the dean's written communication of the decision to the student.
- b. The president may consult with the special needs subcommittee and any other persons of his/her choosing. The president shall have access to the tape recording of the proceedings of the informal hearing (if any exists) as well as any documentation pertinent to the case. The president may then meet with the party or parties involved in the complaint. If the president chooses to meet with them, the student may choose to be accompanied by a family member, appropriate mental health worker, faculty member, staff member or student of the student's choosing. The student may not be accompanied by an attorney. The student must communicate the name of the accompanying person two business days in advance of the meeting.
- c. The president may affirm the decision of the subcommittee, overrule the decision, or return it to the subcommittee for further consideration and resubmission, with appropriate time limits set for further investigation. The president's decision shall be final and conclusive and not subject to appeal within the institution.
- d. If the matter before the subcommittee is one in which the president is directly involved, then the president shall delegate the review powers described herein to a member of the faculty, administration, Board of Trustees or third party unaffiliated with Iliff who is not otherwise involved in the matter

# DEGREE PROGRAMS

- I. Master of Divinity
- II. Master of Arts in Specialized Ministry
- III. Master of Arts
- IV. Master of Theological Studies
- V. Master of Arts in Religion
- VI. Special Programs

The Iliff School of Theology offers both masters and doctoral degree programs: the Master of Divinity (M.Div., primarily for those seeking ordination), the Master of Arts in Specialized Ministry, the Master of Arts (M.A., for those who want to go on to Ph.D. studies), and the Master of Theological Studies. The Master of Arts in Specialized Ministry (M.A.S.M.) can be customized for those pursuing the Order of Deacon in the United Methodist tradition. The Master of Theological Studies (M.T.S.) is designed for those who want to explore various areas of theological study or forms of lay ministry.

Special features of the programs include interdisciplinary team teaching, inter-professional teaching with faculty from other schools and student access to course offerings at Denver Seminary and the University of Denver. Opportunities such as these complement Iliff's integrated approach to theological education.

The Iliff School of Theology seeks students with the highest moral character. Some of our degree programs require students to do an internship or field experience. Depending upon their degree program and the anticipated field experience, students will be required to reveal any previous criminal records. A criminal background may disqualify degree students from certain types of internships and field experiences or may disqualify applicants from admission to a degree program.

## I. MASTER OF DIVINITY (M.Div.)

The program leading to the Master of Divinity degree provides professional theological education for qualified college graduates in preparation for the practice of ministry and other forms of religious leadership.

### **DEGREE REQUIREMENTS**

Students must meet the requirements as specified in the catalog and the *Masters Student Handbook* of their year of matriculation to graduate. Requirements of the degree are: course credits and grades, sequence requirements, participation in the student assessment process, and personal and professional formation requirements; which includes colloquia, field education, practica, consultation and guidance, and professional competence. (see *Personal and Professional Formation* section below).

At least 120 quarter credits (or 80 quarter credits and a two-year theological degree from an accredited seminary) with a cumulative grade point average of 2.0 or better are required for the M.Div. degree:

- 61 credits from required sequence courses
- 9 credits in Personal and Professional Formation
- 50 credits in electives

Students wishing to write a masters thesis may petition to do so. All requirements for the degree must be completed within ten calendar years from the date of the first course taken in the program.

Please note that credit for Choir is earned on a Pass/Fail basis, and no more than 6 quarter credits can apply to the M.Div. degree (2 quarter credits per academic year).

### Sequence Requirements

M.Div. students must complete with a grade of C or better each of the following **required courses** in the five sequences (61 credits in sequence courses with at least 9 additional credits for PPF). Substitution of other courses, such as those taken at other institutions, can be requested by petition to the dean and faculty

**Sequence I: Religions in a Changing World**

1SQ 100 World Religions (4 credits) also a prerequisite for 1SQ 106.

Students then take one of the following courses:

1SQ106 The Comparative Philosophy of Religion (3 credits)

1SQ104 Theoretical Interpretations of Religion (3 credits)

1SQ108 Religion in Human Transformation (3 credits)

**Sequence II: Bible, Canons and Criticism**

2SQ103 Hebrew Bible I: Story, History, Law and Prophets (4 credits)

2SQ104 Hebrew Bible II: Writings (2 credits)

2SQ107 New Testament I: Backgrounds and Methods (2 credits)

2SQ108 New Testament II: Literature and History (4 credits)

Students may substitute 12 credits of Hebrew (including exegesis) for Hebrew Bible I & II, and/or 12 quarter credits of Greek (including exegesis) for New Testament I & II.

**Sequence III: Christianity and Cultures in Historical Perspective**

3SQ101 Christianity from the Beginnings to the Early Middle Ages (4 credits)

3SQ102 Christianity in Europe in the Middle Ages (3 credits)

3SQ104 Christianity from the Reformation to the Early Modern Period (4SQ 100) (4 credits)

3SQ103 Christianity in the Modern World: Colonialism and Christianities in the Americas, Asia, and Africa (4 credits)

**Sequence IV: Theology and Moral Practice**

4SQ100 Christianity from the Reformation to the Early Modern Period (same as 3SQ 104) (4 credits)

4SQ101 Theological Imagination and Construction I (3 credits)

4SQ102 Theological Imagination and Construction II (3 credits)

4SQ105 Ethical Analysis and Advocacy (4 credits)

4SQ108 Pastoral Theology and Care (4 credits)

**Sequence V: Religious Leadership and Christian Ministry**

5SQ103 Preaching in Christian Communities (4 credits)

or one of the following:

BV 2243 Spiritual Preaching (4 credits)

BV 2520 Preaching and Social Ethics (4 credits)

5SQ 105 Introduction to Christian Religious Education (3 credits)

or another course previously designated by the Curriculum Committee

5SQ108 Ritual and Worship (3 credits)

5SQ 106 The Church in Contemporary American Society (3 credits)

or

BV 2373 Congregations: Leadership, Cultures and Contexts (3 credits. Recommended for M.Div. students.)

**Personal and Professional Formation**

PPF 101, 102, 103 Colloquium/Basic Field Education (3 credits.)

PPF 201, 202, 203 Advanced Field Education/Internship (6-12 credits.)

Six Practica Transfer students may have a reduction in the number of

Practica required based on the amount of course work transferred to Iliff. See Ministry Studies for more information. (no credit)

Consultation and Guidance: Phase I – to be completed during the first quarter of classes at Iliff

Phase II – to be completed before Advanced Field Educ. placement or Advanced Standing

Phase III – to be completed by the exit interview. In some cases, Ministry Studies or the student's advisor may require Phase III be completed before Advanced Standing is granted.

### Personal and Professional Formation Requirements

See the *Personal and Professional Formation* section below for details.

### Professional Competence

In addition to the academic requirements and professional skills, each student is expected, as a condition of graduation, to possess moral and spiritual fitness appropriate to the profession of ministry, as determined by the faculty. Faculty decisions regarding professional competence and fitness for the ordained ministry include concern for the standards and stances of denominational bodies, particularly those of The United Methodist Church.

### Length of Study

Students who average 40 quarter credits each year (13-14 each quarter of the academic year) will complete the course work for the Master of Divinity degree in three years. Students may, however, elect to take their courses over a longer period of time. For example, students whose denominational requirements include both a full-time internship and CPE may take all of their course work first or may choose to complete their internship requirements in the middle of their academic program.

### **PATTERN OF DEGREE REQUIREMENTS**

To insure the breadth and depth of the educational experience, the degree program requirements ordinarily follow a certain pattern in which students are guided by advisors through entrance interview, advanced standing, exit interview, and graduation. Appropriate forms, available in the Office of the Registrar, must be completed.

### Entrance Interview

Each M.Div. student, before or during the first quarter of study, sets an appointment with his or her faculty advisor to conduct an Entrance interview. The purposes of this interview is to discuss the student's expectations of the School and his or her degree program as well as establish a baseline for comparing future academic progress and vocational discernment.

Note: This procedure is under review during the 2003-2004 academic year and may be revised.

### Advanced Standing

Each student, by the time approximately half of the program is finished, must complete an Advanced Standing interview and form with his or her advisor. Advanced Standing is granted upon recommendation of the faculty advisor to the dean and by vote of the faculty in accordance with the following requirements:

- An interview with the faculty advisor, initiated by the student.
- The completion of at least 55, and no more than 70, quarter credits (or at least 15, and no more than 30 for students needing only 80 credits) with a cumulative grade point average of 2.0 or better. Registration beyond 70 quarter credits (or 30 quarter credits for those needing only 80 credits) may be delayed until the student has applied for or been granted Advanced Standing.
- Completion of Phase I and Phase II of Consultation & Guidance
- Completion of colloquium/basic field education.
- Completion of at least three practica. (Transfer students may have a reduction in the number of practica required based on the amount of course work transferred to Iliff. Please see *Personal and Professional Formation* section for more information.)

Note: This procedure is under review during the 2003-2004 academic year and may be revised.

### Exit Interview

Each M.Div. student, during the quarter before the final quarter of course work, sets an appointment with his or her faculty advisor to conduct an Exit interview. The purposes of the Exit interview are to review graduation requirements, discuss the student's preparation for the post-degree vocation and review the student's accomplishments in the program.

To complete the Exit interview form, the M.Div. student must have finished at least 100 quarter credits (or 60 quarter credits for those needing only 80 credits) with a cumulative grade point average of 2.0 or better. In addition, the following must have been completed or explicit plans for the completion must be noted:

- All sequence courses.

- Phase III of Consultation and Guidance.
- Advanced Field Education.
- Six practica. (Transfer students may have a reduction in the number of practica required based on the amount of course work transferred to Iliff.)
- One course (4 quarter credits) from a Louise Iliff Visiting Professor.

Note: This procedure is under review during the 2003-2004 academic year and may be revised.

### Graduation

Commencement is held once a year in spring. Degrees are conferred twice each year, spring and summer. Students preparing for spring graduation must apply to the registrar by the Friday of the second week of the winter quarter. The application for graduation is valid for either a spring or summer graduation in that current academic year. The deadline for application for summer graduation is May 15. For M.Div. and M.A.S.M. students, the exit interview form must be completed and returned to the registrar.

The fee for graduation from an Iliff masters level degree program is \$75.

Should plans to graduate change, the registrar *must* be informed and a new application for graduation *must* be submitted. The fee for reapplication is \$10.

Persons who have changed their degree programs must be in the new program at least two quarters after being officially admitted to the new program before they are eligible for graduation.

All requirements for the degree must be completed and all grades for prospective graduates are due one week prior to commencement. Instructors determine when work is due to meet this deadline. Prospective graduates who have Incompletes must also meet this deadline.

Upon recommendation of the dean and by vote of the faculty, a student may be recommended to the Board of Trustees for graduation after completion of the following requirements:

- Completion of 120 quarter credits (or 80 quarter credits and a two-year theological degree from an accredited seminary) with a cumulative grade point average of 2.0 or better.
- Completion of all degree requirements: sequence courses, first year colloquium, basic and advanced field education, and practica.
- Completion of Phase I, II and III of Consultation and Guidance.

All requirements for the degree must be completed within ten calendar years from the date of the first course taken in the program.

### **JUSTICE AND PEACE CONCENTRATION IN THE M.Div. DEGREE**

The Justice and Peace concentration focuses on issues that are both international and domestic in relation to justice and peace. Students enrolled in the Master of Divinity degree program wishing to earn a concentration in Justice and Peace Studies are expected to complete the following in addition to all requirements for the Master of Divinity.

A J&P declaration form must be completed and returned to the Office of Admissions and Student Services to establish the concentration as part of one's degree program.

### Required Concentration Courses

#### Justice and Peace Proseminars:

BL 3305 Race, Gender, Class: an Historical and Social Scientific Analysis of Individual, Institutional and Systemic Racism, Sexism and Classism in the Modern World (4 quarter credits)

BJ 2310 Theories and Methods in Justice and Peace Studies (4 quarter credits)

BR 2315 Justice and Peace Struggles: Contemporary and Historical Perspectives (Specific topics vary) (4 quarter credits)

Religion and Theology Courses (usually met through the M.Div. sequence requirements)

3SQ 103 Christianity in the Modern World

A course in a religious tradition other than your own.

A course in theology or biblical interpretation.

#### Experiential Education

PPF 201, 202, 203 Advanced Field Education

This M.Div. requirement needs to be arranged in close consultation with the Office of Ministry Studies and the Justice and Peace Office.

BV 2340, 2341, 2342 Justice and Peace Praxis Seminars

Three praxis seminars are required. These quarterly retreats provide an opportunity for Justice and Peace Studies students to bring together theory and praxis, intellect and spirituality. Leadership is drawn from Iliff faculty and professionals connected with justice and peace organizations, ecumenical and secular activists, and those with expertise in particular areas of advocacy and organizing. Three retreats are offered each year: one each fall, winter and spring quarters. Since the topics change, student may repeat them for credit throughout their program. (1 credit each quarter).

## II. MASTER OF ARTS IN SPECIALIZED MINISTRY: (M.A.S.M.) IN JUSTICE AND PEACE, PASTORAL CARE, OR RELIGIOUS LEADERSHIP

The Master of Arts in Specialized Ministry (M.A.S.M.) is a professional masters degree for students who desire to work in some form of specialized ministry in congregations and other settings, including the order of ordained deacon in The United Methodist Church. These students may not be seeking ordination with a particular denomination, but may be interested in employment through churches, non-profit agencies, or similar organizations. The curriculum includes study in an area of specialization, a colloquium experience, and field education or clinical pastoral education related to the area of specialization.

Admissions requirements for the M.A.S.M. are comparable to those for the M.Div. program.

### **DEGREE REQUIREMENTS**

Students must meet the requirements as specified in the catalog and *Masters Student Handbook* of their year of matriculation in order to graduate.

At least 80 quarter credits with a cumulative grade point average of 2.0 or better are required for the Master of Arts in Specialized Ministry degree.

This degree may be completed in 40 quarter credits if the student has previously completed an M.Div. degree or its equivalent from an accredited institution. Specific requirements may be negotiated based on prior educational experience. A minimum grade point average of 2.0 is necessary. All core and specialization courses must be completed with a grade of C or better.

Students who average 40 quarter credits a year (13-14 credits each quarter of the academic year) will complete the course work for the Master of Arts in Specialized Ministry degree in two years. Students may, however, elect to complete their course work over a longer period of time.

No more than 4 quarter credits of Choir can apply to the M.A.S.M. degree (2 credits per academic year).

All requirements for the degree must be completed within seven calendar years from the date of the first course taken in the program.

#### Consultation and Guidance

The Consultation and Guidance program is designed to enable students to begin a systematic process of personal growth throughout their careers. Participation in the three phases of the Consultation and Guidance program is a



requirement for both M.Div. and M.A.S.M. students. Please see the description of the Consultation and Guidance requirement in the M.Div. section above.

Part I – to be completed during the first quarter of classes at Iliff.

Part II – to be completed before Advanced Field Education placement or Advanced Standing

Part III – to be completed by the exit interview.

Colloquium And Field Education

Students are required to complete all three quarters of basic field education with first year colloquium. Field education is related to the chosen profession. Advanced field education or clinical pastoral education will also be taken depending on the concentration. More information regarding field education is found in the *Personal and Professional Formation* section of this *Handbook*.

Practica In Ministry

Practica are single-session workshops or lectures on some skill or issue in ministry. These are led by experienced persons in ministry. At least six are offered each year. Students in the M.A.S.M. program must complete three during the course of their study.

**CORE COURSES FOR M.A.S.M.**

All M.A.S.M. core courses must be completed with a grade of C or better.

<b>Core Requirements for All M.A.S.M. Areas</b>		
Sequence I	3 credits	
Sequence II	6 credits	
Sequence III	4 credits	
Sequence IV	8 credits (6-8 for J&P and Pastoral Care concentrations. See notes below)	
Sequence V	6 credits	
Colloquium/Basic Field Education	3 credits	
Consultation and Guidance (Phases I, II& III)		
3 Practica		
<b>Total M.A.S.M. Core</b>	<b>30 credits</b>	
<b>Specialization</b>	<b>30 credits</b>	
<b>General Electives</b>		<b>20 credits</b>
(Electives can be related to specialization or other fields of interest)		

**AREAS OF SPECIALIZATION**

All M.A.S.M. specialization courses must be completed with a grade of C or better.

<b><u>Justice and Peace</u></b>		
Sequence IV		4SQ 105 Ethical Analysis and Advocacy (4 credits) must be included along with two other courses in Seq. IV for a total of 10-12 credits in Sequence IV
PPF		6 (Advanced Field Education)
J&P Proseminars		12 (Race, Gender, Class; Theories and Methods; Justice and Peace Struggles)
J&P Praxis Seminars	2 credits	
Other J&P Electives	6 credits	
<b>Total Specialization</b>	<b>30 credits</b>	

Justice and Peace Proseminars:

- BL 3305 Race, Gender, Class: an Historical and Social Scientific Analysis of Individual, Institutional and Systemic Racism, Sexism and Classism in the Modern World (4 quarter credits)
- BJ 2310 Theories and Methods in Justice and Peace Studies (4 quarter credits)
- BR 2315 Justice and Peace Struggles: Contemporary and Historical Perspectives (4 quarter credits)

### Advanced Field Education

Advanced field education is required and needs to be arranged in consultation with Office of Ministry Studies and the Justice and Peace Office. Students are encouraged to do local, national or overseas internships. (6 quarter credits minimum)

### BV 2340, 2341, 2342 Justice and Peace Praxis Seminars

Two praxis seminars are required. These quarterly retreats provide an opportunity for Justice and Peace Studies students to bring together theory and praxis, intellect and spirituality. Leadership is drawn from Iliff faculty and professionals connected with justice and peace organizations, ecumenical and secular activists, and those with expertise in particular areas of advocacy and organizing. Three retreats are offered each year: one each fall, winter and spring quarter. Since the topics change, students may repeat them for credit throughout their program. (1 credit each quarter).

<b><u>Pastoral Care</u></b>	
Sequence IV	4SQ 108 Pastoral Theology and Care (4 credits) must be included along with two other Seq. IV courses for a total of 10-12 credits in Seq. IV.
PPF	8 (Clinical Pastoral Education)
Pastoral Care Electives	18
<b>Total Specialization</b>	<b>30</b>

<b><u>Religious Leadership</u></b> (including religious education)	
Sequence V	3 additional credits (total of at least 9 credits in sequence V)
PPF	6 (Advanced Field Education)
Religious Leadership Electives	21
<b>Total Specialization</b>	<b>30</b>
<ul style="list-style-type: none"><li>• Students cannot include CPE as part of the specialization, unless as an approved substitution for advanced field education. CPE may be included as a general elective, however, if not used as substitution for PPF requirement.</li><li>• Religious Leadership courses can include spirituality, preaching, worship, religious education, leadership and mission courses.</li></ul>	

### **PATTERN OF DEGREE REQUIREMENTS**

To insure the breadth and depth of the educational experience, the degree program requirements ordinarily follow a certain pattern in which students are guided by advisors through advanced standing and graduation. Appropriate forms, available in the Office of the Registrar, must be completed.

### Entrance Interview

Each M.A.SM student, before or during the first quarter of study, sets an appointment with his or her faculty advisor to conduct an Entrance interview. The purposes of this interview is to discuss the student's expectations of the School and his or her degree program as well as establish a baseline for comparing future academic progress and vocational discernment.

Note: This procedure is under review during the 2003-2004 academic year and may be revised.

### Advanced Standing

Each student, by the time approximately half of the program is finished, must complete an Advanced Standing interview and form with his or her advisor. Advanced Standing is granted upon recommendation of the faculty advisor to the dean and by vote of the faculty in accordance with the following requirements:

- An interview with the faculty advisor, initiated by the student.
- The completion of at least 35, and no more than 50, quarter credits (10 credits for students needing only 40 credits) with a cumulative grade point average of 2.0 or better. Registration beyond 50 quarter credits may be delayed until the student has applied for or been granted Advanced Standing.

- Completion of Phase I and II of Consultation & Guidance.
- Completion of colloquium/basic field education.
- Completion of at least one practicum. (Transfer students may have a reduction in the number of practica required based on the amount of course work transferred to Iliff.)

Note: This procedure is under review during the 2003-2004 academic year and may be revised.

#### Exit Interview

Each M.A.SM student, during the quarter before the final quarter of course work, sets an appointment with his or her faculty advisor to conduct an Exit interview. The purposes of the Exit interview are to review graduation requirements, discuss the student's preparation for the post-degree vocation and review the student's accomplishments in the program.

To complete the Exit interview form, the M.A.SM student must have finished at least 60 quarter credits (or 20 quarter credits for those needing only 40 credits) with a cumulative grade point average of 2.0 or better. In addition, the following must have been completed or explicit plans for the completion must be noted:

- All M.A.S.M. Core required courses.
- Phase III of Consultation and Guidance.
- Advanced Field Education (as required by the specific specialization.)
- Three practica. (Transfer students may have a reduction in the number of practica required based on the amount of course work transferred to Iliff.)

Note: This procedure is under review during the 2003-2004 academic year and may be revised.

#### Graduation

Commencement is held once a year in spring. Degrees are conferred twice each year, spring and summer. Students preparing for spring graduation must apply to the registrar by the Friday of the second week of the winter quarter. The application for graduation is valid for either a spring or summer graduation in that current academic year. The deadline for application for summer graduation is May 15. For M.Div. and M.A.S.M. students, the exit interview form must be completed and returned to the registrar.

The fee for graduation from an Iliff masters level degree program is \$75.

Should plans to graduate change, the registrar *must* be informed and a new application for graduation *must* be submitted. The fee for reapplication is \$10.

Persons who have changed their degree programs must be in the new program at least two quarters after being officially admitted to the new program before they are eligible for graduation.

All requirements for the degree must be completed and all grades for prospective graduates are due one week prior to commencement. Instructors determine when work is due to meet this deadline. Prospective graduates who have Incompletes must also meet this deadline. Upon recommendation of the dean and by vote of the faculty, a student may be recommended to the Board of Trustees for graduation after completion of the following requirements:

- Completion of 80 quarter credits (or 40 quarter credits and an M.Div. degree from an accredited seminary) with a cumulative grade point average of 2.0 or better.
- Completion of all degree and concentration requirements.
- Completion of Phase I, II & III of consultation and guidance.

All requirements for the degree must be completed within seven calendar years from the date of the first course taken in the program.

### III. MASTER OF ARTS (M.A.)

The Master of Arts degree program is designed to address the needs of students preparing academically for doctoral work as well as those interested in a terminal masters degree in some aspect of the academic study of religion or

theological studies. The curriculum includes study in an area of concentration, required courses to ensure breadth of religious and theological background, an M.A. colloquium, language study and the development of a thesis.

### **M.A. DEGREE REQUIREMENTS**

Requirements for the degree are at least 80 quarter credits, (or 40 quarter credits in addition to an M.Div. degree or its equivalent from an accredited institution), with a cumulative grade point average of 2.0 or better; an area of concentration; colloquium; proficiency in one foreign language; and a research thesis.

#### Length of Study

Students who average 40 quarter credits a year (13-14 credits per quarter) will complete the course work for the Master of Arts degree in two years. Students may, however, choose to complete their course work over a longer period of time.

All requirements for the degree must be completed within seven calendar years from the date of the first course taken in the program.

#### M.A. Colloquium (BL 2000)

This is a required four-credit course that takes place over two quarters. It meets two hours per week in a seminar format. Its purpose is to introduce students to the study of religion, its history, approaches and contemporary issues. It also introduces students to their particular sub-disciplines, enabling them to locate themselves within their particular fields. It works with students to develop research skills, identify thesis topics and develop programmatic identity as M.A. students. Colloquium is required of all M.A. students.

#### Area of Concentration

The area of concentration requires at least 24 quarter credits. Students can declare fields in classical areas or in other areas where Iliff has faculty resources to support concentrations. The field will not appear on the diploma. Possible concentrations include biblical studies, history of Christianity, theology and philosophy of religion, ethics and social change, and pastoral care. Other areas, including interdisciplinary ones, must be negotiated with the students' advisor and approved by the faculty coordinator of the M.A. program. Students must complete all courses in the area of concentration with a grade of C or better.

Students in the Master of Arts shall declare their field of concentration in the Office of the Registrar before completing 25 credits in the program. At that time students will be assigned, in coordination with the director of the Master of Arts Program, a faculty advisor/mentor. After completing 40 credits in the program, student must develop a plan for the remainder of their program and obtain signatures from both the director of the Master of Arts program and their faculty advisor/mentor on their proposed course of study (Advanced Standing).

Students who enter with a 40 credit requirement (because of prior theological degree) must declare their fields before they have completed 15 credits at Iliff and must fulfill their language requirement before completing 30 credits.

#### Required Courses

To assure some breadth in the study of religion and theology, students must take at least 12 quarter credits outside the area of concentration, approved by their faculty advisors, except for those who need only 40 credits for the degree.

No more than 4 quarter credits of Choir can apply to the M.A. degree (2 quarter credits per academic year).

#### Foreign Language

Proficiency by examination in one foreign language is required. These languages are normally limited to French, German, Spanish, Hebrew, Greek or Latin. Exceptions may be made for a research language directly related to the student's area of study.

A minimum of three quarters of study in Hebrew, Greek taken at Iliff may substitute for the proficiency examination. Latin is not ordinarily offered at Iliff. Course credit is not given for basic modern language study, but may be given for Hebrew or Greek taken at Iliff. Exceptions to this policy may be petitioned and will be reviewed on a case-by-case basis. The language requirement should be completed by the time the student has finished 60 quarter credits.

Students may arrange for language exams by calling the Department of Foreign Languages and Literatures at the University of Denver. The cost of the language exams varies from \$35 to \$50, depending on whether the student takes part in the regularly scheduled group exam times or requires an individually scheduled exam. Contact D.U. for current exam schedules and cost information (303-871-2662).

#### Research Thesis

A thesis will be done under faculty supervision for not less than 4 credits and no more than 6, taken over one to two quarters. If extended over two quarters, an IP will be given until the thesis is completed. The student should register for course 3995 *Thesis/Project Research* in the relevant subject area.

### **PATTERN OF DEGREE REQUIREMENTS**

#### Entrance Interview

Each M.A. student, before or during the first quarter of study, sets an appointment with his or her faculty advisor to conduct an Entrance interview. The purposes of this interview is to discuss the student's expectations of the School and his or her degree program as well as establish a baseline for comparing future academic progress and vocational discernment.

Note: This procedure is under review during the 2003-2004 academic year and may be revised.

#### Advanced Standing

Each student, by the time approximately half of the program is finished, must complete an Advanced Standing form with his or her advisor. Advanced Standing is granted upon recommendation of the faculty advisor to the dean and by vote of the faculty in accordance with the following requirements:

- An interview with the faculty advisor, initiated by the student.
- The completion of at least 35, and no more than 50, quarter credits (10 credits for students needing only 40 credits) with a cumulative grade point average of 2.0 or better. Registration beyond 50 quarter credits may be delayed until the student has applied for or been granted Advanced Standing.
- Completion of two quarters of the M.A. colloquium.
- Approval of area of concentration, identification of the 12 quarter credits outside the concentration, and course plan by the faculty advisor and the dean

Note: This procedure is under review during the 2003-2004 academic year and may be revised.

#### Exit Interview

Each M.A. student, during the quarter before the final quarter of course work, sets an appointment with his or her faculty advisor to conduct an Exit interview. The purposes of the Exit interview are to review graduation requirements, discuss the student's preparation for the post-degree vocation and review the student's accomplishments in the program.

To complete the Exit interview form, the M.A. student must have finished at least 60 quarter credits (or 20 quarter credits for those needing only 40 credits) with a cumulative grade point average of 2.0 or better. In addition, the following must have been completed or explicit plans for the completion must be noted:

- 24 quarter credits in an area of concentration
- Successful completion of a proficiency examination in one foreign language.
- MA Colloquium
- MA thesis proposal

Note: This procedure is under review during the 2003-2004 academic year and may be revised.

#### Graduation

Commencement is held once a year in spring. Degrees are conferred twice each year, spring and summer. Students preparing for spring graduation must apply to the registrar by the Friday of the second week of the winter quarter. The application for graduation is valid for either a spring or summer graduation in that current academic year. The deadline for application for summer graduation is May 15. For M.Div. and M.A.S.M. students, the exit interview form must be completed and returned to the registrar.

The fee for graduation from an Iliff masters level degree program is \$75.

Should plans to graduate change, the registrar **must** be informed and a new application for graduation **must** be submitted. The fee for reapplication is \$10.

Persons who have changed their degree programs must be in the new program at least two quarters after being officially admitted to the new program before they are eligible for graduation.

All requirements for the degree must be completed and all grades for prospective graduates are due one week prior to commencement. Instructors determine when work is due to meet this deadline. Prospective graduates who have Incompletes must also meet this deadline. Upon recommendation of the dean and by vote of the faculty, a student may be recommended to the Board of Trustees for graduation after completion of the following requirements:

- Completion of at least 80 quarter credits (40 quarter credits for students who have an M.Div. or its equivalent) with a cumulative grade point average of 2.0 or better.
- Completion of 24 quarter credits in an area of concentration.
- Completion of 12 quarter credits outside the area of concentration.
- Successful completion of a proficiency examination in one foreign language.
- Successful completion of a thesis.

All requirements for the degree must be completed within seven calendar years from the date of the first course taken in the program.

#### **GUIDELINES FOR THE PREPARATION OF A MASTER'S THESIS**

1. A thesis will be done under faculty supervision for not less than 4 credits and no more than 6, taken over one to two quarters. If extended over two quarters, an IP will be given until the thesis is completed. The student should register for course *3995 Thesis/Project Research* in the relevant subject area.
2. A grade will be given for the thesis and should reflect the readers' assessment of the academic quality of the thesis. The student may choose, with the concurrence of the readers, a pass/fail option. The student must request the pass/fail option at the time the proposal is submitted.
3. The Proposal
  - A The student must discuss the proposal with and receive the approval of two faculty readers and the faculty Coordinator of the M.A. Program. The Coordinator will report the approval of the proposal and forward copies of the approved proposal page with the readers' signatures to the student, the thesis director and the Office of the Dean. An *Approval Page for Masters Thesis Proposal* is available in the Office of Student Services (S-109) and should be provided with the proposal.
  - B The proposal, on not more than five double-spaced typed or printed pages using appropriate grammar and style, should include the following items:
    - Statement of the proposed title
    - Statement of the thesis and scope of the study
    - Rationale for pursuing the thesis
    - Tentative outline
    - Discussion of available resources with a working bibliography.
4. The Thesis
  - A. The thesis or research project must clearly delineate the nature of the topic, include a definition of the principle terms, meet standard grammatical requirements, develop arguments in a systematic and organized fashion, and normally be written within 40 to 80 double-spaced typed or printed pages.
  - B. Format

Style:  
A thesis must be consistent in form with recognized dissertation style manuals, such as Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, or *The Chicago Manual of Style* (use the most recent editions available). Stylistic consistency is crucial. One may use either footnotes or endnotes,

but one must include a bibliography

Arrangement:

- Title page (p.i is assigned but not typed)
  - *Final Evaluation of Master's Thesis* form (no page number)
  - Table of Contents (p. ii is assigned and typed; small Roman numerals are used through to the first page of the text)
  - Text (paginated starting with Arabic numeral 1 through to the end)
  - Appendix (if necessary)
  - Bibliography
- 5 The thesis is due in final form not later than the fifth week of the final quarter in the program. When the thesis has been turned in, the student will meet with the faculty readers for a concluding conversation.
  - 6 A copy of the thesis or project report in final form, the *Final Evaluation of Master's Thesis* form (available in the Office of Student Services, S-109) and one extra copy of the title page and must be given to the first reader. A copy of the thesis or project report should also be given to the second reader by the student. (The program Coordinator and the Dean do not need to receive copies). The first reader will forward to the Dean one complete copy, along with the *Final Evaluation* and the extra copy of the title page. The first reader should contact the Registrar for a grade sheet when a final grade is ready to be submitted.
  - 7 A copy of the thesis, with all revisions completed, should be submitted by the student to the Office of the Registrar with the correct forms at least seven days prior to the date of graduation. The Registrar will, in turn, place the thesis in the library.

The student and the readers of the thesis will meet after the completion of the thesis for a discussion of the work. It will be the responsibility of the first reader to set the meeting no later than seven days prior to graduation.

#### IV. MASTER OF THEOLOGICAL STUDIES (M.T.S.)

The Master of Theological Studies (M.T.S.) is an academic degree for students who wish to explore “theological disciplines for general educational purposes.” The degree is not intended for persons who wish to develop professional skills in ministry. Admissions requirements for the M.T.S. are comparable to the M.Div. program.

##### **DEGREE REQUIREMENTS**

Students must meet the requirements as specified in the catalog and *Masters Student Handbook* of their year of matriculation in order to graduate.

At least 80 quarter credits with a cumulative grade point average of 2.0 or better are required for the Master of Theological Studies degree.

This degree may be completed in 40 quarter credits if the student has previously completed an M.Div. degree or its equivalent from an accredited institution prior to enrollment at Iliff. Specific requirements may be negotiated based on prior educational experience. A minimum grade point average of 2.0 is necessary.

Students who average 40 quarter credits a year (13-14 credits each quarter of the academic year) will complete the course work for the Master of Theological Studies degree in two years. Students may, however, elect to complete their course work over a longer period of time.

All requirements for the degree must be completed within seven calendar years from the date of the first course taken in the program.

Students are expected to take 24 credits from any or all of the required Sequence courses listed under the M.Div. curriculum. PPF requirements and/or placements in field education settings are not part of this program's structure.

There is no language requirement in this degree. In addition, this degree does not offer fields of concentration or other specialization. All Sequence courses must be completed with a grade of C or better.

No more than 4 quarter credits of Choir can apply to the M.T.S. degree (2 quarter credits per academic year).

A thesis is an option with the advisor's consent. A thesis will be done under faculty supervision for not less than 4 credits and no more than 6, taken over one to two quarters. If extended over two quarters, an IP will be given until the thesis is completed. The student should register for course 3995 *Thesis/Project Research* in the relevant subject area. M.A. thesis guidelines should be followed.

Normally, PPF credits (First Year Colloquium, Adv. Field Education) are not accepted as credits within the M.T.S. degree program. Permission to participate and count First Year Colloquium credits in one's degree program must be negotiated with the director of Ministry Studies in consultation with the student's advisor. Credit for Advanced Field Education is not counted in the total number of hours needed for graduation.

### **PATTERN OF DEGREE REQUIREMENTS**

To insure the breadth and depth of the educational experience, the degree program requirements ordinarily follow a certain pattern in which students are guided by advisors through advanced standing, the exit interview, and graduation. Appropriate forms, available in the Office of the Registrar, must be completed.

#### Entrance Interview

Each M.T.S. student, before or during the first quarter of study, sets an appointment with his or her faculty advisor to conduct an Entrance interview. The purposes of this interview is to discuss the student's expectations of the School and his or her degree program as well as establish a baseline for comparing future academic progress and vocational discernment.

Note: This procedure is under review during the 2003-2004 academic year and may be revised.

#### Advanced Standing

Each student, by the time approximately half of the program is finished, must complete an advanced standing form with his/her advisor. Advanced standing is granted upon recommendation of the faculty advisor to the dean and by vote of the faculty in accordance with the following requirements:

- An interview with the faculty advisor, initiated by the student.
- The completion of at least 35, and no more than 50, quarter credits (10 credits for students needing only 40 credits) with a cumulative grade point average of 2.0 or better. Registration beyond 50 quarter credits may be delayed until the student has applied for or been granted Advanced Standing.

Note: This procedure is under review during the 2003-2004 academic year and may be revised.

#### Exit Interview

Each M.T.S. student, during the quarter before the final quarter of course work, sets an appointment with his or her faculty advisor to conduct an Exit interview. The purposes of the Exit interview are to review graduation requirements, discuss the student's preparation for the post-degree vocation and review the student's accomplishments in the program.

To complete the Exit interview form, the M.A. student must have finished at least 60 quarter credits (or 20 quarter credits for those needing only 40 credits) with a cumulative grade point average of 2.0 or better.

Note: This procedure is under review during the 2003-2004 academic year and may be revised.

#### Graduation

Commencement is held once a year in spring. Degrees are conferred twice each year, spring and summer. Students preparing for spring graduation must apply to the registrar by the Friday of the second week of the winter quarter. The application for graduation is valid for either a spring or summer graduation in that current academic year. The deadline for application for summer graduation is May 15. For M.Div. and M.A.S.M. students, the exit interview form must be completed and returned to the registrar.



The fee for graduation from an Iliff masters level degree program is \$75.

Should plans to graduate change, the registrar **must** be informed and a new application for graduation **must** be submitted. The fee for reapplication is \$10.

Persons who have changed their degree programs must be in the new program at least two quarters after being officially admitted to the new program before they are eligible for graduation.

All requirements for the degree must be completed and all grades for prospective graduates are due one week prior to commencement. Instructors determine when work is due to meet this deadline. Prospective graduates who have Incompletes must also meet this deadline. Upon recommendation of the dean and by vote of the faculty, a student may be recommended to the Board of Trustees for graduation after completion of the following requirements:

- Completion of 80 quarter credits (or 40 quarter credits and an M.Div. from an accredited seminary) with a cumulative grade point average of 2.0 or better.
- Completion of all degree requirements.

All requirements for the degree must be completed within seven calendar years from the date of the first course taken in the program.

## V. MASTER OF ARTS IN RELIGION

In Spring 1998, the Iliff faculty decided to phase out the Master of Arts in Religion degree in favor of the Master of Arts in Specialized Ministry and Master of Theological Studies described above. Students enrolled in the M.A.R. program, as of Spring 1998, will be given the option to finish their M.A.R. requirements. If current students wish to shift to either one of the new degrees, they may do so by contacting the Admissions Office, filling out the appropriate change of degree form, and obtaining permission from their advisors.

## VI. M.S.W. COOPERATIVE PROGRAMS

Iliff offers a variety of courses in psychology of religion and pastoral care and counseling designed to provide foundational knowledge and expertise for parish ministry. In addition, Iliff offers advanced courses for more specialized pastoral work and to prepare for further graduate study in the field. Students who want to prepare for licensing should consider one of the cooperative programs described below.

Iliff School of Theology and The Graduate School of Social Work (GSSW), University of Denver, allow qualified students to pursue concurrently the Master of Divinity, the Master of Arts in Specialized Ministry or the Master of Theological Studies degrees with the Master of Social Work degree. These cooperative degree programs offer students the opportunity to develop expertise in dealing with theological perspectives in social service settings.

**Note: This program is under review in academic year 2003-2004 and there may be changes.**

### **ENTRANCE REQUIREMENTS**

Separate admission applications to The Iliff School of Theology and the Graduate School of Social Work, University of Denver are required. Admission requirements of both schools must be met and admission to one degree program is not contingent on admission to the other. Provisions of the cooperative arrangement apply only to students who are admitted to both programs.

Students may apply for participation in the cooperative program before beginning study on either degree or after they have begun work on one of the two degrees. Admission to the cooperative program is not possible after requirements for either degree have been completed.

Students pursuing both degree programs must notify in writing the deans at both Iliff and the Graduate School of Social Work that they are cooperative degree students. Program requirements are listed at the end of this section.

## **ADVISING**

On matriculation in the cooperative degree program, students will be assigned advisors by both schools. Students must meet with both advisors each quarter.

## **GRANTING OF DEGREES**

Degrees need not be granted simultaneously. Either faculty can recommend graduation from its program as soon as its requirements have been met.

## **ILIFF PROVISIONS**

Students must meet all Iliff prescribed masters degree requirements. Requirements for advanced field education are met through the required core curriculum and field placement in the Graduate School of Social Work. Certain required courses and electives may be taken in either school and substituted for courses within the other school. A declaration form must be completed in the Office of the Registrar.

When students' primary registration is at GSSW, they must complete an Iliff Continuing Registration form and have their advisor sign it.

Upon completion of the social work courses to be applied toward the M.Div., M.A.S.M., or M.T.S. degree, students must supply the Iliff registrar with University of Denver transcripts of such courses. Only work done at the C level (2.0) or better is acceptable.

## **GRADUATE SCHOOL OF SOCIAL WORK PROVISIONS**

Students must meet all Master of Social Work requirements, including the school's core curriculum of required courses or equivalents. In consultation with advisors, students plan programs to meet requirements. Such plans should be submitted to the school's educational planning committee for approval before the end of the second year in the cooperative program.

Upon completion of the Iliff courses to be applied toward the Master of Social Work degree, students must supply their advisors at the school with Iliff transcripts of such courses. Only work done at the B level (3.0) or better is acceptable.

## **GENERAL PROVISIONS**

Normally, students in the cooperative program will have a school of primary registration each year. All tuition and fees will be paid to that school. Students who require financial assistance will apply to the school of primary registration for that assistance on a yearly basis. In some instances, students may need to adjust their primary school of registration on a quarterly basis. Cross-registration is not permitted in the cooperative programs. Please see the Office of Financial Aid for more details concerning financial aid and the cooperative program.

## **MASTER OF DIVINITY/MASTER OF SOCIAL WORK DEGREE PROGRAM**

The Master of Divinity and Master of Social Work cooperative program requires a total 175 quarter credits. A minimum of 75 credits must be taken at GSSW. A minimum of 100 credits must be taken at Iliff. 15 credits taken at Iliff may be applied to the MSW; 20 credits taken at GSSW may be applied toward the M.Div. at Iliff.

### ***Master of Divinity degree modifications for cooperative program:***

<b><u>Course Work</u></b>	<b><u>Minimum Credit Required</u></b>
Sequence I, any courses	6 credits
Sequence II: all Sequence II courses	12 credits
Sequence III: any courses	8 credits
Sequence IV: any courses	12 credits
Sequence V: any courses	10 credits
Basic Field Education/Colloquium	3 credits
Consultation and Guidance (Phases I, II& III) & 6 Practica	
Electives	49 credits
Transfer credits from GSSW (maximum)	20 credits

**Total**

**120 credits**

Students usually opt for having their field experiences from GSSW transferred into the Iliff degree in lieu of the M.Div. Advanced Field Education requirement.

**MASTER OF ARTS IN SPECIALIZED MINISTRY/MASTER OF SOCIAL WORK DEGREE PROGRAM**

The Master of Arts in Specialized Ministry and Master of Social work cooperative program requires total of 143 quarter credits. A minimum of 75 credits must be taken at GSSW. A minimum of 68 credits must be taken at Iliff. Fifteen credits taken at Iliff may be applied to the Master of Social Work degree; 12 credits taken at GSSW may be applied toward the Master of Arts in Specialized Ministry degree.

This degree is a professional track and is most appropriate for persons whose primary identity will be social worker or pastoral care specialist or for those who seek employment in a social service agency or faith community. Because the M.A.S.M. is a professional degree, persons may or may not want to seek ordination or denominational endorsement. Students in this program may apply for any of the M.A.S.M. areas of specialization (Justice and Peace, Pastoral Care, or Religious Leadership).

***M.A.S.M. degree modifications for cooperative program:***

<u>Course Work</u>	<u>Minimum Credit Required</u>
Sequence I, any courses	3 credits
Sequence II: any courses	6 credits
Sequence III: any courses	4 credits
Sequence IV: any courses	8 credits (6-8 for Pastoral Care and J&P)
Sequence V: any courses	6 credits
Basic Field Education/Colloquium	3 credits
Consultation and Guidance (Phases I, II & III) & 3 Practica	
Specialization	30 credits
Electives	8 (8-10 for Pastoral Care and J&P) credits
Transfer credits from GSSW (maximum)	12 credits

**Total**

**80 credits**

Persons in the Pastoral Care area of specialization must take CPE since it is often part of certification requirements for training as pastoral care specialists. Persons in Justice and Peace or Religious Leadership may opt for having their field experiences from GSSW transferred into the Iliff degree in lieu of their Advanced Field Education requirement. If this occurs, they must still complete 30 total credits of their specialization through courses at Iliff.

**MASTER OF THEOLOGICAL STUDIES/MASTER OF SOCIAL WORK DEGREE PROGRAM**

The Master of Theological Studies and Master of Social Work cooperative program requires a total of 143 quarter credits. A minimum of 75 credits must be taken at GSSW. A minimum of 68 credits must be taken at Iliff. Fifteen credits taken at Iliff may be applied to the Master of Social Work degree; 12 credits taken at GSSW may be applied toward the Master of Theological Studies degree.

The Iliff M.T.S. is not a professional degree. However, the cooperative degree is most appropriate for persons whose primary identity will be that of Social Worker and who also want to explore aspects of academic theology. This degree is not intended for those seeking ecclesiastical endorsement or ordination.

***M.T.S. degree modifications for cooperative program:***

<u>Course Work</u>	<u>Minimum Credit Required</u>
Sequence courses, any	24 credits
Electives	44 credits
Transfer credits from GSSW (maximum)	12 credits

**Total**

**80 credits**

Field education electives will not be transferred back into Iliff as part of the degree requirements since the M.T.S. is an academic and not a professional program.

## **DEGREE FORMS**

This section contains examples of forms used for:

- Entrance Interview (M.Div., M.A.S.M.)
- Advanced Standing (M.Div., M.A.S.M.)
- Exit Interview (M.Div., M.A.S.M.)
  
- Entrance Interview (M.A. and M.T.S.)
- Advanced Standing (M.A. and M.T.S.)
- Exit Interview (M.A. and M.T.S.)

Faculty advisors can obtain hard copies of these forms from the Office of the Registrar or from the Office of Academic Services.

Note: The procedures are under review in academic year 2003-2004 and may be revised.

ADD 6 FORMS HERE

# ***PERSONAL, PROFESSIONAL AND SPIRITUAL FORMATION IN THE CURRICULUM***

Traditionally, formation for ministry is a task which congregations, faith traditions and schools of theology have shared. Though decisions about ordination, consecration and hiring are made by judicatories and denominations, not the School, professional education is concerned with the holistic preparation of persons entering ministry including questions of spiritual development, character, professional ethics, self- and role-understanding, and of how one interacts with one's tradition. At Iliff the Consultation and Guidance (C&G) and Field Education processes are designed to provide resources for assessment and accountability to this process of personal, professional and spiritual formation.

This section includes discussion of the following topics:

- I. Personal, Professional and Spiritual Formation Goals
- II. Consultation and Guidance (C&G)
- III. Practica
- IV. Field Education
- V. Additions to Advanced Field Education
- VI. Sites and Supervision
- VII. Evaluation and Feedback
- VIII. Protection from Sexual Harassment
- IX. Field Education Petition Policy

## **I. PERSONAL, PROFESSIONAL AND SPIRITUAL FORMATION GOALS**

The following terms can be helpful in thinking about personal, professional and spiritual formation:

*Fitness* usually addresses whether an individual has the potential to become an effective minister. Potential includes all dimensions that contribute to this outcome, such as intellectual ability, personality structure, accuracy and appropriateness of self-image, interests, motivations, and uses of social support networks.

*Competencies* refer specifically to interpersonal, relational dimensions that affect others. Examples of competencies are listening skills, abilities to communicate ideas and feelings accurately, maturity of judgment, the capacity to provide spiritual and organizational leadership, and other abilities that enable groups to function effectively.

*Readiness* suggests that an individual has prepared sufficiently to take up the practice and responsibilities of a specific professional ministry. Sufficient preparation includes theory and practice in both basic academic areas and applied situations. An example of readiness is having an adequate knowledge of the student's tradition and an ability to draw on that tradition in ministry.

*Effectiveness* emphasizes how well persons minister in given settings with specific resources and limitations. Effectiveness builds upon fitness, competence, and readiness. Personal functioning (fitness) and social functioning (competence), combined with preparation (readiness), when applied to a given situation, produce greater or lesser degrees of effectiveness.

Certain principles and qualities of professional functioning mark the integration of academic and field preparation that leads to effectiveness in ministry. In measuring this integration, the Iliff faculty considers both the presence of the following qualities and how well they are manifested:

- Authentic presentation of self and experience.
- Ability to maintain appropriate boundaries and to balance them with appropriate accessibility.
- A sense of commitment to one's spiritual development.
- A capacity to understand and employ the heritage and values of one's tradition.
- Ability to be aware of one's inner subjective state and to meet the requirements of role and position.
- A sense of fair-mindedness and justice.

- An ability to clearly interpret one's beliefs and behavior to the community one serves.
- Possession and development of skills for ministry (preaching, leadership, counseling, administration, etc.)

## **II. CONSULTATION AND GUIDANCE (C&G)**

The Consultation and Guidance Program is designed to help students in an intentional and systematic process of personal, professional and spiritual growth to assess and promote fitness, competence and readiness for ministry. This program is provided at Iliff by the University of Denver's Counseling and Behavioral Health Center (CBHC) through the Iliff Counseling Service. The C&G program has three distinct phases. Phase I is a process of assessment and interpretation by a mental health professional, intended to help students come to know themselves and their gifts for ministry more clearly. In Phase II of the process, students develop a plan for personal, professional and spiritual growth, that may be informed by the Phase I assessment, self-reflection, experience and/or additional feedback obtained from other sources in the student's life. This plan often includes particular course work but always includes more than the classroom. Depending on the issues the student and the director of the Iliff Counseling Service identify, the student's plan might include workshops, a spiritual formation experience or work in individual or group therapy. In Phase III, the student carries out and completes the plan developed in Phase II.

### **CONFIDENTIALITY AND ACCOUNTABILITY**

A part of the consultation and guidance (C&G) process includes psychological assessment and an interpretive consultation. This requires a high level of confidentiality. At the same time, this process is not a process of purely personal development but a part of the curriculum. To participate in professional education at Iliff the student must give consent for information from the assessment to be shared within the circles of confidentiality and accountability described below. In the C&G process, the focus is more on professional rather than personal development and the primary client in this relationship with the CBHC is understood to be Iliff. The director of the Iliff Counseling Service oversees the guidance process and is accountable to the Iliff dean and the director of Ministry Studies. Results of assessment based on the interpretive consultation are held within an appropriately narrow circle of confidentiality and accountability. After the interpretive interview with the student, the director of the Iliff Counseling Service reports the results of the Phase I assessment and interpretation to the director of Ministry Studies focusing on the strengths and limitations of each candidate. The director of Ministry Studies determines if further consultation is required with the student, the student's advisor, the dean or through the special needs process. The results of assessment and consultation are not reported to the faculty at large, though any of the above may make recommendations to the faculty based on this data.

Phases I and II of the C&G process need to be accomplished before the student can be assigned an Advanced Field Education placement or recommended to the faculty for advanced standing. In some cases, the director of Ministry Studies or the student's faculty advisor may require that the Phase III be completed before advanced standing is considered. Faculty concerns about fitness, readiness and competence for ministry can appropriately affect decisions about student advancement and tenure at Iliff. In such cases, the director of the Iliff Counseling Service serves as consultant to faculty representatives, and/or to the individual student, as appropriate. Material from the C&G process may be considered as one piece of information in that process. However, decisions are the responsibility of the faculty and are made after considering a wide range of input of which the C&G processes described above are only one component.

The C&G process should identify gifts and strengths for ministry which the student will want to refine and develop. It may also help to identify developmental issues that the student might choose to address, however Iliff is only directly concerned with those issues that have bearing on the student's professional development. Sometimes referral to a counselor at the CBHC or an outside agency will be made as a part of the consultation and guidance process. Where this is done to address issues of fitness and competence for ministry, a report from the approved mental health professional to the director of the Iliff Counseling Service may be required. Where issues emerge that do not bear on the student's professional development, referral is made without this expectation of reporting back.

Should a student feel that he or she has not been fairly or accurately treated in the assessment and consultation, a second opinion through an outside source is possible. Such a second opinion is usually done at the student's expense. The second opinion will be shared with the dean or through the special needs process and in consultation with the director of the Iliff Counseling Service or another professional consultant. Students who feel that this is called for



should request a second opinion in writing to the dean.

#### CONSULTATION AND GUIDANCE: PHASE I

All incoming M.Div. and MASM students are required to complete the Phase I psychological assessment process, during the first quarter they matriculate if they are to make incremental progress in their respective degree programs. The assessment includes a vocational interest inventory (Strong/Campbell's Interest Inventory -- SCII), a personality type indicator (Myers-Briggs Type Indicator -- MBTI), and a psychological personality inventory (California Personality Inventory -- CPI). The assessment gives students feedback on how their interests match with ministry, as well as on their strengths and weaknesses for ministry. Along with colloquium evaluation it is one of the tools used to assess readiness for advanced field education placement.

The Phase I assessment can be completed by either paper and pencil materials or via an internet connected computer. Students pick up assessment materials from the Office of Ministry Studies (S-120). In the packet of assessment materials is the "Informed Consent Form" which the student must sign indicating the student's understanding of what assessment tools are being used, the purpose of the assessment and the limits of confidentiality as defined above. The assessment instruments take about three hours by paper and one-and-a-half hours by computer for most students to complete. After the assessments are computer scored, the Iliff Counseling Service staff will contact the student to arrange an interpretive session, usually the quarter after the assessment has been completed. The interpretive session usually takes between 45 minutes and one hour. The student will then be asked to sign a release of information so that the director of Iliff Counseling Service can share the results with the director of Ministry Studies.

It is the policy of the Iliff Counseling Service not to release actual assessment results to any other person or institution. Interpretations are shared in the limited ways noted below. The director of the Iliff Counseling Service will report to the director of Ministry Studies once the assessment is complete and an interpretive session with the student conducted on strengths and weaknesses for ministry. If issues surface during the Phase I assessment, or in other aspects of a student's professional formation, that might hinder a student from being successful in an Advanced Field Education placement or which might indicate that a student is not yet reasonably competent and/or fit for ministry in such a placement, the director of Ministry Studies will consult with the dean, and/or the student's faculty advisor about appropriate next steps. The director of Ministry Studies will then help the student develop a plan to address the concerns and determine when or if the student may take an advanced field placement. Moreover, students requiring evidence of psychological assessment for the ordination process may request that the staff write a letter to the appropriate judicatory representatives briefly outlining the findings of the assessment. A further release of information form must be signed by the student for these letters to be sent.

#### CONSULTATION AND GUIDANCE: PHASE II

The Phase I results are often useful in helping students develop their Phase II plan for personal, professional and spiritual growth, although other sources of information can also inform the plan. The Phase II requirement is fulfilled when the student's plan of personal/professional/spiritual growth has been developed, written and approved. Iliff counseling staff and the Director of Ministry Studies and the Director of Chapel and Spiritual Life and Academic Administration are able to assist students in developing their Phase II plans. The Phase II plan will be approved by the director of the Iliff Counseling Service based on the plan's ability to: 1) address areas of need identified in the Phase I assessment; 2) clarify the student's identity as a minister; 3) build personal character; 4) contribute to personal and spiritual maturity; 5) and/or develop ministry skills. Four Phase II forums will be held during the three academic quarters. These forums are designed to help the student form the Phase II plan. Phases I and II must be completed before students are assigned an Advanced Field Education placement.

There are four basic options to developing a Phase II plan: a) attending three appropriate C&G workshops; b) participating in individual, family, couples, and/or group counseling focused on ministry and related issues, c) participating in a spiritual formation experience, or d) creating an individualized plan appropriate to the student's growth issues. These options are described below.

## **Workshops**

Students may have the Phase II plan focus on attending three C&G workshops developed by the Iliff Counseling Service staff. Workshops are usually scheduled for approximately three hours. At least four workshops are offered each year, distributed throughout the three academic quarters. The workshops are designed to address different cognitive learning styles and are largely experiential. Workshops are announced in Iliff publications (such as "This Week").

### Counseling

The Phase II plan can be developed by participating in individual, family, couples and/or group therapy experiences, whether done at Iliff, the CBHC or at an outside agency. Such counseling promotes fitness and competence for ministry in some or all of the following ways: addressing areas of need highlighted in the Phase I assessment; clarifying the student's role in ministry; building personal character; contributing to personal and spiritual maturity, and/or developing specific ministry skills. Typically, eight sessions are needed to fulfill the requirement. If students choose to use an outside counselor, they must first seek approval from the director of the Iliff Counseling Service. Students are then responsible for asking their counselor to send a letter to the Iliff Counseling Service asking that the therapeutic experience be considered as fulfilling the requirement. Counseling for more personal issues is also available outside the formal C&G process as described in the section on Student Services.

## **Spiritual Formation Experience**

*Participating in a Spiritual Formation experience will fulfill Phase II of the C&G requirement. A program of spiritual direction that meets for at least 8 sessions is acceptable for completing this requirement. Participating in a Centering Prayer group or Covenant Discipleship group with an experienced leader are examples of other appropriate activities. These groups must meet for a minimum of 8 sessions. The Director of Chapel and Spiritual Life will convene such groups throughout each year. As with all options the director of the Iliff Counseling Service must approve this plan.*

### Personalized Program

Finally, a student may creatively design a program of personal/professional/spiritual growth. Personalized programs will be approved by the director of the Iliff Counseling Service based on the plan's ability to address areas of need as discussed above and typically require some form of external observation and feedback by a trained professional. Such experiences might include a series of weekend retreats on spiritual/personal growth, an extended conference with small group experiences or other avenues of growth.

## **CONSULTATION AND GUIDANCE: PHASE III**

Phase III is the implementation of the plan for personal, professional and spiritual growth developed in Phase II. A one page closing reflection paper focusing on the question, "How was this experience relevant to my preparation for ministry?" must be handed into the director of the Iliff Counseling Service. After the plan is successfully carried out, the director of the Iliff Counseling Service will notify the registrar with copies to the student and his/her advisor, indicating that the Phase III of the C&G requirement has been completed. Phase III must be completed by the time of the exit interview.

## **III. PRACTICA**

Practica are single session lectures or workshops related to specific aspects of ministry and led by experienced persons in ministry, usually from outside Iliff. Two practica are offered each quarter. Students in the Master of Divinity degree program must complete three practica prior to receiving advanced standing and six prior to graduation. MASM students must complete three practica prior to graduation. The schedule of practica for each school year is available at the start of the fall quarter.

Most practica are videotaped, and the videotapes may be checked out from Taylor Library. M.Div. students may receive credit for attendance of up to two practica and MASM students credit for one practicum by viewing the tapes and writing a one-page response to each. The one-page response should focus on how the student might use information from the practicum in a ministry setting. Response papers should be brought to the Office of Ministry Studies, which will report practica credit to the registrar.

## **IV. FIELD EDUCATION**

Theological field education at Iliff is an action reflection based learning process that assumes three levels of vocational development: (1) introduction to church and community ministries, (2) supervised practice of ministry, and (3) improvement of ministerial practice throughout one's career. The first two levels are included in the curriculum and seek to prepare the student for the life time of continuing reflection and growth that characterizes the reflective practice of ministry.

Field education provides students the opportunity to relate theological disciplines to the ongoing life of church and community ministries, and to articulate, practice, and refine the arts and skills employed in the practice of the profession. Vital to the process is a group experience enabling participants to reflect on their experience of faith and ministry, and to deal with personal feelings, in an atmosphere of acceptance and accountability. Equally important is the work with an experienced supervisor committed to the student's theological and vocational education. In the first year, this laboratory for the student's preparation in ministries includes the year-long Colloquium in conjunction with the spring quarter Basic Field Education placement. For M.Div. students, this is followed by a year of Advanced Field Education or Internship and may be supplemented by CPE. MASM students participate in Advanced Field Education, Internship *or* CPE depending on degree focus. In all of these settings it is crucial that the student have a clear position description and develop learning goals appropriate to the students needs and calling and to the opportunities of the setting.

Field Education credit: Pass/fail is the only grading option in Field Education. Evaluation is reflected in written quarterly evaluations by group leaders and from the field education site. Credit is granted, not solely for successful completion of work tasks, but for serious engagement in learning and growth through the entire field education process action and reflection under supervision. To meet the degree requirement, students must successfully complete the three successive quarters in a single academic year. Thus, if the year is interrupted, an entire further year will be required. A major basis for accountability and evaluation is regular attendance and participation in the peer reflection group. More than two absences in a quarter may result in a failing grade.

## **COLLOQUIUM / BASIC FIELD EDUCATION: REFLECTION ON CALLING AND THE NATURE OF MINISTRY**

Throughout their first academic year, students participate in a weekly Colloquium group. Leadership is provided by advanced students with special training in group leadership. This Colloquium allows opportunity for discussion of issues concerning discernment, call to vocation, the nature and mission of the church, ministry as a profession, as well as personal concerns related to theological education. Special emphasis is given to theological reflection in all areas of the student's life. In the spring quarter, a field placement where the student serves five hours a week is required. A syllabus describing the program more fully is available from the Office of Ministry Studies.

### Students Entering Iliff in Winter or Spring

Students who begin their studies in the winter quarter are excused from the fall quarter of Colloquium. They participate in a winter/spring Colloquium group. Students who enter in the spring or summer quarters participate in a Colloquium group beginning in the fall quarter of the next school year.

1 hour of credit each of three quarters. (pass/fail)

## **ADVANCED FIELD EDUCATION: THE SUPERVISED PRACTICE OF MINISTRY**

Advanced Field Education builds upon the increased understanding and knowledge of the church and its ministries developed in Colloquium/Basic Field Education. It may be taken only after satisfactory completion of Basic Field Education. Students in Advanced Field Education complete a Learning/Serving Covenant. This is an agreement between the student, the field education site and Iliff. It includes a position and site description as well as learning goals. Evaluation happens in response to this covenant. Forms are available in the Office of Ministry Studies.

### Selecting a Placement

Listings of appropriate Field Education placements are on file with the Office of Ministry Studies. The student may

also assume responsibility for locating or developing a suitable placement, remembering that all placements must be approved by the director of Ministry Studies in advance of enrollment for field education credit. The student should consult with the Ministry Studies' staff about possible placements during the winter or spring quarter prior to the school year in which the student expects to enroll in Advanced Field Education.

#### OPTION ONE: Part-Time Advanced Field Education

In Option One, the student must begin Advanced Field Education in the fall quarter and plan to be enrolled on a consecutive basis through that academic year. At the same time, the student enrolls and continues to take classes on campus. Students spend fourteen hours weekly in a supervised field experience and meet with a weekly campus field education seminar led by a member of the faculty and an experienced pastor. The purposes of the reflection group are to: (1) integrate theological knowledge, ministerial skills and professional practice; (2) guide the student toward professional competence and readiness to enter full-time ministry; (3) evaluate the student's readiness for ministry; and (4) such other agenda as the group may set for itself.

Early in the fall quarter each student will prepare a brief social analysis of the church or agency and community in which the student is serving. Later in the school year each student will present a case study of an incident in ministry in which the student has been involved. Each student also prepares a paper on his or her theology of ministry to be presented to the group, usually during the spring quarter. A syllabus describing the program more fully is available from the Office of Ministry Studies.

2 credits each of three quarters. (pass/fail)

#### OPTION TWO: Full-Time Internship

An alternative way of preparing for future ministry is through a full-time, supervised Internship on a church staff, as a supervised solo pastor, or in an appropriate agency setting. M.Div. students who have completed at least 60 quarter credits of course work may participate in a full-time Internship.

Students give full-time service to the church or institution to which they are assigned for 9-12 months. Upon completion of the Internship year, the student returns to seminary for the final year of studies. A syllabus describing the program more fully is available from the Office of Ministry Studies.

4 credits each of three quarters. (pass/fail)

## **V. ADDITIONS TO ADVANCED FIELD EDUCATION**

### **CLINICAL PASTORAL EDUCATION**

Clinical Pastoral Education (CPE) provides a structured opportunity for students to minister to a variety of persons, to interact intensely with peers and others, and to identify and articulate their own strengths and limits in relation to the tasks of ministry and theological education. Because The Iliff School of Theology is committed to clinically informed theological and professional education which gives serious attention to the formative place of practical experience in the development of religious faith, theological understanding, and pastoral identity, CPE contributes significantly to this educational philosophy and curricular agenda. Further information is available about CPE's place in the Iliff curriculum in the Office of Ministry Studies.

For those pursuing a focus in pastoral care and counseling, CPE programs provide the intense professional training necessary to develop the foundational skills and attitudes necessary for a specialized ministry. Students whose primary interest is parish ministry also benefit greatly from CPE experience and a number of judicatories encourage or require a CPE experience in addition to an experience of supervised parish ministry.

As a program, CPE is a structured course of learning that involves the equivalent of 40 hours per week, plus some on call time, for a ten week intensive period, or a more limited daily time commitment over fifteen or twenty weeks. Participation is divided between direct service, didactic learning from a variety of resources, individual and peer group supervision, and personal reading, writing and reflecting. The learning is intensely personal, involving disciplined reflection upon verbatim accounts of one's actual pastoral interactions. Learning goals are identified at the beginning and monitored and evaluated throughout the course of the program.

Clinical Pastoral Education programs are carried out in conjunction with healing and rehabilitation institutions

across the nation and in other countries. Some CPE programs in local parish settings are also available. Iliff has active partnerships with centers in the Denver and Front Range area, and through active participation in the Association for Clinical Pastoral Education, Inc. (ACPE) with centers throughout the nation.

#### CPE and Field Education

For M.Div. students Clinical Pastoral Education is an additional experience beyond Advanced Field Education in a parish or agency setting. For MASM students in pastoral care, CPE is the required form of Field Education.

#### Application, Tuition and Fees for CPE

A directory of all accredited CPE centers in the United States and Canada is prepared annually by the ACPE. This directory, along with fuller information about specific CPE programs and application materials, is available in the Office of Ministry Studies or on-line from ACPE at [www.acpe.edu](http://www.acpe.edu). Each fall, the Office of Ministry Studies hosts a CPE information session in which local CPE directors and Iliff students and faculty are available to discuss CPE and individual programs. Application procedures are outlined in detail at that time.

Because of the intensive nature of CPE, and the reflective time the experience requires, we do not recommend taking other classes at the same time as CPE. Students who do an "extended unit" of CPE which lasts more than ten weeks may wish to discuss with the director of Ministry Studies whether it is advisable to take additional classes.

Iliff grants eight credits for the successful completion of CPE. Students who register for a basic, 8-hour, unit of CPE and no other classes will be charged one-half the normal hourly tuition rate. Students with permission of the director of Ministry Studies to add another course should consult with the director of Business Affairs about fees. Iliff provides assistance to a maximum of 50% of the tuition charged the student toward hospital fees for CPE. Students who elect CPE programs where fees exceed this cap must pay the difference.

Tuition Payment Summary: 1) Students who have been accepted to an ACPE-accredited CPE program will pay their deposit directly to the program upon receipt of their bill. 2) If students want Iliff credit for CPE, students will register for CPE at Iliff (BV 3115) and pay their tuition at one-half the normal hourly tuition rate. 3) Iliff will pay the CPE program up to a maximum of 50% of the tuition charged the student toward the CPE fees. Students who elect CPE programs where fees exceed this cap must pay the difference to the CPE program.

#### Credit and Reentry after CPE

To receive credit for CPE at Iliff, each student must have both a final self and supervisor's evaluation on file in the Office of Ministry Studies. These evaluations must be submitted in a timely manner, and must be comprehensive in accordance with ACPE policies. However, we do not require that they detail the student's personal narrative history unless the student's history bears upon pertinent professional and ethical functions of ministry and fitness for preparation for ministry in a problematic way.

The final step in completing CPE is a debriefing session of the student's experience with the director of Ministry Studies and/or at least one member of the Pastoral Theology and Care faculty. The main purpose of this debriefing is to assist the student to gain closure on the CPE experience and to draw upon the learning gained in CPE for planning the remainder of the student's degree program. The debriefing review will take place in a group setting early in the fall and winter quarter each year. This debriefing and advising process completes the circle of partnership that we cherish between the seminary and CPE supervisors. Once this has occurred, the registrar will record the completion of CPE on the student's transcript.

8 credits. (pass/fail)

#### **INDEPENDENT STUDY IN FIELD EDUCATION**

With the approval of the director of Ministry Studies, a student may arrange for a special project in field education for two to four credits. Independent Study is intended to be supplemental to the Advanced Field Education or Internship requirement and is not an acceptable alternative to those requirements.

Students who participate in Colloquium (3 credit hrs.) and concurrent Advanced Field Education (6 credit hrs.) may also elect CPE (8 credit hrs.) and not more than 4 credits of Independent Study in Field Education for a total of not more than 21 credits. Students who elect a full-time Internship (12 credit hrs.) in place of concurrent Advanced Field

Education may also elect CPE (8 credit hrs.) *or* up to 4 credits of Independent Study in field education for a total of not more than 23 credits.

2-4 credits. (pass/fail)

## **VI. SITES AND SUPERVISION**

### **FIELD EDUCATION SITES**

Ministry sites join in a vital partnership with The Iliff School of Theology in preparing individuals for ministry. Ministry sites in the field education program are more than places of employment for students. While churches and agencies rightly expect real work from the student, they, in turn, promise to provide supervision designed to encourage and enable the student/minister's growth: in skills, in self- and role-understanding and in the ability to reflect theologically and sociologically on his/her practice of ministry. Appropriate ministry sites are committed to providing both opportunities for service by the student and full participation in the student's education.

Key to this process is the involvement of the site supervisor and the lay committee. Expectations of supervisors and lay committees are found below.

#### **Ministry Site Selection**

Iliff has an ongoing relationship with many sites and supervisors. New sites emerge through the initiation of the site, interested students and/or the director of Ministry Studies. For Basic Field Education during the spring quarter of the Colloquium year, students are placed by the director of Ministry Studies after consultation with students and supervisors. In Advanced Field Education and Internships, placements are negotiated between students and supervisors and are approved by the director of Ministry Studies.

Suitable placements include local churches, church-related agencies, community service agencies, hospitals, etc. The selection of an appropriate setting for the field experience of a particular student is guided by his/her career focus, academic background and previous experience. Students seeking ordination are usually expected by their denomination to have a supervised, local church, ministry experience. In every case, the primary purpose of the placement is to afford the student sufficient opportunity for extensive supervised practice of the form of ministry indicated by his/her calling and career choice.

Approved placements afford sufficient opportunity for the supervised practice of a broad spectrum of ministerial skills, appropriate to the particular student's career choice, individual interests and needs. A major consideration is the availability of a competent supervisor.

### **SUPERVISORS**

All field education placements (Basic, Advanced, Internship, CPE, and/or Independent Study) require supervision. Supervision in professional education is a teaching-learning process. A practicing minister and a minister-in-training engage together in practice of the ministry and reflection on their work for the student's learning. Field supervisors are approved by and work under the oversight of the director of Ministry Studies. Supervisors are chosen and approved on the basis of their evident competence as professionals and their ability and willingness to engage in supervision of students.

Ideally, supervisor and student should both be engaged in ministry in the same context. Where such is not the case, as in student charges, another pastor is engaged to serve as the student's off-site supervisor.

Supervisors must covenant to meet weekly with the student/minister to reflect on the student's practice of ministry. This supervisory conference, of at least one hour each week, includes some attention to planning and review of accomplishments. Its key components are: a reflection on the student/minister's emerging self and role understanding as minister, identifying and strengthening the gifts and graces which fit the student/minister for her or his calling, and identification of areas where continued growth is needed. Supervisors covenant to share written evaluations of the student/minister with the student and Iliff.

#### **Supervisor Training**

Each year a one-day, training workshop in supervision is provided without charge to persons supervising Iliff students. Each new supervisor is expected to participate in one of these workshops prior to or as soon as possible

after beginning service as a supervisor.

Each quarter, a supervisor consultation is held on the campus. The primary purpose of these meetings is consideration of the philosophy, purposes and procedures of field education supervision. Opportunity is also provided for discussion of general concerns relating to theological field education and supervision.

In addition, arrangements can be made for consultation with campus field education seminar leaders or the director of Ministry Studies. These consultations provide opportunity for the site supervisor to consult with a qualified person about the process of his/her own work as a supervisor. Requests for such consultation are made to the Office of Ministry Studies.

#### Continuing Education Units

Supervisors who have completed an approved course in supervision are eligible for free continuing education at Iliff on a space available basis. For each quarter of supervision of a student enrolled in Basic Field Education, Advanced Field Education or a full-time Internship, the supervisor has the privilege of taking two quarter credits of course work at Iliff on an audit or continuing education unit (CEU) basis. No more than six credits of free course work can be accumulated, and they are banked for three years. Permission of the instructor may be required. Summer school courses at places other than the Denver campus are not included in this program. Before enrolling in a course, a form must be secured from the Office of Ministry Studies stating that the supervisor is eligible.

#### **LAY / CONSULTATION COMMITTEES**

Advanced Field Education and Intern sites also provide a lay/consultation committee of 4-6 people that meets monthly with the student. They help in building a covenant between congregation/agency and student, serve as a support group for the student, give "feedback" to the student and share in the evaluation process. A lay committee training event will be provided at Iliff early in the fall quarter.

In non-parish sites a "lay committee" analogous to one made up of persons from within a congregation may not be possible. The student and supervisor will then need to develop an appropriate "consultation committee" which might include staff or agency board members.

### **VII. EVALUATION AND FEEDBACK**

Evaluation and feedback are an important part of any learning experience. This process provides the student/minister with insight about his/her fitness, competencies, readiness and effectiveness for the ministry for which the student is preparing. This feedback comes throughout the process in multiple forms but is formalized in written evaluations by campus group leaders, site supervisors and lay committees. These evaluations are the primary account of the student's progress; letter grades are not assigned. All forms of field education (First Year Colloquium, Advanced Field Education, Internship, CPE and Independent Study) must be registered for pass/fail.

All written field education evaluations are discussed with the student, who has the opportunity to write a response. The original of the evaluation is retained in the Office of Ministry Studies and will be available to the Iliff faculty on a need to know basis. Release of evaluations to other persons will be done only with the written permission of the student. The student is also expected to evaluate the field experience, site and supervisor at the end of the placement.

### **VIII. PROFESSIONAL ETHICS IN FIELD EDUCATION**

Iliff students, supervisors and faculty are expected to maintain the highest standards of professional ethics in all their relationships in field education (Basic Field Education, Advanced Field Education, CPE or Internship). Clear ethical boundaries protect you as well as the persons and institutions you serve, the Iliff School of Theology, and the faith tradition(s) which you represent. When we are guided by the ethical norms of our vocation and faith traditions, we express fidelity to those communities of accountability.

Characteristics of professional ethics include:

- ◆ Honesty.

- ◆ Placing the needs of the person receiving ministry first.
- ◆ Maintaining clear and appropriate boundaries.
- ◆ Protecting confidentiality.
- ◆ Appropriate consultation.
- ◆ Avoiding the fact or appearance of conflicts of interest.
- ◆ Relationships of accountability to the place of ministry, school of theology, and faith tradition.

Persons who are just learning the practices, standards and values of professional ministry need to give particular care to clarifying their ethical understanding and practice. It is not clear in every situation what action is demanded by our ethical standards. Thus students, supervisors and field education faculty should make conversation about ethics a regular part of supervisory consultation. Whenever one is in a situation which raises questions of appropriate ethical conduct there is an obligation to seek appropriate consultation. For students that consultation must include, but is not limited to, persons involved in the supervision of their ministry.

## **IX. PROTECTION FROM SEXUAL HARASSMENT**

Field education sites are extensions of Iliff's teaching program and as such are bound by Iliff's policies on sexual harassment. The Faculty *Handbook* notes: "The Iliff School of Theology is committed to maintaining a humane atmosphere in which individuals do not abuse their personal authority or power in interpersonal relationships. The Iliff School of Theology will not condone actions and words that a reasonable person would regard as gender discrimination, sexual harassment, or sexual exploitation. . . . Sexual exploitation is defined as the secret or open violation of the professional relationship between persons of unequal power in the Iliff educational environment by manipulating, inviting, or agreeing- to participate in sexual activities." Therefore, in the field education process, it is never appropriate for supervisors and students to enter into consensual romantic/sexual relationships or for students to be so involved with parishioners/clients.

These principles apply to all relationships in the field education program of The Iliff School of Theology. Persons who believe they have been subjected to gender discrimination or sexual harassment has happened within the field education process should so advise the director of Ministry Studies.

## **X. FIELD EDUCATION PETITION POLICY**

Petitions related to field education should be submitted to the director of Ministry Studies who has the authority to approve or reject them. In the event a petition related to field education is denied by the director of Ministry Studies, the student may appeal to the Curriculum Committee for review and decision. If the petition is denied by the committee, the student may appeal to the dean for review and final decision.

If the petition involves a change in meeting degree requirements, the director of Ministry Studies provides a copy of the petition to the registrar after the petition has been acted upon. The registrar is then responsible for notifying the student of the action taken.

If the petition involves a change from normal field education procedures but does not affect degree requirements, the director of Ministry Studies notifies the student of the action taken and the Office of the Registrar will not be involved.



# **ORDINATION**

- I. Ordination and Employment
- II. Ordination in The United Methodist Church
- III. The United Methodist Office of Ordained Deacon
- IV. Ordination in The Episcopal Church
- V. Ordination in Other Denominations

## **I. ORDINATION AND EMPLOYMENT**

In many denominations, including The United Methodist Church, the Master of Divinity degree is one of the requirements for ordination. While the Master of Divinity degree normally will meet the educational requirements of an Annual Conference or any denominational body for ordination, there is no guarantee that it will do so. Individual Annual Conferences of The United Methodist Church and comparable bodies of other denominations may have specific requirements. Nor is the completion of the Master of Divinity degree a guarantee of employment within the church. The Iliff School of Theology makes judgments concerning academic requirements, professional skills and the student's moral and spiritual fitness appropriate to the profession of ministry. However, it is an appropriate body of the student's denominational group that determines readiness for ordination and whether and how the student will be employed.

## **II. ORDINATION IN THE UNITED METHODIST CHURCH**

Candidates for ordination in The United Methodist Church must complete a minimum of nine quarter credits in United Methodist history, doctrine and polity as well as at least one class in evangelism (see *The Book of Discipline*). Iliff courses that meet these requirements are:

BX 2113 United Methodist History and Sources of United Methodist Doctrine (4 credits)

BX 2115 United Methodist Doctrine (2 credits)

BX 2120 United Methodist Discipline and Polity (3 credits)

0BV 242 Mission and Evangelism in Contemporary Contexts (3 credits). Other equivalent courses may be also offered.

Annual conferences may also ask for additional requirements, including Clinical Pastoral Education (CPE). All Methodist students should check with their conference offices concerning requirements.

## **III. THE UNITED METHODIST OFFICE OF ORDAINED DEACON**

Preparation for the office of the Ordained Deacon in the United Methodist Church can be completed in two different ways: through a degree program or by taking foundation courses as a special student. Persons taking a Master of Divinity or Master of Arts in Specialized Ministry degree will complete their foundation course work as part of their degree. Those who already have a professional masters degree in a field related to their work as a Deacon and who are not seeking an additional masters may enroll as special students in courses that meet the foundation course requirements. It is advisable that students talk with their Board of Ministry to consult about the most appropriate way to complete the requirements for ordination as a Deacon.

Iliff courses that meet the basic requirements for the Ordained Deacon are listed below. Persons may also take certification courses related to their specific vocation. Courses in Christian education and youth ministry are available from Iliff in regular academic quarters or during summer school.

Persons interested in exploring the office of Ordained Deacon should contact their annual conference Board of Ministry. Contact Dr. Jeffrey Mahan, Director of Ministry Studies, [jmahan@iliff.edu](mailto:jmahan@iliff.edu), for further information about academic preparation or specific courses, (303)-765-3116.

## **REQUIREMENTS FOR THE OFFICE OF ORDAINED DEACON**

Persons wishing to fulfill the requirements for Ordained Deacon in The United Methodist Church through the Master of Arts in Specialized Ministry program or as special students must take the following core courses. Students in the M.Div. program may complete this course work as part of their degree. Some 3 credit sequence courses can be contracted as 4 credit courses to meet United Methodist requirements.

#### Hebrew Bible

2SQ 103 Hebrew Bible I (4 credits)

#### New Testament

2SQ 108 New Testament Introduction II (4 credits)

Students usually also take Hebrew Bible II and New Testament I for credit or audit.

#### Church History (Any one of these courses will meet the requirement.)

3SQ 101 Christianity from the Beginnings to the Early Middle Ages (4 credits)

3SQ 102 Christianity in Western Europe in the Middle Ages (4 credits for ordained deacon)

3SQ 104 Christianity from the Reformation to the Early Modern Period: 1500-1830 (4 credits)

3SQ 103 Christianity in the Modern World: Colonialism and Christianities (4 credits)

#### Theology

4SQ 101 Theological Imagination and Construction I (4 credits for ordained deacon)

Students with an appropriate background in theological studies may petition to take 4SQ 102 Theological Imagination and Construction II to meet the foundation requirement.

4SQ 108 Pastoral Theology and Care is not currently required for the Ordained Deacon track, but it is highly recommended.

#### The Mission of the Church

1SQ 108 Religion in Human Transformation (4 credits for ordained deacon)

#### Evangelism

As established in the 2000 Book of Discipline, a course in evangelism is also required.

0BV 242 Mission and Evangelism in Contemporary Contexts (3 credits) or an equivalent class

#### United Methodist Courses

BX 2113 United Methodist History and Sources of United Methodist Doctrine (4 credits)

BX 2115 United Methodist Doctrine (2 credits)

BX 2120 United Methodist Discipline and Polity (3 credits)

#### Worship

5SQ 108 Ritual and Worship (4 credits for ordained deacon)

#### Personal and Professional Formation

PPF 101/102/103 Colloquium/Basic Field Education (3 credits)

Consultation and Guidance: Phases I & II and 3 Practica

#### Area of Specialization

Additional work as required by chosen area of specialization.

### IV. ORDINATION IN THE EPISCOPAL CHURCH

The Iliff School of Theology has joined with the Episcopal Diocese of Colorado in providing a specific component of the Master of Divinity degree in Anglican Studies. In general, the basic requirements for the M.Div. degree are required with additional courses specifically designed for ministries in the Episcopal Church (including lay ministry). With the permission of the Commission on Ministry and the Bishop of the Episcopal Diocese, the classes may be used in the preparation for ordination in the Episcopal Church. Not every course is offered each year. Details and further information are available from the Anglican Studies director, Dr. Gregory Allen Robbins (303) 744-

1287.

Anglican Studies Courses

BR 3225 English Reformation and Background (Fall 2004)

BV 2350 Anglican Spirituality (Spring 2004)

BT 3045 Readings in Anglican Theology (Spring 2005)

BX 2335 Anglican Communion: Polity, the Episcopal Church and Canon Law (Winter 2004)

BV 2315 Anglican Liturgy I (Winter 2005)

BV 2316 Anglican Liturgy II (Fall 2003)

BV 2355 Anglican Spiritual Formation (Winter 2004)

BX 2330 Anglican Pastoral Formation (Fall 2004)

Anglican Studies Course Requirements:

Anglican Studies students have the same requirements for the M.Div. with the following exceptions:

Sequence I no changes (total 7 credits)

Sequence II no changes (total 12 credits)

Sequence III add English Reformation and Background (total 18 credits)

Sequence IV add Readings in Anglican Theology (total 17 credits)

Sequence V Anglican Liturgy I & II instead of Ritual & Worship (total 16 credits)

Additional Anglican Studies requirements:

BX 2335 Anglican Communion: Polity, the Episcopal Church and Canon Law (3 credits)

BV 2350 Anglican Spirituality (3 credits)

Personal Professional Formation:

Anglican students participate in first year Colloquium/Basic Field education (3 credits). They substitute Anglican Pastoral Formation (2 credits), Anglican Spiritual Formation (2 credits) and Clinical Pastoral Education (8 credits) for the Advanced Field Education requirement.

Total Credits Required

70 credits from required sequence and required Anglican Studies courses

15 credits in personal and professional formation

6 credits in additional Anglican Studies requirements

29 credits in electives

120 credits total

V. ORDINATION IN OTHER DENOMINATIONS

For students in denominations other than United Methodist, courses are provided that deal with the history, doctrine, and polity of such denominations. Requests for such courses should be presented to the dean.

# **SPECIAL PROGRAMS AND OTHER EDUCATIONAL OPPORTUNITIES**

- I. The Center for Global Pastoral Ministry
- II. Justice and Peace Studies
- III. Urban Ministry Program
- IV. Veterans of Hope Project: A Center for The Study of Religion and Democratic Renewal
- V. Women and Religion Studies
- VI. Other Educational Opportunities

## **I. THE CENTER FOR GLOBAL PASTORAL MINISTRY**

The Center for Global Pastoral Ministry at The Iliff School of Theology exists to provide service, teaching, learning, and research opportunities related to global theological education consistent with the mission of the church. Established in 2001, the Center seeks to provide learning opportunities for students, faculty, alumni/ae and trustees of Iliff, as well as other church leaders. Ecumenical in perspective and participation, the Center, in particular, endeavors to be responsive to the needs of The United Methodist Church (including central conferences) and autonomous Methodist Churches, in their commitment to global mission and pastoral ministry.

The Center, directed by Dr. Donald E. Messer, seeks to embody Iliff's commitment to model for the church and theological education how to serve in partnership with Christians, and Methodists in particular, throughout the globe in addressing issues of mission and ministry in the world. During its first year of operation the Center was involved in educational programs related to the global HIV/AIDS pandemic in India and Africa, regional "partnership in mission and ministry programs" in Europe and Latin America, a "dialogue" of theologians from Korea, Latin America, and the USA, and the Russia United Methodist Theological Seminary in Moscow. Dr. Nalina Arles, professor of pastoral care and counseling at United Theological College, Bangalore, India, was the first visiting scholar on campus. The Center provided funds for a visiting professor to teach for one quarter during the 2002-2003 year.

Sponsored by Iliff, the Center depends on grants from constituent donors for program support. For more information, contact Dr. Donald Messer at (303) 765-3132 (dmesser@iliff.edu).

## **II. JUSTICE AND PEACE STUDIES**

People of faith are beginning to acknowledge the world's diversity and the challenges of sharing power between dominant and non-dominant cultures. Building upon strong spiritual foundations, the program supports Iliff's commitment to education that responds to the challenges of race and racism, class and economic exploitation, sexism and militarism.

This concentration approaches movements for social change not only in the context of scripture and tradition, but also through those disciplines that foster social analysis: political theory, economics and the study of social change. Students evaluate strategies to counter the ways in which the tools of injustice are used to create interlocking, self-justifying and damaging systems. Students are encouraged to develop personal and community strengths of spirit, which have carried social activists through their struggles against great odds. Adjunct faculty often include experienced community activists and other justice and peace workers who bring their expertise and experience to the classroom.

A Justice and Peace concentration is offered in the Master of Divinity and Master of Arts in Specialized Ministry degree programs. (See degree program descriptions for concentration requirements.) The Justice and Peace courses are open to all masters students including those who do not wish to declare a formal concentration. For more information about Justice and Peace Studies, contact the Justice and Peace Studies Office, (303) 765-3191 (gvaleta@iliff.edu), or the Office of Admissions and Student Services, (303) 765-3117 (admissions@iliff.edu).

### III. URBAN MINISTRY PROGRAM

Iliff School of Theology seeks, as one of its primary goals, to prepare women and men to minister faithfully and effectively in the city. To contribute to that end Iliff has established the Urban Ministry program to prepare ministers, especially ministers of color, to serve urban churches and service agencies. Two or more second- or third-year Iliff students are admitted to the program annually as Urban Ministry Fellows. The Fellows receive a full tuition scholarship and a stipend, take specially designated classes that address ministry in the urban environment, and work in urban teaching churches and service agencies in Denver's urban environment. An Iliff faculty member and an experienced urban pastor who serves as off-campus coordinator administer the program. Contact Dr. Jeffrey Mahan for more information, (303)765-3115 (jmahan@iliff.edu).

### IV. THE VETERANS OF HOPE PROJECT: A CENTER FOR THE STUDY OF RELIGION AND DEMOCRATIC RENEWAL

The Veterans of Hope Project is a multifaceted educational initiative on religion, culture and participatory democracy. Our primary mission is to encourage a healing-centered approach to community-building that recognizes the interconnectedness of spirit, creativity and citizenship. We produce educational materials, workshops and programming designed to support reconciliation, nonviolence and an appreciation for the value of indigenous and folk wisdom for contemporary times.

One of the major programs of the Veterans of Hope Project is a public interview series which documents the life stories of "Veterans," women and men from a variety of ethnic, cultural and religious communities, who have been active for many years in movements for compassionate social change. These include community organizers, creative artists, religious leaders, educators and healers. Through an educational video and pamphlet series, public forums with national and international Veterans, workshops, retreats, consultations and cultural events, the Project documents and shares the transformative histories of "long distance runners" for peace and justice -- passing on the values, faith and practice that have guided their lives and work.

For more information about programs, workshops and available videos and pamphlets, please contact Rachel Harding at the Veterans of Hope Project office, (303) 765 3194, or send an email to vohproject@iliff.edu

### V. WOMEN AND RELIGION STUDIES

Iliff has outstanding women on its faculty as well as faculty of both sexes who have expertise in the area of women and religion. The Women and Religion concentration provides a variety of disciplinary approaches to the study of religion and women's role, location, and experience within the different religious traditions. M.A. students, in consultation with their academic advisors, may design degree concentrations in this area. Students in other degree programs may take Women and Religion Studies courses as electives. Some currently available courses include:

BL 3305 Race, Gender, Class: a Historical and Social Scientific Analysis of Individual, Institutional and Systemic Racism in the Modern World

BR 2315 Justice and Peace Struggles: Domestic Abuse Issues

BR 3120 Women in Early Christianity

BR 3310 Women in American Religious History

BT 3020 Feminist Theology

BS 3457 Feminist Interpretation of the Bible

BV 2150 Ministry and Human Sexuality: Pastoral Care & Theological Approaches

BV 3155 Therapeutic Assessment of Individuals and Families

BV 3515 History and Practice of Preaching from the Woman's Perspective

BV 3838 Women in Religious Education

Please see the *Catalog* for full course descriptions. Students interested in learning more about Women and Religion Studies should contact Dr. Pamela Eisenbaum, (303) 765-3167 ([peisenbaum@iliff.edu](mailto:peisenbaum@iliff.edu)).

### VI. OTHER EDUCATIONAL OPPORTUNITIES

### **THE JERUSALEM CENTER FOR BIBLICAL STUDIES**

Educational Opportunities, Inc. makes available to seminarians an opportunity to study the background of our biblical heritage in and around the old city of Jerusalem in an interdenominational setting at the Jerusalem Center for Biblical Studies. The three-week program includes both classroom and field experiences. Applications are available in the Office of the Dean, (303) 765-3105. Requests for academic credit should be submitted to the registrar.

Note: Due to the ongoing volatile situation in the Middle East, please check with the Office of the Dean for current availability of this program.

### **THE NATIONAL CAPITOL SEMESTER FOR SEMINARIANS – WASHINGTON D.C.**

The National Capitol Semester for Seminarians is an opportunity for seminarians from throughout the United States and Canada to spend a semester of supervised study and interaction/reflection in Washington, D.C. Students apply during the fall to participate in the program, which is offered during spring semester at Wesley Theological Seminary.

At the program's core is the Interaction/Reflection Seminar, consisting of meetings with public officials, political figures, and church social action leaders, and the development of position papers. Policy topics for this seminar are selected in a collaborative process between the NCSS Director and the board of The Churches' Center for Theology and Public Policy, which is resident on the Wesley campus.

Academic credit will be granted. Registration will be retained at The Iliff School of Theology. Information regarding application, program costs, financial aid, and transfer credits can be obtained from the Office of the Dean, (303) 765-3105.

Note: This program is under review. Please check with the Office of the Dean for current availability of this program.

### **INDEPENDENT STUDY AND COURSES AT AFFILIATE INSTITUTIONS**

Independent study is available with most full-time faculty and generally not with adjunct faculty. The student is advised to check with the faculty of his or her interest for possible opportunities.

Students are encouraged to consult advisors about appropriate courses at Denver Seminary and the University of Denver. To cross-register, a student must be enrolled as a full-time degree student at Iliff. Cross-registration is not available in the summer quarter.

# ACADEMIC POLICIES

The academic policies in this section include:

- I. Faculty Advising
- II. Writing Skills Assistance
- III. Academic Integrity
- IV. Course Cancellation
- V. Attendance and Special Days
- VI. Requesting Non-Scheduled Courses or Credit for Off-Campus Experiences
- VII. Residential Credit Requirements & Transfer Credit
- VIII. Academic and Incremental Progress, Probation, and Conditional Admission
- IX. Registration Policies
- X. Partners in Ministry (Course audit)
- XI. Grading and Grade Change Policies
- XII. Exams and Papers
- XIII. Course Evaluations
- XIV. Change in Degree Program
- XV. Departures, Leaves and Withdrawals
- XVI. Academic Records
- XVII. Notification of Rights Under FERPA for Post-Secondary Institutions
- XVIII. Academic Appeals and Petitions

## I. FACULTY ADVISORS

Students are assigned advisors at the time of matriculation. Ordinarily, students keep the same advisor until they graduate or otherwise leave Iliff. Advisors are ready to counsel on matters of mutual concern throughout the students' academic careers. Major times of consultation include the registration periods and the formal interviews prior to Advanced Standing and the Exit Interview. No registration can be completed through the Office of the Registrar without the advisor's signature.

**Students alone are responsible for determining and fulfilling the requirements of their degree program and other academic requirements.** If advice obtained is contrary to published statements of the School or observed practices of the School, the student is advised to seek clarification from the dean or other appropriate Iliff officials.

A student may change advisors by securing a form from the Admissions and Student Services Office and returning it to that office. The signatures of the new advisor and vice president for Student Services are required before the change is complete. A copy of the signed form will be sent to the former and new advisors.

Students electing the year-long internship in field education should be aware that it may be necessary to change advisors during the internship period.

## II. WRITING SKILLS ASSISTANCE

Because good writing and research skills are essential to success in any academic program, Iliff normally offers in the Fall of each year a course to enhance academic skills.

### **BV 2656 - Writing Skills For Theological Research**

This course emphasizes the underpinnings of organized, substantive, and interesting essay writing. These are skills needed for everything from academic papers and sermon creation to church newsletter production.

Students are urged to take this course to improve their skills to meet the demands of both academia and the church.

The Office of Academic Services also has limited tutoring opportunities available for international students and those with special needs who believe they need individual assistance with their writing. Contact the Office of Academic Services, 303-765-3106.

### III. ACADEMIC INTEGRITY

Academic integrity lies at the foundation of the academic process. For this reason it deserves special discussion in an educational environment, and the institution is obligated to make clear its expectations. Special attention needs to be given to academic dishonesty, including plagiarism, and the institution's policies for dealing with its occurrence, however rare.

Academic dishonesty includes, but is not limited to, acts of fraud and deception on an examination or class assignment, acts of forgery or unauthorized alteration of any official academic record or document, and attempts to gain credit for work that one has plagiarized from the work of another person.

Plagiarism is characterized as the act of taking ideas and writings from another person--known or unknown, published or unpublished--and representing them as one's own work. The word-for-word use of another person's work must in every instance be acknowledged by the use of quotation marks or by indentation and single-spacing of the material if at least three lines long, and the citation of author and precise source. Dependence upon another person's work, whether through paraphrase or the utilization of that person's statements as a basis for one's own, must be acknowledged by author and source citation.

Academic dishonesty also includes the submission, as one's own work, of another person's work, such as another student's term paper or a paper from a term paper preparation service. The submission of one's own paper, or a substantial portion thereof, for academic credit in two or more courses also is considered to be academic dishonesty, except in those rare instances in which the instructors involved are so informed and give prior approval. In some cases when a faculty member believes that a student has not followed the rules for appropriate citation of materials he or she may wish to have the student redo the work or address the problem in another way.

If a charge of academic dishonesty or plagiarism is to be made, the faculty or staff member must report the incident in writing to the dean. Adequate evidence should be provided to support the charge. Such evidence may include a copy of a forged or altered document, a published work from which the student copied, or compelling evidence that the work represented as that of the student does not fit his/her usual writing and thinking style.

The dean will review the charge to make sure adequate evidence is present. If the charge appears to be founded, the dean will make the charge known in writing to the student. A meeting to discuss the charge will be held with the student, the faculty member making the charge, the student's academic advisor, and the dean.

If the charge of academic dishonesty or plagiarism is sustained by the dean, he/she will impose negative sanctions that could include lowering the course grade, failing the course, or dismissal from Iliff. Sanctions will be imposed based on the severity of the offense, or whether it is a first or repeated offense, and in accord with past precedents. A written report including the charge, supporting documentation, and the dean's decision will be filed with the registrar. The reason for dismissal will be entered on the student's permanent file.

A student who intends to appeal a sustained charge of plagiarism and/or sanctions imposed by the dean may submit a written report to the dean's committee. The dean's committee will consider the written statement of the student, the written statement of the faculty member who initiated the charge, and the dean's report. The decision of the dean's committee, a copy of which will be kept in the student's permanent file with the registrar, is final.

A student who is to be dismissed for academic dishonesty will be terminated immediately after the dean's decision has been filed with the registrar or, in the case of an appeal to the dean's committee, immediately after that committee has filed its report, if the committee finds that plagiarism has occurred.

During orientation, students will be notified in writing about Iliff's expectations for academic integrity. Special attention will be given to orienting and providing ongoing guidance to international students regarding this policy. (Portions adapted from the policy statement of the Department of Psychology, Arizona State University.)

### IV. COURSE CANCELLATION

Classes previously scheduled may be canceled by the administration if it determines that the enrollment is too small.



Iliff reserves the right to substitute a teacher for any class, if necessary.

## V. ATTENDANCE AND SPECIAL DAYS

### **ATTENDANCE**

Class attendance is an integral part of the degree programs. Attendance policies are determined by each instructor. Students are held responsible for class lectures or discussions. Absence from classes, however, equivalent to 20% of course work (two weeks for a ten week course) may be grounds for suspension from a course with WF (Withdrawal Failing) recorded on the transcript. Such suspension may be removed only after a petition is submitted to and approved by the dean.

### **SPECIAL DAYS**

- Martin Luther King, Jr. Day. Classes will not be held.
- The Iliff Religious Leadership Conference. Classes will be held. Students should plan to be on campus. By agreement of students and the instructor, a class may be dismissed to attend particular lectures or workshops. In general, however, classes will meet as usual. The 2004 dates are January 26-28.

## VI. REQUESTING NON-SCHEDULED COURSES

Students have the right and privilege to ask for courses that are not listed in the *Catalog*, or to request that courses be taught that are currently listed in the *Catalog* but not scheduled to be taught in any given quarter. The following procedures must be followed: (1) for any of the above, a petition should be submitted to the dean; (2) the petition should have at least ten student signatures; (3) the petition should be presented at least one quarter in advance of the quarter in which the course is to be offered; (4) in the case of new courses, the dean will send the petition for approval to the curriculum committee following the dean's review.

### **OFF-CAMPUS EXPERIENCES**

Occasionally students are involved in off-campus educational experiences that they think are worthy of academic credit. There is no guarantee that any such experience will be accredited by Iliff. A student who wishes credit must petition *in advance* of the experience and must indicate to the faculty through the dean such information as the qualifications and credentials of the workshop leaders, the type of work required of the student, and the evaluation process of the workshop. The student then registers for an Independent Study in the subject area of the workshop and obtains the Iliff instructor's approval. If credit is given, it will be graded on a Pass/Fail basis by the instructor.

## VII. RESIDENTIAL CREDIT REQUIREMENTS AND TRANSFER CREDIT

A minimum of 40 quarter credits of residential study at Iliff is required. Cross registration with affiliated institutions is regarded as Iliff residential study.

No courses are available by correspondence at this time.

Iliff accepts transfer credits from accredited colleges, universities and seminaries. Requirements for transfer students are the same as for first-time seminary candidates.

Students may request that relevant course credits earned in another graduate school accredited by any agency acceptable to Iliff be transferred into Iliff programs. Students in the masters programs may request transfer of work up to ten years old at the time of their enrollment. Grades from transferred credits are not calculated into the Iliff GPA. No credit may be transferred for courses with a grade below C.

Credits applied to a completed degree may not be applied toward an Iliff degree.

A minimum of 40 quarter credits toward a masters degree must be completed at Iliff. A maximum of 80 quarter credits will be allowed for transfer into the M.Div. degree program and 40 quarter credits into the M.A. degree program.

Students whose transcripts or educational experiences indicate that they have already completed the reasonable

equivalent of a required course may petition the dean and faculty who teach the course in question for exemption from such a course. If granted, the approval of the dean and faculty must be communicated to the registrar by petition. Exemption does not decrease the total hour requirement for any degree program.

Students who have completed a unit of Clinical Pastoral Education in the three years before entering Iliff may be able count it toward an Iliff M-Div or MASM. Interested students should see review the discussion of CPE in the Personal and Professional Formation section of this handbook and consult the Director of Ministry Studies.

The Director of Academic Services assists transfer students in petitioning for requirements.

Demands of employment and other outside obligations will not be accepted as a reason for failure to meet course requirements. Students who anticipate unusual demands on their time should register for a reduced program of study.

## **VIII. ACADEMIC AND INCREMENTAL PROGRESS, PROBATION, AND CONDITIONAL ADMISSION**

### **ACADEMIC AND FINANCIAL AID PROBATION**

Students in all of Iliff's masters level degree programs are required to make satisfactory progress, defined as maintaining a 2.0 grade point average on a 4.0 scale. Masters students must also maintain a cumulative GPA of 2.00 or above to remain eligible for federal student aid and certain Iliff aid programs. These standards must be maintained by all students applying for financial aid at Iliff regardless of whether or not they have received aid in prior terms (i.e. a second year student who did not receive aid during his/her first year must still meet the standards of progress at the time of the award). Successful completion of a course of study requires a grade of "C" or above or "Pass". Grades of "D"; "F"; "NC" (no credit); or "I" do not constitute successful completion of a course.

#### The Academic Review Committee

Each quarter the Academic Review Committee reviews all students who are on conditional status, whose grade point average drops below 2.00, and those who are close to being placed on academic probation. This committee has the authority to place students on academic probation (following the guidelines in the *Handbook*), to remove students from conditional status, and to suggest to the dean the dismissal of students on academic grounds.

The Academic Review Committee is a standing committee that reports to the dean. Its membership includes: the dean (or the dean's designee); the director of admissions; the director of financial aid; the registrar; the director of academic services; the vice president for student services, and a faculty liaison from the Admissions, Retention and Financial Aid Committee. The director of the Office of Ministry Studies may also be called upon as needed. The dean (or dean's designee) chairs the committee.

The committee meets once per quarter, normally during the last two weeks of every quarter and no later than five working days after the end of the quarter. The committee reviews the work of every student on conditional status or probation. A letter is sent from the Office of the Dean to each student reviewed by the committee (normally at least one week before the beginning of the quarter) outlining the concerns of the committee and/or changes in status (placed on probation, taken off conditional status, etc.) Copies of the letters may be sent to the Business Office and to the student's advisor, as appropriate.

#### Academic Probation

Students whose grade point averages fall below the requisite 2.0 following any academic quarter will be placed on **academic probation**. The student will be notified of the probation action in writing within the first week of the quarter. Normally, the student will be given **three academic quarters** to bring the GPA back to the requisite 2.0 average. Students on probation must take courses for letter grades and must enroll for no fewer than 8 credits per quarter if they are attending as full-time students. At the end of the probationary period, the Academic Review Committee will review the student's progress and recommend to the dean to remove or continue the probation or to take action to suspend the student's degree program.

#### Financial Aid Probation

Students who do not maintain the 2.0 average may also be placed on **financial aid probation** for one quarter. In

financial aid probation, the student is given **one academic quarter** to bring the GPA back to a 2.0 average. If satisfactory progress standards have not been achieved by the end of the one probationary quarter, the student will be denied financial aid eligibility until satisfactory progress is achieved. Withdrawal from school has no effect on the student's satisfactory progress upon re-entering.

Students receiving special financial awards with specific grade point average requirements must maintain that requirement from one quarter to the next in order to remain eligible to receive those funds. Awards with specific GPA requirements will be rescinded for the quarter following any quarter in which the cumulative grade point average falls below the required minimum.

Doctoral level students must maintain a cumulative GPA of 3.00 or above to remain eligible for funds from the Joint Ph.D. Program. All students in the doctoral program must successfully complete the program within seven (7) years of their first date of entrance into the program.

Grades will be reviewed at the end of each quarter. Once a new quarter has begun, scholarship or grant funds will not be adjusted for grade changes resulting from late completion of course work.

### **INCREMENTAL PROGRESS**

Incremental progress (maintaining steady progress toward degree) for both full and part-time students is set by the institution within certain guidelines. For the Master of Divinity program, incremental progress means completing a minimum of 10 credits per quarter for three quarters of an academic year for full-time students; for the Master of Arts it means completing a minimum of 9 credits per quarter for three quarters of an academic year as a full-time student; for the Joint Ph.D. Program, it means completing a minimum of 4 credits per quarter for three quarters of an academic year as a full-time student. Course work that is completed after the end of an academic quarter cannot be considered in determining incremental progress.

Students not maintaining the standards of incremental progress at Iliff will be placed on **financial aid probation for one quarter**. If satisfactory progress standards have not been met by the end of the probationary quarter, the student will be denied financial aid eligibility until satisfactory progress is achieved. Withdrawal from school has no effect on the student's satisfactory progress upon re-entering.

Transfer Students: Students who transfer credit from previous institutions or from previous enrollment at The Iliff School of Theology are allowed the number of credits completed. Incremental progress is pro-rated accordingly. Standards of progress are based solely on performance during their attendance at The Iliff School of Theology.

### **CONDITIONAL ADMISSION**

Students who are accepted into a program on a conditional status are assessed solely on their performance while in attendance at Iliff. However, requirements set forth in the individual conditional admission must be satisfactorily completed as stipulated in the Letter of Admission. Failure to meet the requirements set forth in the Letter of Admission may result in the imposition of an extended period of conditional status or other disciplinary action as determined by the academic review committee.

### **FURTHER INFORMATION AND APPEALS**

Further information regarding academic progress and probation, including procedures for appeal, is available in the Office of Academic Services. Please see the *Ph.D. Student Handbook* for regulations governing Ph.D. students and the *Doctor of Ministry Student Handbook* for regulations pertaining to D.Min. students.

A student may appeal a financial aid probation decision to the financial aid appeals committee if he/she believes that there are mitigating circumstances that have not been considered. To file an appeal, a student may submit, in writing, a request to the head of the committee, the vice president for student services.

## **IX. REGISTRATION POLICIES**

All matters pertaining to registration are coordinated by the registrar. Students are responsible for ascertaining that all appropriate paperwork has been completed. The date the registrar receives the form(s) is the date action is taken.

## CLASSIFICATION OF STUDENTS

- **Degree Students** - enrolled students taking courses for credit toward a degree.
- **Special Students** - enrolled students taking courses for credit or audit but not working toward a degree. No more than 14 quarter credits earned as a special student may apply toward an Iliff masters degree program
- **Cross-Registrants** - enrolled students taking courses at Iliff who are degree students in affiliated schools (e.g., Denver Seminary, or D.U.).
- **Auditors** - enrolled students taking courses without credit.
- **Deacon Students** – students who are taking course work to meet requirements for permanent deacon in the United Methodist Church but are not otherwise enrolled in a degree program.

## COURSE LOAD

A minimum course load for a full time student is eight quarter credits per quarter. A minimum course load for a part-time student is four quarter credits. Registration for more than 14 credits per quarter requires advisor approval and additional tuition charges.

## REGISTRATION

Dates for registration are listed in the calendar of the School. (See the front of this *Handbook*.) Registration is conducted by the registrar and the Business Office. Registration is usually held over a two-day period. The late registration fee is \$15.00 for the first three days of the quarter. After that, an **additional** \$5 per day late fee will be imposed. Students enrolling **for the first time** may register during the first week of classes without paying the late registration fee. All continuing students who register after the start of classes will be charged the late fee. No person can register after the first full week of the quarter, except as an auditor.

## CHANGES IN COURSE REGISTRATION

To drop or add a course or make other changes in registration, Drop/Add forms, obtained from the registrar, must be completed by the student and approved by the advisor and instructor(s). The fee for dropping or adding courses after the first week of classes is \$10.00 per change. All course changes (drops, adds, credits to audits) are processed through the registrar by using the appropriate forms. Changes must be approved by the advisor and instructor(s) and are effective on the date the form is received by the registrar. Students are responsible for obtaining the appropriate approvals and submitting changes for processing.

Courses may be added only within the first week of the quarter. Courses may be dropped within the first six weeks of the quarter without grade penalty, provided the student has made satisfactory progress. No notation will appear on students' permanent academic records for courses dropped during the first two weeks of a quarter. Courses dropped from the beginning of the third week through the end of the sixth week will be assigned a WP (withdrawn passing) or WF (withdrawn failing) grade by the instructor. A grade of WF will enter into the grade point average as 0.00. Courses dropped after the sixth week of the quarter automatically will be assigned a grade of WF.

Policy for withdrawal from summer courses is different and is listed in the *Summer School Catalog*. Occasionally students find themselves in unusual circumstances concerning changes in registration because of an accident or emergency. These students should report to the registrar as soon as possible.

Students who plan to drop from a full-time load (minimum of eight quarter credits) to a less than full-time load should consult the Financial Aid Office, as this change will affect student financial aid and federal student loans.

***If students do not officially drop courses in which they are enrolled but not attending, they are considered to be registered in those courses and will receive a failing grade.***

## AUDITING COURSES

Class attendance is required in courses that are audited to qualify the student for a transcript record of the course. The instructor will inform the registrar if the student attended with sufficient regularity to qualify for a transcript record of the course.

## **INDEPENDENT STUDY**

To arrange for independent study, a student must have the approval of his/her advisor and prospective instructor(s), both of whom will evaluate the student's academic and extra-curricular work to determine if independent study is feasible.

### **Procedure:**

1. Prior to registration, secure approval of the advisor and the proposed instructor.
2. Submit to the instructor the plan for study, including topic, proposed methodology, and bibliography.
3. At the beginning of the study, arrange with the instructor the requirements and form(s) of evaluation.
4. Meet with the instructor at least five times during the quarter to submit progress reports and confer about next steps, problems, questions, etc.

Registration for an Independent Study *must* include the instructor's initials and the course number, i.e., subject area prefix and the level of study (2999, 3999). Independent study is available with most full-time faculty and generally not with adjunct faculty. Normally, independent study is not permitted as a substitute for a regular class offering.

One independent study may be granted no more than four quarter credits. No more than four quarter credits of independent study may be taken in any quarter, and no more than eight quarter credits from September through August.

## **CROSS-REGISTRATION AT AFFILIATE INSTITUTIONS**

Courses taken for credit at the University of Denver and Denver Seminary are subject to these general principles: Courses must be at the graduate level, must be related to the degree program at Iliff, and must meet specific requirements of Iliff's relationship with the institution. In approved situations and within limits, Iliff degree students may take courses at the University of Denver and Denver Seminary (cross-registration) by paying tuition through Iliff. Cross-registration is not in effect during the summer. All courses taken at affiliate institutions during the summer must be transferred to Iliff. Courses offered through cross-registration are not available for audit.

### **Cross-Registration at the University of Denver**

By following procedures outlined below, full-time (8 quarter credits or more) Iliff masters degree students may cross-register for up to five credits of graduate courses per quarter at D.U. without additional cost. Courses taken through the cross-registration procedure are limited to those that will be accepted toward a student's degree program at Iliff. When enrolling in D.U. courses at and above the 3000 level, students must follow these procedures:

1. secure the approval of the advisor;
2. register for the course at Iliff, completing 2 Iliff registration cards;
3. secure a limited enrollment card if registering for a course through the School of Social Work or Professional Psychology;
4. secure an Independent Study Card if registering for an Independent Study.

Note: Students enrolled in the cooperative degree program with D.U.'s Graduate School of Social Work must follow the procedures listed in that section of this *Handbook*.

In certain unusual cases, students may take 2000-level courses, although this practice is discouraged. Students must follow the procedures below:

- consult with the advisor regarding student's previous academic record to determine if the course would be a repetition of work already completed;
- arrange with the D.U. instructor to do additional work to qualify the course for graduate study; and
- before registering for the course, submit to the dean a petition to take the course for graduate credit.

### **Cross-Registration at Denver Seminary**

Students who are enrolled for 8 quarter credits at Iliff may take one course at Denver Seminary without additional cost. When enrolling for courses at Denver Seminary, students must:

- secure an inter-school registration form from the registrar at Iliff;

- secure the approval of the Iliff advisor or dean on the inter-school registration form and return the form to the registrar at Iliff; and
- register for the course at Iliff.

## X. PARTNERS IN MINISTRY (Course Audit)

Preparation for ministry involves equipping the families of students to understand and handle the many ways in which seminary education and ministry impact their lives. Partners need opportunities to explore their own gifts and graces and to establish their own identities.

With permission of the Office of the Dean, partners of full-time, degree-seeking students may audit any except 4000 level and limited registration courses with no charge. A full-time student is one who is taking eight credits or more in a given quarter. If the student is taking less than eight credits, the partner will be charged the regular audit rates. Partners who wish academic credit must apply for special student status and will be charged the regular special student tuition. Please see the Office of Academic Services for more information.

## XI. GRADING AND GRADE CHANGE POLICIES

The Iliff grading system is a five-letter system from A through F with pluses and minuses. In computing grade point average (GPAs), grades are assigned the following numerical values:

A	= 4.00
A-	= 3.75
B+	= 3.25
B	= 3.00
B-	= 2.75
C+	= 2.25
C	= 2.00
C-	= 1.75
D+	= 1.25
D	= 1.00
F	= 0.00

GPAs involve the number of quarter credits for each course rather than the number of courses. For example, a four-quarter credit hour course in which an A grade is earned results in a total of 16 points; B results in 12; C results in 8; D results in 4; and F in 0. Grade point averages are computed by dividing the total points by the total credits.

### **PASS/FAIL**

Instructors may allow students the option of P (Pass) or F (Fail) instead of a letter grade. The Pass/Fail option is to be used to encourage students to venture into courses in which they may not be academically strong but in which they are interested.

### ***The initiative lies with students to request this option from their instructors during the first week of the quarter.***

Instructors may grant or deny the request. The grade P (Pass) carries no grade points and does not enter into the students' GPAs. The grade F (Fail) does enter into the students' GPAs. In order to earn a Pass, students must perform at a level considered the equivalent of C or better. The Pass/Fail grade election **cannot** be changed to a letter grade later.

There is no limit to the number of Pass/Fail grades a student may request. However, 2/3 of a student's course credits taken at Iliff must have a letter grade to qualify for graduation with distinction.

### **IN PROGRESS**

The grade IP (In Progress) denotes academic work that is in progress at the end of the quarter. IP designates work originally scheduled to cover more than one quarter. Courses in this category (such as Clinical Pastoral Education, Thesis and/or Project Research, Independent Study) shall be completed at the end of the next quarter unless approval is given for an extension to the maximum of four quarters. Policy for Incomplete Courses (form must be completed) will be followed if approval is requested beyond one quarter.

## **INCOMPLETE COURSES**

Faculty will clarify at the beginning of each quarter whether or not they will accept Incompletes in special circumstances. If faculty choose not to allow Incompletes for any reason, that should be stated on the syllabus. Faculty will distribute to students a copy of the procedures and policies regarding Incompletes at the beginning of each course. Please note that an Incomplete given by an instructor without the appropriate form is recorded on the transcript as an "F."

If Incompletes are allowed, the following procedures will be followed:

- a) The request must be made in writing to the instructor before the end of the quarter, using an Incomplete request form available from the Office of the Registrar. The instructor, if in agreement with the request, signs the Incomplete request form and forwards it to the dean for approval. The approved incomplete request is given to the registrar and a copy is sent to the student and the instructor. A separate form is needed for each Incomplete requested.
- b) When the work is completed, the student must turn the work in to the registrar who will forward it to the instructor. The instructor will submit the grade to the registrar normally by the end of the quarter in which the work is submitted. The Business Office will bill students (\$20.00 per incomplete) for the fee.
- c) Incompletes automatically turn into failing grades after four quarters (one calendar year). The latest time to turn in incomplete work is the last day of class of the fourth quarter. See the Academic Calendar at the front of the *Masters Student Handbook* for dates. **Extensions will not be given for Incompletes beyond the established four quarters.**
- d) If work for an incomplete is turned in later than one quarter after the end of the course, the work may be graded on a Pass/Fail basis, at the discretion of the instructor. At the discretion of the instructor, students taking an Incomplete may be required to attend class sessions at the next course offering to finish the course requirements, provided the course is offered within the established time frame.
- e) Normally, students with 10 or more credits of outstanding Incompletes at one time will not be allowed to register.
- f) Courses in which an Incomplete has been granted but not yet completed are not included in the student's GPA calculations.

## **WITHDRAW PASSING/FAILING**

If a student must withdraw from a course after the second week of the quarter, the student will receive either a grade of WP (Withdrawn Passing) or WF (Withdrawn Failing).

A WP may be given when illness or other emergency situation is judged by the instructor and the dean to warrant the grade. To receive a WP students must be passing at the time of the withdrawal and the withdrawal must be requested before the end of the sixth week of the quarter. WPs are not included in GPA calculations.

A WF may be recorded in cases of suspension due to absences from class, when a class is dropped after the deadline, as part of a disciplinary action, or if current work is unsatisfactory at the time of the drop. Grades of WF enter into GPA calculations.

See the *Summer School Catalog* for summer quarter deadlines.

## **AUDIT – Non-Credit**

The grade NC (Non-Credit) is recorded for audited work. Courses taken for Audit or in which an Incomplete has been granted are not included in the GPA calculations.

## **RETAKING REQUIRED COURSES WITH GRADES BELOW C**

Masters level students must complete with a grade of C or better all of the *required courses* in their program. Any lower grade in a required course will not be considered a passing grade and the student will be required to repeat the course. When a student retakes a required course due to receiving a grade lower than a C, the original course title and

grade will remain on the student's transcript, but only the second grade will be counted in the grade point average. Substitution of other courses may be requested by petition to the dean.

### **GRADE CHANGE**

A student or faculty member may initiate a Grade Change. A student initiated Grade Change must be approved by the instructor. A Grade Change form must be submitted directly to the registrar by the instructor within two quarters following the end of the course in question. Faculty are under no obligation to approve a student's request for a change of grade. Students may lodge an appeal with the dean if their initial request is denied. (See Academic and Non-Academic Appeals and Petitions in this *Handbook*.)

### **GRADUATION WITH DISTINCTION AND GPA**

By vote of the faculty, a masters student with a grade point average of 3.75 or better may be graduated "With Distinction." In order to qualify for this honor, at least two-thirds of a student's academic work must be evaluated by letter grades. Students transferring to Iliff will be expected to complete at least two-thirds of their Iliff work with letter grades and 3.75 GPA. The cumulative grade average, including transferred work, must also be 3.75 or better.

## XII. EXAMS AND PAPERS

There is no examination period. Classes will meet on normal schedule through the last day of the quarter. Course final examinations and their timing are the option of the course instructor(s). Students leaving the campus who wish to have papers and examinations returned may make arrangements by leaving stamped, self-addressed envelope(s) for this purpose with the instructor(s).

## XIII. COURSE EVALUATIONS

All required courses must be evaluated by students registered for the courses. Evaluation forms will be distributed during the last three weeks of the quarter. Students must complete the forms during class time. The completed forms are taken by a designated student to the Office of Academic Services. The evaluations will be reviewed and made available to the instructor. The forms need not be signed by the students.

## XIV. CHANGE IN DEGREE PROGRAM

Admission to a degree program or specialization is effective for that program only. A student wishing to transfer to a different degree program or specialization must submit a "Request for Change of Degree Program" form or a "Request for Change of MASM Specialization" form and the appropriate references as specified on the form to the Admissions Office of Admissions and Student Services. Approval of the request automatically applies previously earned credits toward the new degree program, but the student must meet all requirements in the new degree program under the *Catalog* and *Handbook* in effect at the time the degree change is approved. The date the request is approved becomes the new matriculation date. Required forms are available in the Admissions Office.

Persons who have changed their degree programs must be in the new program at least two quarters after being officially admitted to the new program before they are eligible for graduation. This is to preserve the integrity of the degree program for which a person is newly enrolled; to provide enough time for graduation reviews to be completed and forwarded to advisors as appropriate; and to allow the Office of the Registrar to process paper work, facilitate degree checks and provide student assistance in a timely manner.

### **APPLICATION PROCEDURES FOR SECOND ILIFF DEGREE**

Current Iliff students or Iliff graduates who completed their degrees not more than two years ago may use the following procedures when applying for a second Iliff degree:

#### All applicants:

- Submit a new application.
- Submit an updated personal statement addressing your reasons for wanting the second degree, including such things as area of concentration and why this degree might be of value to your overall goals.
- Alumnae/Alumni: Submit transcripts for work taken for credit at other institutions during the time since your graduation from Iliff.



For persons applying for the Master of Divinity or Master of Arts in Specialized Ministry:

- References: Please submit two references, one of which should be a religious leader (pastor, minister, denominational leader, etc.) and one from an Iliff faculty member.

For persons applying for the Master of Arts degree:

- Writing Sample: Submit a sample of your academic writing in addition to your personal statement. The sample may be a paper previously written or prepared especially for this application. It may be on any topic.
- Personal Statement: Your updated personal statement should include information about your proposed area of specialization in preparation for doctoral work. If you are uncertain about the exact area, please include information about general areas of academic interest.
- References: Please submit two academic references from Iliff faculty members.
- Note: Admission to the Master of Arts degree program requires an overall GPA of 3.0/4.0.

For persons applying for the Master of Theological Studies:

- References: Please submit two references from Iliff faculty members.

## XV. DEPARTURES, LEAVES AND WITHDRAWALS

### **EARLY DEPARTURE FROM SCHOOL**

Permission to leave before the scheduled conclusion of courses will be granted on petition only for attending annual denominational meetings or clinical pastoral education. Petitions for early departure must include the approval of the instructor(s) involved. Individual arrangements must be made with the instructor(s) to complete course work by the end of the quarter. Examinations will not be given prior to regular examinations for the class, but can be given only after the class examination, even in absentia. Normally, students will be given additional academic work to compensate for class absences.

### **LEAVE OF ABSENCE (Federal Loan and Deferral Status)**

Under certain circumstances (i.e., health, family emergencies) the Iliff School of Theology may grant one approved Leave of Absence for up to 180 days during a 12-month period. This policy specifically affects a student's federal loan and deferral status.

Students who are recipients of Federal Student Loan funds will not go into their grace period so long as they return to school on or before the end of the 180 day period. If students do not return by the end of the approved 180 day Leave of Absence, the School will be required to notify the U.S. Department of Education that the student's official departure date was the first day of the approved Leave of Absence.

If a student does not resume attendance at the institution on or before the end of an approved Leave of Absence, the institution must treat the student as a withdrawal for purposes of student loan deferral.

### Unforeseen Circumstances

Multiple Leaves during the applicable 12 month period will be approved only for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993. Provided that the total number of days of all Leaves of Absence does not exceed 180 days in any 12 month period, the School may treat one Leave subsequent to the first Leave as an approved leave of Absence if the subsequent Leave does not exceed 30 days and the subsequent leave is necessary due to unforeseen circumstances. Unforeseen circumstances do not include: unexpected loss of child care, need to care for children during school breaks, changes in work schedules, protection in cases of domestic abuse, incarceration, dependent care not covered by FMLA, financial reasons, snow days or travel.

Students requesting an approved Leave of Absence must complete the appropriate form and provide written documentation to the Director of Financial Aid. Students will be notified in writing of approval or disapproval of their request. There are no charges associated with an approved Leave of Absence. (Please see Continuing Registration below.)

### **CONTINUING REGISTRATION (Iliff Status)**

Students who wish to remain active in a degree program but not take courses during a given quarter (not including summer) or academic year must apply for **Continuing Registration**. Continuing Registration may be granted for one quarter at a time or for a full academic year. Forms are available from the registrar and must be signed by the faculty advisor and the dean. The reason for and the length of the leave requested must be stated on the form at the time of application. A fee of \$50 per quarter (except summer) is charged beginning the second quarter of Continuing Registration. A \$5 late fee is added after the fourth week of the quarter.

Time spent on Continuing Registration counts in the ten years given to complete the Master of Divinity or the seven years given to complete the M.A.S.M., M.A. or M.T.S. degrees.

Students on Continuing Registration are not eligible for Iliff financial aid or deferral of federal loans. **Students with federal loans might prefer to apply for an Approved Leave of Absence if circumstances warrant. Please see the Financial Aid Office for more information.**

Students in the cooperative degree programs with D.U. (MSW) who are taking courses at D.U. must complete the Continuing Registration form for each quarter they are not studying at Iliff. No Continuing Registration fee is charged to cooperative degree program students.

**Failure to enroll for three quarters (except summer) is considered *prima facie* evidence of withdrawal from school unless Continuing Registration or an Approved Leave of Absence has been requested and approved. Continuing Registration will not be processed without the payment of the \$50 fee. Students who have not registered for three quarters and who have not petitioned for Continuing Registration or an Approved Leave of Absence, will be institutionally withdrawn from school at the end of the third quarter.**

### **WITHDRAWAL FROM SCHOOL**

Students who find it necessary to withdraw from school must report to the dean and to the registrar and must complete forms for official release. In emergencies where this is impossible, the dean and/or the registrar should be notified by persons authorized to act for the student.

Students who withdraw from school during an academic quarter are advised that the withdrawal process must include formally dropping all classes for which they are registered. Failure to accomplish the drop/add procedure will result in a grade of "F" for each course.

Students who withdraw in good academic standing may apply for readmission to a degree program. Those who have been out of Iliff less than two years may use a shortened application process. Applications are available through the Admissions Office. Students who were not in good academic standing when they left Iliff should contact the Admissions Office to discuss their situation before they reapply.

Students seeking readmission who have outstanding Iliff loans or debts should also discuss their situation with the Business Office before they reapply. Please note that new student loans will not be approved for students with prior loan defaults.

Students reapplying to Iliff are subject to the ten-year rule. Normally, no credits from Iliff or any other institution will be accepted if older than ten years.

## **XVI. ACADEMIC RECORDS**

### **TRANSCRIPTS**

Each student enrolled in a regular degree program is entitled to one transcript without charge. Additional transcript copies are \$2.00 each, payable at the time of request. Transcripts are ordered from the registrar. Allow seven to ten days after making the request for the transcript to be sent. Transcripts will not be released without the student's written request and signature.

All transcripts must be certified through the Office of the Registrar, signed by the registrar and embossed with the

School's seal before they are considered official transcripts. Student academic records are considered confidential.

### **ACADEMIC RECORDS MAINTENANCE**

The Office of the Registrar is charged with maintaining grade and progress records for all students enrolled at Iliff. Students who believe an error has been made in their records should first consult the registrar. In the event they do not receive a satisfactory answer to their inquiries, they may ask the Office of the Dean to review the records. The dean will have the final determination in any records dispute.

## **XVII. NOTIFICATION OF RIGHTS UNDER FERPA FOR POST-SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The rights of a student are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

- Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

- Students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the registrar, clearly identify the part of the record they want to have changed, and specify why it is inaccurate or misleading.
- If the School decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- Students may have copies of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document that exists elsewhere). These copies would be made at the student's expense at prevailing rates, which are listed in the current catalog.
- Educational records do not include records of instructional, administrative and educational personnel that are the sole possession of their makers and are not accessible or revealed to any individual, except a temporary substitute, records of a law enforcement unit, student health records, or alumni/ae records. Students may, however, request the release of their health records to a physician of their choosing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Financial aid records are also open to federal program review personnel, Federal Bureau of Investigation personnel, and Immigration and Naturalization Service personnel.
- The following is considered directory information at The Iliff School of Theology:
  - name, directory picture, address, telephone number, name of spouse, Iliff degree program & year, denominational affiliation, previous institution (s) attended and degree(s) conferred.
  - Upon request, the School discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by School to comply with the requirements of FERPA.

- Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the registrar. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended. At that time, they will be informed by the registrar of their right to a formal hearing.
- Student requests for a formal hearing must be made in writing to the dean who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panel, which will adjudicate such challenges, will be the dean's committee.
- Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decisions of the hearing panel if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the educational records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the educational records maintained as part of the student's records and released whenever the records in question are disclosed.
- Students who believe that the adjudication of their challenges were unfair or not in keeping with the provisions of the Act may request in writing assistance from the president of the institution to aid them in filing complaints with The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

Revisions and clarifications will be published as experience with the law and the institution's policy warrants.

### XVIII. ACADEMIC APPEALS AND PETITIONS

All academic appeals and appeals for modification of regular academic procedures and requirements should be submitted to the dean. Non-procedural academic concerns or grievances should be stated in written form and delivered to the Office of the Dean. Any supporting documentation should be included. Cases of possible plagiarism or research/citation irregularities are handled according to the procedures outlined above in the section on Academic Integrity.

Petitions for modification of or exceptions to regular academic procedures and requirements should be presented on degree program petition forms available from the Office of the Registrar or the Office of Academic Services. Degree program petitions should be signed by the student's faculty advisor and the instructor(s) involved. The forms are then submitted to the dean. Students are responsible for obtaining the appropriate signatures before submitting petitions to the dean.

The dean has the option of seeking consultation on any academic petition or problem with the dean's committee, consisting of at least two faculty members and the dean, who serves as chair. (See the *Faculty Handbook*) The dean's decision or the decision of the dean's committee shall be final for all academic appeals.

# TUITION AND FEES

The cost of theological education at Iliff is borne in large measure by direct support of The United Methodist Church, gifts from individuals and income from endowments. Tuition and fees are a small but important part of the School's income. A masters level student who pays \$11,400 for an academic year's tuition is individually subsidized by about \$18,000 in additional funds that Iliff invests that year in his/her education. The student's payment of tuition, plus income from individuals and The United Methodist Church, combine to enable Iliff to provide theological education for those dedicated to becoming professionally trained for the practice of Christian ministry. Tuition and fees listed in this *Handbook* are valid for the 2003-2004 academic year only.

## I. MASTERS DEGREE PROGRAMS AND SPECIAL STUDENTS

### Tuition For Academic Credit:

\$ 475 per quarter credit hour.

\$ 3,800 for 8-14 quarter credits, per quarter.

\$ 475 per quarter credit hour for each hour above 14.

\$ 238 per quarter credit hour (under most circumstances) for students taking CPE and students on field education internships; also for non-degree diaconal / ordained deacon candidates. Please see the Business Office for details of charges if CPE or internship is combined with additional Iliff coursework. Please see the *Personal and Professional Formation* section of this *Handbook* for more information about CPE tuition and exceptions concerning rates.

### Application Fee:

For masters degree programs, non-refundable.....\$40.00

The application and application fee are valid for a period of one year from the original anticipated enrollment date.

The fee is not refundable. There is no application fee for Special Students.

### Other Fees

Student activities fee. ....\$15.00

Charged each quarter when enrollment is for four or more quarter credits

Continuing registration fee .....\$50.00

Due *each quarter* (excluding summer) to any non-registered student wishing to retain active status in a masters degree program.

Graduation fee .....\$75.00

## II. JOINT Ph.D. STUDENTS AND SPECIAL STUDENTS

Any person registering for a doctoral level course (4000 level or above) except persons in Iliff's masters program must pay Joint Doctor of Philosophy quarter credit hour fees.

### Tuition for Academic Credit:

\$606 per quarter credit hour.

### Application Fee:

For Ph.D. program, non-refundable .....\$50.00

There is no application fee for Special Students.

### Other Fees:

Continuing registration fee .....\$606

Please see *Joint Ph.D. Student Handbook* Section VIII for more information.

Graduation fee.....\$200

## III. DOCTOR OF MINISTRY

Tuition for the class entering June 2003 is \$8,340 for the entire program if completed in three years. This is payable in three installments:

\$3336 first year

\$2502 second year  
\$2502 third year

Payment is due each summer prior to the Doctor of Ministry colloquium. Tuition waivers do not apply to this program.

**Application Fee:** \$40.00  
**Graduation Fee:** **\$200.00**

#### IV. ALL STUDENTS

##### Registration Fees

Fee for each change in course registration (Add/Drop, etc.) after announced date(s) .....	\$25.00
Late registration fee .....	\$25.00
Additional \$10 per day late registration fee after third day of classes.	
Late continuing registration fee .....	\$10.00
Fee to remove each grade of Incomplete .....	\$20.00

##### Other Fees

Technology fee: \$25.00 per quarter when enrolling for 4+ quarter credit hours; \$10.00 per quarter when enrolling for 3 or less quarter credit hours

Incomplete business affairs fee (not meeting announced deadline for payment or payment arrangements): \$15.00

Late payment fee: 1% of the account balance if over \$100, calculated at the end of the quarter

Parking card deposit (students living off campus): \$25.00

Replacement of lost Identification Card: \$10.00

#### IV. AUDITOR'S FEES

Auditor's fee, per quarter credit hour, masters level .....	\$238
Auditor's fee, per quarter credit hour, doctoral level .....	\$303

#### V. HEALTH INSURANCE

Health insurance is mandatory for all degree-seeking students in all programs. The School, however, is unable to offer a particular plan. Please contact the Office of Admissions and Student Services for more information, (303) 765-3117.

#### VI. GENERAL POLICIES

A student carrying eight quarter credits in a degree program during a quarter may enroll as an auditor in one additional course (non-4000 level) without charge during that same quarter. Students carrying fewer than eight quarter credits must pay regular audit tuition for audited courses during that quarter.

With permission of the Office of the Dean, partners of full-time (8 credits or more), degree-seeking students may audit any but 4000 level courses with no charge. If the student is taking less than eight credits, the partner will be charged regular audit rates. Partners who wish academic credit must apply for special student status and will be charged special student tuition. Please see the Office of Academic Services for more information.

Payment of tuition is due the first day of each quarter unless arrangements for payments satisfactory to the Business Office are made during registration. If deferred payments are arranged, there is a late payment fee of 1% charged at the end of each month for any balance of \$100 or more. All accounts must be current at the beginning of each quarter.

Special Students enrolled in both 3000 (masters level) and 4000 level (doctoral level) courses for credit will be charged \$475 per credit hour for 3000 level courses and \$606 per credit hour for 4000 level courses.

Cashier's hours, first floor of Iliff Hall, are from 9:00 a.m. to 12:00 noon and from 2:30 to 3:45 p.m., Monday-Thursday. Friday is 9:00 a.m. to 12:00 noon only. Please arrange to pay all bills or conduct other business with the cashier during those periods.

Refunds of tuition will be granted on the following scale if the student drops a class for any reason.

Drop within the first week of the quarter .....	90%
Drop within the second week of the quarter .....	70%
Drop within the third week of the quarter .....	50%
Drop within the fourth week of the quarter.....	30%
Drop within the fifth week of the quarter.....	10%

After the fifth week, no refund will be made.

Refunds of tuition to students who withdraw in their first quarter of attendance will be based on a weekly pro-rated calculation through the sixth week of the quarter after which no refund will be made (see *Summer School Catalog* for summer refund policy).

Each student enrolled in a regular degree program is entitled to one transcript without charge; additional copies are available at \$2.00 each.

Neither diplomas nor transcripts of credit are issued to students until accounts are paid in full. This includes accounts with the library as well as fees and loans due to the Business Office and any other charges incurred with the School. Students wishing to discuss their situation may contact the chief fiscal officer in the Office of Business Affairs.

# FINANCING YOUR EDUCATION

The Iliff School of Theology believes that an educated clergy is both desirable and necessary to minister effectively to the needs of modern society. To help achieve this end, we offer a wide range of financial aid programs. Although The Iliff School of Theology feels the primary responsibility for financing your education rests with you and/or your family, we are committed to assisting students who demonstrate financial need. We want to help you work out a financial aid package that will avoid undue financial pressure, excessive employment, or extensive indebtedness. We also wish to recognize academic excellence. Therefore, Iliff offers awards based on merit as well as awards based on financial need.

The Iliff School of Theology does not discriminate on the basis of color, age, gender, sexual orientation, or national origin. The financial aid programs described in the next section are intended to assist you in meeting your college costs.

The Office of Financial Aid is located in the administrative office area of Skaggs Hall. Hours are 9:00 a.m.-12:00 p.m. and 1:00-3:00 p.m., Monday through Friday. Please feel free to contact the Financial Aid Office concerning any questions or problems you may have. This section includes discussion of:

- I. Employment
- II. Aid Programs
- III. Applying for Aid
- IV. Education Costs
- V. How Need Is Determined
- VI. How Aid Is Packaged and Disbursed
- VII. Financial Aid Limitations
- VIII. Special Circumstances
- IX. Student Rights
- X. Student Responsibilities
- XI. Withdrawals and Refunds
- XII. Other Information
- XIII. Verification Procedures
- XIV. Statement of Principles
- XV. Emergency Loan Policy

## I. EMPLOYMENT

In a metropolitan area of more than two million people, numerous opportunities for part-time employment may be found. Iliff maintains a board with listings of church-related and other positions. Students wishing appointments as sole pastors usually need to contact area judicatory officials, addresses for which are available outside the Community Life Office.

## II. AID PROGRAMS

### **INSTITUTIONAL**

The Iliff School of Theology awards merit scholarships and need-based grants from endowment funds to students who apply and qualify. In addition, Iliff participates in federal programs available at the graduate school level. Financial aid application information is available on Iliff's website at [www.iliff.edu](http://www.iliff.edu).

Keep in mind, however, that there are numerous outside sources of aid that may be available to you. Local churches and other religious organizations often have scholarship and loan programs for students who are interested in continuing their theological education. The Financial Aid Office can give you some information on these outside agencies, but you have the responsibility for contacting such organizations and applying for assistance. All institutional aid programs are subject to review and may change from one year to the next.

### **OUTSIDE AID PROGRAMS**

You may be eligible for financial assistance through agencies such as the Veterans Administration, Social Security Administration or the Bureau of Indian Affairs. If you qualify under any of these programs, you will need to contact the



agencies directly. United Methodists are particularly urged to seek aid from annual conference Boards of Ministry through their Ministerial Education Fund income and from the Scholarships Committee of the National Board of Higher Education and Ministry.

## **FEDERAL PROGRAMS**

### Federal Work-Study

- Part-time employment at on-campus jobs; varied pay scale. Limited number of off-campus, community service positions.
- Funded by federal and institutional monies.
- Apply through the Financial Aid Office.
- Must be U.S. Citizen or Permanent Resident; degree seeking; must have financial need; attend at least one-half time; maintain satisfactory academic and incremental progress.
- Complete a free application for federal student aid.(apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov))
- Complete Iliff's institutional financial aid application([www.iliff.edu](http://www.iliff.edu))

### Federal Perkins Loan

- May borrow up to a maximum of \$5,000 per academic year to an aggregate of \$30,000 for all undergraduate and graduate loans; 5% interest; Loans based upon financial need and availability of funds; nine-month grace period after cessation of one-half time enrollment; \$50 per month minimum payment; cancellation and deferment clauses; interest waived during enrollment and grace period.
- Funded by federal and institutional monies.
- Apply through the Financial Aid Office.
- Must be U.S. citizen or permanent resident; degree seeking; must have financial need; attend at least one-half time; maintain satisfactory academic and incremental progress.
- Complete a free application for federal student aid. (apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov))
- Complete Iliff's institutional financial aid application([www.iliff.edu](http://www.iliff.edu))
- No loans will be approved for students with prior loan defaults.

### William D. Ford Federal Direct Student Loan Program

- These are subsidized loans, which means that the federal government will pay the interest on the loan while you are in school and during specified deferments, but you must demonstrate financial need. For graduate and professional students, subsidized direct loan limit is \$8,500 per academic year up to an aggregate loan maximum amount of \$46,000 for masters students, *including* any loans made to you before you became a graduate or professional degree student or loans obtained at another institution. You will be charged a federal origination fee/insurance premium on each disbursement of your subsidized loan. This fee will be deducted from each disbursement and paid to the federal government.
- Complete a free application for federal student aid. (apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov))
- Complete a master promissory note online (<http://dlenote.ed.gov>)
- Must be U.S. citizen or permanent resident; degree seeking; must have financial need; attend at least one-half time; maintain satisfactory academic and incremental progress.
- No loans will be processed after May 1 of the current academic year.
- No loans will be approved for students with prior loan defaults.

### William D. Ford Federal Direct Unsubsidized Loan

- A new federal law called the Higher Education Amendments of 1992 created a program of unsubsidized loans for students who do not qualify, in whole or in part, for subsidized Federal loans. The terms of an unsubsidized loan are the same as the subsidized loan, except as described below:
- Interest Payments: The federal government does not pay interest on your behalf. You must pay for all of the interest that accrues on your unsubsidized loan during the time you are enrolled in school, during the grace period, and during any periods of deferment or repayment. There are two ways for you to pay interest while you are in school, your grace period, or a period of authorized deferment: (i) you may make monthly or quarterly payments to your lender or (ii) you and your lender may agree to add interest to the principal of your loan, but no more frequently than quarterly. (This is called capitalization.) If you do not make an interest payment as scheduled while you are in school, in grace period, or during a period of authorized deferment, your lender may automatically

capitalize the interest every three months. During other periods, you must pay this interest to your lender, unless your lender agrees to grant you a forbearance, as explained in your promissory note.

- Federal Origination Fee/Insurance Premium: You will be charged a federal origination fee/insurance premium on each disbursement of your unsubsidized loan. This fee will be deducted from each disbursement and paid to the federal government.
- No loans will be processed after May 1 of the current academic year.
- No loans will be approved for students with prior loan defaults.

### III. APPLYING FOR AID

The application forms for financial aid awarded through Iliff are on Iliff's web site ([www.iliff.edu](http://www.iliff.edu)) You may be required to submit additional information for supporting documentation, such as IRS 1040 forms. Students applying for federal financial aid must complete and sign a Statement of Educational Purpose/ Certification Statement on Refunds and Default, Selective Service Registration Compliance and updated information.

Our funds are limited and you should apply well in advance of the time you expect to begin school. Students who submit completed application information by the following dates will receive priority consideration for financial aid on a first-come, first-served basis so long as funds are available:

<b>Masters Level:</b>	<b>Summer Term</b>	<b>March 15</b>
	<b>Fall Term</b>	<b>April 15</b>
	<b>Winter Term</b>	<b>October 15</b>
	<b>Spring Term</b>	<b>January 15</b>
<b>Ph.D. Level:</b>	<b>All Terms</b>	<b>January 15</b>

Deadlines for outside aid are determined by the individual agencies, and some deadlines are as early as January 15 preceding the school year you plan to attend.

***NOTE: To continue to receive financial aid, you must reapply each year by completing a new set of applications.***

### IV. EDUCATION COSTS

Tuition and fee costs are outlined above. The amount of your books and supplies will vary depending on your course of study, but will average about \$1,200 per year. Your personal living expenses will vary based on where you live and how much you spend for room, board, transportation, clothing, entertainment, etc.

### V. HOW NEED IS DETERMINED

For financial aid awards that have "need" as a criterion, your total school costs and all family resources will be considered. The "need" equation is: **BUDGET - RESOURCES = NEED**

Budgets are determined each year by the Financial Aid Office. These budgets are based on bureau of labor statistic guidelines and student surveys. Resources include parental contribution, savings, assets, student and/or spouse earnings, as examples.

Your "financial need" is determined by subtracting all resources from your total budget. Your financial need is the amount of aid you are eligible to receive for the academic year, from all sources. This process is repeated for each year that you apply.

### VI. HOW AID IS PACKAGED AND DISBURSED

After all known outside aid (scholarships, loans, VA, etc.) have been used, school awards (need and merit based) will be considered. To meet remaining financial need, all students will first be considered for Federal Direct and/or Institutional loan funds. Next, need will be met by employment, and lastly, Perkins Loan funds will be made to eligible students.

Need-based aid will be awarded first to those students who show the greatest financial need and who have completed

their applications by the priority dates indicated in Section III. If additional funds remain, late applicants will be considered.

Merit awards will be awarded first to students with strong community participation and the highest grade point average. Special scholarships will be awarded based on the individual criteria established by the private donors.

If you are applying for "non-need-based" aid, the scholarship committee will review your application and consider recommendations from department heads. You may then be offered aid from the School's various assistance programs.

You will receive a financial aid award letter, listing the various types of aid offered to you. To accept these funds, you must sign and return the award letter to the Financial Aid Office by the deadline indicated.

Disbursements of financial aid funds administered by Iliff are generally made at the beginning of each quarter. Payroll checks for Federal Work-Study and school employment are issued on the last business day of each month. You are then responsible for paying any account balance due as soon as possible.

Federal loan funds are usually received by Iliff at the beginning of each quarter. Federal guidelines dictate student loan funds must first be used to pay educational expenses (i.e., tuition, fees and on-campus housing). Any remaining funds will be disbursed to the student for other education-related expenses. Students are notified when funds have been received. Outside awards may come to the School or be sent directly to you. If the funds are sent to you, you must inform the Financial Aid Office that the funds have been received.

## VII. FINANCIAL AID LIMITATIONS (Effective June 1, 1998)

Iliff will not grant institutional aid (loans, grants or scholarships), or process applications for federal loans, when a student exceeds by 10%, the course hour requirement for a masters degree.

Iliff will not grant institutional aid (loans, grants or scholarships), or process applications for federal loans for more than two (2) masters degrees at Iliff.

Iliff will not process applications for federal loans for entering masters level students whose total federal indebtedness exceeds \$46,000.

Iliff will not process applications for federal loans for entering Ph.D. students whose total federal indebtedness exceeds \$136,000.

Iliff will not grant institutional loans or process applications for federal loans for students who have previously defaulted on the repayment of federal loans. In rare instances, the admissions and scholarship committee may waive this policy for students who are otherwise eligible for federal loans. Students may submit a request for a waiver to the vice president of Admissions and Student Services.

## VIII. SPECIAL CIRCUMSTANCES

If, after reviewing your financial aid package, you believe that your resources have been assessed incorrectly, you may appeal the initial calculations. You must submit a letter to the Financial Aid Office documenting the circumstances that you feel should be considered. The director of Financial Aid will review the letter and make the needed determination. You will then receive a written notice of the decision. If your resources are adjusted, you will also receive an updated award notice.

If needed, students always have the right to have their cases reviewed by the financial aid appeals committee. You need to contact the vice-president for student services to arrange for your case to be reviewed.

## IX. STUDENT RIGHTS

1. You have the right to a full disclosure of the methods used to determine your financial aid eligibility.
2. You have the right to receive a statement of your awards, together with a full explanation of each award.

3. You have the right to review all records pertaining to your financial aid applications and awards.
4. You have the right to appeal decisions related to your financial aid awards through the scholarship and appeals committee.
5. You have the right to the protection of confidentiality and access regarding your financial aid records as set forth in the June 17, 1976 *Federal Register*.

## X. STUDENT RESPONSIBILITIES

1. You must inform the Financial Aid Office of changes in your address.
2. You must inform the Financial Aid Office of any aid you receive from outside sources. This includes loans, scholarships, grants, agency funds or any other resources you may receive.
3. You must repay any loans (principal and interest) advanced to you in accordance with the repayment schedule you have signed.
4. You must maintain satisfactory incremental and academic progress toward completion of your degree. Satisfactory progress is defined in this *Handbook*.
5. You must inform the Financial Aid Office of any changes that affect your financial aid eligibility. Such changes include: address, marital status, number of dependents, program, employment or enrollment status.
6. You must sign an award notice, ***Statement of Educational Purpose Certification on Refunds and Default, Statement of Registration Status***, and a ***Statement of Updated Information*** before any Federal/State funds will be disbursed.
7. You must report any significant changes in financial status to the Financial Aid Office if school assistance has been awarded.

## XI. WITHDRAWALS AND REFUNDS

If you withdraw during a quarter, you must follow the established checkout procedure, which includes an interview with the Financial Aid Office. If there is a refund due, refunds are made according to the federal guidelines as follows: Federal/State Aid: 1) Perkins loan; 2) Stafford/SLS.

Institutional Aid: 1) scholarships programs; 2) consolidated loans; 3) other Iliff awards; 4) scholarships; 5) student.

## XII. OTHER INFORMATION

Information on refund policies, academic programs, faculty and School facilities can be found in this *Handbook*. Information on student retention and completion rates is available from the Business Office upon request.

## XIII. VERIFICATION PROCEDURES

A sampling of aid applicants is required by the federal government to be verified. This sampling is selected randomly or from standard federal edit checks. If your application has been selected, you will receive notification from the Financial Aid Office. You will be required to submit a completed verification worksheet, copies of federal 1040 forms and any other items listed in the notification. You will be given 45 days to submit the needed documentation. No federal financial aid will be disbursed until the documentation has been received. After 45 days, if the documentation is not submitted (or other arrangements have been made) all Iliff institutional need-based aid will also be rescinded.

## XIV. STATEMENT OF PRINCIPLES

Iliff uses the following statement of principles, adopted by the Association of Theological Schools in the U.S. and Canada, as a guide for the administration of its financial aid programs:

1. The primary purpose of financial aid for theological students is to assist in their educational preparation for ministry by providing aid to those who demonstrate financial need.
2. The total amount of financial assistance offered students should not exceed the amount of their need.
3. Financial need is defined as the difference between the total cost of attending a particular institution and the

amount of the resources available to the student.

4. Financial assistance consists of grants (which include scholarships, grants-in-aid, field education grants, and prizes), loans and employment.
5. The family of a student, whether the student is unmarried or married, is expected to make every reasonable effort to assist the student with the student's educational expenses.
6. A student is expected to provide a major share of his or her expenses through savings and other assets, through summer employment, and through academic year work where feasible.
7. In the case of a married student with no children, the spouse who has completed an education is expected to be gainfully employed. The spouse's total earnings are considered as a part of the total family income.
8. The student's home church and conference should assist with the costs of preparation for a church occupation in cases where the student demonstrates financial need and if such assistance is consistent with denominational policy.
9. Since the principles of Christian stewardship apply to all Christians, candidates should make provision in their financial estimates for gifts to church and charities out of their own resources.
10. Financial assistance is granted on the basis of need on a year-to-year basis, with reapplication and review each year.

## XV. EMERGENCY LOAN POLICY

The Iliff School of Theology recognizes there may be times when unexpected financial emergencies may cause undue stress and hardship on our students. To assist those who encounter financial emergencies while enrolled, The Iliff School of Theology has established an emergency loan fund that is governed by the policies listed below: (Please note that poor budget planning does not constitute an emergency.)

1. An applicant must be enrolled as a degree-seeking student at Iliff to apply.
2. Student must complete a written request for emergency funds.
3. The director of Financial Aid is the designated emergency loan officer. If the designated officer is unavailable, students may contact the chief financial officer in Business Affairs. The emergency loan officer is authorized to approve loans up to \$1,500 per quarter. Only one advance per quarter will be approved.
4. Additional emergency loan funds in a succeeding quarter will be approved only if the loan for the preceding quarter has been repaid.
5. No loan will be approved if the student (a) has an outstanding account with the School that will not be covered by **approved** financial aid, i.e. grants, scholarships or student loans; (b) has repeatedly written insufficient checks to the School.
6. Loans are due and payable the first day of the quarter following the quarter in which the emergency loan was received or the last day of the academic year, whichever occurs first, unless special arrangements are approved by the Director of Financial Aid. Interest will be charged at the rate of 12% per annum. The student may prepay any part of the principal without penalty.

# COUNSELING SERVICES AT ILIFF AND DU

This section includes:

- I. Iliff Counseling Services
- II. Emergency Services
- III. University of Denver's Counseling and Behavioral
- IV. Health Center (CBHC) Center Staff (3rd Floor Richie Wellness Center)
- V. Regional Counseling Centers & Treatment Programs

## **ILIFF COUNSELING SERVICES**

The Iliff Counseling Service is an extension of the University of Denver's Counseling and Behavioral Health Center (CBHC). The purpose of the Iliff Counseling Service is to meet the general psychological needs of the Iliff community and to promote a school-wide climate that is conducive to learning and personal/ professional growth. The range of services available to students in the Masters, D.Min, and Joint Ph.D. Programs includes:

- Individual/Family/Couples Counseling
- Group Counseling
- 24-Hour Emergency Service
- Psychiatric Consultation
- Workshops for Personal/Professional Growth
- Psychoeducational Groups (i.e., Reducing Test Anxiety, Improving Study Skills, etc.)
- Psychological Assessment

Iliff Counseling Service follows a brief, solution-focused therapeutic model to meet the needs of the Iliff community. Eight therapeutic sessions per academic year are provided to Iliff students at no cost to them. If needed, a student may continue with individual/family/couples counseling beyond eight sessions at \$60 per-session fee for sessions nine through 12. Sessions are limited to 12 sessions per academic year. Referrals to outside providers are available for those who want or need more than 12 sessions. The fee for group counseling is \$10 per session. There is no limit on the number of group sessions a student can attend. Students who need psychiatric consultations may use the psychiatrists at CBHC. Fees for psychiatric services are the same as those charged for D.U. students without the student health fee, \$120 per hour or portion thereof. Additional Psychological Assessment, beyond the C&G assessment process, is also available to Iliff students at a rate of \$60/hour.

Dana A. Max, Psy.D., a licensed clinical psychologist and Senior Staff Psychologist at the CBHC, provides the primary services for the Iliff community. Dr. Max is available twenty hours per week. Ms. Nazanin Bahraini, M.A., a doctoral level graduate assistant in counseling psychology, will be available eight hours per week to meet with Iliff students during 2003-2004. Iliff Counseling Service is located in room 219 in the Bacon Education Center. Dr. Max and Ms. Bahraini share this office. The phone number to reach the Iliff office is 303-765-3130.

Iliff students have the option of being seen in the Iliff office or at the CBHC by CBHC staff. The CBHC is located on the third floor North of the Ritchie Wellness Center. The phone number at the center is 303-871-3511.

Appointments to be seen at the Iliff Counseling Service must be made with Dr. Max or Ms. Bahraini personally by calling their office. To be seen at CBHC, you may just walk-in for a brief screen between 2:00 and 4:00 PM Monday through Friday. Workshops, psycho-educational groups, and therapy groups will be posted in "This Week" as they are established. If Iliff students have any requests for workshop themes, psycho-educational groups, or special population groups, they are encouraged to present those requests to Dr. Max.

## **CONSULTATION AND GUIDANCE**

The Iliff Counseling Service also administers the consultation and guidance (C&G) requirements for M.Div. and MASM students. Please see the *Personal and Professional Formation* section of this *Handbook* for more details.

## **II. EMERGENCY SERVICES**

In a crisis situation, or in a case of emergency, on-call counselors are available 24 hours a day. Please call the following numbers in case of emergency:

<b>University of Denver's Counseling and Behavioral Health Center (3rd Floor North, Ritchie Wellness Center).</b>	
<b>8:30 am to 5:30 p.m., Monday - Friday</b>	<b>303-871-3511</b>
<b>D.U. Security (ask for Emergency On-Call Counselor to be paged)</b>	
<b>All other times</b>	<b>303-871-3000</b>

Walk-in hours are also available from 2:00 PM to 4:00 PM Monday through Friday at the CBHC Location for urgent matters. The Iliff office will also have one walk-in hour throughout the school year. Specific times will also be posted in the school newsletter.

## **III. D.U. COUNSELING AND BEHAVIORAL HEALTH (UCBH) STAFF** **UNIVERSITY OF DENVER COUNSELING AND BEHAVIORAL HEALTH CENTER**

### STAFF MEMBERS 2003 - 2004

**Nazanin Bahraini, M.A.** (Graduate Student Trainee - Iliff position)  
BA Washington University (1999)  
MA University of Denver, Counseling Psychology (2003)  
PhD University of Denver, Counseling Psychology (expected 2006)

Interests:

Experience:

Schedule (15 hours/week)

**Kelly Ann Banes, M.A.** (Graduate Student Trainee - Generalist position)  
BA Colorado State University (2000)  
MA University of Denver, Counseling Psychology (2003)  
PhD University of Denver, Counseling Psychology (expected 2006)

Interests:

Experience:

Schedule: (15 hours/week)

**Jennifer A. Erickson Cornish, Ph.D.** (Clinical/Training Director)  
BA Whittier College (1974)  
MSW University of So. Calif. (1977)  
PhD Calif. School of Prof. Psych., Los Angeles (1982)

Interests: training and supervision, group therapy, creativity, personality disorders, learning disabilities, eating disorders, ethics

Experience: university counseling centers, private practice, teaching, state mental hospital, community mental health centers, family service assoc., child center, research, administration, etc.

Schedule: varies (20 hours/week)

**Michelle Doft, M.A.** (Intern - Primary Care Concentration)  
BA Syracuse University (1994)  
MA University of Colorado at Denver (1999)  
PsyD University of Denver, expected 2004

Interests: multicultural competence with psychodynamic treatment, treatment of anxiety disorders, depression, developmental issues related to college students, intersubjective treatment, working with trauma victims

Experience: adult outpatient and inpatient treatment centers, University of Colorado at Boulder Multicultural Counseling Center, University of Colorado at Denver Counseling Center, adolescent treatment facility, training in dialectical behavioral therapy at the Mental Health Corporation of Denver

Schedule: Monday-Friday, Full-Time

**Stacey Fry, M.A.** (Intern - Half-time)

BS California Polytechnic State University (1985)

MA Denver Seminary (1996)

PsyD University of Denver Graduate School of Professional Psychology (expected 2004)

Interests: psychodynamic theory; women's growth and development; multicultural competency; spiritual development and psychological/spiritual integration; behavioral health; research with couples

Experience: group and individual psychotherapy (women in transition, relationship difficulties, depression, anxiety, sexual problems, sexual abuse, chronic disease); community outreach; primary care consultation; sex offenders; elementary school; community clinic

Schedule: varies (20 hours/week)

**Joy Holsinger, M.A. (Graduate Student Trainee - Women's Issues)**

B.A. Gonzaga University (1995)

M.A. Gonzaga University (2003)

Ph.D. University of Denver (expected 2006)

Interests: adolescents and college age populations regarding issues of depression, eating disorders, and peer and family relationships; bullying prevention programs in public schools; cross cultural responses to grief and loss

Experience: adolescents in inpatient psychiatric hospital; individual, group, and family therapy for depression, anxiety, suicidal ideation, substance abuse, eating disorders, thought disorders, etc.; psychological consultation on medical units of hospital; individual therapy for children in an outpatient behavioral treatment program connected to a hospital and public school system.

Schedule: (15 hours/week)

**Susan Kirshenbaum, M.A.** (Graduate Student Trainee - Substance Issues)

BA University of Colorado, Boulder (1997)

MA University of Denver, Counseling Psychology (2003)

PhD, University of Denver, Counseling Psychology (expected 2006)

Interests: adolescence (young adult development); positive psychology; health psychology; sport psychology; neuropsychology

Experience: residential treatment center for adolescent outpatients (individual/family/group counseling); alternative high school (drug/alcohol, developmental issues, individual and group counseling); counseling clinic

Schedule: (15 hours/week)

**Nikki Kraslin, M.A.** (Intern - Outreach Concentration)

BA Tufts University (1984)

MA University of Denver, Graduate School of Professional Psychology (2002)

PsyD University of Denver, Graduate School of Professional Psychology (expected 2004)

Interests:

Experience:

Schedule: full-time

**Marjorie Lavin, M.D.** (Psychiatrist)

BA University of Rochester (1976)

MD Cornell University (1979)

Interests: teaching, training, supervision, crisis work, short-term therapies, group therapies, psychotropic medication evaluation and treatment

Experience: chief of dept of psychiatry at Kaiser, chief of Braintree Mental Health dept for Harvard Community Mental Health Plan, Internet "ask the expert", private practice, utilization review, management consultation, revising and editing guidelines for psychiatric symptoms

Schedule: Mon 9:00 - 1:00, Wed 9:00 - 1:00

**Dana A. Max, Psy.D.** (Director, Iliff School of Theology Counseling)

BA Wheaton College (1983)

MA Biola University, Rosemead School of Psychology (1987)



PsyD Biola University, Rosemead School of Psychology (1992)

Interests: psychological assessment, pastoral psychotherapy, adolescence, religious issues

Experience: private practice, mental health centers, teaching, family centers, Asian/Pacific Center, Children's Hospital

Schedule: Tues 8:00 - 10:00 at CBHC, 10-2 at Iliff, Wed 8:00 - 5:00 at Iliff, Fri 8:00 - 12:00 at Iliff and 12:00 - 5:30 at CBHC

**Jacqueline Moreno, M.A.** (Graduate Student Trainee - Generalist)

BA University of Texas, Austin (2000)

PhD University of Denver, Counseling Psychology (expected 2006)

Interests:

Experience:

Schedule: (15 hours/week)

**Karen Nakayama, Psy.D.** (Multicultural Director)

BS Eastern New Mexico University (1973)

PsyD University of Denver GSPP (1986)

Interests: diversity/multicultural issues, trauma, women's issues, cross-cultural concerns, traumatic brain injury, adult treatment, stress management, assertiveness, EMDR

Experiences: university counseling centers, neurobehavioral center, psychiatric center, state hospitals, health and social services, pregnancy clinic

Schedule: Tues 7:30 - 5:30, Wed 8:00 - 5:00, Thurs 8:00- 12:00 at CBHC and 1:00 - 5:00 at Park Hill

**Erin Shrago, M.A.** (Intern - Assessment concentration)

BA University of Colorado, Boulder (1999)

MA University of Denver, Graduate School of Professional Psychology (2002)

PsyD University of Denver, Graduate School of Professional Psychology (expected 2004)

Interests: Trauma, PTSD, Intersubjective orientation, projective personality testing

Experiences: Children and adults w/PTSD, various types of groups, children with neurobehavioral disorders such as autism

Schedule: Mon - Fri full- time

**Len Tamura, Ph.D.** (Senior Staff - Sport/Health Psychology Coordinator)

BA University of Northern Colorado (1981)

MA University of Northern Colorado (1982)

MA Biola University, Rosemead School of Psychology (1987)

PhD Biola University, Rosemead School of Psychology (1991)

Interests: addictions, couples therapy, ethics, rehabilitation and health psychology, sport psychology

Experiences: community mental health, children and adolescents, Asian Pacific Center for Human Development, inpatient and outpatient psychotherapy, employee assistance program, private practice, brain-injury rehabilitation, supervision

Schedule: Mon and Tues 8:00 - 1:00, Wed 8:00 - 5:30

#### **IV. REGIONAL COUNSELING CENTERS AND TREATMENT PROGRAMS**

These resources/services are presented as a matter of convenience and are not to be construed as referrals. These listings are intended solely to help students and their families get acquainted with some of the services available. Selection of proper mental health and counseling care rests with each consumer. This is not an exhaustive list. Some fees or services may be subject to change. Please see Dr. Larry Graham or Dr. Dana Max for specific referrals.

Check your health insurance policy carefully to see what mental health charges, if any, are covered. Brochures explaining the coverage for Iliff students are available at registration or from the director of Student Services.

AL-ANON & ALATEEN, 2801 E. Colfax #204, Denver

303-321-8788

Peer support for spouses, teenage relatives and friends of alcoholics. Call for group locations.

- Alcoholics Anonymous, 2801 E. Colfax #200, Denver 303-322-4440  
Offers a voluntary recovery program for alcoholics, where people discuss their alcohol experiences and their recovery through the program of Twelve Steps in both open and closed group settings. Separate groups for women, gays/lesbians and non-smokers are available. Call for local group locations.
- Denver Rape Crisis Hotline 303-322-7273  
Telephone counseling and referral services. Office number is 303-329-9922.
- Most Precious Blood Counseling Center & Interfaith Counseling, 2250 S. Harrison St. 303-266-7991  
Individual & family counseling, couples & partner issues, women's spiritual issues, and sexual abuse. Sliding scale starts at \$60 per hour.
- Pastoral Counseling of Denver, 9185 E. Kenyon Ave 303-741-5588  
A pastoral counseling center.
- Professional Psychology Center, University of Denver, 2300 S. Gaylord St. 303-871-3626  
Serves as training center for clinical psychologists. Sliding scale, fees starting as low as \$10 per session.
- Rocky Mountain Drug Consultation Center, West 8th and Cherokee, Denver 303-893-DRUG  
Service to residents in Denver and Denver County to answer any questions free of charge regarding prescription or non-prescription medications and drugs. For residents outside of Denver County, call 1/900-370-3784.
- Samaritan Center for Counseling and Training 303-779-9677  
These pastoral counseling centers work primarily with family and interpersonal relationship issues. Several of the counseling staff members are Iliff graduates or Ph.D. students. Each of the satellite centers can be reached through the central switchboard number.
- University of Colorado Health Sciences Center, 9th and Colorado, Denver 303-394-7482  
Outpatient psychiatric clinic that serves as training center for psychiatrists. Excellent if medication is needed. Sliding fee scale.

## ILIFF STUDENT SENATE

The Iliff Student Senate exists to give us, the students of Iliff, an opportunity to come together and become involved in the life of this community. It exists to foster communication and build community.

Through Senate, your ideas for how to enhance your experience at Iliff can become a reality; your concerns and interests can be raised, discussed, and addressed; your goal of balancing academics, relationships, body and spirit can be met; your need for a liaison between students and administration will be provided. In short, the Senate exists for, with, and because of you. It is your organization - our organization. How can the Iliff Student Senate serve this community?

Senate meetings are open to the Iliff community. All activities will be publicized, but for further information or to give suggestions, contact one of the officers or senators.

To Contact the Iliff Student Senate: Iliff Box #130, 303-744-1287 ext. 203, or by posting a message on the Senate Blackboard pages.

### I. SENATE MEMBERS – 2003-2004

To Contact the Iliff Community Senate: Iliff Box #130, 303-744-1287 ext. 203 or leave a message on the Senate Blackboard pages.

Co-chairs: Karen Stoffers and Anne Williams

Secretary: Kristin Stine

Treasurer: Sharon Stowe

#### MDiv Representatives

3rd Year (2 reps): Robin Miller and Kimberly Prince

2nd Year (2 reps): Benjamin Hanne and Mariah Hayden

1st Year (2 reps): TBA

MA/MTS Representatives (4 reps): Robyn McPherson, Ellen Rosenthal, and 2 TBA

#### MASM Representatives

2nd Year: TBA

1st Year: TBA

Ph.D. Representative: Linda Land-Closson

At-Large Representatives (3 reps): Jinny Trabulsi, Sara Winn and 1 TBA

FLAME Representative: TBA

NAPAS Representative: TBA

Women's Sacred Circle Representative: TBA

One In Christ Representative: Michael Whitaker

## II. COMPOSITION OF SENATE

### A. SPECIAL COMMITTEES OF THE SENATE

Spiritual Formation: Sara Winn, Chair

Fellowship Committee: , Chair

Social Action Committee: , Chair

### B. ACTIVE INDEPENDENT STUDENT ORGANIZATIONS

(This list is not comprehensive)

FLAME – Gay, Lesbian and Transgender Concerns

NAPAS - National Association of Pan-African Seminarians

Women's Sacred Circle

C. ELECTED AND APPOINTED REPRESENTATIVES

Faculty Representative: Richard Ward  
Administrative Representative: Matt Wehrly  
Trustee Representative: TBA

## Constitution of the Iliff Student Senate

### **Article I. Name and Purpose of the Iliff Student Senate**

Section 1 The official name of this organizational body is the Iliff Student Senate, herein after referred to as the Senate.

Section 2 The Senate is a representative body of students at the Iliff School of Theology striving to serve the needs of the student community encouraging individual growth, communal ties, and spiritual development.

**Section 3** **Senate duties shall be decided by the Senate at the start of each operating year.**

### **Article II. Composition of the Senate**

Section 1.1 The members of the senate are four (4) elected officers, sixteen (16) elected senators, a designated representative from each independent student organization, and a liaison from each the faculty, staff, and the Board of Trustees.

Section 1.2 Elected officers of the Senate with voting privileges are: Two (2) co-chairs, one (1) Secretary, and one (1) Treasurer,

Section 1.3 Elected Senators with voting privileges are: One (1) Ph.D. student representing the Doctoral program as elected Senate liason by the Joint Ph.D. Council, two (2) Third Year M.Div. Students, two (2) Second Year M.Div. Students, two (2) First Year M.Div. students, one (1) Second Year MASM student, one (1) First Year MASM student, four (4) students of any year from the MTS and MA programs, and three (3) at-large students from any program.

Section 1.4 Representatives of Independent Student Organizations with voting privileges are selected by their respective organizations. ISO representatives may not be persons who in the same year serve as elected senators with voting privileges (as per Senate Constitution, Article II, Section 2.2).

Section 1.5 One (1) faculty representative, one (1) administrative representative, and one (1) representative of the Board of Trustees will serve as non-voting, ex-officio members of the Senate.

**Section 2** **All students enrolled in the Iliff School of Theology are eligible to be voting members of the Senate. All elected senators with voting privileges are expected to maintain good academic standing as per the Masters' Student Handbook or the Ph.D. Student Handbook.**

Section 3 Senate meetings are open to the entire Iliff Community.

## **Article III Elections**

- Section 1 Regular elections for all elected Senate positions shall occur within the last six weeks of the Spring Quarter at the discretion of the Senate. Exceptions for this election are two (2) First Year M.Div. positions, one (1) First Year MASM position, and any vacant seats not filled during the Spring election – these positions shall be placed on a ballot within the first four weeks of the following Fall Quarter at the discretion of the Senate.
- Section 2 Supervision of the nomination and election process shall be the responsibility of the Senate officers. Specific election duties of the committee shall include: supervision of the nomination by petition process; establishing election procedures not specified by the Senate Constitution; conducting the election, including all matters related to balloting, and be the final judge for all election results; providing notice of election results to the Iliff Community; providing each newly-elected Senate member with a copy of the Senate Constitution. Any Senate officer running in the election can not participate in counting ballots.
- Section 3 All elected officials of the Iliff Community Senate may be subject to recall. Recall procedures shall commence no sooner than seven (7) nor more than fourteen (14) days after a petition calling for recall and signed by ten percent (10%) of the student body is reviewed by the Senate. Upon receipt of such a petition the duties of the Senate include confirming all signatures on the recall petition as enrolled students at the Iliff School of Theology, and conducting a special election of ‘no-confidence.’ Special election procedures are at the discretion of the Senate. A two-thirds (2/3) majority of those voting in the special election shall constitute removal from office.

## **Article IV Standing Committees, Proviso-Committees, and Taskforces of the Iliff Community Senate**

- Section 1.1 Standing committees of the Iliff Community Senate are long-standing committees created by the Senate to address long-standing facets of community life. At their formation these committees are intended to exist for periods of time longer than one (1) year.
- Section 1.2 The chair of each standing committee must be a senator with voting privileges appointed from among the elected senators of the Senate. In the event that a committee chair resigns his/her position, another chair will be appointed.
- Section 1.3 All members of the broader Iliff community may be members of standing committees of the Senate. Community members may act as co-chair of a committee. Co-chairs may be elected within the committee by consensus.
- Section 1.4 Committee names may be changed by a consensus of the respective committee and submitted to the Senate for approval.
- Section 1.5 Senate may dissolve current standing committees or create new standing committees by a simple majority vote.
- Section 2.1 Senate proviso-committees address issues affecting community life in any given academic year. These committees are, at formation, intended to function for the period of one (1) academic year. However, said committee may disband at any time during the academic year.
- Section 2.2 Chairs of Senate proviso-committees may be elected senators with voting privileges or

members of the broader Iliff Community so appointed by a simple majority (51%) vote of the Senate.

- Section 2.3 All members of the broader Iliff Community may be members of Senate proviso-committees.
- Section 2.4 At the end of the academic year in which a Senate proviso-committee was created or when the goal of the committee has been accomplished, it is the responsibility of the committee chairperson(s) to present a detailed report of the committee's activities to the Senate.
- Section 2.5 Senate proviso-committees are considered disbanded at the end of the academic year in which they were created or when the goal of the committee has been accomplished. A simple majority (51%) vote of the Senate may renew a Senate proviso-committee's mandate for any given length of time less than one (1) year. A majority (51%) vote of the entire Senate body may turn a Senate committee into a standing committee.
- Section 3.1 Senate taskforces address issues deemed of immediate concern for the Iliff Community.
- Section 3.2 The head of the taskforce shall be appointed by the Senate by a simple majority (51%) vote at the creation of the taskforce. Additional taskforce members may be selected by the committee head from the Iliff community.
- Section 3.3 At the end of the taskforce's period of operation the taskforce head is responsible for presenting a detailed report of the taskforce's operations and findings to the Senate.

## **Article V Independent Student Organizations**

- Section 1.1 An Independent Student Organization (ISO) represents a facet of the interests of the Iliff Community.
- Section 1.2 As an independent organization, an ISO shall not be considered part of Senate and as such the rules for standing committees, proviso-committees, and taskforces presented in Article IV shall not apply. Senate shall not intervene in the internal affairs of an ISO, nor may Senate affect the bylaws of an ISO.
- Section 2.1 Senate shall be responsible for the budgetary allocation of student activity fees to Independent Student Organizations requesting funding.
- Section 2.2 Independent Student Organizations requesting funding through the student activity fee must provide a representative to Senate. This representative shall be a voting member of Senate, and shall provide Senate with updates on the activities of their respective ISO.
- Section 3 Senate must be notified of the formation of all new Independent Student Organizations, should those organizations request funding through the student activity fee. Official standing of the new ISO shall be recognized upon receipt by Senate of the following documents: a membership list for the new organization containing the names of at least four (4) student members of the Iliff community; a petition of support from at least twenty (20) members of the general Iliff community; a mission statement describing the benefits of the new organization both for its members and the greater Iliff community; a budgetary proposal for the current term.

## **Article VI Addenda**

- Section 1.1 This Constitution may be amended by a two-thirds (2/3) vote of the entire Senate body at a regular business meeting or a special meeting called for that purpose.
- Section 1.2 Proposed Constitutional and Bylaws amendments must be written and distributed to the membership of the Senate and posted on the community bulletin board and published in an Iliff Community newsletter no less than seven calendar days before the meeting in which the amendments are to be acted upon.
- Section 1.3 The Senate may adopt new Bylaws by a majority (51%) vote of the entire Senate body at any regular or special business meeting. Bylaws may be repealed by passing a bylaw to that effect.
- Section 1.4 Amendments to the Constitution and/or to the Bylaws shall take effect immediately upon passage.
- Section 2 This Constitution shall supersede all prior Constitutions and Amendments.
- Section 3 Senate shall hold responsibility for student fees. Student fees shall be raised or lowered by a majority (51%) vote of the student body. Such a vote shall be conducted by the Senate. The vote will be preceded by a one week public notice; all other election considerations shall be decided by the Senate.
- Section 4 Following the Fall Quarter elections, Senate will nominate one (1) of the co-chairs and two (2) other senators out of which the Student Trustee and the Alternate Student Trustee will be selected by the President of Iliff and the Vice President for Student Affairs. The term of these appointments continues through the following summer meeting of the Board of Trustee.
- Section 5 Following the Fall Quarter elections, Senate will appoint one (1) of the co-chairs and (2) other senators to serve as the student representatives to the Community Life Council.

## **A STATEMENT FROM THE ILIFF STUDENT SENATE**

As the primary student organization at the Iliff School of Theology, a United Methodist seminary, we are distressed by the presence of homophobia and heterosexism within the church and in our society. Such fear and hatred reflects neither God's love nor God's intent for communities of faith. We hope that our affirmation of the wholeness of all persons will bring reconciliation to all people who find themselves in exile from the family of God because of ignorance, prejudice, homophobia, and heterosexism.

All persons are recipients of God's love and grace. God intends the church to be a community that embodies love, grace, and justice for all people. As a sign of faithfulness to God's covenant with all humankind, we discern that God is challenging religious and spiritual communities to affirm the participation of gay, lesbian, transgendered and bisexual persons in all aspects of common life. We seek to address and advocate the needs and concerns of gay, lesbian, and bisexual persons in the church and society. We strive to utilize the gifts of all persons in our work and ministries without regard to sexual/affectional orientations.

Consequently, we of the Iliff Student Senate wish to be open and affirming of all persons. To this end, we declare ourselves part of the reconciling movement and stand in solidarity with the Reconciling Congregation Program of The United Methodist Church.

Written and approved by the Iliff Community Senate - spring 1995

Amended by the Iliff Community Senate 2000-2001

(Edited by Anne Williams (Co-Chair, 2003-04) 23/7/03)

# HOUSING, COMMUNITY LIFE AND OTHER FACILITIES

Including library and computer center information

- I. Housing
- II. Parking and Licenses
- III. Library and Classrooms
- IV. Office of Community Life and Other Iliff Facilities
- V. University of Denver Facilities

## I. HOUSING

Apartments at the seminary are limited in number. Available accommodations are assigned according to the date order by which the housing application is received. Single students may wish to share a buffet or one-bedroom apartment with other students to save money. Family housing is available but limited.

All housing at Iliff is furnished with stove, refrigerator and vertical blinds. The rental fee includes necessary and reasonable utilities. Apartments are not furnished, and telephones are not included. Iliff does not have a cafeteria or provide meal service; students may, however, use the cafeteria at the University of Denver.

Students may make their own housing arrangements off campus. Iliff does not provide assistance in securing off-campus housing. A variety of off-campus accommodations is normally available in the area. Students in the Joint Ph.D. Program may apply for student housing at the University of Denver as well as at Iliff. D.U. does not have family housing.

A recreational lounge is available in Taylor Hall for use by Taylor Hall residents. Other students or groups wishing to use this lounge for parties or events may reserve it with the housing director by filling out a written request. A \$20 cleaning deposit is required for each event and is refunded if the lounge is left in its original condition. The Business Office has a complete list of housing regulations and procedures.

Students meeting one of the following requirements are eligible for student housing:

- Enrolled full time (8 credits or more per quarter) in an Iliff degree program;
- Enrolled for at least one course during the final quarter of course work in a degree program;
- Not enrolled in Iliff courses, but enrolled full time during the immediate previous quarter and not using this eligibility more than once during the current academic year (September through August);
- Joint Ph.D. students not enrolled in Iliff courses but working at a full-time rate (as certified by director of the Joint Ph.D. Program) on their language requirement, comprehensive examination or dissertation;
- Normally, students may stay in Iliff housing for a maximum of 12 quarters as M.A. students, 16 quarters as M.Div. students, or 20 quarters as Ph.D. students under their current degree program. Residency in housing is normally limited to an aggregate total of 20 quarters.

The following housing rates apply per month (Sept. 2003 to Aug. 2004 only) and include utilities. Housing is billed on a quarterly basis and due at the start of each term\*:

A buffet apartment:

Schlessman Hall (2295 E. Iliff) .....\$467 to \$483

Taylor Hall (2345 E. Iliff) .....\$493

A one-bedroom apartment (couple or couple with infant. Singles considered after all couples are housed):

Schlessman Hall \$510 to \$525

Taylor Hall (north end).....\$535

Taylor Hall (west end) .....\$572

Schlessman Hall \$510 to \$525

A two-bedroom apartment (families only with up to two children):

Two bedroom Schlessman.....\$620

Doenges Hall (2355 E. Iliff) .....\$620 to \$675

Girault House (2280 S University) .....\$420 (2 bdrm) to \$645 (3 bdrm)

Hansma House (2444 S. Williams).....\$575



Hansma House (2770 S. Clarkson).....	\$645
Community Life House (2262 S. University).....	\$340 to \$450

\*All housing rates are subject to change as required.

## HOUSING REGULATIONS

- A deposit of \$200 must accompany all student-housing applications. The deposit is required as insurance against breakage, damage or loss of keys, etc., and will be refunded, minus any charges, following release of the apartment or in the event of a change of plans, provided a written request to the housing office is made 30 days prior to the opening of the quarter.
  - No apartment assignment is made until the student is accepted for admission and has confirmed that he/she will attend Iliff. Reservations will be taken for specific assignments, but Iliff reserves the right to determine what arrangements will best serve overall student needs. The housing office must have definite notification of time of arrival.
  - Rent is charged quarterly. The total charges will be posted to students' accounts at the beginning of the quarter and deducted automatically by financial aid and any other sources of aid posted to the accounts. Finance charges will be assessed quarterly at 1% for any balance at the end of the quarter over \$100.
  - Normally, no pets other than tropical fish are allowed in school-owned housing.
  - No smoking is allowed in any of the Iliff housing buildings. For details, please contact the Housing Office.
  - Halogen lamps are prohibited in school housing, unless they have a safety guard.
  - City and county laws prohibit the use of house trailers within the city limits. Limited parking of other trailers for loading purposes can be arranged in the Business Office.
  - Parking permits for automobiles for student housing must be obtained through the housing director. Traffic regulations are given below.
  - A student's continued residence in Iliff housing is contingent on compliance with the housing regulations as listed here and in the *Housing Procedures and Policies Manual*.

Provision of housing and related facilities by Iliff to students does not constitute a lease of those facilities but is merely a license to use the space and facilities for a prescribed period of time.

The School will not be responsible for the loss of or damage to any of the residents' personal property from any cause whatsoever. It is recommended that all residents insure their personal belongings.

The resident will be held liable for all damages to the structure and all damages to, or loss of, any School fixtures, furnishings, or personal property furnished by Iliff caused by any negligence on the part of the student, normal wear and tear being the exception

## II. PARKING AND LICENSES

Arrangements have been made between DU and Iliff concerning the registration and regulation of all cars owned or operated on the campus by students, faculty, and staff. Iliff students must register their cars with the cashier in the Business Office, if the cars are to be used or parked on campus. The cashier will then issue a permanent campus registration sticker, which should be placed in the rear window as directed by the Facilities Department. The parking areas are reserved for cars that display stickers and are zoned for your convenience and protection. Please park in the appropriately designated areas.

State law permits out-of-state students to retain licenses from their home states as long as they maintain full-time student status.

Campus Housing Parking: Students in Schlessman and Taylor Halls with a vehicle may request and be assigned a parking spot in respective adjacent lots. Such students have the right to availability of their assigned spot, and may notify the Housing director or the reception desk if an unauthorized vehicle is parked in an assigned spot. Students in campus housing must display on their vehicle an Iliff sticker and red housing sticker. Due to the shortage of parking spaces available, Iliff can only provide parking for one vehicle per student.

Student Long-Term Parking: All students not in campus housing are expected to park in the gated lot (Lot C) when on campus. The lot will be monitored; vehicles not displaying the Iliff sticker will be given one warning, and towed upon the second violation. This keeps our parking lot free of non-Iliff vehicles, which should allow greater flexibility for

those in the Iliff Community. Gate access cards will be issued at registration. There is a \$25 refundable fee for the card. Students in Iliff housing should not park in Lot C. Any car parked in this lot overnight is in danger of being towed; with the exception of Iliff-owned vehicles.

Visitor Handicap Parking: Anyone parked in a Handicap spot and not displaying appropriate tags or placard will be towed immediately.

Visitor Parking: Visitor parking (Lot A) is reserved for visitors to Iliff, who must sign in at the Reception Desk. The lot will be checked periodically, and those who are not signed in will receive one warning, and will be towed upon the second violation. Visitor parking is monitored from 7 a.m. to 11 p.m.

Loading Zone: The Loading Zone (in the northwest corner of the Visitor Parking Lot) is provided for vendors to Iliff. Anyone parked in the Loading Zone will be towed immediately if they are not delivering supplies to Iliff.

Iliff is not responsible for damage to any vehicle caused in its Parking Lots as a result of negligence or careless acts of other drivers. If your car has been towed, contact DU security.

### **III. LIBRARY AND CLASSROOMS**

**The Ira J. Taylor Library** provides substantial resources for theological study and research. Still the radiant core of theological scholarship, the Library facilitates access to the highest quality resources available, regardless of format (printed text and electronic). The collection is the primary resource for theological materials for the nine-state Rocky Mountain region. It presently houses over 200,000 catalogued books and nearly 60,000 pamphlets, microforms and other non-print resources. Over 900 scholarly journals, annual reports of church bodies, bulletins, transactions, discipline-specific indexing and abstracting resources, and topical bibliographies are received annually. An online catalog and online subscriptions assure remote access to book catalogs, periodical indexing, and many full-text journals via the Internet. The archives of both the Rocky Mountain Conference of The United Methodist Church and The Iliff School of Theology are housed in the library.

The original library building, erected in 1955 and named for philanthropist Ira J. Taylor, was incorporated in 1998 into the Bacon Education Center. The library has mechanized compact shelving, microfilm readers, and audio/visual equipment. There is a computer research center with nine computer workstations and a networked printer; network ports for laptop access in the periodicals reading room; five computer workstations for library catalog searching; and two CD-ROM workstations with a variety of bibliographic and informational resources. Well lit reader areas with table and lounge seating, study and computer carrels, temperature control, ventilation and acoustical conditions combine to create an atmosphere conducive to study and research. The Bacon Education Center's design accommodates the access needs of persons with disabilities.

A major objective of the library collection is to acquire the basic works of western religious traditions. Primary sources are represented by original, early editions or reprints and by modern critical editions. The strength of the library is increasing through an acquisition policy that provides for the purchase of all major sets, new critical editions and scholarly monograph series currently published in the main fields of theological study. Through a shared collection development agreement the University of Denver's Penrose Library acquires the works of Judaica and non-western religions. In addition to the Taylor Library and Penrose Library, Iliff students and faculty have library privileges at the Denver Seminary library and the St. John Vianney Catholic Seminary Library. Information about the proper procedures to follow at each institution is available at the Circulation Desk. Library policies are detailed in the *Ira J. Taylor Library Handbook* and is available for review on the Library Home-page.

#### **Taylor Library Hours**

Monday-Thursday 8:00 a.m. - 10:00 p.m.

Friday-Saturday 9:00 a.m. - 5:00 p.m.

Sunday 2:00 p.m. - 8:00 p.m.

Hours during interim periods and vacations will vary. Please check the Library Home-page or ask the library staff.

**Iliff Hall**, the original seminary building, was completed in 1892 as a gift from the late William Seward Iliff, Sr. It houses the Iliff Chapel, classrooms, professors' and administrative offices, and Bartlett Lounge.

**Skaggs Hall**, completed in 1980, was made possible by a major challenge gift from Mr. and Mrs. Sam Skaggs, along with contributions from alumni/ae and friends of the School. This building provides administrative offices and versatile classrooms. Focal points of Skaggs Hall are an informal student lounge and Great Hall, a 300-seat auditorium with large windows that provide a panoramic view of southwest Denver and the mountains.

**The Bacon Education Center**, providing a major addition to and renovation of the Ira J. Taylor Library, along with administrative offices, conference rooms and seminar rooms, was completed in 1998 and is named in honor of the family of Herbert L. and Laura May Bacon. Mr. Bacon, a former member of the Board of Trustees, was chairperson of the Board from 1988 to 1996. The Bacon Education Center was funded through gifts of individuals, foundations, corporations and churches as part of the School's first comprehensive campaign, the theme of which was "A Covenant to Serve Tomorrow's Communities." Various areas of the center are named in recognition of those supporters. Six donor panels at the main entrance commemorate the philanthropic spirit of friends of the School.

## RESERVING CLASSROOMS AND MEETING SPACES

The policies and procedures for room reservation are currently undergoing review and revision. Please contact Alisha Eno at 303-765-3187, [aeno@iliff.edu](mailto:aeno@iliff.edu), for more information.

## IV ELECTRONIC RESOURCES

### COMPUTER RESOURCES

The Ira J. Taylor Library has 15 personal computer workstations available for student use. Five of these stations are located throughout the building and are reserved for research using I.S.A.I.A.H., the Library's online catalog. The other 10 workstations reside in the Jack Howard Computer Room and are connected to a networked laser printer. At these workstations students may use a variety of software tools, including the Microsoft Office Suite, the ATLA *Religion Database*, and *BibleWorks*. These computer workstations are also connected to the Internet so students may perform online research and access their Iliff and/or University of Denver email accounts. In the Fall of 2001, the Library began providing online access to the ATLA *Religion Database*, as well as a number of other databases, through FirstSearch. In 2002, the Library also obtained a Kurzweil Reader station for students with visual and learning disabilities.

In addition to these PC workstations, the Library also maintains two CD-ROM workstations that are loaded with a variety of software for religious and theological research, such as *Religious & Theological Abstracts*, *Old Testament Abstracts*, and *New Testament Abstracts*. These machines are located just south of the Reference Librarian's office.

Students are expected to provide their own floppy disks for document storage and comply with all aspects of the "Policy on the Use of Library Computer Resources," which is printed in the Library Handbook or available on the Taylor Library's web page. Beginning in the Fall of 2001, the Library implemented a print management software system and laser copies will be available at the cost of \$0.05 per page.

For students requiring typewriter, the Library maintains an IBM Wheelwriter 3, which is located in the Videocassette alcove on the Library's top floor.

### EMAIL ACCOUNTS

An Iliff e-mail address is assigned to each student. This address allows for school-wide communications to be sent in a timely and efficient manner. In addition, the e-mail address is used to log in to the Blackboard software which is used for many classes. The e-mail address generally will be the student's first initial and full last name. The password will also be assigned. In order to retain the Iliff e-mail address, the student must be registered and in good financial standing owing the School no more than the equivalent of the maximum amount of an emergency loan (\$1500).

To dial into the email account from a computer outside Iliff, the student must have his/her own ISP. Iliff is unable to provide dial in lines for students. Once the student is dialed into his/her ISP, the student opens Internet Explorer 4.0 or higher and goes to <http://mail.iliff.edu/exchange>. The login screen will ask for the student's username. Following will be a login box that asks for the username, password and domain (ist).

## **WEBSITE**

The Iliff School of Theology website is - [www.iliff.edu](http://www.iliff.edu). In addition to the information in this catalog, look to our website. Here you will find the most up-to-date information about

- Academic and Event Calendars
- Campus Visit Days
- Iliff faculty
- Employment opportunities
- Alumni/ae and Friends
- Iliff Religious Leadership Conference
- Iliff News

Take a virtual tour of our classrooms, learn more about Colorado and the Denver community, explore the offerings of *The Iliff Institute* (our continuing education program for clergy and laypersons), schedule a campus tour, read the latest issue of *The View* newsletter, look into our Summer School program, request a catalog or transcript, view course information online, e-mail faculty, locate contact information.

Prospective students may want to use the website to explore Iliff's many degree programs, request an application, schedule a campus visit, take a virtual tour of our classrooms, or learn more about Colorado and the Denver community. Current students can review the quarter class schedules, check the worship and student events calendars, and access Blackboard, Iliff's comprehensive and flexible e-Learning software program. All are welcome to take advantage of the Ira J. Taylor Library's outstanding online theological resources. Here, visitors can access the library's abundant theological holdings on ISAIAH - our public access catalog, lookup data, request library services, submit a research question, renew books, and locate other information. The library's website also provides links to other libraries, plus a rich array of outside databases, web resources, electronic journals, encyclopedias, dictionaries, and more.

For the latest news and information about upcoming lectures, workshops, classes, and other events for students and the general community, check the Iliff School of Theology website often.

## **IV. OFFICE OF COMMUNITY LIFE AND OTHER ILIFF FACILITIES**

### **BOOKSTORE**

Cokesbury, the retail branch of the U.M. Publishing House, operates the Iliff Bookstore. The bookstore sells texts and other books, gifts, cards and limited supplies (paper, pens, highlighters, folders ). Final dates to return class texts to the bookstore and dates for stor2 returns of texts to publishers are posted in the bookstore. Student charge accounts with Cokesbury are available for book purchases. Students can also receive 20% off on *most* books.

The bookstore hours for 2003-2004 are:

Monday & Tuesday,	9:30 am - 6 pm
Wednesday & Thursday	9:30 am - 4 pm
Friday	9:30 am - 1 pm

Bookstore hours are subject to change during breaks and holidays.

### **CHECK CASHING**

In addition to collecting tuition and fees, the Iliff Business Office provides services to students by cashing personal checks (limit of \$50.00) and selling stamps. These services are available during cashier hours, Monday through Thursday, 9:00 a.m. to Noon p.m. and 2:30 p.m. to 3:45 p.m., Friday, 9:00 a.m. to 12:00 noon.

### **COMMUNITY LIFE OFFICE**

The Iliff School of Theology seeks to promote fellowship within the Iliff community and to foster a healthy environment for spiritual and personal growth. The Office of Community Life strives to meet these goals through its services and programs. Community Meal and the weekly publication *A Look Into This Week* are coordinated by this office. In cooperation with the Community Senate, community-wide parties and socials as well as regularly scheduled recreation and entertainment activities are also provided. Students are invited to stop by the Office of Community Life for candy (the candy bowl is always full), general information about Iliff and information about the Denver-area.

### **COMMUNITY MEAL**

In order to provide opportunity for group fellowship and the sharing of ideas, a community meal is offered immediately following worship each Wednesday at noon in Great Hall. A light and informal meal is available for a minimal charge. Students and families are encouraged to attend. Announcements are given and entertainment is sometimes provided.

### **LOST AND FOUND**

Lost articles should be reported to the receptionist. Found articles should be deposited at the front desk.

### **MAIL**

Mail addressed to the student in care of The Iliff School of Theology is delivered to Skaggs Hall and is placed in student mailboxes, which are assigned to students enrolled in school. Be sure to obtain a mailbox assignment from the receptionist during registration.

Students living in Iliff's residence halls should have mail sent directly to the residence hall. This mail will be delivered to those buildings.

### **NEWSLETTER**

*A Look Into This Week* is the official newsletter for the Iliff community and is published by the Community Life Office during the fall, winter, and spring quarters. Official announcements and news items for publication are due to the Community Life Office by noon on Wednesday. All submissions should be provided on disk or via email to [thisweek@iliff.edu](mailto:thisweek@iliff.edu). Students are advised to watch for official announcements.

### **SPORTS EQUIPMENT**

The Iliff Community Senate has various pieces of sports equipment available for students' use. Contact a member of the Senate or the Community Life Office for access.

### **TUTORING RESOURCES**

Limited tutoring may be arranged through the Director of Academic Services for those students admitted conditionally, students on academic probation, students who require tutoring as part of their disability arrangements, or students who require tutoring as the result of a special needs process or international status. Tutoring resources are limited and students who require this assistance are urged to contact the Director of Academic Services very early in the quarter.

## **V. UNIVERSITY OF DENVER FACILITIES**

The close working relationship between Iliff and the University of Denver offers many advantages to students, staff, and faculty. Iliff students may make use of these facilities by obtaining a D.U. ID. You may get an ID at the Pioneer ID office located on the first floor in the Driscoll South building.

### **ATHLETIC EVENTS**

Tickets to University sports events are available to Iliff students at regular student rates.

### **COORS FITNESS CENTER FACILITIES**

DU has created a special category of membership for Iliff appointed faculty, staff and students at the Coors Fitness Center. Facilities include a full selection of racquetball, volleyball, squash, and basketball courts; a weight room with lifesteps, bicycles, treadmills, free weights, etc.; Olympic-sized pool; and tennis courts. Membership also includes access to fitness classes and spinning classes. Specialty fitness classes, such as yoga and tai

chi require pre-registration and payment of class fee. Please refer to the membership policies for other member services and more detailed information. (Fees are subject to change. Check with the Center for latest fee structure.)

<b>Individual memberships</b>	\$35/month	initiation fee is waived
<b>Individual plus one</b>	\$60/month	registration and a \$35 processing fee are required to activate the secondary membership.
<b>Family membership</b>	\$85/month	registration and a \$35 processing fee are required to activate the family membership.

- Annual memberships that are paid in advance receive a discount equal to one month's membership fee.
- 'Individual plus one' refers to domestic partners or spouses residing in the same household, not roommates.
- Joint Ph.D. students should see the University of Denver *Graduate Student Handbook* for rate information.

### **DRISCOLL CENTER**

The Driscoll Center, the student center for the University of Denver, including the cafeteria (north building) and bookstore (south building), are open to Iliff students. The information desk sometimes sells RTD bus passes at the student discounted rate.

### **HEALTH SERVICES**

The University of Denver Student Health Center is available to Iliff students and spouses for medical services at reduced rates on a fee-for-service basis. The Health Center is an outpatient facility staffed with physicians, physician assistants, nurses and medical assistants. Services available include general medical care, care for urgent medical problems, lab work and referral services. Students and spouses must present a current Iliff identification card. The Health Center is located in the Daniel L. Ritchie Sports & Wellness Center, north side, third floor, at 2240 E. Buchtel Blvd. Please call 303-871-2205 for more information or to schedule an appointment.

### **HOUSING**

D.U. housing is not available to Iliff masters students. Iliff Ph.D. students may consult the university housing office regarding possible housing in university residence buildings.

### **LIBRARY AND COMPUTER CENTER**

Iliff students (with valid D.U. ID) may use Penrose Library, located at 2150 E. Evans Ave., west of University Blvd. The phone is 303-871-3431. The computer center is located in the Library. Iliff students may use it by presenting a valid D.U. ID card. The computers are all IBM or IBM compatible. Students must have a DU e-mail account to print. At this time, Iliff masters level students are not eligible to receive DU e-mail accounts but may use the DU computers to create documents on disk that can be printed at another location.

Please contact the library for hours of operation, 303-871-2211.

# CITY OF DENVER

- |   |                               |
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| I. Banking                                      | VIII. Public Libraries        |
| II. Churches                                    | IX. Public Transportation/RTD |
| III. Day Care and Preschools                    | X. Restaurants                |
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| VI. Post Offices                                | XIII. Taxis                   |
| VII. Museums, Parks, & Other Places of Interest | XIV. Telephone Service        |

## I. BANKING

Commercial Federal Bank	2720 S. Colorado Blvd. (University Hills)	
FirstBank of Cherry Creek	100 Saint Paul (E. 1st Ave. & St. Paul)	
Wells Fargo	3910 Buchtel Blvd. (at Colorado)	

## II. CHURCHES

The following is not meant to be an exhaustive list, but of some help to you in locating major denominational churches in the immediate area. Consult the yellow pages for other churches in the area.

### Assembly of God

Denver	2634 S. Broadway
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### Baptist

Calvary (American)	E. Hampden Ave. & S. Monaco
Macedonia	3240 Adams
Mount Gilead	195 S. Monaco Pkwy.
New Hope	3701 Colorado Blvd.
Bonnie Brae (American)	700 Bonnie Brae Blvd.
Bethel (Conservative)	1801 S. Logan
Missionary Baptist (National)	3456 Gilpin
University Hills (Southern)	2750 S. Clermont

### Catholic

Immaculate Conception Cathedral	1530 Logan (at E. Colfax)
Precious Blood	2227 S. Colorado Blvd.
St. Vincent de Paul	2375 E. Arizona Ave. (& S. University)

### Disciples of Christ

South Broadway	23 Lincoln Ave. (Ellsworth & Lincoln)
University View Christian	4401 E. Mexico Ave.
Central Christian	3690 Cherry Creek S. Dr.

### Episcopal

Christ Church	2950 S. University Blvd.
St. Andrews	2015 Glenarm Place
St. Michael & All Angels	1400 S. University Blvd.
St. John's Cathedral	1313 Clarkson

### Friends

Mountain View Friends Meeting	2280 S. Columbine
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### Lutheran (ELCA)

Augustana Lutheran	5000 E. Alameda Ave. (Glendale)
Bethany Lutheran	4500 E. Hampden Ave. (Englewood)
Messiah Lutheran	1750 Colorado Blvd.
Prince of Peace	2400 S. Colorado Blvd.

### Lutheran (Missouri Synod)

University Hills	4949 E. Eastman Ave.
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African Methodist Episcopal	Campbell AME	1500 E. 22nd Ave.
	Jordan AME	2900 Milwaukee
	Shorter Community AME	3100 Richard Allen Ct.
African Methodist Episcopal Zion	Spottswood AME Zion	3301 Milwaukee
Nazarene	Denver First	3800 E. Hampden Ave.
Pentecostal	Calvary Apostolic	5900 E. Yale Ave.
Presbyterian	Central	1660 Sherman St.
	Montview	1980 Dahlia St.
	South	1700 S. Grant St.
	Wellshire	2999 S. Colorado Blvd.
Religious Science	Cherry Creek	11000 E. Yale Ave., Ste. 20 (Aurora)
	Mile Hi Church	9079 W. Alameda Ave. (Lakewood)
Seventh Day Adventist	South	2675 S. Downing St.
Unitarian Universalist	First Unitarian	1400 Lafayette St.
	First Universalist	4101 E. Hampden Ave.
United Church of Christ	First Plymouth Congregational	3501 S. Colorado Blvd.
	Kirk of Bonnie Brae	1201 S. Steele
	Salem	5300 E. Florida Ave.
	Washington Park	400 S. Williams
United Methodist	Cameron	1600 S. Pearl St.
	Christ	690 Colorado Blvd.
	Emmanuel	2700 S. Downing
	Evanston	2122 S. Lafayette
	Grace	4905 E. Yale Ave.
	Grant Avenue	216 S. Grant
	John Collins	2320 S. Bannock
	Park Hill	5209 Montview Blvd.
	St. Andrew	6325 S. University Blvd. (Littleton)
	St. Paul's	1615 Ogden
	Trinity	1820 Broadway
	University Park	2180 S. University Blvd.
	Warren	1630 E. 14th (& Gilpin)
	Washington Park	1955 E. Arizona Ave.

### III. DAY CARE AND PRESCHOOLS

This is not a list of recommended schools. It is merely a list of those preschool/day care facilities located near Iliff. Remember to visit and thoroughly investigate any day care facility in which you are interested. Watch the children and interactions that they have with the staff, and talk to the staff yourself.

<u>Ash Grove Preschool &amp; Daycare Center</u>	901 So. Monaco Pkwy.	303-322-9223
<u>Iliff Preschool &amp; Kindergarten</u>	4140 E. Iliff Ave.	303-757-3551
<u>University Park Pre-school &amp; Kindergarten</u>	2900 S. University Blvd.	303-756-2422
<u>Community Child Care Referral Line</u>		303-620-4461

(Free Service for Denver, Douglas, Adams & Arapahoe Counties)

### IV. HOSPITALS AND HEALTH CLINICS



The medical health services below are listed as a matter of convenience. These listings are intended only to help you get acquainted with some of the services in Denver. Selection of proper health care is the responsibility of each consumer. Call 4-HEALTH to receive additional medical and dental referrals.

#### Nearest Emergency Room

Porter Adventis Hospital, 2525 S. Downing 303-778-1955  
Poison Control Center 303-739-1123

#### Emergency and Major Trauma Center

Swedish Medical Center, 501 E. Hampden Ave. (Englewood) 303-788-5000  
Emergency 303-788-6911

#### Regional Health Center

Denver Health Medical Center, 777 Bannock (& 8th) 303-436-6000  
Emergency 911  
Emergency Department 303-436-8100

#### Children's Health Care

Immunization Clinic 303-436-7230  
A service of the City & County of Denver. Provides free vaccinations and information.  
Open 8-4, Monday-Friday

#### A Clinic Close To Campus

University Park Medical Clinic, 1919 South University Blvd. 303-744-2701

#### Pharmacies

Morgan's Pharmacy, 1200 E. Evans Ave. 303-777-3981  
Walgreen's, 2040 S. University Blvd. 303-778-6058

### V. DRIVER'S & AUTOMOBILE LICENSES

General Information 303-205-5605

### VI. POST OFFICES

The nearest branch offices to the campus are located at East Buchtel and South Monroe and at East Evans Avenue and Holly.

### VII. MUSEUMS, PARKS, AND OTHER PLACES OF INTEREST

**Art Museum:** 100 W. 14th Avenue Parkway, 720-865-5000

Admission: \$6 adults, \$4.50 seniors (65+) and students, age 5 & under and members free, Saturdays free.  
Hours: Tuesday, Thursday, Friday and Saturdays: 10 a.m. to 5 p.m., Wednesdays 10 a.m. to 9 p.m. Sunday  
Noon to 5 p.m. Closed on Monday & major holidays.

**Arvada Center for Arts & Humanities,** 6901 Wadsworth Blvd., Arvada, 303-431-3939

Local theatre, music and art. Box office hours: Monday through Friday, 9 a.m. to 6 p.m, Saturday, 9 a.m. to 5 p.m, Sunday, 1 p.m. to 5 p.m. For more information, visit <http://www.arvadacenter.org/>

**Botanic Gardens:** 1005 York St., 303-575-2547

Summer Admission (May 1 to September 30): \$6.50 adults, \$4.50 seniors over 65, \$4.00 and children age 4-15 and students with ID, children under age 4 are free, members are free. Hours: Saturday through Tuesday, 9 a.m. to 8 p.m.; Wednesday through Friday, 9 a.m. to 5 p.m. Winter Admission: \$1 cheaper for each ticket than summer admission. Winter Hours: 9 a.m. to 5 p.m. daily.

**Boulder Philharmonic Symphony,** Boulder, 303-449-1343

**Buell Theatre**, 950 13th Ave., Denver, 303-640-2862  
Major productions and Broadway touring shows.

**Buffalo Bill's Grave**, 987 ½ Lookout Mountain Road, Golden, on Route 58, 303-526-0747.

**Children's Museum**: 2121 Children's Museum Dr., 303-433-7433 or 303-433-7444 (located at Exit 211 off of I-25.)  
Hours: 9 a.m. to 4 p.m., Tuesday through Friday; 10 a.m. to 5 p.m. Saturday and Sunday.  
Admission: under 1 year old, free; 1-2 years, \$3.50; 3-59 years, \$6.50; 60+, \$3.50.

**Colorado Philharmonic**, 303-674-5161

**Coors Brewery**, Golden, 303-277-2337, 13<sup>th</sup> and Ford Streets. Free tours and free beer. Hours: Monday through Saturday, 10 a.m. to 4 p.m.

**Denver City Parks**: Denver maintains over one hundred parks located throughout the city and on its outskirts. Described below are just a few, listed because of their size or proximity to Iliff.

City Park: East 17th Avenue and York St., golf, paddleboats, tennis, and other activities.

Denver Museum of Natural and Science and IMAX Theatre: at City Park, 303-322-7009

Summer Hours (Memorial Day through Labor Day): 9 a.m. to 5 p.m., open until 7 p.m. on Tuesday. Winter Hours: 9 a.m. to 5 p.m., closed December 25. Admission: \$8.00 adults, \$5.50 for children 3 to 12 and seniors 60+, members are free. IMAX Tickets: \$8.00 adults, \$5.50 children 3 to 12 and seniors 60+, members \$3.50. Combination Museum and IMAX tickets: \$12.00 adults, \$8.00 children 3 to 12 and seniors 60+.

Gates Planetarium: at City Park, 303-370-6351

Offers a variety of shows such as Laser Rock, Laserium, etc.

The Denver Zoo: at City Park, 303-376-4800.

Summer Hours (April 1 to September 30): 9 a.m. to 6 p.m. Winter Hours: 10 a.m. to 5 p.m. Gates close one hour prior to Zoo closing. Summer Admission: \$9.00 for adults (13 to 61), \$7.00 for seniors (62+), \$5.00 for children 4-12, children under 3 and members are free. Winter Admission: \$7.00 for adults, \$6.00 for seniors, \$4.00 for children 4-12, children under 3 and members free.

Observatory Park: S. Fillmore and E. Warren,

Observatory, 303-871-3222

Slide show, short lecture, and telescopic viewing weather permitting. October through March, Tuesdays and Thursdays 7:30 to 9:30 p.m., April through September, Tuesdays and Thursdays 8:30 to 10:30 p.m. Adults \$3.00, under 13 and seniors: \$2.00. New price changes may be in effect, call for further information.

Washington Park: South Downing and East Louisiana

10 lighted tennis courts, bike paths, jogging, swimming, boating, gardens.

Eisenhower Park: 4300 E. Dartmouth Ave., 303-758-9801

Outdoor pool open 7 days/week in summer. Admission: ages 18 and up, \$2.00; ages 1-17, \$.50 (Denver Parks & Rec ID not needed for pool). Recreation center open Mon.-Fri., summer 8:30 a.m.-7:00 p.m., winter 8:30 a.m.-8:30 p.m.; gym, weight room, game room. Denver Parks and Recreation ID required for those over age 6. Tennis courts free. Call for fees and times.

**Denver Mint**, 320 W. Colfax Ave., Denver, 303-837-3582

**Ocean Journey Aquarium**, U S WEST Park - 700 Water Street, Denver, 303-561-4450

Located near downtown Denver in U S WEST Park at 700 Water Street. Adjacent to the Children's Museum and across the Platte River from Six Flags Elitch Gardens. Summer Hours: 10 a.m. to 6 p.m. Regular Hours: 10 a.m. to 6 p.m.(Prices as of 7/31/02)

\$14.95 - Adults.  
 \$6.95 - Children ages 4 to 12  
 \$12.95 - Youth ages 13 to 17  
 \$12.95 - Seniors 65 and over  
 Free admission for Children 3 and under.

**Six Flags Elitch Gardens Amusement Park**, 2001 Elitch Circle, Denver, 303-595-4386

Region's largest amusement park. Located in the heart of downtown Denver.

One Day Tickets (as of 7/20/00)     \$32.99 - general admission  
    \$19.99 - seniors  
    \$19.99 – children (under 48")  
    Free - children age 3 and under and seniors age 70+

\$8.00 - parking

Season Passes are also available at Six Flags Elitch Gardens ticket booths and Guest Relations window.

**VIII. PUBLIC LIBRARIES**

Main Library, 1357 Broadway	303-640-8845
Ross-University Hills Library, 4310 E. Amherst	303-757-2714
Eugene Field Library, 810 S. University	303-777-2301

**IX. PUBLIC TRANSPORTATION/REGIONAL TRANSPORTATION DISTRICT (RTD)**

For RTD bus and Light Rail route information, call 303-299-6000, 6:00 a.m.-8:00 p.m. Monday-Friday, 8:00 a.m.-8:00 p.m. Saturday & Sunday. You may obtain bus schedules at the downtown terminal. Discount passes may be purchased there or at supermarkets. Also see <http://www.rtd-denver.com/> for more information.

6:00 am - 9:00 am and 4:00 p.m. - 6:00 p.m.     \$1.10 (peak)  
 9:00 am - 4:00 p.m. and 6:00 p.m. - 6:00 am     \$1.10 (off-peak)

**Rates**

Age 65+ and disabled	\$0.55 (off-peak only)
Express Routes	\$2.50
Regional (Boulder, DIA)	\$3.50
Children under 5	free
Transfers	free

**Books of Ten tickets**

Peak and Off Peak: \$ 8.25  
 Express: \$19.00  
 Regional: \$26.00

**Monthly Passes**

Peak and Off Peak: \$31.00  
 Express: \$70.00  
 Regional: \$98.00

**Student Monthly Passes**

Peak and Off Peak: \$19.00  
 Express: \$42.00  
 Regional: \$59.00

**Senior and Disabled Monthly Passes**

Peak and Off Peak: \$19.00  
 Express: \$42.00  
 Regional: \$59.00

**Routes in Iliiff and D.U. area** (Number is on front of bus)

Light Rail Line- 30th Ave. (Five Points) to Littleton. (transfer at Evans Station to #21)  
 #24 University Blvd. City Park and south to Southglenn Mall.  
 #21 - Evans Avenue, Aurora Mall to Light Rail Station.  
 #24x - Express to downtown via University Blvd.  
 #40 - Colorado Blvd., Crosstown from Hampden north to 34th Avenue, and Commerce

72nd and Quebec

City to

#0 - Broadway, downtown and Light Rail Station to Cinderella City and Littleton to Southglenn Mall (use #21 on Evans Ave. to transfer).  
 #12 - Downing St., Swedish Hospital to downtown (use #21 on Evans Ave. to transfer).

## X. RESTAURANTS

This listing is a sampling of what is in the nearby area. Check Friday's newspaper in the entertainment section for coupons good for discounts. Also check Gold C coupon books for additional discounts.

### **WITHIN WALKING DISTANCE OF ILIFF**

#### North of Campus

University Park Café	American	2345 East Evans Avenue	303-733-7376
Star Supermarket	Groceries, Deli	2357 East Evans Avenue	303-777-0495
Mustard's Last Stand	Hotdogs, Hamburgers	2081 S. University	303-722-7936
Coos Bay	Bistro	2076 S. University	303-744-3591
Blackjack's Pizza	Delivery/Pick-up	2075 S. University	303-722-5222
Tree House Cafe	Deli, Bakery	2043 S. University	303-733-7530
Peaberry Coffee		2028 S. University	303-282-7236
Isle of Singapore	Chinese	2022 S. University	303-777-8388
Red Dragon	Chinese	2021 S. University	303-722-8888
Pita Jungle	Lebanese	2017 S. University	
The Border	Mexican	2014 S. University	303-722-9880
Subway	Sub-sandwiches	2008 S. University	303-744-2944
Starbucks Coffee		2000B S. University	303-733-9377
Bruegger's Bagels	Breakfast/Lunch	2000A S. University	303-777-7600

#### West of Campus

Jerusalem Restaurant	Middle Eastern	1890 East Evans	303-777-8828
Spanky's Road House	Hamburgers & Shakes	1800 East Evans	303-733-6886
Piccolos	Italian and Mexican	1744 East Evans	303-722-4955
Tokyo Joe's	Japanesse	1700 East Evans	303-722-7666
Chipotle Grill	Burritos	1644 East Evans	303-722-4121
Anthony's	Pizza and Pasta	1628 East Evans	303-744-3137

#### South of Campus

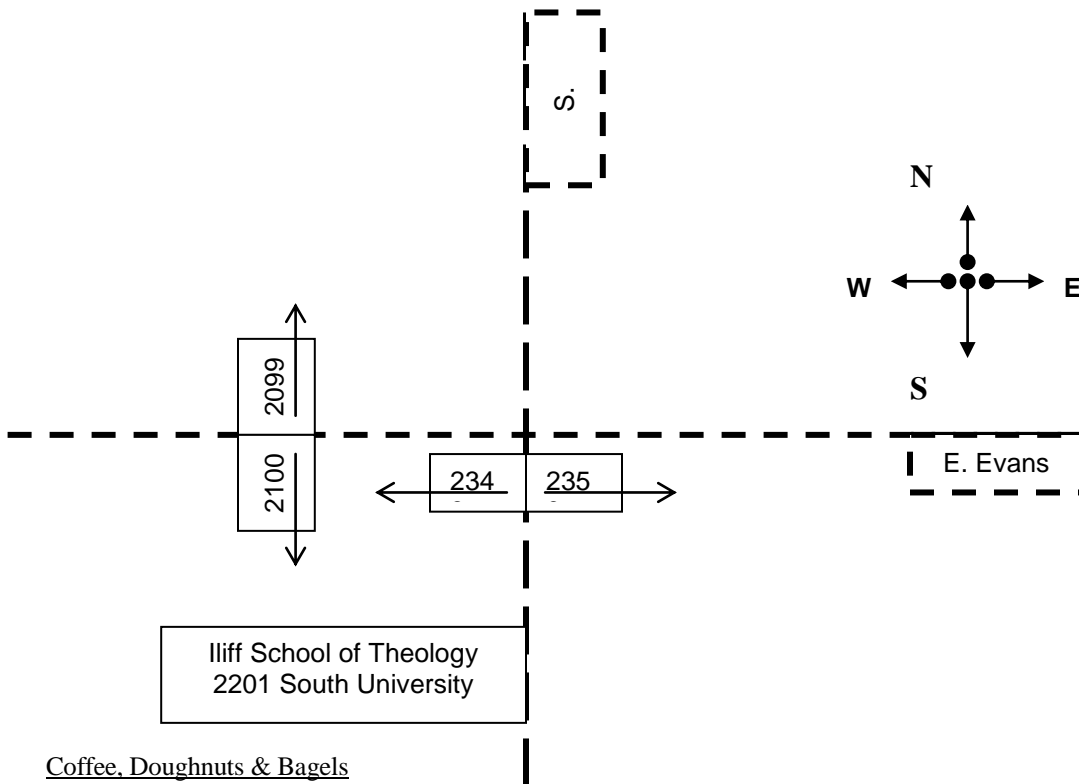
Hong Kong Café	Chinese & Vietnamese	2401 S. University	303-733-8250
Quiznos	Sub-sandwiches	2442 S. University	303-733-3354
Casablanca	Moroccan	2488 S. University	303-871-0494

### **OTHER RESTAURANTS NEAR ILIFF**

Bennigan's	S. Colorado and Mexico	303-753-0272
Beau Jo's Pizza	2710 S. Colorado Blvd.	303-758-1519
Bonnie Brae Tavern	740 S. University (Old neighborhood standard. Pizza and American)	303-777-2262
Denny's	E. Evans and S. Colorado	303-757-8033
Fagan's	1135 E. Evans	303-778-6426
Fratelli's	1200 E. Hampden (Old Hampden)	303-761-4773
Harvest Restaurant/Bakery	430 S. Colorado (natural foods)	303-399-6652
Healthy Habits	865 S. Colorado Boulevard (natural foods)	303-733-2105
Le Peep	S. Colorado and Mexico	303-759-3388
Perkins	1995 So. Colorado Blvd.	303-757-7155
Poppies	2334 S. Colorado	303-756-1268
Village Inn	1595 S. Colorado	303-756-8702

#### Fast Food

Baskin Robbins	2145 S. Colorado
Bonnie Brae Ice Cream	799 S. University
Burger King	1233 S. Colorado or Evans and So. Broadway
Dairy Queen	2334 S. Colorado
McDonald's	1195 S. Colorado
Taco Bell	2300 S. Broadway (at Iliff)



Coffee, Doughnuts & Bagels

Winchell's Doughnuts 1505 E. Evans

Special Atmosphere

Casa Bonita	6715 W. Colfax (special decor and live entertainment)	303-232-5115	
Trail Dust Steak House	7101 S. Clinton, Englewood	303-790-2420	
White Fence Farm	6263 W. Jewell, Lakewood		303-935-5945
(family atmosphere- includes playground, antique shop, farm animals to pet and feed.)			

Dinner Theaters:

Country Dinner Playhouse	Arapahoe Rd., Denver, E. of I-25	303-771-1410
Heritage Square Music Hall	#5 Heritage Square, US 40, off I-70, Golden	303-279-7880

XI. SCHOOLS

You can reach the Denver Public School Board at 764-3200. Public Information, 764-3414. Schools serving the Iliff campus area include:

University Park Elementary (kindergarten-2nd grades)	2300 South St. Paul Street,
Columbine Elementary (third-fifth grades)	29th Avenue and Columbine St.,
Merrill Middle School	1550 S. Monroe St., (sixth-eighth grades)
South High School	1700 E. Louisiana Ave.

XII. SHOPPING

Grocery Stores - Wednesday newspapers carry ads and coupons.

King Sooper's	E. Evans and S. Monaco; 825 S. Colorado Blvd.
Safeway	E. Evans and S. Downing; S. Colorado and Mexico
Orowheat Bakery Thrift Store	5050 E. Evans

Wild Oats Grocery	1111 S. Washington
<u>Lumber Yards and Hardware Stores</u>	
Chase Lumber	E. Evans and S. Colorado
Hugh M. Woods	E. Florida and S. Holly
University Park Lumber	1810 W. Oxford
The Home Depot	860 S. Colorado Blvd.
University Hills Ace Hardware	S. Colorado (near Yale) in University Hills Plaza
<u>Second Hand Stores</u>	
Army and Navy Surplus Store	3524 S. Broadway
Goodwill	4011 S. Broadway
Salvation Army	2205 E. Colfax, 821 Broadway
Unique Thrift Shop	W. Evans & Federal
Value Village	1515 S. Broadway
<u>Major Shopping Centers</u>	
Aurora Mall	Alameda & Abilene (I-225 north, exit Mississippi, go north )
Buckingham Square	Havana and Mississippi (Aurora)
Cherry Creek Mall	First Ave. and Steele St.
Sixteenth St. Mall	Downtown Denver
Southglenn Mall	S. University and Arapahoe Rd.
Southwest Plaza	S. Wadsworth and W. Bowles
<u>Cleaners</u>	
Dependable Cleaners	University Hills Shopping Center
Silver State Cleaners	2004 S. University
<u>Auto Mechanics &amp; Bike Shops</u>	
Conoco	E. Evans and Franklin
Firestone	2000 So. University Blvd.
Grease Monkey	2 blocks south of Iliff on University
Campus Cycles	2102 S. Washington at Evans
Denver Spoke Bike Shop	1715 E. Evans
Performance Bicycle Shop	2540 S. Colorado Blvd.
<u>Books</u>	
Books Unlimited	2070 S. University Blvd
Barnes and Noble	960 S. Colorado Blvd.
Tattered Cover Book Store	2955 E. First Ave.
Capitol Hill Books (used books)	300 E. Colfax

### XIII. TAXIS

Yellow Cab	303-777-7777
Metro Cab	303-333-3333
Freedom Cab	303-292-8900

### XIV. TELEPHONE SERVICE

For new residential service, call Qwest 800-244-1111

## **DIRECTORY (Are we going to put this on the web site?? Maybe just the adjunct and staff section????)**

### EMERITUS AND RETIRED FACULTY

Louis W. Bloede	Director Emeritus of Ministerial Studies
Donald E. Bossart	Associate Professor of Interpersonal Ministries, Retired
H. Edward Everding, Jr.	Professor Emeritus of Religious Education and New Testament
Charles S. Milligan	Professor Emeritus of Philosophy of Religion
Harvey H. Potthoff	Professor Emeritus of Christian Theology
Clarence H. Snelling, Jr.	Professor Emeritus of Teaching Ministries
John D. Spangler	Associate Professor of Pastoral Care and Psychology of Religion, Retired
J. Alton Templin	Professor Emeritus of Historical Theology and Church History

### VISITING SCHOLAR 2003-2004

Gene Tucker, Visiting Scholar in Hebrew Bible  
Professor Emeritus, Emory University

### ADJUNCT FACULTY AND VISITING SCHOLARS

Loring Abeyta  
Justice and Peace

Fred Abrams  
Ethics

Eileen Murphy Blasius  
Writing

Bonita Bock  
Advanced Field Education

Philip Campbell  
Advanced Field Education

Gail Erisman Valeta  
Justice and Peace

Carla Ficke  
Sacred Dance

Rachel Harding  
Religion and Human Transformation

Jackie Hibbard  
Advanced Field Education

Mary Hulst  
Baptist Polity

Gail Murphy Geis  
United Methodist Studies

George Keyworth  
Comparative Religions

Samantha Joo  
Hebrew Bible

Gerald Lang  
Disciples Polity

Eunsang Lee  
Advanced Field Education

Kevin Moore  
Greek Language

Rob Prince

Justice and Peace Studies  
Benjamin Riggs  
Ritual and Worship  
Peter Sawtell  
Justice and Peace  
Liyakat Takim  
World Religions  
Mary Ann Van Buskirk  
Advanced Field Education  
Jane E. Vennard  
Senior Adjunct in Spirituality

#### **ANGLICAN STUDIES PROGRAM**

Gregory Allen Robbins  
Director of the Anglican Studies Program  
Sarah A. Berlin  
Anglican Studies  
Albert Halverstadt, Jr.  
Anglican Studies  
James R. Harlan  
Anglican Studies  
Lawrence R. Hitt II  
Anglican Studies  
Frank Nowel  
Anglican Studies  
William Pounds  
Anglican Studies  
Christy Shain-Hendricks  
Anglican Studies  
Ephraim Radner  
Anglican Studies  
Susan Weeks  
Anglican Studies

#### **VISITING FACULTY FROM THE CENTER FOR JUDAIC STUDIES, UNIVERSITY OF DENVER**

Frederick E. Greenspahn  
Judaic Studies, Department of Religious Studies  
David B. Shneer  
Director, Center for Judaic Studies, Department of History  
Leah Garrett  
Judaic Studies, Department of English  
Gregory Allen Robbins  
Judaic Studies, Department of Religious Studies

#### **VII. ADMINISTRATIVE OFFICERS AND STAFF**

##### **Academic Affairs, including Summer School (303) 765-3105**

Senior Vice President and Dean of Academic Affairs  
Thomas Troeger (303)-765-3183  
Administrative Assistant to the Dean of Academic Affairs, Coordinator of the Summer Program  
Stephanie Yuhas(303)-765-3105  
Director of Academic Services  
Joan Van Becelaere (303) 765-3106



**Admissions and Student Services (Admissions, Financial Aid, Registrar, & Community Life)  
(303) 765-3117**

Vice President for Student Services

Matthew R. Wehrly (303) 765-3118

Director of Recruitment and Admissions

Leah McCullough (303) 765-3107

Administrative Assistant

Waverly G. Sprouse

Director of Financial Aid

Peggy J. Blocker (303) 765-3114

Registrar

Carmen Baca (303) 765-3127

Community Life Office

(303) 744-1287 x. 202

**Bookstore (303) 765-3120**

Manager of the Cokesbury Bookstore at Iliff

Joanne Kuemmerlin-McLean

**Business Office, Loans and Repayments (303) 765-3125**

Vice President for Business Affairs and Chief Fiscal Officer

Kelly McCormick

Payroll

Mahnosh Ghozati

Accounts Payable

Diana Mapes

Cashier

Marilyn Lafferty

Controller

Sandra Harkovich

**Counseling Office (303) 765-3130**

Counselor

Dana Max

**Doctor of Ministry Program: Preaching in the Practice of Ministry (303) 765-3137**

Director of the Doctor of Ministry Program

Thomas Troeger

Program Administrator for the Doctor of Ministry Program

Sandra Smith

**Facilities (303) 744-3186**

Director of Facilities Management

Jerry Eno

Assistant Director

William Watson

Administrative Assistant

Alisha Eno

Facilities Staff

Gina Farris

George Gleason

Jesse Flores

**FaithTrek (303) 765-3175**

Director

Anne Walker  
Assistant Director  
Allyson Sawtell

**Housing & Information Services (303) 765-3190**

Director  
Dotty Creager  
Staff  
Patsy Romero  
Barbara Johnson

**Iliff Institute for Lay and Clergy Education-Continuing Education (303) 765-3134**

Director  
Rebecca Youngblood  
Administrative Assistant  
TBA

**Information Technology Office (303)765-3124**

LAN Administrator  
Rebecca Suarez

**Institutional Advancement – Fund Raising and Alumni/ae Relations (303) 765-3111**

Vice President for Institutional Advancement  
John Burtness  
Secretary to the Development Office  
Alison Kattleman  
Director of Gift and Estate Planning  
Lynda Wright  
Coordinator, Annual Fund and Alumni Relations  
Donna Chrislip  
Development Data Base Administrator  
TBA

**Ira J. Taylor Library (303) 765-3173**

Director of the Library and Information Services  
David Suiter  
Public Services Librarian  
Laura Harris  
Technical Services Librarian  
Alice I. Runis  
Catalog Librarian; Coordinator of Archives and Special Collections  
Katherine Artus  
Circulation and Interlibrary Loan Assistant  
Katie Fisher  
Library Services Coordinator  
Debbie Creamer

**Joint Doctoral Program (303) 765-3136**

Director of the Joint Ph.D. Program  
Sheila Greeve Davaney  
Administrative Assistant for the Joint Ph.D. Program  
Andy Downing

**Justice and Peace Studies Office (303) 765-3191**

Coordinator  
Dana Wilbanks

Associate Coordinator  
Gail Erisman Valeta

**Marketing Communications (303) 765-3109**  
Greta Gloven

**Office of Ministry Studies (303) 765-3115**  
Director of Ministry Studies  
Jeffrey Mahan  
Director of Chapel and Spiritual Life  
Virginia (Ginny) Chase  
Administrative Assistant for Ministry Studies  
Liz Evans

**Office of the President (303) 765-3102**  
President  
David Maldonado, Jr.  
Executive Assistant to the President  
Lori Melhus

**Room Reservations (303) 765-3187**  
Alisha Eno

**Russian Theological Education Initiative (303) 765-3188 (Maggi Mahan)**  
Suzanne Calvin  
Contact through Maggi Mahan (303) 765-3188

**Scholarships & Financial Aid (303) 765-3114**  
Director of Financial Aid  
Peggy J. Blocker

**Administrative Assistants for the Faculty**  
Leslie Greer - 4<sup>th</sup> Floor (303) 765-3193  
Maggi Mahan - 3<sup>rd</sup> Floor (303) 765-3188  
Sandra Smith - 2<sup>nd</sup> Floor (303) 765-3137

**Veteran's of Hope Project (303) 765-3194**  
Director  
Rachel Harding  
Archivist and Special Projects Manager  
Maaraidzo Mutambara

**Webmaster (303) 765-3137**  
Sandra Smith

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