

September 1, 2006

## **INTRODUCTION**

- I. Mission of The Iliff School Of Theology
- II. Master's Student Handbook & Handbook Updates
- III. General Policies

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 Student 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 (adopted 2005)**

The Iliff School of Theology is a graduate theological school of the United Methodist Church. Its central mission is the education of persons for effective ministry in Christian churches and other religious communities, for academic leadership, and for the cultivation of justice and peace in local and global contexts. Iliff affirms its United Methodist identity and its liberal Christian heritage, grounded in scriptures and traditions, critical thinking, and openness to emerging truths, including those derived from science, experience, and other faith traditions. In a world fragmented by religious and ideological conflicts, Iliff promotes theological scholarship and dialogue to foster transformative possibilities for humanity and nature.

In the pursuit of this mission,

- Iliff strives to be academically excellent, spiritually vital, and socially transformative.
- Iliff seeks to prepare students for effective ministry through the integration of theory and practice.
- Iliff plays a unique educational role in the vast Western region of the United States.
- Iliff is committed to being ecumenical, interfaith and globally conscious in the best United Methodist tradition.
- Iliff collaborates with the University of Denver, linked by historic ties and current programs.
- Iliff celebrates its ties with other historic members of the Methodist denominational family, especially those of African-American heritage.
- Iliff hosts a program in Anglican Studies and promotes institutional relationships with many other denominations and religious communities.
- Iliff serves a broad student constituency, representing more than 30 faith traditions and cultures, and continually seeks to broaden this constituency.
- Iliff provides theological resources for wider publics beyond its student body through non-degree programs and community outreach.

- Iliff is committed to modeling the values it embraces: diversity, mutual respect, accountability, honest communication, critical self-reflection, curiosity, creativity and a sense of adventure.

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 Spiritual Formation & 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.

Iliff's 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 UPDATES**

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 2006-2007 academic year are bound by the academic requirements and procedures for that degree as specified in the 2006-2007 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 Updates*.

The information in the *Handbook* and *Handbook Updates* 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. Iliff reserves the right to change such provisions as needed.

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 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, sexual identity or age in its programs and activities. The vice president for 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. Iliff Community Covenant
- II. Standards of Community Conduct
- III. Protection Against Sexual Misconduct
- IV. Health and Dental Insurance
- V. Colorado Immunization Regulations
- VI. Disability Accommodations
- VII. Inclement Weather Announcements
- VIII. Inclusive Language
- IX. Chapel
- X. Alcohol, Drugs and Controlled Substances
- XI. Campus Security
- XII. Changing/Requesting Exceptions to Non-Academic Policies
- XIII. Iliff Ombudsperson
- XIV. Special Needs of Theological Students

## **I. ILIFF COMMUNITY COVENANT (as of Spring 2005)**

### Preamble

The covenant for community is an effort to live out the vision and mission of the Iliff School of Theology and to embody the values expressed therein. As members of the Iliff community, we aspire to abide by the processes set forth in our respective handbooks (students, trustees, faculty, staff) and the principles of interaction outlined below.

### Covenant

As a member of the Iliff community, I covenant:

- To respect the worth and dignity of every human person, and the value of all creation.
- To commit myself to always act with integrity. To nurture my own and others' potential. To respect divergent viewpoints in an effort to establish community. To encourage a challenging intellectual environment through the cultivation of critical reflection, curiosity, creativity, and a sense of adventure.
- To encourage openness to transformation by learning through open, honest, and respectful dialogue with one another.
- To honor the critical importance of receiving an education of enduring worth and value through The Iliff School of Theology. To hold myself accountable for my own growth, as an individual and a professional.
- To honor the rights of others to receive that education and to respect their personal and professional growth.
- To form a diverse community that respects and empowers one another and seeks to serve others. To strive to make Iliff a place that cultivates justice and peace in local and global contexts.
- To treat those inside and outside of the Iliff community with respect. To seek reconciliation when I offend or am offended.
- To behave in a way that supports and advances the mission of the school. To keep in mind the needs of the Iliff community and to clearly distinguish when I speak for myself and when I speak for the institution.

## **II. 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 academic vice president/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 academic vice president/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 academic vice president/dean determines that no reasonable basis for the complaint exists, the academic vice president/dean shall notify both the complainant and the accused student in writing. If the complainant does not accept the academic vice president/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 academic vice president/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 academic vice president/dean shall refer the matter to the Community Conduct Committee in accordance with the procedure outlined below;
  2. or the academic vice president/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 academic vice president/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 academic vice president/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 academic vice president/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 academic vice president/dean or a designee, and one other person selected by the academic vice president/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 academic vice president/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 academic vice president/dean.
- h. The student will be allowed to enter campus to attend hearings, or for other necessary purposes, as authorized by the academic vice president/dean.

### Committee Phase

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

- a. The academic vice president/dean will appoint a Community Conduct Committee normally including faculty, staff, and at least one student. The academic vice president/dean designates the chair of the committee. The Community Conduct Committee shall be appointed within 5 business days of the academic vice president/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 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.

1. The committee decides by majority vote whether a violation of community conduct has occurred and levies any appropriate sanctions.

### Reporting

1. The decision of the committee shall be issued in writing to the academic vice president/dean and the president. The academic vice president/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.
2. The committee shall inform the complainant that the matter has been resolved and may determine whether to share further information.

### **APPEALS**

1. An accused student may appeal the committee's final decision to the president within ten business days after receiving written communication of the decision.
2. The president may consult with the academic vice president/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.
3. 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.
4. 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**

1. 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.
2. 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.

### **III. PROTECTION AGAINST SEXUAL MISCONDUCT**

Adopted by the Board of Trustees, January 1994.

Note: This policy is under review and may be updated in academic year 2006-2007.



## **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 academic vice president/dean or the president in writing.

Investigation of a complaint will be conducted by the academic vice president/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 academic vice president/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:
- C. A Sexual Misconduct Panel of three members will be appointed by the president in consultation with the academic vice president/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.
- D. 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.
- E. 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.
- F. 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.

#### **IV. 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 or receipt for payment for an insurance policy. Please contact the Office of Admissions at (303) 765-3117 for more information.

#### **V. 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 to be recorded. Please see the Office of Admissions for more information.

#### **VI. 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 David Worley, the coordinator of Student Services, 303-765-3107, [dworley@iliff.edu](mailto:dworley@iliff.edu). 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, 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 in cooperation with the Audio Visual Services in the Library. Receivers are also available for public use for special events. Please contact David Worley, 303 765-3107.

## **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

Uiff will engage in a collaborative effort with students having disabilities to reasonably accommodate such students' needs. Students are encouraged to contact the Office of Student Services, 303-765-3107, about their needs for specific accommodations. Accommodations are arranged on an individual basis.

It is crucial that students contact Student 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
- Use of Reading software

### 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 Student 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.

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 Student Services to discuss concerns about their course work.

Students with disabilities are also encouraged to inform their advisor of their disability.

#### Procedures

- Contact the Office of Student Services.
- Submit a letter and/or form requesting specific accommodations.
- Provide eligibility documentation as requested.
- Inform faculty and request accommodations before the beginning of a course.

### **VII. INCLEMENT WEATHER ANNOUNCEMENTS**

In the case of inclement weather the president in consultation with the academic vice president/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 5:15 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 (303) 744-1287 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 all offices closed. Instructors are not to meet with their classes. Likewise, instructors are not to cancel classes due to weather without an official decision

### **VIII. 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.

### **IX. CHAPEL**

Iliff Worship is an occasion for unity in diversity. Worship is both a time for various individuals and constituent groups to lead the body according to their diverse traditions, and for the community as a whole to share in a common experience.

Worship services during 2006-2007 are scheduled three times each week during each quarter: 5:15 – 5:55 pm on Tuesday in Great Hall, 11:10-Noon on Wednesday and 12:00-1:00 pm on Thursday (Anglican services) in the Chapel. 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. Anglican students (everyone is welcome!) gather for Noonday Prayer at 12:05 p.m. on Mondays, Tuesdays and Fridays in S-110, and for Evening Prayer at 5:00 p.m. daily in the Iliff Chapel (I-305). The Tuesday evening service is primarily preaching and singing with a band. Wednesday morning services include academic

convocations as well as a wide variety of traditions and formats. Thursday noon services follow the Book of Common Prayer for Eucharist.

The overall responsibility for planning group worship rests with the dean of the chapel and a worship committee composed of representatives of the student body, faculty, and staff. Individual service planning teams for Wednesday services are recruited from the student body. These teams are expected to work with the “Guidelines for Worship Planners” adopted by the worship committee. Students, faculty, staff and guests are invited to preach the Tuesday services. The Director of Anglican Studies invites guest celebrants for Thursday worship. Questions or concerns about the use of the Chapel or worship practices should be referred, as appropriate, to the dean of the chapel, the Iliff Worship Committee, the Anglican Studies Program, or the Office of the President.

“Guidelines for Worship Planners” may be found on the Iliff Intranet under worship.

## **X. 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.

Because the School recognizes that its programs have a clear and definite development impact on 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 vice president for student services and/or the academic vice president/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.

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, the student to the Office of Academic Vice President & Dean of the Faculty must report all convictions of drug offenses occurring on School premises within five days of such conviction.

## **XI. CAMPUS SECURITY**

Iloff has always been concerned with the safety of students, employees and visitors and their physical possessions on campus. Over the years, Iloff 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 Iloff 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 Iloff Campus and contacts the Denver Police Department when appropriate.

During the first month of the fall quarter (usually by October 15) Iloff makes crime-prevention literature available in the Iloff Hall lobby. The literature is produced with the assistance of the D.U. Security and focuses on safety on a college campus.

## **XII. 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 Iloff.

### **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**

- 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 academic vice president/dean.

- The special committee normally includes faculty, staff, and at least one student, depending on the nature of the issue involved. The academic vice president/dean designates the chair of the committee.
- 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.
- The purpose of the initial meeting with the committee will be to clarify the problem and determine an appropriate resolution.
- 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.
- 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.
- 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 academic vice president/dean.



- B. The special committee shall normally include faculty, staff, and at least one student, depending on the nature of the issue involved. The academic vice president/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.

## **XIII ILIFF OMNSBUDSPERSON**

The Iliff ombudsperson is a designated neutral or impartial dispute resolution practitioner. The ombudsperson provides confidential and informal assistance to students, staff, faculty and administrators of the Iliff community.

As a neutral third party, the ombudsperson does not advocate for the Iliff School of Theology or for either party in a dispute. The objective is to provide a process for achieving a fair and reasonable settlement. The ombudsperson provides confidential, impartial complaint-handling services for students, staff, faculty and administrators.

The ombudsperson is available to assist with complaints involving interpersonal misunderstandings or disputes as well as complaints involving academic or administrative issues and attempts to help individuals resolve their concerns fairly and, if possible, informally.

The ombudsperson is appointed by and is accountable to the president, but operates independently as a supplement to existing administrative or formal grievance procedures and is without formal decision-making authority.

The ombudsperson can:

- Listen and discuss questions, concerns and complaints
- Help evaluate various options to address concerns
- Answer questions or help find others who can
- Explain Iliff policies and procedures
- Facilitate communication between people
- Advise individuals about steps to resolve problems informally

- Advise individuals about formal and administrative options, including possible use of grievance procedures detailed in faculty, staff and student handbooks
- Mediate disputes to seek “win-win” resolution of problems
- Make appropriate referrals when informal options don’t work
- Point out patterns of problems/complaints to administrators

The Iliff ombudsperson for 2006-2007 will be announced later in Fall 2006.

## **XIV. 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.

Examples of possible special need situations include, but are not limited to: personal and professional difficulties rising 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.

The Special Needs 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 academic or community conduct. 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**

### Concerns

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 academic vice president/dean of the faculty.

### Information Gathering Phase

- a. The academic vice president/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 academic vice president/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 academic vice president/dean concerning the course of action and verify whether or not the academic vice president/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 offers reasons why it is inappropriate to be part of this process, the academic vice president/dean may appoint an appropriate substitute.

### Committee Phase

- a. If the initial course of action does not meet the special need to the satisfaction of the academic vice president/dean, director of Ministry Studies, advisor or student, the academic vice president/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 two faculty members appointed by the academic vice president/dean, the director of the Iliff Counseling Service, the director of Ministry Studies, and the academic vice president/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 academic vice president/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 academic vice president/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 academic vice president/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 academic vice president/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 academic vice president/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 academic vice president/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 academic vice president/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 academic vice president/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 academic vice president/dean.

## **APPEALS**

1. The student may appeal the subcommittee's decision to the president within ten business days after the academic vice president/dean's written communication of the decision to the student.
2. 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. An attorney may not accompany the student. The student must communicate the name of the accompanying person two business days in advance of the meeting.
3. 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.
4. 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. M.S.W. Cooperative Program
- VI. Outcomes Assessment Process (Updated by the Iliff Curriculum Committee, May 2006)

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 the *Personal and Professional Formation* section of this *Handbook*.)

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 academic vice president/dean and faculty

## **MDIV - REQUIREMENTS CHECK LIST**

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

	1SQ 100	World Religions (4 credits) also a prerequisite for 1SQ 106.
Students then take <b>one of the following</b> 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 & Christianities in the Americas, Asia, & 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: Practical Theology, Social Analysis and Religious Leadership**

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
5SQ106	The Church in Contemporary American Society (3 credits) or: BV 2373 Congregations: Leadership, Cultures & Contexts (3 credits. Recommended for M.Div. students.)
5SQ 108	Ritual and Worship (3 credits)

**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.)
Practica	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 Education placement
	Phase III – to be completed by graduation. In some cases, Ministry Studies or the student's advisor may require Phase III be completed at an earlier time.

**Personal and Professional Formation Requirements**

See the *Personal and Professional Formation* section below.

## 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.

## Student Assessment Process

To insure the breadth and depth of the educational experience, the degree program requirements ordinarily follow a pattern in which students are guided by advisors through an outcomes assessment process leading to graduation. Appropriate forms and essays are described in the Assessment section below and must be completed for graduation.

## **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.

The fee for graduation from an Iliff masters level degree program is \$150. 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 academic vice president/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.
- Completion of the Assessment Process, including the 40/60 Credit Review and Graduation Portfolio. See the section on the Student Assessment process below.

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 who are enrolled in the Master of Divinity degree program and who wish 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 degree listed in this catalog (Please see the Course List section of the catalog for complete class descriptions).

A form declaring intent to earn the concentration must be completed in the Student Services Office.

### Required Concentration Courses

#### *Proseminars*

BL 2305 Race, Gender, Class: an Historical and Social Scientific Analysis of Individual, Institutional and Systemic Racism, Sexism and Classism in the Modern World (4 credits)

BJ 2310 Ethical Perspectives on Justice and Peace (4 credits) (Formerly titled “Theories & Methods in Justice and Peace.”)

BR 2315 Justice and Peace Struggles: Contemporary and Historical Perspectives (4 credits)

Examples of recently offered Justice and Peace Struggles courses include: Modern Dynamics of the Middle East Hate; The Holocaust, Anti-Semitism and Christian Theology; Conflict Transformation; Eco-Justice.

#### *Field Education*

PPF 201, 202, 203 Advanced Field Education. This M.Div. requirement needs to be arranged in consultation with the Ministry Studies Office and the Justice and Peace Office.

#### *Praxis Seminars*

BV 2340, 2341, 2342 Justice and Peace Praxis Seminars. At least 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 quarter. Since the topics change, students 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 SPIRITUAL FORMATION & RELIGIOUS LEADERSHIP)**

The Master of Arts in Specialized Ministry (M.A.S.M.) is a professional 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 certification and/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**

To graduate, students must meet the requirements as specified in the catalog and the *Masters Student Handbook* of their year of matriculation. Requirements of the degree are course credits and grades, sequence requirements, and personal and professional formation requirements (which include colloquia, field education, practica, consultation and guidance, and professional fitness and competence.

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 a 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 MASM sequence 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.

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.

### **Personal and Professional Formation Requirements**

Personal and Professional Formation includes Consultation and Guidance, Field Education and Practica. See the *Personal and Professional Formation* section below.

### **Student Assessment Process**

To insure the breadth and depth of the educational experience, the degree program requirements ordinarily follow a pattern in which students are guided by advisors through an outcomes assessment process leading to graduation. Appropriate forms and essays are described in the Student Assessment section below and must be completed.

## **MASM REQUIREMENTS BY AREA OF SPECIALIZATION**

### **Justice and Peace**

#### **Sequence and Specialization Course Requirements**

All sequence and specialization courses must be completed with a grade of C or better.

Any Course from Sequence I	3 credits
Any Courses from Sequence II	6 credits
Any Courses from Sequence III	4 credits Preferably 3SQ 103 Christianity in the Modern World
Courses from Sequence IV	7-8 credits. 4SQ 105 Ethical Analysis and Advocacy must be included along with one other course in Seq. IV for a total of 7-8 credits in Seq. IV.
Any Courses from Sequence V	6 credits Preferably includes 5SQ 106 Church in Contemporary American Society and/or BV 2373 Congregations: Leadership, Cultures & Contexts.
J&P Proseminars	12 credits
BL 2305 Race, Gender, Class	
BJ 2310 Ethical Perspectives on Justice and Peace	
BR 2315 Justice and Peace Struggles)	
J&P Praxis Seminars	3 credits
BV 2340, 2341, 2342 (any combination)	
Other Justice and Peace electives	9-10 credits Depending on credits taken in Seq. IV

#### **Personal and Professional Formation Requirements**

Colloquium/Basic Field Education	3 credits
Advanced Field Education	6 credits
Consultation and Guidance	Phases I, II & III
Three Practica	

#### **General Electives**

General Electives	20 credits
Electives can be related to specialization or other fields of interest or further study in Sequence courses.	

**TOTAL CREDITS FOR MASM in J&P                    80 CREDITS**

#### *Proseminars:*

BL 2305 Race, Gender, Class: A Historical and Social Scientific Analysis of Individual, Institutional and Systemic Racism, Sexism and Classism in the Modern World (4 credits)

BJ 2310 Ethical Perspectives on Justice and Peace (4 credits)

BR 2315 Justice and Peace Struggles: Contemporary and Historical Perspectives (4 credits)  
 A few examples of recently offered Justice and Peace Struggles courses include: Iraq; The Holocaust, Anti-Semitism and Christian Theology; Conflict Transformation; Eco-Justice, Immigration and the New Global Economy; Spirituality and Non-violence; Engaging the Powers.

*Field Education:*

Advanced field education or internship is required and needs to be arranged in consultation with the Field Education office and the Justice and Peace Studies Office. (6 credits minimum).

*J&P Praxis Seminars:*

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. A minimum of 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).

**MASM IN J&P - REQUIREMENTS CHECK LIST**

Any Course from Sequence I	3 credits
Any Courses from Sequence II	6 credits
Any courses from Sequence III	4 credits. Preferably 3SQ 103 Christianity in the Modern World
Courses from Sequence IV	7-8 credits. 4SQ 105 Ethical Analysis and Advocacy must be included along with one other course in Seq. IV for a total of 7-8 credits in Seq. IV.
Any Courses from Sequence V	6 credits. Preferably includes 5SQ 106 Church in Contemporary American Society and/or BV 2373 Congregations: Leadership, Cultures & Contexts.
BL 2305	Race, Gender, Class 4 credits
BJ 2310	Ethical Perspectives on Justice and Peace 4 credits
BR 2315	Justice and Peace Struggles 4 credits
BV 2340, 2341, 2342 (any combination)	J&P Praxis Seminars 3 credits
Justice and Peace Electives	9-10 credits Depending on credits taken in Seq. IV
PPF 101, 102, 103	Colloquium/Basic Field Education 3 credits
PPF 201, 202, 203	Advanced Field Education 6 credits
Consultation and Guidance	Phases I, II and III
Practica	3
General Electives	20 credits

**Total Credits for MASM in J&P**    **80 credits**

**Pastoral Care**

All sequence and specialization courses must be completed with a grade of C or better.

**Sequence and Specialization Course Requirements**

- Any Course from Sequence I 3 credits
- Any Courses from Sequence II 6 credits
- Any Course from Sequence III 4 credits
- Courses from Sequence IV 10-12 credits  
 4SQ 108 Pastoral Theology & Care (4 credits) must be included along with two other courses in Seq. IV for a total of 10-12 credits in Seq. IV
- Any Courses from Sequence V 6 credits
- Pastoral Care electives 18-20 credits. Depending on credits taken in Seq. IV.

**Personal and Professional Formation Requirements**

- Colloquium/Basic Field Education 3 credits
- BV 3115 Clinical Pastoral Education (CPE) 8 credits (1 Unit)
- Consultation and Guidance Phases I, II & III)
- Three Practica

**General Electives**

General Electives 20 credits. Electives can be related to specialization or other fields of interest or further study in Sequence courses.

**TOTAL CREDITS FOR MASM IN PASTORAL CARE**

**80 CREDITS**

<b><u>MASM IN PASTORAL CARE - REQUIREMENTS CHECK LIST</u></b>	
Any Course from Sequence I	3 credits
Any Courses from Sequence II	6 credits
Any Course from Sequence III	4 credits.
Courses from Sequence IV	10-12 credits. 4SQ 108 Pastoral Theology & Care (4 credits) must be included along with two other courses in Seq. IV for a total of 10-12 credits in Seq. IV.
Any Courses from Sequence V	6 credits
Pastoral Care Electives	18-20 credits. Depending on credits taken in Seq. IV.
PPF 101, 102, 103	Colloquium/Basic Field Education 3 credits
BV 3115 Clinical Pastoral Education	8 credits
Consultation and Guidance	Phases I, II and III
Practica	3
General Electives	20 credits
<b><u>Total Credits for MASM in Pastoral Care</u></b>	<b><u>80 credits</u></b>

**Spiritual Formation and Religious Leadership**

(including spiritual direction; religious education; the Benet Hill Spiritual Direction program; and denominational history, polity or doctrine.) All sequence and specialization courses must be completed with a grade of C or better.



### Sequence and Specialization Course Requirements

Any Course from Sequence I	3 credits
Any Courses from Sequence II	6 credits
Any Course from Sequence III	4 credits
Any Courses from Sequence IV	6-8 credits
Any Courses from Sequence V	9-10 credits
Formation/Leadership Electives	20-23 Depending on credits taken in Seq. IV and V

### Personal and Professional Formation Requirements

Colloquium/Basic Field Education	3 credits
Advanced Field Education	6 credits
Consultation and Guidance	Phases I, II & III
Three Practica	

### General Electives

General Electives	20 credits
-------------------	------------

Electives can be related to specialization or other fields of interest or further study in Sequence courses.

Students cannot include CPE as part of this specialization, unless it is an approved substitute for advanced field education; CPE may be included in general electives if not used as substitution for PPF requirement.

Religious leadership courses can include spirituality courses, preaching, worship, religious education, leadership, mission, or denominational history/polity/doctrine.

<b><u>MASM IN SPIRITUAL FORMATION &amp; RELIGIOUS LEADERSHIP - REQUIREMENTS CHECK LIST</u></b>	
Any Course from Sequence I	3 credits
Any Courses from Sequence II	6 credits
Any Course from Sequence III	4 credits.
Any Courses from Sequence IV	6-8 credits
Any Courses from Sequence V	9-10 credits
Formation/Leadership Electives	20-23 credits. Depending on credits taken in Seq. IV & V.
PPF 101, 102, 103	Colloquium/Basic Field Education 3 credits
PPF 201, 202, 203	Advanced Field Education 6 credits
Consultation and Guidance	Phases I, II and III
Practica	3
General Electives	20 credits
<b><u>Total Credits for MASM in Spiritual Formation &amp; Religious Leadership</u></b>	<b><u>80 credits</u></b>

### 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.

The fee for graduation from an Iliff masters level degree program is \$150. 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 academic vice president/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.
- Completion of the Assessment Process, including the 40/60 Credit Review and Graduation Portfolio. Please see the section on the Assessment Process below.

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 credit 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. Seminar(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. The MA Seminar is required of all M.A. students. Students must begin the Seminar in the Fall.

#### **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 35 credits in the program, and before completing 45 credits, student must submit a 40 Credit Assessment portfolio to the Advisor. At this point, students 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. This material is submitted to the Faculty for approval to 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 or 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. Up to twelve hours of course credit may be given for Hebrew or Greek taken at Iliff, eight hours of which may count toward the twenty-four hour Concentration requirement. Exceptions to this policy may be petitioned and will be reviewed on a case-by-case basis. The language requirement should ordinarily be completed by the time the student finishes sixty 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).

### Thesis Proposal and Research Thesis

All MA students will work with appropriate faculty members in developing a viable Thesis project. A thesis will count 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.

A Thesis Proposal must be approved by the MA Coordinator, the Dean and two thesis readers. The First Reader of the thesis is normally the student's academic advisor. Ideally, initial discussions about the Thesis should begin no later than the Spring of the first year of study.

### Student Assessment Process

To insure the breadth and depth of the educational experience, the degree program requirements ordinarily follow a pattern in which students are guided by advisors through an outcomes assessment process leading to graduation. Appropriate forms and essays are described in the Assessment section below and must be completed for graduation.

## **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 \$150. 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.
- Completion of the mid-career academic review/assessment process. – See process outlined below.
- 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 outside the Office of the Registrar and should be provided with the proposal.
- B. It is recommended that the Thesis Proposal be approved two full quarters before the quarter in which the student intends to graduate. In any case, it must be approved no later than the beginning of the third week of the quarter prior to the quarter in which the student intends to graduate.
- C. 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

- C. 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.
- D. A copy of the thesis or project report in final form, the *Final Evaluation of Master's Thesis* form (available outside the Office of the Registrar) and one extra copy of the title page and must be given to the first reader. The student should also give a copy of the thesis or project report to the second reader. (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.
- E. 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.

- 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).
- Students must participate in and complete the Student Assessment Process (see below).
- A thesis is an option with the consent of the director of the MTS program and with the student’s advisor (if different). An MTS thesis will be done under faculty supervision for no less than four credits and no more than six credits, taken over two quarters, and will follow the same guidelines as those required for the proposal, research and writing, and oral defense of thesis projects in the Masters of Arts program.
- The student should register for course *Thesis/Project Research* in the relevant subject area at the 3995 level. If extended over two quarters, an IP will be given until the thesis is completed.
- All requirements for the degree must be completed within seven calendar years from the date of the first course taken in the program.

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.

### Student Assessment Process

To insure the breadth and depth of the educational experience, the degree program requirements ordinarily follow a pattern in which students are guided by advisors through an outcomes assessment process leading to graduation. Appropriate forms and essays are described in the Assessment section below and must be completed for graduation.

## **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.

The fee for graduation from an Iliff masters level degree program is \$150. 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 academic vice president/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, including the Student Assessment. Process – see the section on Student Assessment below for a full description.

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

## **V. M.S.W. COOPERATIVE PROGRAM**

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.

### **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 of the faculty 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:*

	Course Work	Minimum Credit Required
	Sequence I, World Religions and 1 other course	7 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 (see notes)	3 credits
	Electives	48 credits
	Consultation and Guidance (Phases I, II& III) & 6 Practica	
	Transfer credits from GSSW (maximum)	20 credits

	<b>Total</b>	<b>120 credits</b>
--	--------------	--------------------

Notes:

Where an equivalent course is taken in the School of Social Work, a student may petition to take advanced courses in pastoral theology.

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).

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

<b>Course Work</b>	<b>Minimum Credit Required</b>
Sequence I, any courses	3 credits
Sequence II: any courses	6 credits
Sequence III: any courses	4 credits
Sequence IV: any courses	8 credits (may vary with MASM concentration)
Sequence V: any courses	6 credits (may vary with MASM concentration)
Basic Field Education/Colloquium	3 credits
Consultation and Guidance (Phases I, II & III)	
Practica - 3	
Specialization	30 credits
Electives	8 credits (may vary with MASM concentration)
Transfer credits from GSSW (maximum)	12 credits
<b>Total</b>	<b>80 credits</b>

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 Spiritual Formation & 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 MTS 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 want to explore aspects of academic theology. This degree is not intended for those seeking ecclesiastical endorsement or ordination.

*MTS degree modifications for cooperative program:*

<b>Course Work</b>	<b>Minimum Credit Required</b>
Sequence courses, any	24 credits
Electives	44 credits
Transfer credits from GSSW (maximum)	12 credits
<b>Total</b>	<b>80 credits</b>

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

## **VI. OUTCOMES ASSESSMENT PROCESS**

The Assessment Process allows for in-depth, integrative and focused conversations between student and advisor about the student's learning, their assessment of how Iliff's curriculum has impacted this learning, and other important matters. The process invites the student into accountability for their own learning by asking them to intentionally reflect on the entirety of their education and to reflect on the integration of knowledge along the way. Students feel that this is an opportunity often missing from their educational process because of the demands of individual classes and the hectic pace of the quarter system. This kind of reflection helps students entering into an ordination process or applying for graduate schools to reflect on the broad picture of their education.

### **RATIONALE**

The purpose of the current design is threefold: to establish meaningful ways to measure the effectiveness of the School's teaching and learning programs to facilitate constructive feedback from students in the various degree programs, and to provide a forum in which advisers and students can reflect upon students' formation process.

### **THE ASSESSMENT PORTFOLIO PROCESS**

The process includes a mid-career "60/40 credit" essay and interview with the advisor that is required for continued registration beyond 70 hours and a graduation essay and interview with the advisor required during the final quarter of the student's course of study.

MA students are not required to prepare a graduation essay. They are required to compile a portfolio and meet with their advisor for an exit interview, in which the MA Graduation Interview Form will be completed during the meeting. (See the forms for essay and portfolio preparation and advisor reporting forms available on the Iliff Intranet for more detail on the content of this interview).

When students meet with their faculty advisor to register for the upcoming quarter, students and their advisors will check the number of credits on their transcripts. If the student is at the halfway point in his or her degree, or within 5 credits of being at the halfway point, or if the student is approaching the final quarter, it is time to do one of the two outcomes assessment processes. In order to prepare themselves to do the outcomes assessment process, faculty and students will review the forms and the process. The forms are available online by going to <http://intranet.iliff.edu/>. Click on "Students" and then on "Forms." Students will turn in all of their materials and essays no later than the second week of the next quarter, scheduling a meeting no later than the third week of the quarter. MA students approaching their final quarter can do their interview after they have defended their thesis; however, the interview needs to be done no later than week six of their final quarter.

There are three basic steps to the outcomes assessment portfolio and interview each time it takes place:

1. The student prepares a 60/40 Credit Review. For MDiv and MASM students the portfolio consists of their unofficial transcript (which they can get off Campus Web), Basic and Advanced Field Education or Clinical Pastoral Education evaluations (if applicable), and an essay (of no more than five pages length) that addresses their engagement with the curriculum and their process of formation at Iliff. MTS and MA students compile similar portfolios. The portfolio and interview will help students assess their learning needs and develop a plan in

conjunction with their advisor to meet their educational objectives while also helping the School assess its curricular efficacy to meet its accreditation objectives. This portfolio is sent to the advisor prior to their conversation together so the advisor can be prepared for the conversation.

2. The student and advisor meet together to review the portfolio and have an evaluative conversation about both the student's learning and Iliff's curriculum. The portfolio essay informs this conversation, and feedback for the essay is given during the conversation. The essay is not graded. The student and the advisor together fill out the Interview Form that summarizes the conversation. MA students do not prepare a graduation essay but do compile a portfolio. They meet with their adviser in their last quarter and together fill out the Interview Form.
3. The summative form is routed to the Registrar and the Curriculum Committee for review. Completion of the 60/40 credit portfolio process will be required for registration beyond the 70th or 50th credit hour. Completion of the Graduation portfolio process will be required for graduation. Each Spring the Curriculum Committee will review all interview forms and report findings to the faculty and suggest revisions to the curriculum as evidence warrants.

# **PERSONAL AND PROFESSIONAL FORMATION IN THE ILIFF 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 process is designed to provide resources for assessment and accountability to this process of personal and professional formation.

- 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. Professional Ethics in Field Education
- IX. Protection from Sexual Harassment
- X. 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 [Health and Counseling Center \(HCC\)](#) 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 HCC 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 HCC 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. 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 HCC 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 graduation*.

## **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, implications of diversity and difference for ministry, 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 that includes an additional opening session. 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 Advanced 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 theologically trained adjunct with experience in ministry. 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; (4) engage in collegiality and consultation in the practice of ministry; and (5) such other agenda as the group may set for itself.

In the fall quarter each student will engage in 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.

# **DENOMINATIONAL CONNECTIONS**

- I. Vocation and Ministerial Authorization
- II. Ordained Elder in The United Methodist Church
- III. Ordained Deacon in The United Methodist Church
- IV. United Methodist Student Support Services
- V. Ordination in the Episcopal Church
- VI. Ordination/Consecration in the Evangelical Lutheran Church in America. (ELCA)
- VII. Support for United Church of Christ Students
- VIII. Fellowship in the Unitarian Universalist Association
- IX. Ordination in Other Denominations

## **I. VOCATION AND MINISTERIAL AUTHORIZATION**

Vocations in ministry take many forms and are called by a variety of names. Iliff supports preparation for ministry through two professional degree programs, the Master of Divinity and the Master of Arts in Specialized Ministry, as well as many requisite denominational courses in history, doctrine, and polity. Specific requirements and decisions regarding ordination and other certifications are managed by each denomination. Students are encouraged to learn their denominational processes and requirements and to select their degree program and coursework accordingly. While Iliff makes assessments concerning academic preparation, professional skills, and moral and spiritual fitness for ministry, the student's denomination will make independent judgments about fitness and readiness for ordination, certification and employment.”

## **II. ORDAINED ELDER IN THE UNITED METHODIST CHURCH**

Students preparing for ordination as elder enroll in the Master of Divinity degree. The United Methodist Church requires that they complete courses in United Methodist history, polity, doctrine and evangelism. 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)

OBV 242 Mission and Evangelism in Contemporary Contexts (3 credits)

Annual conferences may also ask for additional requirements including Clinical Pastoral Education

## **III. ORDAINED DEACON IN THE UNITED METHODIST CHURCH**

Academic preparation for Ordained Deacon can be completed in two different ways: 1) through the Master of Divinity or Master of Arts in Specialized Ministry degree; or 2) for student's who already have professional graduate degree in a field related to their work as a Deacon, and with the approval of the denomination, by enrolling as a special student and completing courses that meet the Basic Graduate Theological Studies course requirements. It is advisable that students talk with their Board

of Ordained Ministry to consult about the most appropriate way to complete the requirements for ordination as a Deacon.

If courses that meet the basic requirements for Ordained Deacon are listed below. This course list has been developed in consultation with the General Board of Higher Education and Ministry of the United Methodist Church. A full description of each course is found in the Course List section of this catalog.

#### Hebrew Bible

2SQ 103 Hebrew Bible I

#### New Testament

2SQ 108 New Testament Introduction II

*If recommends that Special Students preparing for Ordination as Deacon 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

3SQ 102 Christianity in Western Europe in the Middle Ages

3SQ 104 Christianity from the Reformation to the Enlightenment

3SQ 105 Christianity in the Modern World: Colonialism and Christianities in the Americas, Asia and Africa

#### Theology

4SQ 101 Theological Imagination and Construction I

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 required for the Ordained Deacon, but it is highly recommended.*

#### The Mission of the Church

1SQ 108 Religion in Human Transformation

#### United Methodist Courses

BX 2113 United Methodist History and Sources of United Methodist Doctrine

BX 2115 United Methodist Doctrine

BX 2120 United Methodist Discipline and Polity

OBV 242 Mission and Evangelism in Contemporary Contexts or an equivalent class

#### Worship

5SQ 108 Ritual and Worship

#### Personal and Professional Formation

PPF 101/102/103 Colloquium/Basic Field Education

Consultation and Guidance: Phases I, II & III

3 Practica

#### Area of Specialization

Additional work as required by chosen area of specialization for students in the MASM degree program.

#### **IV. UNITED METHODIST STUDENT SUPPORT SERVICES**

The Iliff School of Theology supports United Methodist Students in a variety of ways coordinated through the United Methodist Student Support Team that is convened by the Director of Ministry Studies. Support services include:

- The Methodist Society, a student group, which meets regularly throughout the academic year;
- Occasional curricular offerings, in addition to the required United Methodist courses, such as “Women in United Methodist Traditions,” “Contemporary Issues in United Methodism,” “General Conference,” and “Wesleyan Spirituality;”
- Hospitality for visitors from Annual conferences and assistance for them in contacting students;
- Arranging for mentoring groups for the candidacy process;
- Help for students for building strong relationships with their District committees and Conference Boards of Ministry.

**For further information**, contact Dr. Phil Campbell, director of Ministry Studies, (303) 765-3116 ([pcampbell@iliff.edu](mailto:pcampbell@iliff.edu)).

#### **V. 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. The eight required courses are offered on a two-year rotation. Details and further information are available from the Director of Anglican Studies, (303) 744-1287.

#### **ANGLICAN STUDIES COURSES**

BR 3225 English Reformation and Background (Fall 2006)  
BV 2350 Anglican Spirituality (Winter 2008)  
BT 3045 Readings in Anglican Theology (Spring 2007)  
BX 2335 Anglican Communion: Polity, the Episcopal Church and Canon Law (Spring 2008)  
BV 2315 Anglican Liturgy I (Winter 2007)  
BV 2316 Anglican Liturgy II (Fall 2007)  
BV 2355 Anglican Spiritual Formation (Spring 2008)  
BX 2330 Anglican Pastoral Formation (Fall 2006)

#### **REQUIREMENTS**

Anglican Studies M.Div. students follow the same pattern of requirements as other M.Div. students with the following exceptions:

Sequence I no changes  
Sequence II no changes  
Sequence III add English Reformation and Background  
Sequence IV add Readings in Anglican Theology  
Sequence V Anglican Liturgy I & II instead of Ritual & Worship

Additional course requirements:

Anglican Communion: Polity, the Episcopal Church and Canon Law  
Anglican Spirituality

Personal Professional Formation:

Anglican students participate in Basic Field Education. They substitute Anglican Pastoral Formation, Anglican Spiritual Formation and Clinical Pastoral Education for the Advanced Field Education requirement.

**ANGLICAN STUDIES ADJUNCT FACULTY**

Susan Backus. Ph.D., University of Denver/Iliff School of Theology  
Rev. Sarah A. Berlin. M.A.C.L., Regis University  
Rev. Sandra Boyd, M.Div., Episcopal Divinity School, Ph.D. candidate, University of Denver/Iliff School of Theology  
Very Rev. Peter D. Eaton, M.A., Oxford University  
Rev. James L. Harlan. M.Div., Seabury-Western Theological Seminary  
Chancellor Lawrence Hitt, J.D., University of Wisconsin (Madison)  
Gregory Allen Robbins. M.Div., Yale Divinity School; Ph.D., Duke University

**VI. ORDINATION/CONSECRATION IN THE EVANGELICAL LUTHERAN CHURCH IN AMERICA. (ELCA)**

Lutheran Studies at Iliff

Beginning in 2006, Iliff in cooperation with the Rocky Mountain Synod will offer several courses in Lutheran Studies. Some of these courses will be offered in collaboration with the Iliff Anglican Studies Program.

BX 2620 "Lutheran Theological Identity" is scheduled for Winter 2006-2007. Another course, "Church and Mission: Lutheran Perspectives" is being developed for 2007-2008.

Candidacy in the ELCA

ELCA students who anticipate serving as ordained pastors, consecrated diaconal ministers, or commissioned associates in ministry are urged to be in contact with their synodical Candidacy Committee prior to beginning study or within the first year of study. For students from the Rocky Mountain Synod of the ELCA, the contact person is Madelyn Busse, assistant to the bishop, 303 777 6700.

There are three steps in Candidacy: Entrance, Endorsement and Approval. Information regarding the Candidacy process may be obtained from the synod office or online at [www.elca.org/candidacy](http://www.elca.org/candidacy).



### Affiliation

All ELCA candidates for ordained and consecrated ministries must be recommended or approved by the faculty of an ELCA seminary. To be considered for recommendation, ELCA students studying at Iliff enter into a relationship of “affiliation” with an ELCA seminary. Affiliation is part of the Candidacy Process of the ELCA and should be established as early in the seminary preparation process as possible, but must occur prior to Endorsement. The faculty at the affiliate seminary will advise the candidate throughout the process; supervise the internship year, provide the year of resident theological study, and submit a recommendation regarding approval or ordination or consecration to the candidate’s synod.

Candidates at Iliff are urged to be in regular consultation with their ELCA faculty advisors in order to make the best possible use of the resources at Iliff.

### Internship and Supervised Clinical Ministry

Because ELCA candidates for ordination are required to serve a year long internship, those students who are both affiliated and have Endorsement from the Candidacy Committee of their synod, may petition that the Advanced Field Education requirement at Iliff be met by completing a Basic Unit of CPE. Completion of CPE is a requirement for ordination in the ELCA.

Candidates for consecration will work in consultation with the Candidacy Committee and seminary of affiliation to determine how the diaconal ministry field experience requirement is met. With completion of the diaconal ministry formation event and Endorsement by the Candidacy Committee, it would be possible to combine the ELCA requirement with the advanced field education requirement of Iliff.

### Residency

ELCA candidates for ordination are required to complete an academic year of residency at an ELCA seminary. The year of residency may come at any point during a candidate’s M.Div. program, or it may follow the completion of the M.Div. program at Iliff. Iliff credits may be transferred to an ELCA seminary if the student plans to graduate from the Lutheran seminary. Likewise, ELCA seminary credits may be transferred to Iliff if the student plans to graduate from Iliff. The “Lutheran Year” provides *formation as well as education* in the Lutheran tradition and therefore is not normally waived or reduced in length.

## **VII. SUPPORT FOR STUDENTS IN THE UNITED CHURCH OF CHRIST**

Iliff is committed to providing a supportive and stimulating environment for students from many traditions including the United Church of Christ (UCC). Many UCC students find Iliff’s commitments to academic excellence, faithful transformation, social justice, and inclusiveness a good match for their interests.

A “UCC at Iliff” group meets regularly and is supported by UCC faculty and staff as well as the Rocky Mountain Conference and the Metro Denver Association.

Courses in UCC History and Polity are offered on a regular basis.

## **VIII. FELLOWSHIP IN THE UNITARIAN UNIVERSALIST ASSOCIATION**

There is a long history of welcoming Unitarian Universalist (UU) students to the School and Iliff graduates serve throughout the UUA. There is a UU Students Association that is part of the Iliff Student Senate. The campus offers UU students close access to a number of metro UU congregations and the office of the Mountain Desert District of the UUA. The UU ministers of the Denver area and the MDD District Executive take an active interest in UU students studying at Iliff.

The Ministerial Fellowship Committee of the Unitarian Universalist Association has articulated the following expectations for competency for fellowship. Many of these areas are directly addressed in Iliff's Sequence classes (MDiv requirements), courses in UU Polity and UU History, and elective courses, especially in Iliff's Justice and Peace Studies program.

### Academic Competence

Theology: Knowledge of historical and contemporary theology, with the ability to articulate one's own theology. (*Sequence IV classes and electives.*)

Church History: Knowledge of major events and themes of the Christian Church and the development of Unitarianism and Universalism. (*Sequence III classes and electives.*)

Hebrew and Christian Scriptures: Ability to critically analyze both the Hebrew and Christian scriptures. (*Sequence II classes and electives.*)

World Religions: Comparative knowledge of major world religions and in-depth study of at least one religious tradition other than Unitarian Universalism. (*Sequence I classes and electives.*)

Social Theory/Social Ethics: Knowledge of social theory, ethics and justice, and the dynamics of social change. (*Sequence I, Sequence IV and Sequence V classes and electives.*)

Human Development/Family Life Education/Ministry with Youth and Young Adults: Knowledge of theories of human development related to adolescence, parenting, and death. (*Sequence IV and Sequence V classes and electives.*)

### Unitarian Universalist Competence

Unitarian Universalist History and Polity: (*Iliff offers both UU Polity and UU History on a regular basis.*)

Religious Education History, Theory, Method, And Practice: An understanding of several current philosophies of educational learning theories and teaching methods in addition to the history and philosophy of Unitarian Universalist religious education. (*Sequence V classes and electives.*)

Professional Ethics/ UUMA Guidelines:

(*UU Polity course and Basic Colloquium required of all first year MDiv and MASM students.*)

### Professional Competence

Worship, Preaching, Music Aesthetics: Knowledge of the theory and art of worship, preaching and rites of passage, and experience in conducting religious ceremonies. (*Sequence V classes and electives.*)

Pastoral Care and Counseling: Familiarity with theories, techniques and issues related to pastoral counseling. (*Sequence IV classes and electives. One unit of Clinical Pastoral Education is required, which may be taken for credit through Iliff's Office of Ministry Studies.*)

Leadership And Organization: Knowledge of group dynamics, interpersonal communication, theories of ministry and family systems theory. (*Sequence V classes and electives.*)

Administration And Management: Basic competence in methods and theories of administration and fundraising. (*See elective courses.*)

Anti-Racism, Anti-Oppression And Multiculturalism: Iliff offers a number of courses, particularly through its Justice and Peace Office, which explore concepts of anti-racism and diversity. (*See Iliff's Justice and Peace Studies program and the School's many electives in the areas of social justice and ethics.*)

## **IX. ORDINATION IN OTHER DENOMINATIONS**

For students in denominations other than those listed above, courses are often provided which deal with the history, doctrine and polity of such denominations. Requests for such courses should be presented to the academic vice president/dean.

Please check this *Handbook* for updates concerning new courses and agreements with other denominational bodies represented at Iliff.

# **SPECIAL PROGRAMS**

- I. The Center for the Church and Global Aids
- II. Justice and Peace Studies
- III. Spiritual Direction Certification through the Benedictine Spiritual Formation Program
- IV. Urban Ministry Program
- V. Veterans of Hope Project
- VI. Women and Religion Studies
- VII. Other Educational Opportunities
  - The National Capitol Semester for Seminarians-Washington D.C.
  - Independent Study and Courses at Affiliate Institutions

## **I. THE CENTER FOR THE CHURCH AND GLOBAL AIDS**

The Center for the Church and Global AIDS is a faith based ecumenical organization addressing the challenges of global HIV and AIDS through programs of awareness, education, prevention, care, and treatment. Affiliated with The Iliff School of Theology, the Center exists to offer programs in Asia, Africa, Latin America, Europe, and the USA that focus on what the United Nation calls “a global emergency.” Some 45 million persons are inflected and some 27 million have died. Every five seconds another individual gets the disease; every fifteen seconds someone dies. In recent times 3 million persons have died yearly, and 5 million people have become newly infected. Because of AIDS, the world has at least an additional fifteen million orphans.

To combat the world’s worst health crisis in 700 years, the United Nations has called on all persons and communities of faith, including theological schools, to become partners with others in the struggle to create an AIDS-free world. The Center’s programs are designed to: (1) challenge attitudes and actions that contribute to stigma and discrimination, (2) decrease fear by sharing accurate information, (3) provide practical and pastoral support for people living with HIV/AIDS and their families, (4) educate laity, pastors, and seminarians to be compassionately competent leaders in the struggle to stop the pandemic, (5) advocate policies that contribute to prevention, care and treatment of all persons, and (6) support financially specific HIV and AIDS-related projects globally.

Iliff is one of the first theological schools in the world to relate global theological education with HIV and AIDS programs of service, teaching, learning, and research opportunities. Since its inauguration in 2001, the Center has been involved in educational programs related to the global HIV/AIDS pandemic throughout the world, with faculty, students, church leaders, etc. In partnership with other theological schools, church and other non-governmental organizations, the Center is engaged in theological reflection and action. Each year the School offers an elective course entitled “The Church and Global AIDS.” Iliff has hosted scholars related to this crisis from Africa, Asia and Latin America.

Directing the Center is Donald E. Messer, president emeritus and professor emeritus of The Iliff School of Theology. A number of publications have emerged from the work of the Center, including *Breaking The Conspiracy of Silence: Christian Churches and the Global AIDS Crisis* (Fortress Press) by Donald E. Messer, as well as *Ending Hunger Now: A Challenge to Persons of Faith* (Fortress, 2005), co-authored by Messer along with former Senators George McGovern and Bob Dole.

Affiliated with Iliff, the Center depends on grants from constituent donors for program support. For more information, contact Dr. Donald Messer, 303-770-5809, [dmesser@iliff.edu](mailto:dmesser@iliff.edu).

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

People of faith are acknowledging 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/heterosexism, 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, sociology, 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 level 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](mailto:gvaleta@iliff.edu)) or the Admissions Office, (303) 765-3117 ([admissions@iliff.edu](mailto:admissions@iliff.edu)).

Some recently offered Justice and Peace courses include:

- Ethical Perspectives on Justice and Peace
- Justice and Peace Struggles: Iraq
- Justice and Peace Struggles: The Holocaust, Anti-Semitism and Christian Theology
- Justice and Peace Struggles: Spirituality and Nonviolence
- Justice and Peace Struggles: Engaging the Powers
- Justice and Peace Struggles: Immigration and the New Global Economy
- Justice and Peace Struggles: Conflict Transformation
- Justice and Peace Struggles: Eco-Justice
- Religion and Movements of Social Change: Social Gospel
- Race, Gender, Class
- Biblical Basis of Peace and Justice
- Ethical Analysis & Advocacy
- Congregations: Leadership, Cultures and Contexts
- Christianity in the Modern World
- Religion in Human Transformation
- Justice And Peace Praxis Seminars :

2005-2006: Sustainable Agriculture; Ending the Silence: Working for a Just Peace in Palestine and Israel; Justice and Peace for Working Class People; Wielding and Yielding for Justice and Peace in the Local Congregation.

2006-2007: School of the Americas Watch; Raising Gay/Lesbian/Bi/Trans-gender Issues in the Church; Simple Living in a World of Consumerism.

### **III. SPIRITUAL DIRECTION CERTIFICATION THROUGH THE BENEDICTINE SPIRITUAL FORMATION PROGRAM**

Through cooperative efforts with the Benedictine Spiritual Formation Program (BSFP) at Benet Hill Monastery in Colorado Springs, Iliff is able to offer credit for a two year program in Spiritual Direction that leads to certification as a Spiritual Director. Successful completion of the two year BSFP gives you certification (as well as direct experience) as a spiritual director.

This program has been described by Iliff graduates as “progressive” in its theology and deeply informed by the Benedictine charism of hospitality and welcome. The people who teach in the program have years of direct experience in providing the companionship in the Spirit that is traditionally called “spiritual direction.”

The Benedictine Spiritual Formation Program was designed and is directed by the Benedictine Sisters of Benet Hill Monastery. It is a two year program of 28 - 2 ½ hour sessions each year with four additional workshops each year. The program broadens and personalizes students’ understanding of Christian beliefs and trains students who discern a call to become spiritual directors in practices of listening and discernment. During the second year of the program, students act as spiritual directors in training under supervision. Successful completion of the program results in certification as a spiritual director.

The intent of the BSFP is specifically to prepare and certify students as spiritual directors. Other courses at Iliff in spiritual life and prayer are offered at the introductory level. The BSFP coursework is offered at the intermediate level and focuses on preparation for practice as a spiritual director.

The coursework in Spiritual Direction may be used as part of Iliff’s Master of Arts in Specialized Ministry (Religious Leadership) degree. Or it may be added to the MDiv or MTS degrees as elective credit.

- The BSFP is four credits per year for two years, for a total of 8 quarter credits.
- Coursework is offered during Fall and Winter terms beginning in Fall 2006.
- Students may attend the BSFP in either Denver or Colorado Springs.
  
- Students must first apply to the Benedictine Spiritual Formation Program and pay the BSFP \$50 application fee.
- Application forms can be found on the Benet Hill website <http://www.benethillmonastery.org/education/spiritual%20formation%20program.htm>
- Those who are accepted into the BSFP and also wish to receive Iliff credit must first notify Rev. Cathie Kelsey, dean of the chapel at Iliff.

- There is limited room for Iliff students to receive credit for the program in 2006-2007. There will be increased room for Iliff students to receive credit in future years.
- The BSFP also has room for additional students who do not need Iliff credit and who will pay tuition directly to BSFP.
- Students receiving Iliff credit then enroll for two credits in the Fall term (BSF 201) and pay tuition to Iliff. Iliff then arranges payment to Benet Hill.
- In the Winter term, the same arrangement is repeated (BSF 202)
- Final papers and evaluations are given to the dean of the chapel at Iliff who then certifies that Iliff credit has been earned.
- These Fall and Winter arrangements are repeated the second year of the program. (BSF 301/302)

The website for Benet Hill Monastery is [www.benethillmonastery.org](http://www.benethillmonastery.org) and the site for the the Benedictine Spiritual Formation Program is <http://www.benethillmonastery.org/education/spiritual%20formation%20program.htm>

For additional information, especially about the Iliff logistics, or to think about whether you are being called to become a spiritual director please contact Cathie Kelsey, the dean of the chapel at Iliff, 303 765-3103, [ckelsey@iliff.edu](mailto:ckelsey@iliff.edu).

#### **IV. URBAN MINISTRY PROGRAM**

The 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 partial tuition scholarships, take classes that address ministry in the urban environment, and work in urban teaching churches and/or service agencies in Denver's urban environment. An Iliff faculty member administers the program. Contact Dr. Phil Campbell for more information, (303) 765-3116, [pcampbell@iliff.edu](mailto:pcampbell@iliff.edu).

#### **V. 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. The Veterans of Hope Project has also developed a youth leadership component to its work. The new initiative called "Ambassadors of Hope" features a summer institute and year-round intergenerational programming.

For more information about programs, workshops, videos and pamphlets, please contact Gloria Smith at the Veterans of Hope Project office, (303) 765-3194 ([vohproject@iliff.edu](mailto:vohproject@iliff.edu)).

## **VI. WOMEN AND RELIGION STUDIES**

Iliff has outstanding women and men on its faculty with 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 2305 Race, Gender, Class: a Historical and Social Scientific Analysis of Individual, Institutional and Systemic Racism in the Modern World

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

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 Course List section of this 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)).

## **VII. OTHER EDUCATIONAL OPPORTUNITIES**

The National Capitol Semester for Seminarians - Washington D.C.

The National Capitol Semester for Seminarians (NCSS) 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 Academic Vice President & Dean of the Faculty, (303) 765-3105.

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. Cross-registration procedures are explained in the *Masters Student Handbook*.

# ACADEMIC POLICIES

The academic policies in this section include:

- I. Faculty Advisors
- II. Writing Skills Assistance
- III. Academic Integrity
- IV. Course Cancellation
- V. Attendance and Special Days
- VI. 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 that are part of Iliff's student assessment process. Students must obtain pin numbers from their advisors each term before they can register online.

**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 academic vice president/dean or other appropriate Iliff officials.

A student may change advisors by securing a form from Student Services 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. Notification will be sent to the former and new advisors.

Students electing the yearlong 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 Student Services also has limited tutoring opportunities available for international students and those with special needs who require individual assistance with their writing. Contact David Worley in the Office of Student Services, 303-765-3107.

### **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.

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 academic vice president/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 academic vice president/dean will review the charge to make sure adequate evidence is present. If the charge appears to be founded, the academic vice president/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 academic vice president/dean.

If the charge of academic dishonesty or plagiarism is sustained by the academic vice president/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 precedent. A second offense by the same student will normally result in dismissal from the school. A written report including the charge, supporting documentation and the academic vice president/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 academic vice president/dean may submit a written appeal to a committee to be named by the academic vice president/dean (normally composed of the chair of the faculty personnel committee and two other faculty members not previously involved in the case). The student may also request that a statement from his/her advisor be sent to the dean's committee. The dean's committee will consider the written appeal of the student, the written statement of the faculty member who initiated the charge, the statement by the advisor (if any) and the academic vice president/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 academic vice president/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.

*(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 academic vice president/dean.

##### **SPECIAL DAYS**

- Martin Luther King, Jr. Day. Classes will not be held.
- Good Friday: Classes will not be held.
- The Iliff Leadership Conference (at the end of January of each year). 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.

## **VI. CREDIT FOR 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 Iliff will accredit any such experience. A student who wishes credit must petition in advance of the experience and must indicate to the faculty through the academic vice president/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, the instructor will grade it on a Pass/Fail basis.

## **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 academic vice president/dean and faculty who teach the course in question for exemption from such a course. If granted, the approval of the academic vice president/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.

Faculty advisors along with the registrar and the Office of Admissions 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 academic vice president/dean the dismissal of students on academic grounds.

The Academic Review Committee is a standing committee that reports to the academic vice president/dean. Its membership includes: the academic vice president/dean (or the dean's designee); the director of admissions and financial aid; the registrar; the vice president for student services, and the faculty advisor for conditionally admitted students. The director of ministry studies may also be called upon as needed. The academic vice president/dean (or dean's designee) chairs the committee.

The committee meets once per quarter, usually no later than two weeks 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 academic vice president/dean or the vice president for student services 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 are sent to the student's advisor and may be sent to the Business Office 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 next 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 academic vice president/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. (Please see the PhD Student Handbook for financial aid probation regulations pertaining to PhD students.)

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, Master of Arts in Specialized Ministry and Master of Theological Studies, 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 Offices of the Registrar or Student 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 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 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.
- Non-Degree Students (formerly called 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 non-degree 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.
- Community Auditors - members of the public auditing courses without credit and without record.

### **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. Opportunity for registration in person is usually held over a two-day period. Registration on-line for continuing students is longer.



Please see the *Handbook* section on **Tuition and Fees** for late registration fees. 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 outside of the Registrar's Office, 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 \$25 per change. All course change forms (drops, adds, credits to audits) are given to the financial aid director first who in turn submits them to the registrar. Changes must be approved by the advisor and instructor(s) and are effective on the date the form is received by the financial aid director. 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. 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 Admissions and 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 per academic year .

### **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 for academic credit (no auditing) at the graduate level, must be applicable to the degree program at Iliff, and must meet specific requirements of Iliff's relationship with the institution. Students must be in a degree program at Iliff (special students and auditors cannot cross-register). Students may incur additional fees other than tuition and do not receive priority in courses at affiliate institutions. Cross-registration is not in effect during the summer. All courses taken at affiliate institutions during the summer must be transferred to Iliff.

#### 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 level courses per quarter at D.U. 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 with a hard copy registration form ;
3. secure a limited enrollment card if registering for a course through the School of Social Work or Professional Psychology ;

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.

#### 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:

1. secure an inter-school registration form from the registrar at Iliff;
2. secure the approval of the Iliff advisor or academic vice president/dean on the inter-school registration form and return the form to the registrar at Iliff; and
3. register for the course at Iliff with a hard copy registration form.

## **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 vice president for student services, partners of full-time, degree-seeking students may audit any course (except 4000 level, limited registration courses and courses that do not allow auditors), 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 community audit rates (if no credit or record is desired).

Partners who wish academic credit must apply for non-degree student status and will be charged the regular non-degree student tuition. Please see the Office of Student 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 a 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 returns it to the student. The student should copy the form and return it to the registrar. The registrar will check total number of Incompletes, sign the form and send it to the academic vice president/dean for approval. 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 academic vice president/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.

## **RETAKEING 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 academic vice president/dean.

### Sequence Class Repetition

Sequence classes may be repeated once as the result of a failing grade (that is, a grade below C).

Permission of the academic vice president/dean and the instructor is required if the sequence course is to be repeated more than once. Permission will be considered when there are documented grounds to suggest the student will pass the course.

## **GRADE CHANGE**

A student or faculty member may initiate a grade change. A student initiated grade change must be approved by the instructor. The instructor must submit a Correction in Error of Grading form directly to the registrar 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**

Both required and elective courses will be evaluated by students registered in those classes. It is helpful for curriculum and assessment purposes that students provide their written feedback on courses and instructors. Evaluation forms will be distributed during the last two weeks of the quarter. Students must complete the forms during class time. A designated student takes the completed forms to the Office of Academic Services. The evaluations will be reviewed and made available to the instructor. The students need not sign the forms.

## **XIV. CHANGE OF DEGREE**

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, "Request to add Justice & Peace Concentration to Master of Divinity Degree," or a "Request for Change of MASM Specialization" form and the appropriate references as specified on the form to the 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 and Financial Aid 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 A 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 admissions and 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. 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 due beginning the second quarter of Continuing Registration. A \$10 late fee is added after the fourth week of the quarter. *(updated February 2006)*

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 two 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 two quarters and who have not petitioned and paid for Continuing Registration or an Approved Leave of Absence, will be institutionally withdrawn from school at the end of the**



## **second quarter.**

### **WITHDRAWAL FROM SCHOOL**

Students who find it necessary to withdraw from school must report to the academic vice president/dean and to the registrar and must complete forms for official release. In emergencies where this is impossible, the academic vice president/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 can result in a failing grade for each course.*

Students who withdraw in good academic standing may reapply for admission 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 and Financial Aid Office. Students who were not in good academic standing when they left Iliff should contact the Admissions and Financial Aid 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**

Official Iliff School of Theology transcripts must be signed by the registrar and embossed with the School's seal. Official and unofficial Iliff transcripts can be requested through the Office of the Registrar with a signed request form (available outside of the Office) or signed letter. Student transcripts are considered confidential and will not be released without a signed request. The letter should include the student's Iliff ID number or social security number, last date of attendance, complete address where the transcript is being sent to and the student's complete address (if not the same). The process can also be started by email to the registrar at [cbaca@iliff.edu](mailto:cbaca@iliff.edu) and followed up with a signed request. Transcripts are \$ 5 .00 each. Transcript requests can take up to ten days to be processed. Current students without a financial hold can print unofficial transcripts through CampusWeb without a charge.

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 Iliff. Students wishing to discuss their situation may contact the vice president for business affairs.

## **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 Academic Vice President & Dean of the Faculty to review the records. The academic vice president/dean will have the final determination in any records dispute. Student academic records are considered confidential.

## **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 arrange 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 academic vice president/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 academic vice president/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 academic vice president/dean. Non-procedural academic concerns or grievances should be stated in written form and delivered to the Office of the Academic Vice President & Dean of the Faculty. 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 file outside the Office of the Registrar. Degree program petitions should be signed by the student's faculty advisor and the instructor(s) involved. The forms are then submitted to the registrar who will forward them to the academic vice president/dean. Students are responsible for obtaining the appropriate signatures before submitting petitions to the academic vice president/dean.

The academic vice president/dean has the option of seeking consultation on any academic petition or problem with relevant faculty members, the registrar or others the academic vice president/dean deems appropriate. The academic vice president/dean's decision shall be final for all academic appeals.

If the appeal involves the academic vice president/dean in his/her faculty role, the appeal will be forwarded to the president.

# **FINANCIAL INFORMATION/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 master's level student who pays \$13,200 for an academic year's tuition is individually subsidized by more than \$17,000 in additional funds that Iliff invests, each year, in his or her education. The student's payment of tuition, plus income from individuals and The United Methodist Church, combine to enable Iliff to provide a sound and creative program of theological education.

Tuition and fees listed in this Handbook are valid for the 2006-2007 academic year only. Tuition is subject to change.

- I. Masters Degree Programs and Non-Degree Masters Level Students
- II. Joint PhD Students and Special Students
- III. Doctor of Ministry
- IV. All Students – Masters, PhD, and DMin
- V. Health Insurance
- VI. General Policies

Iliff offers a unique saving opportunity for those students able to enroll for more than 8 credits each quarter. Those taking from 8 to 14 credits each term are charged the same price as 8 credits only, which can mean considerable tuition savings. (Please see below for specific charges.)

## **I. MASTERS DEGREE PROGRAMS AND NON-DEGREE MASTERS LEVEL Students**

### **Tuition for Academic Credit 2006-07**

8-14 credits/quarter (Full Time): \$4,400 per quarter

1-7 credits/quarter (Part Time): \$550 per credit hour

15+ credits/quarter: \$4,400 + \$550 for each credit hour above 14

\$13,200 for 3 quarters full time

\$275 per credit for students taking CPE and students on field education internships. Please see the Business Office for details of charges if CPE or internship is combined with additional Iliff coursework.

### **Application Fee**

For masters degree program, non-refundable: \$50

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

### **Enrollment Reservation Deposit**

\$100

Iliff requires the submission of a \$100 nonrefundable deposit when you accept your admission to reserve your place in the entering class. The enrollment deposit is not a separate or additional fee; it will be applied to your first tuition bill. The Enrollment Confirmation Form and deposit are due thirty (30) days from the date of your admission letter.

**Graduation Fee**

\$150

**Technology Fee**

\$35 per quarter if taking 4 or more credits

\$15 per quarter if taking 3 credits or less

**Student Activities Fee (masters level only)**

Charged each quarter when enrollment is for 4 or more credits: \$15

**Continuing Registration Fee**

Due each quarter (excluding summer) from any student not registered who wishes to remain an active student in a degree program: \$50

**II. DOCTOR OF MINISTRY PROGRAM****Tuition**

Tuition for the class entering in the academic year 2006-2007 is \$9,494 for the entire program if completed in three years.\* This is payable in three installments:

\$3,798 first year

\$2,848 second year

\$2,848 third year

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

**Application Fee**

For the D.Min. program, non-refundable: \$50

**Program Extension Fee**

\$200

\*Students may take up to six years to complete the program. However, students that have not completed the program within three years will be subject to an annual Program Extension Fee payable at the beginning of each summer starting in the fourth year.

**Graduation Fee**

\$200

**Technology Fee:**

\$110 first year

\$83 second year

\$83 third year

**III. JOINT PH.D. PROGRAM AND DOCTORAL LEVEL NON-DEGREE STUDENTS**

### **Tuition for Academic Credit**

\$725 per quarter credit

### **Application Fee**

For the Ph.D. degree program, non-refundable:\$50

### **Graduation Fee**

\$200

### **Continuing Registration Fee**

\$725

## **IV. ALL STUDENTS - MASTERS, PHD AND DMIN**

### **Registration Fees**

Fee for change in course registration after the announced date (e.g., add/drop ): \$25

Late registration fee: \$100 after the first week of classes.

Late continuing registration fee: \$10.

### **Auditor's Fees**

Auditor's fee, per quarter credit, masters level: \$275

Auditor's fee, per quarter credit, Ph.D. students: \$363

### **Other Fees**

Incomplete business affairs fee (not meeting announced deadline for payment or payment arrangements): \$15

Late payment fee: 1% of the account balance if over \$100 calculated at the end of each month.

Fee to remove each grade of Incomplete: \$20

Parking fee (non-resident students): \$25 per quarter.

Parking card deposit: \$25 for student living on-campus

Replacement of lost Identification Card: \$10

## **V. HEALTH INSURANCE**

Health insurance is mandatory for all degree-seeking students in all programs. Please contact the Office of Admissions, (303) 765-3117 for more information.

## **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 less than eight quarter credits must pay regular audit tuition for audited courses during that quarter.

With permission of the Vice President for Student Services, partners of full-time, degree-seeking students may audit any but 4000 level 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 non-degree student status and will be charged the regular non-degree student tuition. Please contact The Office of Admissions (303) 765-3117, 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.

Non-Degree Students enrolled in both 3000 (masters level) and 4000 level (doctoral level) courses for credit will be charged masters tuition fees for 3000 level courses and PhD tuition fees 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**

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

within the first week of the quarter 90%

within the second week of the quarter 70%

within the third week of the quarter 50%

within the fourth week of the quarter 30%

within the fifth week of the quarter 10%

After the fifth week, no refund will be made.

*(See Summer School Catalog for summer refund policy).*

Refunds of tuition to students in their first quarter of attendance who withdraw will be based on a weekly pro-rated calculation through the sixth week of the quarter, after which no refund will be made.

### **Transcripts**

Official and unofficial transcripts are \$5.00 each and can be requested through the Office of the Registrar. Current students without a financial hold can print unofficial transcripts through CampusWeb without a charge.

Neither diplomas nor transcripts will be issued unless 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 vice president for 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 Admissions and Financial Aid is located in the administrative office area of Skaggs Hall. Hours for each quarter are posted on the bulletin board outside the office. Please feel free to contact the Admissions and 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 job listings in various categories on a secure area of our web site that is available to current students and alumni/ae. Contact the Office of Community Life at (303) 744-1287 ext. 202 for more information. 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 <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))

#### Federal Perkins Loan

May borrow up to a maximum of \$6,000 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))

No loans will be approved for students with prior loan defaults.

#### Federal Subsidized Stafford Loan

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 \$65,500 for masters students, **including** any loans made to you before you became a graduate or professional degree student or loans obtained at another institution.

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 (<https://wfefs.wellsfargo.com/apply/stafford>)

Complete entrance counseling online (<https://mapping-your-future.org>).

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 approved for students with prior loan defaults.

### Federal Unsubsidized Stafford 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 forbearance, as explained in your promissory note.

### Federal PLUS Loan for Graduate and Professional Students

If your Federal Stafford Loan isn't enough, the Federal PLUS Loan for graduate and professional students can help you cover the rest. Graduate students enrolled at least half-time at an eligible school, are U.S. citizens, U.S. national or permanent resident may apply. Apply on line at [www.wellsfargo.com/student](http://www.wellsfargo.com/student).

No loans will be approved for students with prior loan defaults.

## **III. APPLYING FOR AID**

The links to the FAFSA, master promissory note and entrance counseling can be found 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:

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

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 academic year (\$400/quarter). 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:

$$\mathbf{BUDGET - RESOURCES = NEED}$$

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 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 Admissions and 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**

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

You have the right to review all records pertaining to your financial aid applications and awards.

You have the right to appeal decisions related to your financial aid awards through the scholarship and appeals committee.

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**

You must inform the Financial Aid Office of changes in your address.

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.

You must repay any loans (principal and interest) advanced to you in accordance with the repayment schedule you have signed.

You must maintain satisfactory incremental and academic progress toward completion of your degree. Satisfactory progress is defined in this *Handbook*.

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.

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.

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:

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.

The total amount of financial assistance offered students should not exceed the amount of their need. 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.

Financial assistance consists of grants (which include scholarships, grants-in-aid, field education grants, and prizes), loans and employment.

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.

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.

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.

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.

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.

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.)

An applicant must be enrolled as a degree-seeking student at Iliff to apply.  
Student must complete a written request for emergency funds.

The director of Admissions and 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.

Additional emergency loan funds in a succeeding quarter will be approved only if the loan for the preceding quarter has been repaid.

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.

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 the Director of Admissions and Financial Aid approves special arrangements. 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 Health Center (HCC) Center Staff (3rd Floor Richie Wellness Center)
- IV. Regional Counseling Centers & Treatment Programs

## **I. ILIFF COUNSELING SERVICES**

The Iliff Counseling Service is an extension of the University of Denver's Health and Counseling Center (HCC). 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:

1. Individual/Family/Couples Counseling
2. Group Counseling
3. 24-Hour Emergency Service
4. Psychiatric Consultation
5. Workshops for Personal/Professional Growth
6. Psycho-educational Groups (i.e., Reducing Test Anxiety, Improving Study Skills, etc.)
7. Psychological Assessment

The 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 \$90 per-session fee for sessions nine through twelve. 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 \$15 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 the HCC. Fees for psychiatric services are the same as those charged for D.U. students without the student health fee, \$160 per hour or a portion thereof.

Additional Psychological Assessment, beyond the C&G assessment process, is also available to Iliff students at the same rate charged to D.U. students, and based on the assessment measures employed.

Andi Pusavat, Ph.D., Senior Staff Psychologist at the HCC, provides the primary services for the Iliff community. Dr. Pusavat is available twenty hours per week. Ms. Sue Bennett, M.A., a doctoral level graduate assistant in counseling psychology, will be available eight hours per week to meet with Iliff students during 2006-2007.

The Iliff Counseling Service is located in room 110 in Iliff Hall. Dr. Pusavat and Ms. Bennett share this office. The phone number to reach the Iliff office is 303-765-3130.

Ilf students have the option of being seen in the Ilff office or at the HCC by HCC staff. The HCC is located on the Third Floor North of the Ritchie Center. The phone number at the HCC is 303-871-2205.

Appointments to be seen at the Ilff Counseling Service must be made with Dr. Pusavat or Ms. Bennett personally by calling their office. To be seen at the HCC, you must schedule an appointment by calling 303-871-2205. Students who are in crisis may utilize the walk-in service between 2:00 and 3:30 PM Monday through Friday. Workshops, psycho-educational groups, and therapy groups will be posted in "This Week" as they are established. If Ilff students have any requests for workshop themes, psycho-educational groups, or special population groups, they are encouraged to present those requests to Dr. Pusavat.

## **CONSULTATION AND GUIDANCE**

The Ilff Counseling Service also administers the consultation and guidance (C&G) requirements for M.Div. and M.A.S.M. 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:

University of Denver's Health and Counseling Center (3<sup>rd</sup> Floor North, Ritchie Center) 7:30 am to 5:30 p.m., Monday - Friday 303-871-2205

At other times, call the University of Denver's Campus Safety (ask for the Emergency On-Call Counselor to be paged) 303-871-3000

Walk-in hours are also available from 2:00 PM to 3:30 PM Monday through Friday at the HCC Location for urgent matters. The Ilff office will also have one walk-in hour throughout the school year. Specific times will also be posted in the school newsletter.

## **III. UNIVERSITY OF DENVER HEALTH AND COUNSELING CENTER**

### **Counseling Services Staff Members 2006 – 2007**

**Sue Bennett, M.A.** (Graduate Student Trainee, Ilff School of Theology)

B.A. and B.S. Regis University, Denver (2002)

M.A. University of Denver (2005)

Ph.D. University of Denver (expected 2009)

Interests: organizational health psychology; job stress and burnout, leadership selection and development, women's issues in the workplace; career assessment and counseling; problem gambling; spirituality/religion.

Experience: university counseling centers, career center, Kaiser Permanente, university training clinic (serving community), problem/pathological gambling.

Schedule: part time 15-20 hours per week

**Jenna Brown Morgan, M.A.** (Intern, Health/Sport Psychology Concentration)

B.A. University of Colorado, Boulder (2002)

M.A. University of Denver (2005)

Psy.D. University of Denver (2007)

Interests: health related issues (obesity, chronic pain, injury), performance and sport psychology, exposure-based treatments (anxiety, depression, phobias), identity issues (cultural, racial, gender, sexual orientation, disability, adjustment to change), values-focused treatment, mindfulness, behavioral change. My greatest interest is in developing genuine present-centered interactions with clients to promote recognition of choice and acceptance in behavioral change.

Experience: individual and group therapy with children, adolescents, and adults, college counseling center, community mental health center, residential treatment, cognitive assessment (learning disabilities and ADHD)

Schedule: full-time

**Dianna Ducote-Sabey, Ph.D.** (Training Director/Multicultural Coordinator)

BA University of Oklahoma (1988)

M.Ed. University of Oklahoma (1990)

Ph.D. Oklahoma State University (1999)

Interests: identity development including racial/ethnic, sexual orientation and gender; cultural differences; life transitions; family of origin issues; career assessment and counseling; personality; spirituality; training and supervision.

Experience: university counseling centers, inpatient psychiatric hospital, community mental health centers, university-based clinics

Schedule: full time

**Emily Fazio, M.A.** (Graduate Student Trainee, Women's Issues Specialist)

B.A. University of Iowa

M.A. University of Denver

Ph.D. University of Denver (expected 2010)

Interests: trauma, women's issues, group counseling, relationship issues, multicultural/diversity, grief/loss, adjustment issues, developmental

Experience: medical, Kaiser Permanente, community mental health, at-risk adolescents, schools, trauma, women's crisis, sexual assault, domestic violence, couples/families

Schedule: Part-time 15-20 hrs/week

**Andy Fields, M.S.** (Graduate Student Trainee, Substance Abuse Specialist)

B.S. Iowa State University (2002)

M.S. University of Miami (2004)

Ph.D. University of Denver (expected 2009)

Interests: Men's issues, gender role issues, assessment, personality.

Experience: University counseling centers, inpatient psychiatric hospital, community mental health, outpatient mental health, in-home family counseling.

Schedule: Part time, 20 hours per week.

**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 triaging psychiatric symptoms

Schedule: Mon 8:00 – 2:00, Wed 8:00 – 2:00. and some Thursdays 8:00 – 2:00

**Amber Olson, M.S.** (Graduate Student Trainee, Generalist)

BA University of Wisconsin-Madison (2003)

MA University of Kentucky (2006)

Ph.D. University of Denver (Expected 2011)

Interests: LGBT and gender issues, ally development, multicultural psychology, couples counseling, relationship issues, interracial romantic relationships, and women’s issues

Experience: Family Systems crisis intervention, university orientation services, multicultural group work, community mental health center. Worked specifically with domestic violence, low SES, rural populations, multicultural populations, and general individual psychotherapy

Schedule: Part-time 20 hours per week

**Terri Lucero Osborn, Ph.D.** (Director of Counseling Services)

BA Pomona College (1991)

MS Auburn University (1995)

PhD Auburn University (1998)

Interests: psychological and neuropsychological assessment, traumatic brain injury, neuro-rehabilitation, adjustment, family of origin, relationship issues, pregnancy/postpartum adjustment, HIV/AIDS, GLBT issues, suicide prevention education

Experience: university counseling centers, rehabilitation hospitals, outpatient medical clinics

Schedule: 28 hours/week (Monday-Thursday)

**Jacaranda Palmateer, Psy.D.** (Assessment and Outreach Coordinator)

BA Colgate University (1997)

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

PsyD University of Denver, Graduate School of Professional Psychology (2005)

Interests: trauma, women’s issues, assessment-personality and cognitive, learning disabilities, grief counseling, adjustment, GLBT issues, training/supervision, multicultural issues, feminist psychology, environmental/outdoor psychology

Experience:, university college counseling centers, cognitive and personality assessment, residential treatment centers, grief counseling, individual/group/child/family psychotherapy, couples therapy giftedness, DBT

Schedule: full-time

**Andi Pusavat, Ph.D.** (Director of Iliff Counseling)

BA University of California, Santa Barbara (1992)

MA Loyola Marymount University (1995)

PhD University of Denver, Counseling Psychology (2003)

Interests: multiculturalism, religion/spirituality and psychology, substance abuse/dependency, developmental/identity issues, women’s issues, couples/families

Experiences: university counseling center, medical hospital, correctional setting, community clinic, substance abuse recovery home, intimate partner violence shelter, private practice

Schedule: Tuesdays, half-day Wednesdays, and Thursdays

**Paula Schmidlein, M.A.** (Intern, half-time generalist)

BA University of Northern Colorado (1999)

MA University of Denver (2004)

PsyD University of Denver (expected 2008)

Interests: trauma, domestic violence, multicultural populations, sport psychology, eating disorders, crisis work, general problems in living, couples, families

Experience: trauma, domestic violence, couples, and family, women's crisis center, jail setting, Kaiser Permanente, AMEND

Schedule: half-time

**Holly Sisk, M.S.** (Graduate Student Trainee, Generalist)

BA University of Virginia (1997)

MA Ithaca College (2005)

Ph.D. University of Denver (expected 2009)

Interests: sport psychology, performance issues, anxiety control, stress management, life transition

Experience: collegiate sports, college setting, residential treatment, women's shelter

Schedule: part-time

**Preeti Vidwans, M.A.** (Intern, outreach concentration)

BA University of Michigan (2001)

MA University of Denver (2005)

PsyD University of Denver (expected 2007)

Interests: multiculturalism, leadership and mentorship of Asian American youth, work with interracial couples, ethnic identity, acculturation, personality disorders, extroversion/introversion spectrum (scales) and effects on social interactions, etc.

Experiences: residential therapy center with emotionally and mentally impaired children (play therapy, case management, milieu therapy), counseling military active duty members (adults, couples, testing), counseling and testing with Asian and Caucasian clients, cultural competency module training, counseling and testing at Kaiser Permanente

Schedule: full time

**Casey Wolfington, M.A.** (Intern, assessment concentration)

BS Arizona State University (2002)

MA University of Denver (2005)

PsyD University of Denver (expected 2007)

Interests: alternative therapy including yoga and meditation, psychological and neuropsychological assessment, utilizing assessment measures to distinguish posttraumatic stress disorder from personality disorders, complex trauma, the presence of personality disorders in children and adolescents, and integrating multicultural issues into various methods of teaching

Experiences: psychological and neuropsychological assessment, assessment of trauma-based populations, alternative therapies, vicarious trauma, psychotherapy outcome research, individual, group, and family therapy with children, adolescents, and adults

Schedule: full time

#### **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. Andi Pusavat 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.

**Counseling and Educational Services Clinic**, University of Denver, 2450 S. Vine St., Room 226, Denver 303-871-3230

Serves as a training center for counseling psychologists. Sliding scale based on ability to pay.

**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 for 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 a training center for clinical psychologists. Sliding scale, fees starting as low as \$15 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.

**Centus Counseling, Consulting, and Education**, 1385 S. Colorado Blvd. A-210 303-779-9677

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 303-724-1000

Outpatient psychiatric clinic that serves as a 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, contacting a Senator via email, or placing a comment in the comment box at the Senate Bulletin Board.

- I. Senate Members – 2006-2007
- II. Composition of the Senate
- III. Constitution of the Iliff Student Senate
- IV. A Statement from the Iliff Student Senate

## **I. SENATE MEMBERS - 2006-2007**

Co-chairs: Bradley Laurvick and Tania Sudduth

Secretary: Meredith Buchman

Treasurer: Kathleen Gorman

MDiv Representatives

3rd Year (2 reps): Nick Pagnotta, Joe Bair

2nd Year (2 reps): Jason Kennedy, Anna Mandelstamm

1st Year (2 reps): TBA

MA/MTS Representatives (4 reps): TBA

MASM Representatives

2nd Year: TBA

1st Year: TBA

Ph.D. Representative: TBA

At-Large Representatives : William Mandelstamm, Sara Rosenau

FLAME Representative: Laci Adams

Intramurals Representative: TBA

Liturgical Arts Guild Representative: Karen Cotta

NAPAS Representative: TBA

One In Christ Representative: TBA

Students of Color Representative: TBA

United Methodist Society: Cara Scriven

Lutheran Student Organization: TBA

Unitarian Universalist Students Assoc.: TBA

### **Special Committees:**

Spiritual Formation: Sara Rosenau

Fellowship Chair: Nick Pagnotta



Social Action Committee: Anne Dunlap

## **II. COMPOSITION OF SENATE**

### **SPECIAL COMMITTEES OF THE SENATE**

Spiritual Formation:

Fellowship Committee:

Social Action Committee:

### **ACTIVE INDEPENDENT STUDENT ORGANIZATIONS**

(This list is not comprehensive)

FLAME - Gay, Lesbian and Transgender Concerns

Intramurals –

Liturgical Arts Guild –

NAPAS - National Association of Pan-African Seminarians-

One In Christ –

Students of Color

United Methodist Society at Iliff

Lutheran Student Organization

Unitarian Universalist Students Assoc.

### **ELECTED AND APPOINTED REPRESENTATIVES**

Faculty Representative: Pam Eisenbaum

Administrative Representative: Joan VanBecelaere

Trustee Representative: a member of the Student Affairs Committee

## **III. 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 The members of the senate are four (4) elected officers, sixteen (16) elected senators, a
- 1.1 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 liaison 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.

#### **IV. 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/affectual 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)*

# **ELECTRONIC RESOURCES, HOUSING, PARKING, COMMUNITY LIFE, AND OTHER LOCAL FACILITIES**

- I. Electronic Resources - Including Accessing Website, Email, Handbook, Intranet, and Directory
- II. Housing
- III. Parking and Licenses
- IV. Library and Classrooms
- V. Office of Community Life and Other Iliff Facilities
- VI. University of Denver Facilities
- VII. Local Hospitals and Clinics

## **I ELECTRONIC RESOURCES**

### **COMPUTERS AND PRINTING**

The Ira J. Taylor Library has 17 personal computer workstations available for student use. Five stations are located throughout the building and are reserved for research using ISIAH, the Library's online catalog. Eight workstations reside in the Jack Howard Computer Room and are connected to a networked laser printer. Printing costs 10 cents per page; print cards are available at the circulation desk. At these workstations students may use a variety of software tools, including the Microsoft Office Suite, BibleWorks, and EndNote. The Library provides access to over 15 online databases, including the ATLA Religion Database, Religious and Theological Abstracts, Old and New Testament Abstracts, and EBSCOhost Academic Search Premier. These computer workstations have Internet access so students may perform online research and access their Iliff and/or University of Denver email accounts.

Two workstations (one in the upstairs north room, the other downstairs in the microform room) are equipped only with the Microsoft Office Suite and do not connect to the Internet or to a printer.

The Library has one Assistive Technology PC workstation for patrons with visual or learning disabilities." The station is equipped with Kurzweil 3000 (low-vision), Kurzweil 1000 (no-vision), Dragon Naturally Speaking 7.0, and a high-resolution scanner. The station is available for use by all library users when those needing assistive technology are not using it. This station is located adjacent to the Reference stacks.

In addition to these PC workstations, the Library also maintains one CD-ROM workstation that is loaded with a variety of software for religious and theological research, such as The Anchor Bible Dictionary, Early Church Fathers, and The Works of John Wesley. This computer is located adjacent to the Reference stacks.

Wireless access to the Internet is available throughout the Library, as well as in Iliff Hall and Skaggs Hall. The Library also has a four-station area in the current periodicals reading room for cable connections. Library users must have their own laptops equipped with Ethernet network cards (no telephone modem access is available). The laptop must first be checked by Information Technology staff.

Students are expected to provide their own media (floppy disks or flash drives) for document storage and to comply with all aspects of the “Policy on the Use of Library Computer Resources,” which is listed in this handbook and is also available on the Taylor Library web page. The Library also has a typewriter available, located upstairs in the video alcove.

## **ACCESSING WEBSITE, EMAIL, HANDBOOK, INTRANET, DIRECTORY & MORE**

### **Iliff Website Homepage**

[www.iliff.edu](http://www.iliff.edu)

On the main Iliff website you will find links to:

Iliff Online (Intranet & Online Classroom)

Iliff Email

Campus Web (registration and grades)

You will also find links to:

Academic Calendars

Class Schedules

Registration Information

Degree Programs (links to Handbook)

And the Ira J. Taylor Library

### **Ira J Taylor Library Homepage**

<http://www.iliff.edu/research/>

### **Email**

<http://mail.iliff.edu/exchange/>

Each student at Iliff School of Theology is assigned an Iliff e-mail address. This address allows for school-wide communications to be sent in a timely and efficient manner. Since your Iliff e-mail address is the primary way that the administrative staff will communicate with you, **it is important for you to check your e-mail account regularly** or arrange to have it forwarded to another address as described below.

### **E-Mail Account And Password**

Your Iliff e-mail address has been assigned in the following way:

E-mail address: the first initial of your full legal name and your full last name followed by @iliff.edu

Example: [jsmith@iliff.edu](mailto:jsmith@iliff.edu)

Username: your first initial of your full legal name and your full last name

Example: jsmith

Password: the first initial of your last name followed by the last four digits of your Social Security Number

Example: s1234

(The password is case sensitive and the letter will be lower case)

At this point, we are not able to offer you the option of changing your e-mail password.

If you have a common last name (like Smith or Williams), your e-mail address and username may be slightly different than the common configuration. Please contact Joan Van Becelaere if you have problems logging in with the above configuration and password.

### **Accessing Your Iliff E-Mail Account**

To access your e-mail account, several computers are available in Taylor Library. To access your email account from a computer outside Iliff, you must have your own Internet Service Provider (ISP). Unfortunately, Iliff is unable to provide dial in lines for students at this time. Once you are connected to your ISP, open Internet Explorer 4.0 or higher and go to <http://mail.iliff.edu/exchange>. The initial login screen will ask for your username. Following that will be a login box that asks for the username, password and domain (IST). If you have an ISP that uses a proxy server (such as AOL), the Outlook Web Access may not work correctly.

You can access your Iliff email by going to:

<http://mail.iliff.edu/exchange>

Or go to the Iliff web site ([www.iliff.edu](http://www.iliff.edu)) and then:

Iliff E-Mail (Link on the bottom of right column)

### **Space Limits for your E-mail account**

Because of the size of our on-campus server, the space assigned to your e-mail account is limited. When you reach 14 MB of used memory, you will be sent a warning asking you to “clean-up” your e-mail space. You can accomplish this by deleting messages from your folders. You might consider deleting messages on a regular basis to keep from exceeding the limits of your space. Messages with attachments can especially take up large amounts of space, so please be mindful of deleting these messages promptly. Moving messages to the Deleted Items folder does not delete them from your allotted space, so it is important to empty this folder regularly.

When you have reached 15 MB of used space, you will not be able to send any further messages. When you have reached 18 MB of used space, you will no longer be able to either send or receive messages until you have deleted some messages.

### **Retaining the E-mail account**

In order to retain your Iliff e-mail account, you 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). Students who are on Continuing Registration will be allowed to keep their e-mail account for one quarter.

### **Forwarding Options**

If you wish to forward messages received at your Iliff e-mail address to another e-mail account, there is a form available to request this service in the Student Services offices (in file folder on table outside student service). Please complete this form and take it to Rebecca Suarez, Network Administrator, in Iliff Hall Room 103 (down the hallway past the Cashier).



## ONLINE REGISTRATION

Go to the Iliff web site ([www.iliff.edu](http://www.iliff.edu))  
Click on CampusWeb (usually lower right corner)

You will need your Iliff student ID number (6100xxxxx)  
Your 4 digit registration PIN number is generated new each quarter and will be given to you by your advisor (example: 1234)

Further instructions on how to register online are located at  
<http://www.iliff.edu/academics/registration.php>

Or go to the Iliff web site ([www.iliff.edu](http://www.iliff.edu))  
Academics -> Registration

## **ILIFF ONLINE – Intranet & Online Classroom**

**<http://online.iliff.edu>**

Iliff has an intranet system on campus to help facilitate communication of information. You will have a login so that you can access information that is available to students (such as the Masters Student Handbook, Outcomes Assessment Forms, and other important resources). This site also incorporates our online classroom software which some faculty members will use as a supplement to the traditional classroom.

### **User Account Information**

Your Iliff Online account is the same as your Iliff E-Mail account.

### **Enrolling for Courses on Iliff Online**

- On the main page, the course categories are listed at the top of the left column.
- If your instructor has requested an online classroom for your course, it should be listed under Masters/Doctoral Courses. It is then broken down by subcategory based on the course number.
- The individual selects the appropriate category and browses for his/her course.
- If you are registered for a course and you do not find it here, then there is not an online classroom for that course.
- Once finding his/her course, the individual clicks on it. He/she will then be prompted if he/she wishes to enroll in the course. Clicking “Yes” will enroll that individual within the course.

Any and all questions or problems relating to Moodle should be directed to the Webmaster, Lee Parker, who can also be reached at [webmaster@iliff.edu](mailto:webmaster@iliff.edu) and (303)765-3129.

## CONTACTS

For problems with logging in to your Iliff e-mail:

Contact            Joan Van Becelaere  
                         Skaggs Hall Room 106  
                         303-765-3106

jvanbecelaere@iliff.edu

For technical problems with your Iliff e-mail  
(such as forwarding, deleting messages, etc.):

Contact Rebecca Suarez (in I-103) for assistance  
Iliff Hall Room 103  
303-765-3124  
[it@iliff.edu](mailto:it@iliff.edu)

For Iliff Online assistance:

Contact Lee Parker  
Iliff Hall Room 102  
303-765-3129  
[lparker@iliff.edu](mailto:lparker@iliff.edu)

For problems with CampusWeb

Contact Carmen Baca  
Skaggs Hall Room 108  
303-765-3127  
[cbaca@iliff.edu](mailto:cbaca@iliff.edu)

## **II. HOUSING**

Living on campus can provide a deeper sense of participation in the Iliff community. We offer a variety of housing options and lower than average housing costs. Numerous off-campus accommodations are also available in the area, if you prefer. Additionally, joint Ph.D. students may apply for student housing at the University of Denver as well as at Iliff.

All Iliff housing comes with stove, refrigerator and vertical blinds. If available, we can sometimes provide furniture and household items as needed, at no extra cost. However, telephone and computer accessories and services are not provided by Iliff.

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.

### **HOUSING POLICY**

The Iliff School of Theology complies with all state and federal non-discrimination laws and regulations in the administration of its housing policies. The Iliff School of Theology does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its housing. The academic vice president/dean has been designated to handle inquiries regarding non-discrimination policies and complaints.

Tenants shall comply with Iliff School of Theology regulations. This applies to the pertinent items of this entire document as well as all policies and procedures that may be enacted hereafter.

Residing in Iliff School of Theology housing is contingent upon the student's maintaining active student status as defined by the Iliff Masters Student Handbook and the Joint PhD Student Handbook:

- \*Enrolled for at least 8 hours of credit per quarter in a degree program.
- \*Enrolled for at least one course during the final quarter of course work in a degree program.
- \*Joint PhD student who is considered full time as defined by the Joint PhD Program while working on his/her comprehensive examinations or dissertation.
- \*If not enrolled in Iliff courses but were enrolled full time during the previous quarter. Following the quarter a student is not enrolled, the student must enroll in at least 8 hours during the next quarter. This option may only be used once each academic year (September through August);

Time limitations on residing in student housing are as follows:

- \*Students in the MAR and MA program--12 quarters.
- \*Students in the MDiv program--16 quarters.
- \*Students in the Joint PhD program--20 quarters.
- \*60 quarters are the maximum number of quarters a student may reside in student housing, although a student may petition to stay longer. The petition may be granted if facilities are available or if there are extenuating circumstances in finishing a degree program.

Residing in Iliff School of Theology housing is contingent upon prompt payment of rent. Rent is charged quarterly and paid to the Business Office; however, you may petition the Business Office if you prefer to pay monthly. When students move into or out of Iliff School of Theology housing, rent will be calculated on a daily pro-rata basis. See Current Fee Schedule for current deposit and housing rates.

## **APPLYING**

Applications are available through the Admissions Office and the Housing Office. Application and deposit may be made prior to acceptance, but you will not be placed on the waiting list until you are accepted into a degree program. Housing assignments are based on the date of application and deposit.

A \$200.00 deposit must accompany the housing application. The deposit assures a place on the waiting list, and also acts as a damage deposit. See Current Fee Schedule for current deposit and housing rates.

Deposit will be refunded:

- \*if you cancel your request for Iliff School of Theology housing at least thirty (30) days prior to expected arrival.
- \*upon vacating the apartment/house and clearance by Housing administration.

## **MOVE-IN**

On-campus housing has limited furnishings. Check with the Director of Housing as to what furniture is available. Rental cost is the same for unfurnished and furnished apartments.

Iloff School of Theology does not insure resident's personal property. We strongly advise that tenants obtain renter's insurance.

Tenants are responsible for installation of telephone and cable services.

When moving into your apartment, the Director of Housing will accompany new tenants in taking a physical inventory of cleanliness, repair issues and furnishings within 48 hours of moving in. The signed inventory sheet is then filed with the Director of Housing.

## **FACILITIES**

Iloff School of Theology reserves the right to enter any Iloff housing apartment or house at any time for the purpose of repairs or other official business. Every effort will be made to notify you in advance of the visit. After a maintenance visit, a tag will be left on your doorknob indicating what was done and when.

No pets are allowed in Iloff housing, except for fish.

No smoking is allowed in Iloff housing.

No firearms or illegal drugs are permitted in Iloff housing.

If you need more than one set of keys, contact the Director of Housing. Don't have keys made off-campus. If you lose your keys, the Director of Housing will order duplicates from the Maintenance Department and charge the tenant \$2.00 per key.

Residents adding their own dead bolt locks must provide a key to the student manager and to the Director of Housing. The lock must be keyed to the apartment key and master key. Iloff School of Theology will not pay for these locks or for their installation.

Any change in Iloff School of Theology furnishings, painting, or other matters of unusual nature should have authorization from the Director of Housing before the modification is undertaken.

The tenant is responsible for the purchase and replacement of light bulbs burned out during tenant's stay.

Notify the Director of Housing if you have high wattage usage appliances in your apartment.

The Director of Housing must approve dishwashers or washers/dryers prior to installation.

Tenants should clean apartments regularly. Every effort should be made by the resident to avoid creating fire hazards and/or accident potentials in and about the apartment.

## **COMMUNITY**

Quiet is expected from 10:00 pm to 7:00 am in order that other residents may study and sleep. Residents who are being disturbed should complain to the apartment resident(s) involved. If that doesn't solve the situation, contact the Director of Housing.

## **OCCUPANCY**

Subletting apartments is not permitted. Before allowing a friend or relative to stay in Iliff School of Theology housing while tenant is away (limit 3 nights), tenant must submit to the Director of Housing a written statement giving specific permission to use the apartment in your absence.

If you are planning to be away from your apartment for a week or more, let the Housing Director know.

Before performing any childcare work, proof of adequate business liability insurance must be filed with The Director of Housing. The childcare in Iliff School of Theology housing is limited to no more than two (2) outside children plus resident's own children at any one time.

## **COMMUNICATIONS**

Student managers can provide entry to the apartment at reasonable hours if your key is lost or locked in the apartment. Please contact the student manager of your building, or DU Campus Security, before coming to the Director of Housing.

Notify the Director of Housing for any maintenance needs, including pest control, so that a Work Order can be submitted to the Maintenance Department.

The Director of Housing will provide a Quarterly Report of Residency form each quarter to residents. The form is to be completed and returned within ten days. Failure to return this form will be taken as an indication that you are not planning to remain in Iliff housing in the forthcoming quarter. Further, if this form is not returned, your housing deposit will be forfeited.

Notify the student manager for hall cleaning, lighting, and snow shoveling and trash removal.

## **PARKING**

Tenants in Doenges Hall, Girault House and Community Life House have free, attached parking spaces.

Tenants in Schlessman and Taylor Halls may request a parking spot in respective adjacent lots. Spots are assigned by the Director of Housing and require a parking card and a rear window sticker – both issued by the Cashier. Parking cards for tenants require an initial deposit of \$25.00.

Iliff School of Theology provides parking for only one vehicle per apartment; however, tenants can rent a second parking space by the quarter if there are extra spaces available. These rented spaces are issued according to date of written request.

## **MOVING OUT**

When vacating your apartment, the Director of Housing should be notified as soon as you can be definite of the move. Two weeks is the minimum notice.

Those residents finishing a degree program must terminate residence in housing within ten (10) days of finishing the program, if not pursuing an additional degree at Iliff for the following quarter. The ten days are prorated on your rent.

When vacating your apartment, a Clearance Form is filled out by the tenant and the Director of Housing at the time of final checkout. The form is given to the Business Office, and then the tenant's deposit, less any damage or cleaning charges assessed, will be refunded. The tenant is responsible for cleaning properly, or for paying a cleaning charge. Deposit refunds are mailed to the tenant, or may be picked up at the Business Office within a reasonable time following clearance.

Damage done to the furnishings or to the apartment by the tenant will be charged to the tenant.

## **EMERGENCIES**

To report suspicious events or crimes call DU Campus Security or dial 911. Be sure to notify the Director of Housing of having taken these actions. See current Contact List.

In case of fire, leave the building using the nearest exit away from the fire. Fire extinguishers are in all buildings. Smoke detectors are in each apartment.

To report a fire, call DU Campus Security or dial 911. See current Contact List.

Notify the Director of Housing of any incidents occurring in the apartment or the building.

Your personal possessions are not insured by the school for fire damage or loss. Iliff School of Theology strongly recommends that you have renter's insurance. In case of thefts or vandalism remember to contact your own insurance agent immediately.

## **III. 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 housing sticker. There is a \$25 refundable fee for the parking card. Due to the shortage of parking spaces available, Iliff can only provide parking for one vehicle per apartment. .

### 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 quarterly 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.

## **IV. LIBRARY AND CLASSROOMS**

The Ira J. Taylor Library serves the information resource needs of the students and faculty of the Iliff School of Theology. The Library contains the largest theological collection in the Rocky Mountain area with approximately 205,800 volumes, 60,600 microforms, over 900 current periodical and serial subscriptions, and 30 online databases. In addition to these resources, Iliff students and faculty have privileges at the University of Denver's Penrose Library, the Denver Seminary Library, and the St. John Vianney Theological Seminary Library. Books and articles not available through one of these institutions may be borrowed for Iliff students and faculty through interlibrary loan.

The Library contains a computer research center with eight workstations and a networked printer, as well as a CDROM station, an Assistive Technology workstation, and two additional word processing stations in the book stacks. The Library provides access to a variety of software tools and online databases, including ATLA Religion, Religious and Theological Abstracts, and EBSCO's Academic Search Premier. The online library catalog (ISAI AH) may be accessed via computers located in the circulation area and the book stacks or through the Internet at <http://library.iliff.edu>. Remote access is also available for other library catalogs, periodical indexes, and selected full-text journals, enabling patrons to access many Library resources from home or other locations.

The original library building, erected in 1955 and named for philanthropist Ira J. Taylor, was incorporated in 1998 into the Bacon Education Center. The archives of both the Rocky Mountain Conference of The United Methodist Church and The Iliff School of Theology are also housed in the library. Well-lit reader areas with table and lounge seating, as well as individual study and computer

carrels, create an atmosphere conducive to study and research, though the view of the mountains can at times be distracting! The Bacon Education Center's modern design accommodates the access needs of all patrons, including those with disabilities. Microfilm readers, TV/VCR-DVD players, and wireless technology allow for access to a wide variety of research media. A small staff of library professionals is available to help with your research or other information needs.

For more information on Library services and policies, please see the Library home page at [www.iliff.edu](http://www.iliff.edu), contact us at [taylorlibrary@iliff.edu](mailto:taylorlibrary@iliff.edu) or by phone at (303) 765-3173, or stop by to see us.

**Taylor Library Hours** When classes are in session, the Library is typically open

Monday-Thursday 8:00 am-9:00 pm;

Friday 9:00 am-4:30 pm;

Saturday 10:00am-3:00pm;

Sunday 2:00 pm-6:00 pm.

Hours during interim periods and holidays will vary. Please check the Library home page or ask the library staff for updated information.

**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**

**Please contact Donna Frey at 303-765-3187, [dfrey@iliff.edu](mailto:dfrey@iliff.edu), for more information.**

## **V. 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). Student



charge accounts with Cokesbury are available for book purchases. The bookstore stocks used copies of texts when available. Students also receive 20% off on *most* books.

Final dates to return class texts to the bookstore and dates for store returns of texts to publishers are posted in the bookstore and advertised in *Iliff* this Week.

General bookstore hours for 2006-2007 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 summer, 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 39 cent 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.

In addition, the Business Office also has two notaries available by appointment for students, staff and faculty.

## **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 is 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 general information about *Iliff* and information about the Denver-area.

## **COMMUNITY MEAL**

In order to provide an opportunity to get to know your new *Iliff* family and share ideas, a community meal is offered immediately following worship each Wednesday at noon and once each month at (third Tuesday of the month) 5:00 pm in Great Hall. An informal meal is available for a minimal charge. Students and families are encouraged to attend. On Wednesday's weekly announcements are given and sometimes surprise entertainment shows up.

## **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. The boxes are small and access during breaks and holidays is limited. Consequently, it is recommended that all personal mail be delivered directly to your place of residence rather than the school.

Students living in Iliff's on-campus apartment buildings should have mail sent directly to their apartment building. This mail will be delivered to those buildings.

## **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 Coordinator of Student Services for those students admitted conditionally, students on academic probation, students who require tutoring as part of their documented disability accommodations, 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 Coordinator of Student Services very early in the quarter.

## **VI. 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.

### **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.)

#### **Coors Fitness Center - Iliff Students\***

<b>Full Access:</b>			
No limitations on usage.			
	<u>Individual</u>	<u>Plus One</u>	<u>Family</u>
Monthly:	\$40.00	\$65.00	\$90.00
Initiation Fee:	\$0.00	\$50.00	\$50.00
<b>Limited Access:</b>			
Limited Hours of use:			
Monday-Friday: 7am-3pm Saturday: 6am-7pm Sunday: 6am-11pm			
	<u>Individual</u>	<u>Plus One</u>	<u>Family</u>
Monthly:	\$20.00	\$40.00	\$60.00
Initiation Fee:	\$0.00	\$50.00	\$50.00
<b>Amenities:</b>			

- Access to all Group Fitness Classes
- Use of Olympic Size pool

- Free public skate and drop-in hockey
- No long term contacts
- Tennis Courts
- Fitness Evaluation and Personal Fitness Program

<b>Services:</b>
------------------

- |                      |                           |
|----------------------|---------------------------|
| • Personal Training: | \$40.00/session           |
| • General Lockers:   | \$30/quarter<br>\$75/year |
| • Gold Lockers:      | \$30/month                |

\*All Locker fees are non-refundable.\*

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 Iloff students.

## **HOUSING**

D.U. housing is not available to Iloff masters students. Iloff Ph.D. students may consult the university housing office regarding possible housing in university residence buildings.

## **PENROSE LIBRARY AT DU**

Iloff students (with valid ID) may use the University of Denver's Penrose Library, located at 2150 E. Evans Ave., west of University Blvd. For hours of operation or for more information, see their website at [www.penlib.du.edu](http://www.penlib.du.edu) or call 303-871-3707.

## **VII. 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