

Master's Student Handbook
2016-2017 Academic Year



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INTRODUCTION

This Handbook is designed to give you information about Iliff, degree requirements, 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 that 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 Handbook and other authorized School documents to determine the terms under which they are admitted to and may continue at Iliff.

MASTER'S STUDENT HANDBOOK UPDATES

The Master's 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, staff, board and administration. The information in the Handbook and Handbook Updates is not to be regarded as creating a binding contract between the student and the School.

Academic Requirements: Except by special action of the faculty, students who matriculate into an Iliff master's degree program during the 2016-2017 academic year are bound by the academic requirements and procedures for that degree as specified in the 2016-2017 edition of the Master's 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. This also includes any updates issued after 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. These policies are disseminated by e-mail and/or postings to my.iliff.

CLASSIFICATION OF POLICIES

Generally, the policies that most affect students fall into two classifications: Academic Policies and Non-Academic Policies. Below is a brief overview of what some of the policies contain. These policies are found in their respective sections in this Handbook.

Academic Policies include:

- *Academic Integrity Policy*, which addresses how Iliff handles plagiarism and academic dishonesty.
- *Academic Appeals and Petitions*, formal process for students for modification of academic procedures, modification of degree requirements, appealing a grade change decision, and other any other modification of regular academic procedures and requirements.

Non-Academic Policies include:

- *Sexual Misconduct Policy*, how to report and how Iliff handles sexual harassment and sexual misconduct.
- *Student Support Process*, how Iliff handles reports of concern about a student's safety and well-being.
- *Grievance Policy*, how Iliff handles reports of student conduct that violates standard of community conduct.

ACADEMIC PROGRAMS

The Iliff School of Theology offers both master's and doctoral degree programs: Master of Divinity (MDIV) with the optional Journey MDIV track (for flexible residency); Master of Arts in Social Justice and Ethics (MASJE); Master of Arts in Pastoral and Spiritual Care (MAPSC) and the optional MAPSC for Military Chaplains; and a Master of Theological Studies (MTS). For students wishing to pursue licensing, Iliff offers the opportunity to work concurrently with the Graduate School of Social Work at the University of Denver to earn a Master of Social Work (MSW). Jointly with the University of Denver, Iliff offers a Doctor of Philosophy (PhD) program in religion. Iliff also offers graduate certificates in a variety of areas.

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.

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. Iliff may choose to require background checks on students at any time, particularly those who will be working with protected populations.

MASTER OF DIVINITY (MDIV)

The Master of Divinity (MDIV) is the most recognized professional theological degree. Designed for those who seek vocations in ministry in a variety of settings, the MDIV is the primary way to meet educational requirements for those seeking ordination or endorsement in many Christian denominations. This degree requires 120 quarter credit hours across the theological curriculum, includes an Internship, and other attention to personal, professional, and spiritual formation. This degree can be acquired in both a residential and flexible residency track of study.

DEGREE REQUIREMENTS

The curriculum is designed to meet the needs of those preparing for ordained ministry or other forms of contemporary religious leadership. The curriculum is organized into one introductory interdisciplinary course, one each of a breadth and depth courses from six areas (see below), two professional formation courses, internship, and consultation and formation. The rest of the credits will be obtained by other course work, which students are free to select from a wide variety across the curriculum. They may include weekend Praxis classes, immersion courses, and others listed in our course catalog. Substitution of other courses, such as those taken at other institutions, can be requested by petition to the Academic Vice-President/Dean of the Faculty.

Students must meet the requirements as specified in the Master's Student Handbook (of their year of matriculation) to graduate. Requirements of the degree are: course credits and grades, core requirements, and personal, professional, and spiritual formation requirements, which include consultation and formation requirements.

The MDIV degree requires 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. In addition, all required courses below (68 of the 120 credits), must be completed with a letter grade of C or better (or with a Pass, when no letter grade is offered).

Students wishing to write a master's 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.

First Year Interdisciplinary Course (4 credits): This course is team-taught and limited to 25 students per section. This course will introduce students to terminology, reading of primary texts and how to write academic papers as well as expose them to the complexity and significance of theological reflection.

Core Courses (48 credits)—One course each of a breadth and depth designation in six areas:

Comparative Religious Traditions (CR) (4 credits depth & 4 credits breadth)

Sacred Texts/Contextual Analysis (TX) (4 credits depth & 4 credits breadth)

Social/Contextual Analysis (AN) (4 credits depth & 4 credits breadth)

Historical Development & Expressions of Religious Traditions (HI) (4 credits depth & 4 credits breadth)

Constructive Theology (TH) (4 credits depth & 4 credits breadth)

Theology and Religious Practices (PR) (4 credits depth & 4 credits breadth)

Personal and Professional Formation (16 credits)—Required courses:

Vocation and Orientation (2 credits)

Identity, Power, and Difference (2 credits)

Internship (12 credits)

Consultation and Formation to be completed during the first quarter of classes at Iliff School of Theology

Other Courses (52 credits)

Total for Master of Divinity: 120 credits

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.

Student Assessment Process: To ensure the breadth and depth of the educational experience and fulfill accreditation requirements, students will be required to participate in Iliff's outcomes assessment process as they approach graduation. Students must enroll in Master's Recital (offered in multiple formats in the Winter and Spring quarters) as a way to reflect on and provide feedback about their Iliff education. Further information is available from the Dean's Office or from the student's academic advisor.

MDIV Degree Learning Goals

Students completing this degree program should be able to:

Comparative Religious Traditions (CR): demonstrate basic awareness of a range of religious traditions and an emerging capacity to engage in comparative analysis between traditions around a particular topic.

Sacred Texts (TX): demonstrate an informed understanding of sacred texts as historically-situated; utilize various methodologies for responsible interpretation of these texts to contemporary audiences.

Social/Contextual Analysis (AN): identify and critically evaluate the symbolic systems, power structures, ideologies, values, and religious meanings at play in events and interactions, institutional structures, ethical judgments, and living communities, and articulate and enact a vision for increased social justice in these contexts.

Historical Development/ Expressions of Religious Traditions (HI): demonstrate awareness of religious traditions as historically-situated movements that interacted and changed in relationship to their surrounding cultures and subcultures over time, resulting in various expressions located within and influenced by social structures and institutions, historical events, and ethnic and cultural ideologies.

Constructive Theology (TH): critically engage historical and contemporary theological expressions of religious traditions and articulate one's own constructive theological position in relation to contemporary events and/or situations.

Theology and Religious Practices (PR): engage in analysis of contemporary religious traditions and institutions in order to assess, design, and perform meaningful leadership practices with sensitivity to contextual realities and relationships.

Personal and Professional Formation (PPF): develop strategies for spiritual formation and self-care, demonstrate an awareness of the importance of social location for self-understanding and professional presence, and enact self-aware and collaborative leadership within a specific vocational context.

MASTER OF DIVINITY—JOURNEY PROGRAM (MDIV)

The Master of Divinity Journey Program is comprised primarily of online and hybrid classes with short visits to Iliff's campus in Denver up to four times per year.

DEGREE REQUIREMENTS

This program has identical entrance and educational requirements, as well as the same overall learning goals, as the residential option (see above). At least 120 quarter credits are needed for completion of the MDIV degree. At least 40 of the 120 credits must be earned as residential credits. Journey students may take a full-time or part-time course load. Course load may include hybrid, online-only, residential, or intensive classes. Full-time is considered to be 8-14 credits.

Hybrid Courses

Hybrid courses are a combination of online and on-campus. Hybrid classes meet online for the first and last four weeks of the term. Students arrive on campus for Gathering Days during the 5th week of class. Gathering Days also include optional campus community activities such as meals, worship, academic presentations, social activities, community service, etc.

Journey/Gathering Days 2016-2017

Fall Quarter: October 12-15, 2016

Fall Quarter First Year-Journey Cohort: October 9-15, 2016

Winter Quarter: February 8-11, 2017

Spring Quarter: April 26-29, 2017

Earning residential credits

40 residential credits are required in the Journey Program. During the first Journey week intensives, students earn 6 residential credits. Residential credits are earned by attending courses at Gathering Days and other residential courses such as weekend and summer/interterm intensives.

Online Courses

Flexibility is important in the online classroom. Instead of meeting face-to-face, students learn through online presentations from professors, discussions with peers, and exercises that will demonstrate or test critical thinking skills. Course delivery may include, small group online meetings, podcasts, videos, discussion postings and blogs.

Course Load

To determine how much course load is right for you, multiply three hours per week for each credit hour of class to calculate the amount of much time each course will require. For example, in most instances you will be enrolled in a 4.0 hour class. In this case 12 hours of study, writing, reading, and online activities preparation will be required per week/per class. This will vary with each course and you may find that some courses require a bit more or a bit less per week.

Technology Expectations

Students should have daily access to a computer. E-mail will be one of the primary modes of communication used for online courses offered by Iliff. You will receive an Iliff e-mail address that you are required to either check regularly or forward it to another active e-mail account.

Distance Learning for Journey MDIV and the United Methodist Church

The University Senate of the United Methodist Church guidelines state that candidates for ordination in The United Methodist Church cannot take *all* of their seminary classes online. The United Methodist seminaries are permitted to offer up to *two-thirds of the Master of Divinity degree as distance education* (as defined by 2012 Association of Theological Schools Standard ES.4), with one-third of the degree required to be campus-based.

The Iliff School of Theology is in full compliance with the University Senate of the United Methodist Church and Iliff fulfills this requirement by requiring 40 of the 120 credits in a residential format. The Association of Theological Schools (ATS) Degree Program Standard A.3.1.3 requires at least one year of full-time academic study or its equivalent must be done in residence, which for Iliff equates to 40 of 120 credits required for the MDIV degree. In the Journey program, students have a multitude of avenues to meet this requirement including required on-campus intensives for face-to-face interactions with their instructors and peers.

MASTER OF ARTS IN SOCIAL JUSTICE AND ETHICS (MASJE)

The Master of Arts in Social Justice and Ethics (MASJE) is a professional master's degree that challenges students to develop and practice an inclusive and collaborative approach to social change leadership; demonstrate the cultural capacity and organizational skills necessary for civic agency and efficacy in diverse social, political, and educational contexts; and critically engage complex interdisciplinary analysis of historical and contemporary social change strategies and movements.

Graduates of the MASJE program lead social change efforts within diverse professional settings including domestic and international religious organizations, non-profit organizations, government agencies, educational institutions, the media, and for-profit corporations. Such leadership may also include ordination/consecration as a deacon or lay minister in various denominational traditions.

As a professional degree within a theology school, the MASJE degree program combines personal, spiritual/religious, and academic learning with critical reflection, community engagement, and service learning. The curriculum provides an interdisciplinary approach with courses that combine political theory, sociology, ethics, theology, and the history, theory, and practice of social change movements. In addition, courses in management, leadership, and community collaboration, along with the internship provide opportunities for students to gain practical knowledge and experience.

DEGREE REQUIREMENTS

To graduate, students must meet the requirements as specified in the Catalog and Master's Student Handbook of their year of matriculation. The MASJE requires at least 80 quarter credits with a cumulative grade point average of 2.0 or better. In addition, all required courses below (60 of the 80 credits), must be completed with a letter grade of C or better (or with a Pass, when no letter grade is offered).

First Year Interdisciplinary Course (4 credits): This course is team-taught and limited to 25 students per section. This course will introduce students to terminology, reading of primary texts and how to write academic papers as well as expose them to the complexity and significance of theological reflection.

Core Courses (28 credits): One each of a breadth *or* depth course in the first five curricular areas:

Comparative Religious Traditions (CR) (4 credits)

Sacred Texts/Contextual Analysis (TX) (4 credits)

Social/Contextual Analysis (AN) (4 credits)

Historical Development and Expressions of Religious Traditions (HI) (4 credits)

Constructive Theology (TH) (4 credits)

Theology and Religious Practices (PR) (8 credits), required courses:

Foundations of Social Justice and Ethics (4 credits): An interdisciplinary critical review of social change strategies and their historical and contemporary contexts.

Community Organizing (4 credits): An exploration of the U.S. history and theory of modern community organizing, and an opportunity to practice the broad-based, relational community organizing method.

Social Justice and Ethics Praxis (8 credits): An integration of theory and practice within a practice-based learning environment, often including community-engaged collaboration with non-profit organizations, government agencies, or civic groups. Topics change each term (1-4 credits each)

Social Justice and Ethics Seminars (8 credits): An in-depth and interdisciplinary exploration and analysis of a variety of topics pertaining to individual and collective social change experiences, strategies, and practices. Topics change each term. (2-4 credits each)

Personal and Professional Formation (12 credits) *Required courses:*

Vocation and Orientation (2 credits)

Identity, Power, and Difference (2 credits)

MASJE Internship (8 credits, summer): Internships need to be arranged with the Office of Professional Formation.

Consultation and Formation to be completed during the first quarter of classes at Iliff School of Theology

Other Courses (20 credits)

Total for Master of Arts in Social Justice and Ethics: 80 credits

Personal and Professional Formation Requirements: Prior to entering the MASJE internship, students must complete Vocation and Orientation; Identity, Power, and Difference; and Iliff's Consultation and Formation process. Once these prerequisites are completed, MASJE students work in consultation with the MASJE

Director/Director of Service Learning to identify a community partner and develop a personalized internship through the student-led drafting of a Service Learning Agreement. Students then register for the eight-credit MASJE Internship Seminar, a hybrid seminar consisting of two in-person praxis weekends at the beginning and end of the summer quarter, and online throughout the summer. This seminar runs concurrently with the 300-hour MASJE internship (8 credits, summer).

For details on the PPF process, please see the “MASJE Internship” subsection of the “Personal and Professional Formation in the Iliff Curriculum” section of this Handbook.

Length of Study: Students who average 40 quarter credits a year (13-14 credits each quarter of the academic year) will complete the course work for the MASJE degree in two years, including the completion of a summer internship in between the first and second year of study. Students may, however, elect to complete their course work over a longer period of time. The MASJE is considered a fully residential program. All requirements for the degree must be completed within seven calendar years from the date of the first course taken in the program.

Student Assessment Process: To insure the breadth and depth of the educational experience, students will be invited to participate in Iliff’s outcomes assessment process as they approach graduation. Students are required to enroll in Master's Recital (offered in multiple formats year round) as a way to reflect on and provide feedback about their Iliff education. Further information is available from the Dean's Office or from the student's academic advisor.

MASJE Degree Learning Goals:

Comparative Religious Traditions (CR): demonstrate basic awareness of a range of religious traditions and an emerging capacity to engage in comparative analysis between traditions around a particular topic.

Sacred Texts (TX): demonstrate an informed understanding of sacred texts as historically-situated; utilize various methodologies for responsible interpretation of these texts to contemporary audiences.

Social/Contextual Analysis (AN): identify and critically evaluate the symbolic systems, power structures, ideologies, values, and religious meanings at play in events and interactions, institutional structures, ethical judgments, and living communities, and articulate and enact a vision for increased social justice in these contexts.

Historical Development/ Expressions of Religious Traditions (HI): demonstrate awareness of religious traditions as historically-situated movements that interacted and changed in relationship to their surrounding cultures and subcultures over time, resulting in various expressions located within and influenced by social structures and institutions, historical events, and ethnic and cultural ideologies.

Constructive Theology (TH): critically engage historical and contemporary theological expressions of religious traditions and articulate one’s own constructive theological position in relation to contemporary events and/or situations.

Theology and Religious Practices (PR): engage in analysis of contemporary religious traditions and institutions in order to assess, design, and perform meaningful leadership practices with sensitivity to contextual realities and relationships.

Personal and Professional Formation (PPF): develop strategies for spiritual formation and self-care, demonstrate an awareness of the importance of social location for self-understanding and professional presence, and enact self-aware and collaborative leadership within a specific vocational context.

MASJE: Demonstrates a complex interdisciplinary understanding of historical and contemporary social change strategies and movements, develop and practice an inclusive and collaborative approach to social change leadership, and demonstrate the cultural capacity and organizational skills necessary for civic agency and efficacy in diverse social, political and educational institutions.

MASTER OF ARTS IN PASTORAL AND SPIRITUAL CARE (MAPSC)

The Master of Arts in Pastoral and Spiritual Care is a professional master's degree for students who are specializing in pastoral and spiritual care within religious communities or other organizations like hospitals, hospice, and military organizations.

The curriculum is designed to meet the needs of those preparing for the specialized vocation of pastoral and spiritual care. Students take courses in pastoral and spiritual care that implement an intercultural approach to spiritual care, integrating contextual understandings of religious truth with a social justice orientation. Clinical pastoral education provides intense group learning and supervision of the practice of pastoral and spiritual care in clinical settings.

Students also take courses in the core curriculum. Each area has a thematic focus, and courses within each area cohere in directing students and their teacher to think more critically about their assumptions and to develop theological perspectives necessary for becoming responsible pastoral and spiritual caregivers in a changing world. The personal and professional courses ground students in an understanding of their vocation, and help them integrate their personal theologies of spiritual care with public theologies using a social justice orientation.

DEGREE REQUIREMENTS

Students must meet the requirements as specified in the Master's Student Handbook (of their year of matriculation) to graduate. The MAPSC degree requires at least 80 quarter with a cumulative grade point average of 2.0 or better. In addition, all required courses below (60 of the 80 credits), must be completed with a letter grade of C or better (or with a Pass, when no letter grade is offered).

First Year Interdisciplinary Course (4 credits): This course is team-taught and limited to 25 students per section. This course will introduce students to terminology, reading of primary texts and how to write academic papers as well as expose them to the complexity and significance of theological reflection. Some examples of possible topics may be: Theodicy/Suffering and War, Food, Eating, Environmental Justice and Hospitality, etc.

Core Courses (28 Credits):

Comparative Religious Traditions (CR) (8 credits: one breadth and one depth course)

Sacred Texts/Contextual Analysis (TX) (4 credits)

Social/Contextual Analysis (AN) (4 credits)

Historical Development and Expressions of Religious Traditions (HI) (4 credits)

Constructive Theology (TH) (4 credits)

Theology and Religious Practices (PR) required course: Intro to Pastoral Theology and Care (4 credits)

Pastoral and Spiritual Care Electives (16 credits)

Personal and Professional Formation (12 credits) Required courses:

Vocation and Orientation (2 credits)

Identity, Power, and Difference (2 credits)

Clinical Pastoral Education (8 credits): students may add another 8 (for a total of 16)

Consultation and Formation to be completed during the first quarter of classes at Iliff School of Theology

Other Courses (20 credits)

Total for Master of Art in Pastoral and Spiritual Care: 80 credits

This degree meets *some* of the requirements currently set by the Association of Professional Chaplains for two forms of certification:

1. AN ASSOCIATE CERTIFIED CHAPLAIN

A person who has demonstrated professional excellence as a chaplain, meeting all eligibility requirements including a bachelor's degree, a **48 semester-hour (72 quarter-hour) graduate theological degree from an accredited school**, two units of clinical pastoral education (CPE), ordination or commissioning to function in a ministry of pastoral care, and ecclesiastical endorsement by a recognized faith group, is recommended by a Certification Committee, approved by the Commission on Certification, and ratified by the Board of Chaplaincy Certification Inc. Board of Directors.

2. A BOARD CERTIFIED CHAPLAIN

A person who has demonstrated professional excellence as a chaplain, meeting all eligibility requirements including a Bachelor's Degree, a **72 semester-hour (108 quarter-hour) graduate theological degree from**

an accredited school, four units of clinical pastoral education (CPE), ordination or commissioning to function in a ministry of pastoral care, and ecclesiastical endorsement by a recognized faith group, is recommended by a Certification Committee, approved by the Commission on Certification, and ratified by the Board of Chaplaincy Certification Inc. Board of Directors.

Length of Study: 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 Pastoral and Spiritual Care degree in two years. Students may, however, elect to complete their course work over a longer period of time. All requirements for the degree must be completed within seven calendar years from the date of the first course taken in the program.

Student Assessment Process: To insure the breadth and depth of the educational experience, students will be required to participate in Iliff's outcomes assessment process as they approach graduation. Students must enroll in Master's Recital (offered in multiple formats throughout the year) as a way to reflect on and provide feedback about their Iliff education. Further information is available from the Dean's Office or from the student's academic advisor.

MAPSC Degree Learning Goals:

Comparative Religious Traditions (CR): demonstrate basic awareness of a range of religious traditions and an emerging capacity to engage in comparative analysis between traditions around a particular topic.

Sacred Texts (TX): demonstrate an informed understanding of sacred texts as historically-situated; utilize various methodologies for responsible interpretation of these texts to contemporary audiences.

Social/Contextual Analysis (AN): identify and critically evaluate the symbolic systems, power structures, ideologies, values, and religious meanings at play in events and interactions, institutional structures, ethical judgments, and living communities, and articulate and enact a vision for increased social justice in these contexts.

Historical Development/ Expressions of Religious Traditions (HI): demonstrate awareness of religious traditions as historically-situated movements that interacted and changed in relationship to their surrounding cultures and subcultures over time, resulting in various expressions located within and influenced by social structures and institutions, historical events, and ethnic and cultural ideologies.

Constructive Theology (TH): critically engage historical and contemporary theological expressions of religious traditions and articulate one's own constructive theological position in relation to contemporary events and/or situations.

Theology and Religious Practices (PR): engage in analysis of contemporary religious traditions and institutions in order to assess, design, and perform meaningful leadership practices with sensitivity to contextual realities and relationships.

Personal and Professional Formation (PPF): develop strategies for spiritual formation and self-care, demonstrate an awareness of the importance of social location for self-understanding and professional presence, and enact self-aware and collaborative leadership within a specific vocational context.

MAPSC: Demonstrate a complex interdisciplinary understanding of the human person in social context, develop and demonstrate an intercultural approach to pastoral and spiritual care, and demonstrate personal and professional competencies needed by effective caregivers.

DEGREE REQUIREMENTS FOR THE 40 CREDIT MAPSC

The MAPSC degree may be completed in 40 quarter credits if the student has previously completed an MDIV degree or its equivalent from an accredited institution. A minimum grade point average of 2.0 is necessary. In addition, all required courses must be completed with a letter grade of C or better (or with a Pass, when no letter grade is offered).

These degree requirements include:

- 16 credits in pastoral and spiritual care electives (“Pastoral Theology and Care” must be included for students without an MDIV from Iliff)
- 8 credits of Clinical Pastoral Education (CPE)
- 16 elective credits (a course in Comparative Religious Traditions must be included for students without an MDIV from Iliff)
- A minimum of 14 credits must be completed residually (see the *Residential Requirements* section of this Handbook).

Students in the 40 hour MAPSC are required to take 8 hours of CPE. Exceptions are considered if they have had CPE within a timely period before entering the degree program. An additional unit of CPE (for up to a total of 16 credit hours of CPE) may be taken if it is determined in consultation with the advising center and the Pastoral Care faculty that their education background and professional goals justify this decision. If an additional 8 credits of CPE are approved, they will be in addition to the 16 credits in pastoral and spiritual care electives.

Specific requirements may be negotiated based on prior educational experience. The consultation and formation requirements, as well as the courses in Vocation and Orientation and Identity, Power, and Difference which are required in the 80 credit MAPSC, will be waived since similar evaluations and assessments in the process of acquiring an MDIV.

Overview of degree requirements:

<i>Degree Components</i>	Descriptions	For students without an MDIV from Iliff	For students with an MDIV from Iliff
<i>Concentration courses</i>	Pastoral and spiritual care courses: at least 16 credits (including “Introduction to Pastoral Theology and Care” as a required class)	16 or more credits	16 or more credits
<i>CPE</i>	1 Unit (waived if student has done CPE recently)	8 credits	8 credits
<i>Special Requirements</i>	Any course in Comparative Religious Traditions	4 credits	Waived
<i>General electives</i>	Optional general electives (may include a second unit of CPE if approved)	Up to 12 credits	Up to 16 credits
<i>Total</i>		40 credits	40 credits

DEGREE REQUIREMENTS FOR THE 40 CREDIT MAPSC FOR MILITARY CHAPLAINCY MINISTRY

This degree program for military chaplaincy ministry gives military chaplains or those preparing to be military chaplains the opportunity to further their theological education in a program which allows them to concentrate on pastoral care courses at Iliff, and to consider courses in psychology, counseling, and social work at The University of Denver, and also allows chaplains to include courses (like comparative religions) most relevant to their work.

The MAPSC degree for military chaplains can be completed in 40 quarter credits if chaplains have previously completed a MDIV degree from an accredited institution prior to enrollment at Iliff. Vocation and Orientation, Identity Power and Difference, and Consultation and Formation are waived for the 40 quarter credit MAPSC military chaplaincy program. This professional degree draws on courses from across the theological curriculum and allows for a degree of specialization. The chaplains are integrated into courses with other theological students and have the possibility of petitioning to complete their degree with a final four or eight credit summative project focused on spiritual health, fitness, resiliency, and strength in the military.

Specific requirements may be negotiated based on prior educational experience, so that a customized plan of study can be developed with the program director. A minimum grade point average of 2.75 is necessary for admission. A minimum of 14 credits must be completed residentially (see the *Residential Requirements* section of this Handbook). Students who average 40 quarter credits a year (13-14 credits each quarter of the academic year, or 10 credits each quarter, for four quarters that include the summer quarter) will complete the course work for the MAPSC in one year.

Concentration Courses (16 credits)

The following is a sample of courses that could be used in a customized plan of study

Self-Care: Theological and Psychological Perspectives (4 credits); Post-Traumatic Stress Disorder: Pastoral, Psychological, and Theological Responses (4 credits); Ethical Perspectives on War and Peace (4 credits); Impact of War on Pastoral Care and Theology (4 credits); Crisis Care in Pastoral Theology (4 credits); Spiritual Care in Pluralistic Contexts (4 credits); Moral Stress, Resilience, and Spiritual Integration (4 credits); a course in Comparative Religious Traditions (4 credits). If any required course is not available in any academic year when a student needs to take it, suitable alternatives will be made.

Elective Courses (16 credits)

In addition to these required courses (16 credits) which will be offered annually, chaplains will choose from pastoral care or general electives that are offered at Iliff, or psychological and social work courses offered at The University of Denver during the year they are enrolled. There may also be pastoral counseling courses offered at Denver Seminary that are relevant to their plan of study.

Clinical Pastoral Education (8 credits)

Normally, chaplains coming into this program will have had clinical pastoral education (CPE). Chaplains who have not had CPE will normally be required to do a unit of CPE as part of their MAPSC. Chaplains who have had CPE will have the option of doing an additional unit during their degree program. Iliff has strong collaborative relationships with a variety of clinical settings. We will make every effort to help military chaplains find a CPE setting in which ministry to military service members and/or veterans is featured.

Optional Summative Project

Chaplains can also do a four or eight credit summative project (registering for one or more independent studies) focused on the experience of spiritual health, fitness, resiliency, and strength in the military, which will be supervised by one of the pastoral care faculty.

Overview of degree requirements:

<i>Required courses</i>	Courses in the military program, like: Impact of War on Pastoral Care and Theology; Post-traumatic Stress Disorder; Crisis Care in Pastoral Theology; Spiritual Care in Pluralistic Contexts; Moral Stress, Resilience, and Spiritual Integration; a breadth course in Comparative Religious Traditions	16 credits
<i>CPE</i>	1 Unit (waived if chaplains have already done CPE)	8 credits
<i>Electives</i>	Pastoral/Spiritual Care electives (at least 10 credits)	16 credits
<i>Total</i>		40 credits

MASTER OF THEOLOGICAL STUDIES (MTS)

The MTS is an interdisciplinary degree that serves students who are preparing for doctoral work in religious studies as well as others who are interested in rigorous exploration across the breadth of religious studies.

DEGREE REQUIREMENTS

To graduate, students must meet the requirements as specified in the Catalog and Master's Student Handbook for their year of matriculation. At least 72 quarter credits with a cumulative grade point average of 2.0 or better are required for the MTS degree. All required courses below (16 of the 72 credits, including the thesis), must be completed with a letter grade of C or better (or with a Pass, when no letter grade is offered).

This degree may be completed in 40 quarter credits if the student has previously completed an MDIV degree or its equivalent from an accredited institution prior to enrollment at Iliff. Specific requirements may be negotiated based on prior educational experience.

MTS Colloquium (4 credits) is required of all students. Normally, Personal, Professional, and Spiritual Formation credits (Vocation and Orientation; Identity, Power, and Difference; Internship; and so on) are not accepted into the MTS degree program. Permission to participate and count Personal, Professional, and Spiritual Formation credits must be negotiated with the Director of Professional Formation in consultation with the MTS Director.

First Year Interdisciplinary Course (4 credits): This course is team taught and limited to 25 students per section. This course will introduce students to terminology, reading of primary texts and how to write academic papers as well as expose them to the complexity and significance of theological reflection. Some examples of possible topics may be: Theodicy/Suffering and War, Food, Eating, Environmental Justice and Hospitality, etc.

Joint MA/MTS Thesis Proposal Class (4 credits)

Learning Plan (no credit): The learning plan must be completed with the MTS Program Director prior to registration in the second quarter.

Other courses (56 credits): as outlined in Learning Plan

MTS Interdisciplinary Thesis (4 credits)

Total for Master of Theological Studies: 72 credits

Length of Study: Students who average 40 quarter credits a year (13-14 credits each quarter of the academic year) will complete the course work for the MTS degree in two years. Students may, however, elect to complete their course work over a longer period of time. The MTS does not have a residency requirement and can be mostly completed online. All requirements for the degree must be completed within seven calendar years from the date of the first course taken in the program.

Outcomes Assessment Process: To insure the breadth and depth of the educational experience, student thesis and capstone projects will be automatically reviewed as part of Iliff's outcomes assessment process. Further information is available from the Dean's Office or from MTS Program Director.

GUIDELINES FOR THE PREPARATION OF A MASTER'S THESIS

MTS Interdisciplinary Thesis: The interdisciplinary thesis project is intended to be a focused, article-length (approximately 6,000 words), original piece of academic research, demonstrating the student's: ability to work across two or more identifiable disciplines and articulate clearly how that work is executed in the project, ability to conduct academic research; depth and originality of thought; ability to articulate his or her research in appropriate academic discourse.

Development of the thesis will proceed in several stages:

Initial Development: All MTS students will work with an appropriate faculty member in developing a viable thesis project. A thesis proposal must be approved by the Director of the MTS Program, the Dean, and one faculty thesis reader. Ideally, initial discussions about the thesis should begin no later than the Spring of the first year of study and students will have taken or plan to take at least two courses in related areas of study. The MA and MTS Colloquia provide opportunities for students to begin to identify and explore their research interests. Students are encouraged to enroll in these courses during their first year of study.

Joint MA/MTS Thesis Proposal Class (4 credits): In this fall quarter class, students (in the second year of the program) will define and refine their topic, thesis, and points of evidence in order to produce a proposal and a

detailed outline of the thesis. At the beginning of the seminar, students will be expected to identify and consult with a faculty advisor about the viability and scope of the topic. By week 4 of fall quarter, a draft of the proposal will be submitted to the faculty reader. By week 10 of fall quarter, a detailed outline of the thesis will be submitted to the course instructor.

The Proposal: The student must discuss the proposal with and receive the approval of the faculty reader and the Director of the MTS Program. When approval is granted, the student will turn in the proposal to the Registrar who will seek the final approval of the Dean. An Approval Page for the Master's Thesis Proposal is available from the Office of the Registrar or on my.iliff and should be provided with the proposal.

Students will seek approval the thesis proposal by the fourth week of the proposal seminar. 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

Thesis (approximately 6000 words, 24-26 pages): The thesis must clearly delineate the nature of the topic, include a definition of the principle terms, meet standard grammatical requirements, and develop arguments in a systematic and organized fashion. 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, and must include a bibliography.

Suggested Arrangement:

- Title page (p. i is assigned but not typed)
- Final Evaluation of Master's Thesis form (no page number)
- Text (paginated starting with Arabic numeral 1 through to the end)
- Appendix (if necessary)
- Bibliography

A grade will be given for the thesis and should reflect the readers' assessment of the academic quality of the Thesis; students may register for up to 4 credits for 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.

Students are encouraged to submit the outline to the faculty reader **prior to the final quarter of the program** so that the student will have five full weeks in the final quarter to develop the outline with attention to the faculty reader's feedback.

The thesis is due in final form **no later than the fifth week of the final quarter in the program**. After the thesis has been turned in, the student will meet with the faculty reader for a concluding evaluation and conversation, after which the student may make final revisions.

A copy of the thesis with all revisions completed and one extra copy of the title page must be given to the faculty reader for signatures no later than fourteen days prior to the date of graduation. The faculty reader will forward the thesis and all forms to the MTS Director for his/her signature. The MTS Director will forward to the Registrar no later than seven days prior to the date of graduation. The Registrar will seek the Dean's final approval.

MTS Degree Learning Goals:

After successfully completing the Master of Theological Studies Degree Program, graduates will be able to within a broader awareness of the academic study of religion, articulate the complexities emergent in the interdisciplinary study of religious traditions.

1. Formulate a viable research question that puts the student into conversation with historic and contemporary thinkers in the study of religion and that fosters transformative possibilities for humanity and the world.
2. Identify theological resources that would broaden and deepen their thinking about these questions.

3. Organize their response to a research question, both in written and oral format, in such a way as to establish themselves as a competent public voice within the interdisciplinary study of religion.

MASTER OF SOCIAL WORK (MSW) COOPERATIVE PROGRAM

Iliff offers several professional degree programs which provide foundational knowledge and expertise in pastoral care and counseling for parish ministry as well as for community work in both non-profit and for-profit settings. Students who wish to obtain a counseling license, or those interested in more extensive training in community organizing and leadership, should consider combining the Iliff degree with further training in clinical and community work.

A cooperative arrangement between Iliff School of Theology and [The Graduate School of Social Work at the University of Denver](#) allows qualified students to pursue concurrently the Master of Divinity, the Master of Arts in Pastoral and Spiritual Care, the Master of Arts in Social Justice and Ethics, the Master of Theological Studies, or the Master of Arts degree with the Master of Social Work degree. The cooperative degree program offers students the opportunity to apply theological learning to social service settings.

Admission Requirements

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

Admission requirements of both schools must be met. 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 pursuing both degree programs must notify in writing the Registrars at both Iliff and the Graduate School of Social Work of their cooperative status.

Tuition and Financial Aid

Students will seek financial aid and pay tuition and fees to each school. Federal financial aid, however, cannot be drawn from both schools simultaneously. Each year, students in the cooperative program will have a school of primary registration. Students who require financial assistance will apply to the school of primary registration for that assistance on a yearly basis. In rare instances, students will be allowed to adjust their primary school of registration on a quarterly basis.

Length of Study

Each school allows students to transfer a predetermined number of credits from one degree program into the other. This allows students to complete both degrees in a shorter amount of time. For example, in the Master of Divinity cooperative degree, students transfer 20 quarter credit hours from the School of Social Work to Iliff and transfer 15 credits from Iliff to GSSW. Thus, students who attend full-time can finish at least one quarter early from each degree program. Students may elect to take courses over a longer period of time or shorten the period by enrolling for courses in the summer.

Advising

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

PROGRAM REQUIREMENTS

Iliff Requirements: Students must meet all Iliff prescribed master's degree requirements. Requirements for Personal, Professional, and Spiritual Formation Internship(s) 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 at the Iliff School of Theology. 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 MDIV, MAPSC, MASJE, MTS, or MA 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 Requirements: Students must meet all Master of Social Work requirements, including the school's core curriculum of required courses or equivalents. In consultation with advisors at both

schools, 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 DU with Iliff transcripts. Only work done at the B level (3.0) or better is acceptable.

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. However, the University of Denver requires that the separation of graduation dates be no longer than one year.

MDIV degree modifications for cooperative program:

The Master of Divinity and Master of Social Work cooperative program requires a total of 175 quarter credits. A minimum of 75 credits must be taken at Graduate School of Social Work (GSSW). A minimum of 100 credits must be taken at Iliff. Fifteen credits taken at Iliff may be applied to the Master of Social Work degree; 20 credits taken at GSSW may be applied toward the Master of Divinity degree.

<i>Course Work</i>	<i>Credit Required</i>
First Year Interdisciplinary Seminar	4 credits
Comparative Religious Traditions (CR), 4 cr breadth and 4 cr depth	8 credits
Sacred Texts (TX), 4 cr breadth and 4 cr depth	8 credits
Social/Contextual Analysis (AN), 4 cr breadth and 4 cr depth	8 credits
Historical Development (HI), 4 cr breadth and 4 cr depth	8 credits
Constructive Theology (TH), 4 cr breadth and 4 cr depth	8 credits
Theology and Religious Practices (PR), 4 cr breadth and 4 cr depth	8 credits
Vocation & Orientation and Identity, Power, & Difference	4 credits
Electives	44 credits
Transfer credits from GSSW (maximum)	20 credits
Consultation and Formation	

120 quarter credits total

Note: Students usually opt for having their GSSW field experiences transferred into the Iliff degree in lieu of the MDIV Internship requirement.

Sample course of study for cooperative MDIV/MSW:

First Year, Iliff	40 credits
Second Year, GSSW	45 credits
Third Year, Iliff	40 credits
Fourth Year, GSSW	30 credits
Fourth Year, Iliff	20 credits

100 total quarter credits at Iliff

75 total quarter credits at GSSW

MAPSC degree modifications for cooperative program:

The Master of Arts in Pastoral and Spiritual Care 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 Arts in Pastoral and Spiritual Care degree.

<i>Course Work</i>	<i>Credit Required</i>
First Year Interdisciplinary Seminar	4 credits
Comparative Religious Traditions (CR), 4 cr breadth and 4 cr depth	8 credits
Sacred Texts (TX), breadth or depth	4 credits
Social/Contextual Analysis (AN), breadth or depth	4 credits
Historical Development (HI), breadth or depth	4 credits
Constructive Theology (TH), breadth or depth	4 credits
Theology and Religious Practices (PR), must include Intro to Pastoral Theo & Care	4 credits
Vocation & Orientation and Identity, Power, & Difference	4 credits
CPE	8 credits
Pastoral and Spiritual Care Electives	16 credits
Other Electives	8 credits
Transfer credits from GSSW (maximum)	12 credits

Consultation and Formation

80 quarter credits total

MASJE degree modifications for cooperative program:

The Master of Arts in Social Justice and Ethics 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 Arts in Social Justice and Ethics degree.

<i>Course Work</i>	<i>Credit Required</i>
First Year Interdisciplinary Course	4 credits
Comparative Religious Traditions (CR), breadth or depth	4 credits
Sacred Texts (TX), breadth or depth	4 credits
Social/Contextual Analysis (AN), breadth or depth	4 credits
Historical Development (HI), breadth or depth	4 credits
Constructive Theology (TH), breadth or depth	4 credits
Theology and Religious Practices (PR), must include both Foundations of Social Justice and Ethics and Community Organizing	8 credits
Vocation & Orientation and Identity, Power, & Difference	4 credits
Social Justice and Ethics Praxis Courses	8 credits
Social Justice and Ethics Seminars	8 credits
Internship	8 credits
Electives	8 credits
Transfer credits from GSSW (maximum)	12 credits
Consultation and Formation	

80 quarter credits total

MTS degree modifications for cooperative program:

The Master of Theological Studies and Master of Social Work cooperative program requires a total of 135 quarter credits. A minimum of 75 credits must be taken at GSSW. A minimum of 60 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.

<i>Course Work</i>	<i>Credit Required</i>
MTS Colloquium	4 credits
First Year Interdisciplinary Seminar	4 credits
Learning Plan (must be completed prior to second quarter at Iliff)	no credit
Joint MA/MTS Thesis Proposal Class	4 credits
Interdisciplinary Thesis	4 credits
Other courses as outlined in learning plan	44 credits
Transfer credits from GSSW (maximum)	12 credits

72 quarter credits total

Note: Because the MTS is an academic and not a professional degree, GSSW field experiences will not be transferred back into Iliff as part of the degree requirements.

GRADUATE CERTIFICATES

Iliff offers Graduate Certificates to persons admitted either as degree students or as non-degree students. Graduate Certificates provide non-degree students with interest in focused theological education the chance to work in a particular area. They also provide degree students an opportunity to study in areas outside of their concentration or to demonstrate advanced competency. Iliff's Graduate Certificates recognize the successful completion of a set of courses (usually four) totaling 12 to 16 quarter hours in an established concentration within the curriculum. Courses taken either for a letter grade or on a pass/fail basis may be counted toward the Certificate. Iliff Graduate Certificates must be completed within a seven year time frame. Credits completed beyond the seven year deadline will not be counted towards the certificate requirements. Most certificate students complete this program in 1-3 years.

Recognition of Graduate Certificates holders: on successful completion, the Graduate Certificate is recorded on the student's transcript and a certificate is mailed to their current legal home permanent address after commencement as evidence of the completion of this program.

Areas: the number and foci of available Graduate Certificates available and details of requirements are subject to change. Graduate Certificates are available in the areas noted below:

African American Church Studies—The African American Church Studies certificate supports the curricular and community interests of students in the areas of professional ministry formation and academic research focusing on both traditional and contemporary themes of the Black Church experience in the United States. Typical courses offered on a rotating basis include: African American Religious History; Black-Womanist Theology; African American Preaching; African American Church Leadership and Development; and Gender and Sexuality in the African American Church.

Anglican Studies—Students take courses from within the Anglican Studies curriculum or related courses from across the curriculum as approved by the Director of Anglican Studies. Degree students in the Anglican Studies track of the MDIV program may not also receive the Graduate Certificate Anglican Studies. The certificate is available within other master's degrees.

Biblical Studies—Students choose from the core Bible and/or elective courses in the Bible. They must take at least two courses focused on Biblical texts and may also include up to two courses in other fields related to the study of the Bible such as: Biblical Ethics, Teaching the Bible, and Praying with Scripture.

Gender, Sexuality and Religion—Students are introduced to the critical impact that religion, gender, and sexual identity play in shaping roles, traditions, and cultural contexts, both locally and internationally. This program will address such issues in a wide variety of class offerings, including Queering the Bible, Feminist Theology, Women and Spirituality, The Body and Sexuality in the Hebrew Bible, Ministry and Sexuality, Theologies of Sexuality, and Liberating Sex.

General Theological Studies—Students take four courses selected from across the curriculum. Courses are chosen on the basis of subject matter or thematic connections identified by the certificate student, an academic advisor, and are approved by the Dean. This certificate is not available within a degree program.

Justice and Peace Studies—The certificate in Justice and Peace Studies is an interdisciplinary program which draws from theology, ethics, philosophy, and the social sciences. It introduces students to theories, methods, issues and theologies of Justice and Peace and to the analysis of concrete issues such as peace-building, war, the environment, violence, food and hunger, globalization, social, political, economic, and criminal justice as well as aspects of international development, public policy processes, and the role of social change movements. Students take four Justice and Peace related courses selected from the curriculum. Examples of recent courses include: Ethical Analysis and Advocacy, Justice and Peace Studies: Global Issues in Food & Eating, Women, War and Religion, Social Ethical Issues: Global Hunger, and SJE Praxis classes. The courses selected must include Foundations of Justice and Peace, and two Praxis Seminars (which may be counted as one course) approved by the Director of the Justice and Peace Program.

Leadership and Organizational Management—This certificate enhances students' ability to guide and care for organizations. Students take 16 credit hours within either an organizational leadership track or a parish leadership track. Courses include: Financial Management, Parish Leadership and Congregational Development; Organizational Leadership and Development; Social Justice and Non-Profits: Ethics of Service. In addition, students can also take Authentic Engagement, an Iliff signature course that teaches them – as key leaders – how to engage and empower their workforce.

Military Chaplaincy Ministry—Active duty military chaplains, military chaplain trainees, and Veterans Administration chaplains interested in the graduate certificate in Military Chaplaincy Ministry will be able to take four courses, totaling 16 credits, in the area of spiritual and pastoral care. The courses will present core theory and offer enhanced skills in spiritual care of military service members. Chaplains will have opportunity to present their own care giving activities for consultation and review by faculty and peers.

Required of all chaplains (three of the following):

Introduction to Pastoral Theology and Care (4 credits); Post-Traumatic Stress Disorder: Pastoral, Psychological and Theological Responses (4 credits); Impact of War on Pastoral Care and Theology (4 credits); Moral Stress, Resilience, and Spiritual Integration (4 credits).

Electives: Clinical Pastoral Education (8 credits; substitutes for Introduction to Pastoral Theology and Care), Ethical Perspectives on War and Peace, Spiritual Care in Pluralistic Contexts, Crisis Care in Pastoral Theology, Substance Abuse and Dependence, Self-Care: Theological and Psychological Perspectives, Spiritual Care in a Clinical Setting.

Pastoral and Spiritual Care—The Pastoral and Spiritual Care certificate will present core theory and teach basic skills to offer spiritual care of persons facing difficult circumstances. Students take four courses totaling 12–16 credits in the area of spiritual and pastoral care. Applicants for this certificate must also complete an interview with the area faculty before acceptance into this certificate option. All students will take Pastoral Theology and Care, in addition to a clinically-based course such as: Spiritual Care in a Clinical Setting, Spiritual Care in Pluralistic Contexts, Substance Abuse and Dependence, Self-Care: Theological and Psychological Perspectives, Post-traumatic Stress Disorder: Pastoral, Psychological, and Theological Responses, or Clinical Pastoral Education (8 credits). **Note:** Students in the MDIV program cannot receive both the Military Chaplaincy and the Pastoral and Spiritual Care certificate.

Religion and Social Change—Students choose from courses across the curriculum related to understanding religion in its social context. Examples include: Race, Gender, Class; Ethical Perspectives on Justice and Peace; Struggles courses; Impact of War on Pastoral Care and Theology; and other social change electives. Usually two praxis seminars may be counted as the equivalent of one course.

United Methodist Studies—Students take five courses: United Methodist History, United Methodist Doctrine, United Methodist Polity for Leadership, United Methodist Mission of the Church in the World, and United Methodist Evangelism Course. When offered, they might add or substitute the General Conference seminar or other relevant courses as approved by the Academic Dean.

Non-Degree Students: Persons seeking Graduate Certificates apply as non-degree students. They must hold appropriately accredited undergraduate degrees and meet all Iliff’s admission standards. Upon admission, the student will complete a *Graduate Certificate–Declaration of Intent* form where they and an academic advisor outline the courses leading to the certificate. These courses may include Iliff core courses in the area of the certificate and the student must demonstrate the competence to take courses with prerequisites. This plan may be updated. On completion, the graduate certificate and its area of focus is noted on the student’s transcript. Non-degree certificate holders who are subsequently admitted to degree programs receive credit toward the degree for courses they took before matriculation.

Degree Students: Master’s degree students may use graduate certificates to demonstrate advanced competence in the area of the certificate. Degree students complete a *Graduate Certificate –Declaration of Intent* form with their academic advisor. The declaration of intent must be filed with the Registrar prior to the student’s final quarter of enrollment. Certificates do not replace a degree concentration but are rather an additional recognition of expertise in a specific area of study.

Degree students may not count core courses toward the certificate. Degree students who were granted a certificate prior to admission will substitute advanced courses in the certificate area for any core courses previously counted toward the certificate. This requirement will be noted in their admission letter. On completion, the certificate is noted on the student’s transcript.

Transfer Courses: Degree students may petition the Dean to count up to two transfer courses toward a certificate. Non-degree students must take all their coursework at Iliff to receive a certificate.

Further information: More detailed information about Graduate Certificates is available from the Admissions Office at 720-744-2656, admissions@iliff.edu.

PROFESSIONAL FORMATION CURRICULUM

The Office of Professional Formation (OPF) provides holistic preparation for leadership through praxis within Internship and CPE. The purpose of the professional formation curriculum is to cultivate the habits and practices for critical reflection, skills development, and the capacity to work across diversity and difference towards social justice and peace, including:

1. **Professional Formation:** Developing a professional identity, along with practices and ethics in relationship to diverse others within institutions and communities.
2. **Personal Formation:** Deepening how one understands their personality and how they relate to others in ethical, effective, and healthy ways; and intentional focus on character development and self-care.
3. **Spiritual Formation:** Embodying one’s faith and core values through practice, including expressing respect for diverse spiritual/religious identities and traditions.
4. **Cultural Capacity:** Analyzing one’s engagement with and assessment of diverse social and

organizational cultural contexts for increased agency and efficacy working towards social justice and peace.

5. **Relational Capacity:** Cultivating and navigating diverse personal and public relationships.

Students in the Masters of Divinity (MDiv), Master of Arts in Social Justice and Ethics (MASJE), and Master of Arts in Pastoral and Spiritual Care (MAPSC) degree programs complete the professional formation curriculum as part of their degree program requirements of Internship and CPE.

The “Professional Formation” section of the Masters’ Student Handbook provides a policy overview. Additional details, resources, forms, and deadlines can be found on the Professional Formation Canvas website: <https://iliff.instructure.com/courses/1546618>.

PREREQUISITES FOR INTERNSHIP AND CLINICAL PASTORAL EDUCATION (CPE)

In preparation for the MDiv and MASJE Internship degree program requirement, and MAPSC CPE degree program requirement, students must complete the following prerequisites:

- At least 24 credits of coursework
- IST 1011 Consultation & Formation (0 credits)
- IST 1000 Vocation and Orientation (2 credits)
- IST 1001 Identity, Power, and Difference (2 credits)
- Criminal Background Check

Recommendations: The Office of Professional Formation highly recommends students prepare for Internship and CPE as follows:

- Reduce your regular course load if possible to make space for the intensive nature of Internship and CPE
- MASJE and MAPSC students are encouraged to complete Consultation & Formation during the first quarter of their first year
- MDiv students are encouraged to complete Consultation & Formation in the second or third quarter of their first year.
- MDiv Students seeking ordination are encouraged to complete applicable denominational polity, mission, history, preaching, and/or liturgy courses in preparation for Internship when possible.
- MAPSC students are encouraged to take at least one pastoral care course prior to entering CPE. In particular, IST2012 Pastoral Theology and Care is highly recommended.

IST 1011 Consultation & Formation (C&F) An opportunity to individually explore the strengths and areas of growth related to personality style and personal, professional, and spiritual habits in the context of relationships and vocational direction. 0 credits, pass/fail, \$75 fee for assessments.

IST 1000 Vocation and Orientation (V&O): An exploration of the ongoing process of vocational discernment, with particular attention to how vocational journeys intersect with the experience of formal theological education. It is highly recommended that students take V&O during their first quarter. 2 credits, pass/fail.

IST 1001 Identity, Power, and Difference (IPD) An exploration of the implications of social location and professional identity formation within the cultural matrices of identity, power, and difference. This class aligns professional and personal formation work with Iliff’s commitments to diversity across the curriculum. 2 credits, pass/fail.

INTERNSHIP

Internship is a degree requirement for the MDiv and MASJE degree programs. Internship integrates meaningful community engagement, professional practice, theological/spiritual reflection, and critical analysis.

Internship Seminar Learning Objectives: To cultivate the habits and practices for critical reflection, skills development, and the capacity to work across diversity and difference towards social justice and peace.

- **Professional Formation:** Develop a professional identity, along with practices and ethics in relationship to diverse others within institutions and communities.
- **Personal Formation:** Deepen how one understands their personality and how they relate to others in ethical, effective, and healthy ways; and intentional focus on character development and self-care.
- **Spiritual Formation:** Embody one's faith and core values through practice, including expressing respect for diverse spiritual/religious identities and traditions.
- **Cultural Capacity:** Analyze one's engagement with and assessment of diverse social and organizational cultural contexts for increased agency and efficacy working towards social justice and peace.
- **Relational Capacity:** Cultivate and navigate diverse personal and public relationships.

Prior to beginning an Internship, students are required to complete and pass a criminal background check through the Office of Professional Formation.

Due to the intensive nature of Internship, students are encouraged to reduce their regular course load.

MDiv Internship (12 credits): A nine-month Internship within a congregation, denominational office, nonprofit, educational institution, healthcare provider, labor organization, government agency, and/or business for a minimum of 420 total hours (approximately 14 hours/week) with concurrent enrollment in either a residential or online MDiv Internship Seminar. Intern learning and formation is supported by an Internship Supervisor, Community Advisory Council (CAC), Internship Seminar Instructor, and the staff and faculty of the Office of Professional Formation.

IST 4000, 4001, 4002 - MDiv Internship Seminar: The purpose of this course is to further professional formation through critical reflection on and consultation about your internship experience with peers and faculty within the seminar setting and course assignments. As a requirement of the MDiv degree, students complete a 420-hour Internship and concurrent 30-week MDiv Internship Seminar during the Fall, Winter, and Spring quarters of one academic year. All three quarters must be completed in sequence within a single academic year. MDiv Internship Seminars are offered in residential and online formats, and meet weekly for 2.5 hours or its equivalency for three consecutive quarters. 4 credits/quarter totalling 12 credits, pass/fail. IST 4000 offered in fall, IST 4001 offered in winter, IST 4002 offered in spring.

Prerequisites: Consultation & Formation (C&F); Vocation and Orientation (V&O); Identity, Power, and Difference (IPD); and a criminal background check.

MASJE Internship (8 credits): A summer-intensive supervised internship in a congregation, denominational office, nonprofit, educational institution, healthcare provider, labor organization, government agency, and/or business for a total of 300 hours (approximately 30 hours/week) with concurrent enrollment in a hybrid MASJE Internship Seminar. Intern learning and formation is supported by an Internship Supervisor, Community Advisory Council (CAC), Internship Seminar Instructor, and the staff and faculty of the Office of Professional Formation.

IST 4003 - MASJE Internship Seminar: The purpose of this course is to further professional formation through critical reflection on and consultation about your internship experience with peers and faculty within the seminar setting and course assignments. As a requirement of the MASJE degree, students complete a 300-hour Internship and concurrent 10-week hybrid MASJE Internship Seminar during the Summer quarter. The hybrid course meets twice residentially for two-day weekend praxes at both the beginning and end of the summer, and meets online throughout the quarter. The hybrid structure of the MASJE Internship Seminar allows students to

pursue Denver-based, as well as, non-Denver domestic, and/or international internship opportunities. 8 credits, pass/fail.

Prerequisites: Consultation & Formation (C&F); Vocation and Orientation (V&O); Identity, Power, and Difference (IPD); and a criminal background check.

International Internships: In consultation with the Office of Professional Formation, MASJE and MDiv students may complete an international internship. Interested students should consult with the Director of Professional Formation early in the planning process.

In determining an internship site, special attention is paid to student safety and student cultural and language preparation. Regular and reliable internet access is required for participation in the concurrent Internship Seminar, offered online for international internships.

Students preparing for an international internship will be required to complete the following steps in addition to the regular internship prerequisites, forms, and processes:

- Meet with the Controller in the Iliff Business Office to review Iliff's international travel insurance coverage and receive an insurance card (no additional charge to student)
- Register with the U.S. Embassy in the host country
- Provide in-country personal contact information before you leave the U.S. International travel preparation, arrangements, and costs are the responsibility of the student.

The Office of Professional Formation recommends students attend to the following in preparation for international internship:

- Verify passport is valid for at least 6 months after travel return date;
- Apply and pay for any necessary travel visas or additional documents;
- Consult a healthcare provider about any necessary vaccinations and travel medications;
- Review medical access and costs in host country and contact a health insurance provider to discuss coverage options for medical expenses and purchase additional coverage if necessary; and
- Arrange and budget for housing, transportation, and food in advance of departure.

FINANCIAL AID FOR INTERNSHIP

Paid Internship Sites: The Office of Professional Formation advocates for paid internship positions during the consultation process with potential internship sites, as part of our shared stewardship and responsibility in the formation of current and future leadership for the Church and world. Shifting to a culture of paid internships within certain organizations and congregations is ongoing. Students are encouraged to advocate for compensation as they negotiate their internship agreements.

Community Work Study: Students who qualify for federal financial aid may be eligible to receive a community work study award (hourly wage) for their internship hours. The Director of Financial Aid can provide details on student and internship site qualification.

Internship Fellowships and Scholarships: The Office of Professional Formation offers three financial awards for internship: Schlessman Fellowships, Urban Ministry Fellowships, and the Dr. Louis Bloede Scholarship. A common application for these awards is available in early Spring quarter each year on the Professional Formation Canvas site: <https://iliff.instructure.com/courses/1546618>

CLINICAL PASTORAL EDUCATION (CPE)

As a requirement of the MAPSC degree program, Clinical Pastoral Education (CPE) is a structured form of interfaith professional education. It prepares students for ministry in a variety of settings through contact with persons in crisis along with individual, group, and supervisory reflection on these encounters. MAPSC students may take up to 16 credits of CPE.

Iliff School of Theology provides academic credit for ACPE-accredited CPE sites. CPE is typically offered in two formats:

1. Intensive Units: 40 hours/week plus limited on-call time for ten weeks; or
2. Extended Units: Reduced weekly hours extended over 14-20 weeks, and sometimes longer.

Due to the intensive nature of CPE, students are encouraged to reduce their regular course load.

Students are highly encouraged to take at least one pastoral care course prior to entering CPE. In particular, IST2012 Pastoral Theology and Care is highly recommended.

IST 4004 - Clinical Pastoral Education (CPE): As a degree requirement for MAPSC students, CPE is a structured form of interfaith professional education offered through an accredited Association for Clinical Pastoral Education (ACPE) site and supervisor. Students register for this course and are waitlisted until their criminal background check is cleared by the Office of Professional Formation. Students register for credit in the quarter in which the CPE unit begins. 8 credits, pass/fail.

CPE Prerequisites: Consultation & Formation (C&F); Vocation and Orientation (V&O); Identity, Power, and Difference (IPD); and a criminal background check.

ACPE Application Process & Receiving Credit at Iliff

To receive Iliff academic credit for CPE, students must complete the following process. Additional details are available on the Professional Formation Canvas site: <https://iliff.instructure.com/courses/1546618>.

1. Review accredited Association for Clinical Pastoral Education (ACPE) sites using the online directory at www.acpe.edu
2. Start the ACPE application process by:
 - a. Applying to ACPE-accredited sites using the online application found at www.acpe.edu
 - b. Submitting an APCE Academic Reference Request Form: <https://goo.gl/forms/hRdmNe8J237gTLD83>. In order to receive Iliff credit for CPE, you must request an academic reference from Iliff Pastoral Theology and Care faculty as part of your ACPE application.
3. Once admitted to an ACPE program, register for IST 4004 Clinical Pastoral Education for the quarter in which the CPE unit begins (8 credits/CPE unit, pass/fail)
4. Complete the CPE Site Confirmation Form and subsequent criminal background check authorization form within the IST 4004 CPE Canvas site. Students will be removed from the course waitlist once these assignments are complete and background check is cleared. Students may not start CPE until they are removed from the waitlist.
5. In order to receive Iliff credit for CPE, students must complete all assignments in the IST4004 CPE Canvas site.

CPE for MDiv Students: Denominations may encourage or require students seeking ordination to complete CPE. However, CPE does not necessarily need to be completed for academic credit at Iliff, nor be marked on a student's Iliff transcript as the CPE supervisor documents successful completion of a CPE unit and upon student request can submit this documentation to a judicatory. The financial cost of CPE taken for credit at Iliff includes

8 credits of tuition and may include additional CPE program fees. In contrast, CPE program fees range from \$400 - \$2,000. Find current tuition rates here: <http://www.iliff.edu/apply/get-costs>. In order to receive Iliff credit for CPE, MDiv students must follow the “ACPE Application Process & Receiving Credit at Iliff” policy above. **MDiv students may take one unit of CPE for Iliff credit in addition to Internship, totaling a maximum of 20 credits of contextual education.**

CPE Invoicing & Fees: When a student registers for 8 credits of CPE, Iliff will contribute the equivalent of up to two credits of tuition towards CPE program fees, paid directly to the CPE site. For many but not all sites, this will cover the entire CPE site fee. If the CPE site’s fees exceed Iliff’s reimbursement rate, the student is responsible for paying any remaining balance.

In order for CPE sites to receive reimbursement for CPE fees, students must submit the W-9 and invoice documents found in the CPE Canvas course assignment to their CPE site. Iliff’s Business Office must then be invoiced directly from the site and a current W-9 for the site must be on file in the Business Office in order for payment to be made.

Iliff does not pay for or reimburse students for application fees or deposits.

ADDITIONAL FORMATION OPPORTUNITIES

IST 4998 Advanced Community Praxis: Students may arrange an Advanced Community Praxis with the Director of Professional Formation. Advanced Community Praxis is not a substitute for Internship or CPE; as a supplement to the PPSF Curriculum it normally follows the successful completion of Internship or CPE. A background check is required. 2-4 credits, pass/fail.

PROFESSIONAL FORMATION POLICIES

BACKGROUND CHECKS FOR CONTEXTUAL EDUCATION

Students in contextual education, such as Internship and CPE, are in positions of power and authority and may be working in relationship with uniquely vulnerable populations. Therefore, in order to support safe communities, model appropriate ethical practices, and protect Iliff from liability, students must complete an approved background check before beginning any community-engaged course.

The background check includes review by an outside agency of federal, multi-state, and county criminal records, and the sex offender registry. Iliff is particularly concerned with crimes of violence, other forms of exploitation of the vulnerable, misuse of power, or ethical breaches of trust.

The background check process is completed in the quarter prior to starting Internship or CPE, and placement is contingent on an approved background check. Students may also be required to complete a background check at the request and evaluation of their Internship site or CPE center. This is separate from the Iliff background check and neither screening may be substituted for the other, nor will Iliff share results of a student background check with another organization.

A record of conviction is not, in and of itself, grounds to refuse Internship or CPE placement. Background check reports are reviewed on a case-by-case basis following the procedure outlined below and, to the extent practical, in compliance with the Equal Employment Opportunity Commission (EEOC) and Fair Credit Reporting Act (FCRA). **During the evaluation process, Iliff takes into consideration the fact that oppressed groups and other minorities are disproportionately impacted in negative ways by the current legal system.**

THE PROCESS

In the quarter prior to entering contextual education, the student completes an online authorization and background check form, including review of and agreement to the Disclosure and Consent form. **To ensure accurate records and to avoid decisions based on data from someone else with the same name and**

birthdate, a Social Security Number (SSN) is required. Alternatively, students without an SSN will need to provide street addresses for the previous seven years for identity verification.

Where the background check identifies a record of conviction(s) which suggest ethical violations or that the student might be a danger to others, the Director of Professional Formation will verify and evaluate the accuracy of the report and consult with the student. As necessary, the Director of Professional Formation will constitute a committee made up of the Director of Professional Formation, the student's degree program director, and the Academic VP/Dean to meet with the student and review the report and determine appropriate action. This process may be adjusted for students who self-reveal conviction(s) during the Admissions process.

In determining whether the student may register for Internship or CPE, or which types of community settings are appropriate, the following are taken into consideration:

1. The nature of the community setting, the structures of supervision and oversight, and the populations served.
2. The nature of the conduct for which the student was convicted, including:
 - a. How long ago the conduct occurred
 - b. The seriousness of the conduct
 - c. Connections between prior misconduct and potential role and responsibilities at the site
 - d. Whether the infraction is likely to recur
 - e. How similar instances have been handled in the past
 - f. Whether there was a pattern of prior misconduct
 - g. Truthfulness of candidate in disclosing and discussing past history
 - h. Evidence of rehabilitation and restitution

After a decision is made, the student will receive a copy of the Background Check Decision Report which serves as documentation of the evaluation process and notification to the student of the decision regarding the possibility of participation in contextual education.

Students who wish to challenge the decision of the Background Check Decision Report follow the Grievance Policy in the Master's Student Handbook.

Please contact the Director of Professional Formation with any questions about the background check policy.

WHAT ACTIONS MIGHT BE TAKEN

Following the review, it may be determined that:

1. There were not sufficient grounds to set special restrictions for the student entering contextual education;
2. The student can be approved for contextual education with restrictions, such as informing the supervisor and/or the seminar instructor of background history, or allowing the student to participate only in a setting with appropriate safeguards; or
3. The student may be unable to complete contextual education.

A decision not to allow the student to enter contextual education would usually mean that the student could not stay in a professional degree program. Students unable to complete Internship or CPE due to the result of their background check may consider applying to transfer into a degree program that does not require Internship or CPE.

CONFIDENTIALITY OF THE PROCESS/LIMITATIONS OF USE

The content of background checks is confidential and handled accordingly. Background check reports are securely archived by the background check provider.

The information gathered from the background check is used only within the process of approving and supervising contextual education. The documentation or immigration status of students is not under review. Information gathered is not available to other Iliff faculty or staff and does not affect academic, financial aid, or business office relationships with the student.

As a condition of placement, a student may be asked to appropriately inform community supervisor(s), Iliff Internship seminar instructor, and/or the student's denominational judicatory of the content of the background check. If the student declines to share this information, Iliff may decline to place them, which could lead to removal from the degree program.

WORKERS' COMPENSATION AND LIABILITY INSURANCE POLICY

The Iliff School of Theology's "Workers' Compensation and Liability Insurance Policy for Internship and Clinical Pastoral Education (CPE)":

- Applies to students enrolled in an Iliff degree program who are registered for Iliff credit for either Internship or CPE.
- Does not apply to students enrolled in an Iliff degree program who are not registered for Iliff credit, in which case Iliff is not responsible for workers' compensation nor liability insurance for the student.

Iliff employees cannot provide consultation to other organizations about how those organizations should engage the Colorado Workers' Compensation Act:



COLORADO
Department of
Labor and Employment

2015 Colorado Workers' Compensation Act¹
ARTICLE 40 General Provisions
8-40-302. Scope of term "employer" (pp. 8-9)²

(7) (a) Any employer, as defined in section 8-40-203, who enters into a bona fide cooperative education or student internship program sponsored by an educational institution for the purpose of providing on-the-job training for students shall be deemed an employer of such students for the purposes of workers' compensation and liability insurance pursuant to articles 40 to 47 of this title.

(b) If the student placed in an on-the-job training program does not receive any pay or remuneration from the employer, the educational institution sponsoring the student in the cooperative education or student internship program shall insure the student through the institution's workers' compensation and liability insurance or enter into negotiations with the employer for the purpose of arriving at a reasonable level of compensation to the employer for the employer's expense of providing workers' compensation and liability insurance while such student is participating in on-the-job training with said employer. This paragraph (b) shall not apply to a student teacher participating in a program authorized pursuant to article 62 of title 22, C.R.S.

(c) As used in this subsection (7), "cooperative education or student internship program" means a program sponsored by an educational institution in which a student is taught through a coordinated combination of specialized in-the-school instruction provided through an educational institution by qualified teachers and on-the-job training provided through a local business, agency, or organization or any governmental agency in cooperation with the educational institution.

¹ <https://www.colorado.gov/pacific/cdle/workers-compensation-act>

² This 2015 Colorado Workers' Compensation Act excerpt addresses educational internships. Underlining was added to highlight relevant components to Iliff School of Theology's Office of Professional Formation's Workers' Compensation and Liability Insurance Policy for Internship and Clinical Pastoral Education.

**Internship and Clinical Pastoral Education (CPE)
Workers' Compensation & Liability Insurance Matrix**

Types of Contextual Education for Students Enrolled in an Iliff Degree Program	Site is providing pay or remuneration to the student	Iliff is providing in-the-school instruction by qualified instructors	Site is providing on-the-job training	Site provides workers' compensation	Iliff provides workers' compensation	Site provides liability insurance	Iliff provides liability insurance when the student is representing Iliff within an Internship/CPE context and is registered to receive Iliff credit for Internship/CPE (*some limitations apply)
Paid Internship and registered for Iliff credit	Yes	Yes	Yes	Yes	No	Site determines need	Partial Coverage
Unpaid Internship and registered for Iliff credit	No	Yes	Yes	No	Yes	Site determines need	Partial Coverage
Clinical Pastoral Education (CPE) and registered for Iliff credit	No	No	Yes	Yes	No	Site determines need	Partial Coverage
Clinical Pastoral Education (CPE) and <u>not</u> registered for Iliff credit	Yes/No	No	Yes	Yes	No	Yes	No

** Students registered for credit at Iliff for their participation in Internship and ACPE-accredited CPE units are covered for allegations resulting from bodily injury or property damage under the Iliff School of Theology's insurance program. The policy limit is \$1 million per occurrence. Two exceptions should be noted: 1) Students are not covered if they involve themselves in medical counseling such as advising particular treatments, medications, or medical malpractice; and 2) Students are not covered for criminal acts such as sexual misconduct where the conduct is intentional on the student's part.*

SEXUAL HARASSMENT, SEXUAL MISCONDUCT, AND/OR GENDER DISCRIMINATION WITHIN CONTEXTUAL EDUCATION

Contextual education, such as Internship and CPE, are extensions of the Iliff educational context, and as such are bound by Iliff's sexual harassment policy. Sexual harassment, sexual misconduct, and/or gender discrimination can happen within any of the relationships between students, supervisors, community advisory councils, faculty, staff, and others in the community.

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. Anyone who has experienced sexual harassment, sexual misconduct, and/or discrimination based on gender expression or sexual orientation/identity should contact Iliff's Title IX Coordinator and follow the Sexual Misconduct Policy outlined in the Master's Student Handbook.

CONSULTATION & FORMATION (C&F) CONFIDENTIALITY AND ACCOUNTABILITY

The C&F process uses two assessments as an initial point of conversation: The Strong Interest Inventory and California Personality Inventory. We adhere to psychological standards regarding confidentiality when administering, interpreting, and sharing the results of a student's assessments.

Students sign an Informed Consent document which allows the Director of Consultation & Formation to read and interpret student assessments, and to consult with the Senior Vice President for Academic Affairs & Dean of the Faculty of the Faculty, and/or Director of Professional Formation when needed.

The primary purpose of C&F is to support student self-understanding and formation. Individual student C&F information is not shared with the Iliff faculty at large, though general recommendations for student support based on C&F information may be shared with the faculty.

In the case that there is concern for the student's health or readiness to enter Internship or CPE, the Director of Consultation & Formation may consult with the Director of Professional Formation, the Senior Vice President for Academic Affairs & Dean of the Faculty, or serve as consultant in the Student Support Process outlined in this Handbook. Students are informed of such confidential consultation and only a general C&F summary is shared.

Students may request that their assessment results be shared with a professional qualified to interpret them. This adheres to the guidelines developed by the American Counseling Association regarding the release of documents with identifying information. Students must sign a separate release for their assessments to be shared.

INTERNSHIP SUPERVISOR COURSE AUDIT POLICY

Internship supervisors are eligible to audit residential or online master's level Iliff courses at no charge on a space-available basis. For each Internship supervision completed, supervisors may audit one four-credit course. Audit credits must be used within a three-year period from the supervision completion date. Permission of the course instructor may be required. To audit a course, please complete the Iliff Internship Supervisor Course Audit Form: <https://goo.gl/forms/RS16d8soQhm9VeRm2>.

DENOMINATIONAL RELATIONSHIPS, ORDINATION, AND CERTIFICATION

Each denomination sets its own requirements and standards for ordination or certification. Students are responsible for understanding their denominational processes and requirements and to select their degree program and coursework accordingly. The student's denomination will make independent judgments about fitness and readiness for ordination, certification, and employment.

Iloff welcomes students from many faith and spiritual traditions and offers many requisite denominational courses in history, doctrine, and polity. Iloff has a unique commitment to its sponsoring denomination, the United Methodist Church, and has developed relationships with the denominations listed below.

Additional denominational information and contacts can be found on the Professional Formation Canvas website: <https://iloff.instructure.com/courses/1546618>

PREPARATION FOR MINISTRY IN THE UNITED METHODIST CHURCH

Students preparing for ordination as an Elder enroll in the MDIV degree. The UMC requires that students complete the Basic Graduate Theological Studies and the five UM courses, which are all listed below. Annual conferences may also ask for additional requirements, including CPE. Academic preparation for ordination as a Deacon can be completed in three different ways:

1. The MDIV degree;
2. The MAPSC or MASJE degrees, which may require enrollment beyond two years of study; or
3. With approval of the denomination, students who already have a professional graduate degree in a field related to their work as a Deacon may enroll as non-degree students. These students complete the Basic Graduate Theological Studies course requirements and the five required UM courses.

Students should consult with their Conference Board of Ordained Ministry to discuss the most appropriate way to complete the requirements for ordination as a Deacon.

The following Iloff courses meet the Basic Graduate Theological Studies requirements. This course list was developed in consultation with the UMC General Board of Higher Education and Ministry (GBHEM):

- Sacred Texts/Contextual Analysis (TX):
 - One breadth course in Hebrew Bible
 - One breadth course and one depth course in New Testament
- Historical Development and Expressions of Religious Traditions (HI):
 - One breadth course
- Constructive Theology (TH):
 - One breadth course and one depth course. A Christology course is highly recommended.
- Theology and Religious Practices (PF):
 - One breadth course explicitly on Christian Worship and one course on preaching
- United Methodist courses: United Methodist History, United Methodist Doctrine, United Methodist Discipline and Polity for Leadership, UM Mission of Church in the World, and Evangelism in Contemporary Contexts.

The rest of the Iloff curricular requirements will round out your preparation but are not specified by the denomination.

SUPPORT FOR UNITED METHODIST STUDENTS

Iloff supports United Methodist students in a variety of ways through the United Methodist Student Support Team. Support services include:

- The Methodist Society, a student group, which meets regularly throughout the academic year;
- Special UM courses in addition to requirements for ordination;
- Hosting Annual Conference representatives and facilitating individual and/or group meetings with students;
- Arranging for mentoring groups for the candidacy process; and
- Individual advising for students in the ordination process.

For further information, contact the Office of Professional Formation, 303-765-3115. To learn about ministry preparation and resources, visit the General Board for Higher Education and Ministry website www.gbhem.org.

PREPARATION FOR MINISTRY IN THE EPISCOPAL CHURCH

The Iliff School of Theology has joined with the Episcopal Diocese of Colorado in providing a specific component of the MDIV degree designed to satisfy the canonical requirements for Postulants seeking ordination in the Episcopal Church. **Students must have prior approval of the Commission on Ministry and the Bishop of the Diocese in which they want to be ordained.**

Students seeking ordination in the Episcopal Church complete the MDIV degree with specific courses listed below, along with a Certificate in Anglican Studies. Anglican students participate in an ongoing, quarterly spiritual formation/peer reflection group with the Director of Anglican Studies and associated faculty. Students are strongly encouraged to use elective hours for additional coursework in Anglican Studies. CPE is required for ordination in the Diocese of Colorado. Students should consult the Director of Anglican Studies for additional information.

ANGLICAN STUDIES COURSES (offered on a two- to three-year rotation)

Christianity in the British Isles & the English Reformation**, 4 credits

Integrative Colloquium in Anglican Studies**, 4 credits

The Episcopal Church in America, 4 credits

Polity of the Episcopal Church & the Anglican Communion**, 4 credits

Anglican Liturgy, 4 credits

The Devotional Life: Historical/Contemporary Perspectives & Practice**, 4 credits

Different Dreams: Anglican Ethics & Moral Theology in Context**, 4 credits

**Denotes a requirement for those seeking ordination.

DEGREE FLEXIBILITY FOR ANGLICAN STUDIES MDIV STUDENTS SEEKING ORDINATION

Anglican Studies MDIV students follow the same pattern of requirements as other MDIV students with the following allowance:

1. In the Theology and Religious Practices (PR) curricular area, “Anglican Liturgy” may count as a Depth (D) course
2. Other courses may meet core requirements. Students should see their advisor or the course schedule for more information.
3. Anglican students participate in PPSF requirements.

PREPARATION FOR MINISTRY IN THE EVANGELICAL LUTHERAN CHURCH IN AMERICA (ELCA)

In cooperation with the Rocky Mountain Synod of the ELCA, Iliff offers courses in Lutheran Studies.

CANDIDACY IN THE ELCA

ELCA students preparing to serve as ordained pastors, consecrated diaconal ministers, or commissioned associates in ministry must be in contact with their synodical Candidacy Committee prior to beginning study or within the first year of study.

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.

AFFILIATION WITH AN ELCA SEMINARY

ELCA candidates for ordained and consecrated ministries must be recommended by the faculty of an ELCA seminary. To be considered for recommendation, ELCA students at Iliff enter into a relationship of “affiliation” with an ELCA seminary, which will advise the candidate throughout the process, supervise the internship year, provide a required year of resident theological study, and submit a recommendation for ordination or consecration to the candidate’s Synod.

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

PREPARATION FOR MINISTRY IN THE PRESBYTERIAN CHURCH (USA)

Iliff collaborates with the Denver Presbytery and offers proctoring services for candidates in the Presbyterian Church (USA). Students need to contact the Presbyterian Church (USA) and their local presbytery to schedule exams.

PREPARATION FOR MINISTRY IN THE UNITED CHURCH OF CHRIST

Iliff offers courses in UCC History and Polity on a regular basis. The United Church of Christ Fellowship at Iliff, a student group, meets regularly and is supported by UCC faculty and staff, as well as the Rocky Mountain Conference and the Metro Denver Association. To learn about UCC ministry and congregations in Denver and the Rocky Mountain Conference, visit www.rmucc.org.

PREPARATION FOR FELLOWSHIP IN THE UNITARIAN UNIVERSALIST ASSOCIATION

UU students are expected to participate in the “Living into Covenant” program of support and reflection during ministerial formation. The Boulder/Denver cluster of churches operates and funds the “Living into Covenant” program.

The Ministerial Fellowship Committee of the Unitarian Universalist Association is the accrediting body for UU clergy and articulates denominational requirements. Many of these requirements are directly addressed in Iliff’s MDIV curriculum: courses in UU Polity, UU history, and social justice electives. Additional information can be found at: <http://www.uua.org>.

PREPARATION FOR MINISTRY IN THE AMERICAN BAPTIST CHURCH

Iliff partners with the American Baptist Churches of the Rocky Mountains (ABC-RC). The denomination’s required “ABC History & Polity” course is offered at Iliff on a rotating basis.

OTHER EDUCATIONAL OPPORTUNITIES

VETERANS OF HOPE PROJECT

The Veterans of Hope Project is an interdisciplinary initiative on religion, culture and participatory democracy. The VOHP was founded in 1997 by late activist-historians Vincent and Rosemarie Freeney Harding and is based on the campus of the Iliff School of Theology in Denver, CO where Vincent was a faculty member for nearly a quarter of a century.

During the 1960s, the Hardings worked in the southern freedom movement as representatives of the Mennonite Church and as an “advance team” for civil rights organizations that were planning major desegregation campaigns. After years in the South, Rosemarie and Vincent devoted their lives to organizing in a variety of peace and justice struggles and to teaching, counseling, and writing about the history and potential of our nation as a multicultural democracy.

The Veterans of Hope Project was initially founded as a project to document and share the life histories of veteran activists. Its work has evolved over the years to include significant intergenerational, international and arts-based community projects – all focused around the role of spirituality, hospitality, compassion and culture in social justice work.

During this time when many in our country are offering a profound critique of state violence against unarmed Black and Brown citizens, and when people of all backgrounds are joining together in protest of the unwarranted killings, we remember the questions that Vincent and Rosemarie (and Grace and Jimmy Boggs, Anne Braden, Victoria Jackson Gray Adams, Dolores Huerta, Ruby Sales and many of our other veterans) consistently asked of us – ***“What kind of country do we want to create? What beauty can we imagine for ourselves, our children and nation? What greater sense of community can we develop together out of the ashes of our distress? How can we take better care of ourselves and each other?”***

In collaboration with Iliff and other community partners, the Veterans of Hope Project responds to and creates opportunities to share the wisdom and resources of our activist network with a younger generation. We are especially committed to raising the voices of marginalized communities and recognizing the value of indigenous cultural and spiritual values for the healing work of social justice organizing.

Vincent passed away in May 2014 and Rosemarie died in March 2004. Their daughter, Dr. Rachel Harding and niece, Ms. Gloria Smith, together with coworkers, family, friends and supporters, continue the work of the

Veterans of Hope Project. For more information, please contact Ms. Gloria Smith through the Veterans of Hope Project Office at gsmith@iliff.edu. Please also visit www.veteransofhope.org and/or join us on Facebook <https://www.facebook.com/veteransofhope>.

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 up until the time that the student graduates. This information is disseminated through use of my.iliff, e-mail, and other forms of electronic communication. Iliff requires that all students either forward their Iliff e-mail to a different account, or check their Iliff email account daily, as well as check my.iliff on a regular basis. Subscription to announcements is strongly recommended.

The Iliff School of Theology reserves the right to change the fees, rules, and calendars 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.

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 orientation, gender identity, or age in its programs and activities. Questions regarding Title IX may be referred to Iliff's Title IX Coordinator. 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.

COMMUNITY COVENANT

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, and 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.

STANDARDS OF COMMUNITY CONDUCT

The Iliff School of Theology is a diverse community bringing together persons from a variety of cultures, traditions, and theological perspectives who are here 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.

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

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, religious, or sexual orientation bias.

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 *Grievance Policy* process described below. This policy is in no way intended to impinge on normally recognized rights of free speech.

SPIRITUAL FORMATION

Spiritual formation is a lifelong process of integrating head, heart, and hands in distinct contexts and multiple life stages. The Iliff master's degree curriculum plays a significant role in that process as students examine their faith and life assumptions and conclusions more carefully. While this often is not comfortable, it contributes to a student's own spiritual depth and leadership capacity. The Dean of the Chapel welcomes conversation about any student's experience of this significant integrative process.

Students are encouraged to prioritize regular or daily participation in personal practices that integrate head, heart, and hands. These might include a variety of prayer practices, movement or exercise, and direct service to others. Such practices significantly assist students in negotiating the stresses created by adding a degree program to their already complicated lives.

Students, staff, and faculty also find group practices to be helpful in spiritual formation. Iliff offers two weekly community gatherings on campus whose underlying purpose is spiritual formation:

- Wednesday Community Chapel, 11:00 a.m. - 12:00 p.m. every week during Fall, Winter, and Spring quarters. This time is an expression of Iliff's diversity and of its nature as a school. It includes academic convocations such as Fall Opening and year-end Honors Convocation. Community Chapel also includes multiple occasions led by Iliff faculty, staff, and students, which introduces others to the particular traditions and values of that week's leadership team. Hence, every week is different in theme, style, and content. Community Chapel is coordinated by the Dean of the Chapel.
- Thursday Christian God-encounter, 12:05 p.m. - 12:50 p.m. every week during Fall, Winter, and Spring quarters. This time is an expression of Christian identities, shaped by a consistent inspirational organization and regularly including open table communion. Preachers are primarily students. Coordinated by the Dean of the Chapel.

Journey students and others may also use a new weekly online resource "Respite" to shape the weekly virtual meeting of a small group. The designers of Respite think that groups of 4 to 6 are the ideal size and that groups will find meeting for 45 to 60 minutes once a week will fill a spiritual longing for connection. The Respite website will launch week 5 of fall term 2016. You will find a new theme each week, responsive to the ups and downs of the Iliff experience, including a focus song/text/image, prayers, and other items that we discover are useful in this new venue.

Other expressions of spiritual practice may be organized by students and are coordinated and publicized by the Dean of the Chapel's office. These have included prayer groups, retreats, field trips to visit special exhibits or congregations, service activities, prayer walking outdoors or on a labyrinth, and yoga.

Specific resources that members of the Iliff community have found helpful on their spiritual journeys are available through the Iliff Spiritual Life Canvas site: <https://iliff.instructure.com/courses/1184313>.

BENEDICTINE SPIRITUAL FORMATION

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. Successful completion of the 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 Benediction 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. Each year, the program consists of 28 - 2 ½ hour sessions with four additional workshops. The program broadens and personalizes students' understanding of Christian beliefs and trains students who answer

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.

The intent of the BSFP is specifically to prepare and certify students as spiritual directors and the coursework is offered at the intermediate level. Other courses at Iliff in spiritual life and prayer are offered at the introductory level. The coursework in Spiritual Direction may be used as part of Iliff's MAPSC and MASC degrees. 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.
- Students may attend the BSFP in either Denver or Colorado Springs or the online program.
- Students first apply to the Benedictine Spiritual Formation Program and pay the \$50 application fee.
- Application forms can be found on the Benet Hill website: www.benethillmonastery.org
- 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.
- Students approved for receiving Iliff credit then enroll for two credits in the fall term (BSF 201) and pay a special fee to Iliff that covers the cost of the BSFP tuition. Iliff then arranges payment to Benet Hill. **Please note:** Enrollment in the BSFP will increase your costs by approximately \$2,000. each of the two years of the program. If you want your financial aid package to recognize this increase, and to assist through student loans, you will need to determine that you will enroll in BSFP before you apply for financial aid. Iliff scholarships are not available to cover this fee.
- 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 and the site for the Benedictine Spiritual Formation Program is <http://www.benethillmonastery.org/ministry-center-programs/spiritual-formation>

For additional information, especially about the Iliff logistics, or to discuss whether you are being called to become a spiritual director, please contact the Dean of the Chapel at Iliff.

PROTECTION AGAINST SEXUAL MISCONDUCT

Sexual misconduct is unacceptable and will not be tolerated at the Iliff School of Theology (Iliff). A member of Iliff's community who is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct, or believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct as defined by this policy is urged to make a formal report to the Title IX Coordinator and/or the police and follow the *Sexual Misconduct Policy* process outlined in Appendix IV of this Handbook.

All members of Iliff's community, including but not limited to students, faculty (including adjunct faculty), staff, trustees, volunteers and independent contractors are subject to this policy. Violators will be subject to disciplinary action that may include termination, expulsion, suspension, removal from campus, cancellation of contract, other appropriate Iliff sanctions or any other means necessary to address the behavior. Prosecution by civil authorities may also occur.

Sexual misconduct is defined as the threat or the commission of behavior used to obtain sexual gratification against another's will or at the expense of another such as inducing fear, shame, or mental suffering. Sexual misconduct includes sexual harassment, unwanted sexual acts or actions, whether by an acquaintance, a person in the position of authority, or a stranger that occurs without indication of consent of both individuals or under threat or coercion. Sexual misconduct can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent. By law, certain individuals are incapable of giving legal consent to sexual activity, including minors, adolescents, and developmentally disabled individuals. Silence does not in and of itself constitute consent.

The victim of sexual misconduct may be anyone, including but not limited to, adults, adolescents, minors, the developmentally disabled, and vulnerable individuals regardless of age. Sexual misconduct may include, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling, and threat of sexual assault.

Iloff urges an individual to make a formal report if that individual is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct, or believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct. A report of sexual misconduct will be dealt with promptly. Confidentiality will be maintained to the greatest extent possible.

ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES POLICY

This policy applies to all students and to all employees regardless of classification or position. Maintaining a safe and healthy working and learning environment is a vital concern to Iloff 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 Iloff premises or property. Being under the influence of controlled substances while on Iloff premises is also prohibited.

Only prescription medications provided and supervised by a physician, and over-the-counter medications used as instructed by the manufacturer may be used on School premises.

Violation of this policy includes, but is not limited to:

- Possession, use, manufacture, or distribution of any Federally Illegal Drug, or any possession or use of any prescription drug or other controlled substance except under the direction of a licensed physician. The manufacture or distribution of any drug is also prohibited, including Cannabis plants. **Marijuana, including Medical Marijuana, is prohibited on campus, regardless of age.**
- Being under the influence of any Federally Illegal Drug, prescription drug, or other controlled substance to the point of endangering one's own health or safety.
- Any possession or use on Iloff's premises of paraphernalia used to facilitate the use of any Federally Illegal Drug or other controlled substance in violation of this policy. This includes but is not limited to marijuana pipes, bongs and scales or other measuring devices. Any act which causes a person to ingest any Federally Illegal Drug, prescription drug, or other controlled substance without their effective consent.
- Like the University of Denver, Iloff is a smoke-free campus.

(Policy adapted from the University of Denver's Drug Misuse Policy, 2015)

Because Iloff 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 Academic Vice-President/Dean or the Dean's designee. 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 Iloff if a student is convicted of a drug-related offense occurring on Iloff 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 Iloff 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 must report all convictions of drug offenses occurring on Iloff premises within five days of such conviction.

STUDENT SUPPORT PROCESS

The primary purpose of the Student Support Process is to assess student support needs and identify appropriate resources, and when necessary engage student(s) and appropriate Iloff staff and/or faculty in consultation and/or intervention.

A concern for student safety or well-being can be identified by any member of the Iloff community, including the student themselves, other students, staff, faculty, or community supervisors. Concerns are brought to the Academic VP/Dean (hereafter, the Dean) and documented to initiate the Student Support Process. The Dean or a staff/faculty member authorized by the Dean will assess the concern with attention to the well-being of the student and others.

Preliminary Assessment: Upon receiving a formal concern, the Dean initiates a preliminary assessment, which may include consultation with one or more of the following: the Director of Consultation & Formation, the Director of Professional Formation, the Title IX Coordinator, and/or Iliff's attorney. If it appears that the student needs support, the Dean will contact the student for consultation.

Consultation: If the preliminary assessment leads the Dean to believe there is a reasonable basis for concern, then the Dean and/or the person who conducted the preliminary assessment will meet with the student to determine whether resources for the student's well-being, development, and readiness for next steps in the Iliff curriculum are in place, and/or whether additional support may be necessary. The purpose of the consultation with the student is to develop a plan to engage resources for the student's well-being, development, and readiness.

Conclusion: When the Dean believes that the plan has been carried out and that the concern has been adequately addressed, the Dean will inform the student that the process is completed and further consultation is not required.

If, after consultation, a student is unable or unwilling to engage resources towards their own healing and development, and/or the concern raises questions about the student's readiness for any elements of the Iliff curriculum, Iliff may limit the student's participation in classes and/or other Iliff activities; remove the student from Iliff housing in accordance with the Iliff Housing Occupancy Agreement; or take academic disciplinary actions up to and including temporary removal from classes or permanent dismissal from the degree program.

GRIEVANCE POLICY

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 Academic Vice President/Dean. Complaints against staff should be submitted to their immediate supervisor.) The *Sexual Misconduct* process is separate and is covered in Appendix IV of this Handbook.

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.

INFORMATION INVESTIGATION

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.

CONSULTATIVE PHASE

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.

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.

IMMEDIATE INTERIM SUSPENSION

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.

- The Academic Vice-President/Dean shall determine whether the student will be suspended from classes, campus, and/or housing.
- A student subject to an interim suspension shall be given written notice of the suspension and directed to the procedures contained in the Master's Student Handbook.
- 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.
- 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 at the student's expense, through a qualified psychological professional.
- 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.
- A student on interim suspension will remain suspended pending a determination by the Academic Vice-President/Dean.

The student will be allowed to enter campus to attend hearings, or for other necessary purposes, as authorized by the Academic Vice-President/Dean.

FORMAL PROCEEDINGS

If, after the Informal Investigation, the appropriate administrative official concludes that there is no reasonable basis for the complaint, the complainant may pursue formal proceedings outlined below. Or if, after the Consultative Phase, there is a reasonable basis to support the allegations of misconduct and either the accused or the complainant is not satisfied with the resolution recommended, then the administrative official shall initiate the formal proceedings.

Formal proceedings hereunder shall take place in accordance with the following guidelines:

A Committee will be appointed by the Academic Vice-President/Dean in consultation with the President to hear complaints and recommend action. 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. All proceedings before the Committee shall be closed and strictly confidential.

The Committee 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 Committee may conclude that the complaint is unfounded and discontinue the review. 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. The Committee decides by majority vote whether a violation has occurred and levies any appropriate sanctions.

Once the investigation is completed, the Committee will make recommendations, in writing, to the Academic Vice-President/Dean and President concerning its findings. Recommendations include, but are not limited to, those indicated for the Consultative Phase above. The Academic Vice-President/Dean or President shall inform the complainant in writing within 30 calendar days of completion of the proceedings that the matter has been resolved and may determine whether to share further information.

The Academic Vice-President/Dean or President 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.

APPEALS

All members of the community shall retain the right of appeal, students according to the policies in the Master's Student Handbook, faculty and staff according to the terms of their contracts and operative handbooks.

An accused student may appeal the final decision, in writing, to the President within ten business days after receiving written communication of the decision. The President may consult with the Academic Vice-President/Dean, chair of the Committee, and any other persons of his/her choosing. The President shall have access to any documentation pertinent to the case and 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.

The President may affirm the decision of the 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.

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 a third party unaffiliated with Iliff who is not otherwise directly involved in the matter.

PROTECTION FROM REPRISALS AND FURTHER HARM

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. In any proceeding before the 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.

CHANGING OR REQUESTING EXCEPTIONS TO NON-ACADEMIC POLICIES

Students may bring to the attention of the Academic Vice-President/Dean, in writing, an appeal for exceptions to non-academic (general community, housing, health, or disability) 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.

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. One or more students concerned that the person, office, or committee normally responsible for the non-academic policy in question has not been responsive should follow the *Grievance Policy* procedures listed in this Handbook.

DISABILITY ACCOMMODATIONS

Disability Support Services at the Iliff School of Theology contributes to a positive learning environment for students and ensures equal access to education so that students with disabilities can freely and actively participate in their graduate education. We offer a wide range of services for those who have disabilities and/or need accommodations in order to achieve academic goals. The Iliff School of Theology is committed to providing equal access to educational programs for all qualified students with learning, physical, medical, or psychological disabilities. Once admitted to Iliff, students needing accommodations should first contact their advisor to begin the process of registration of disability services.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Iliff coordinates appropriate and reasonable accommodations and access for students with physical, cognitive or other disabilities. Iliff is committed to the provision accommodations to qualified students with disabilities during their studies at Iliff.

Students with disabilities who need accommodations need to self-identify to the Iliff Advising Center, located in Skaggs Hall 125 or via email at advising@iliff.edu. In most cases, students will need to provide appropriate documentation of disability and/or information related to the student's disability or functional limitations that substantiates requests for services. Students request accommodations by submitting the [disability intake form](https://goo.gl/forms/dsSFuWZfHajcUfLJ2) (<https://goo.gl/forms/dsSFuWZfHajcUfLJ2>).

We work with students on an individual basis to customize disability accommodations. To submit a grievance or complaint, follow the procedures detailed in the section *Grievance Policy*.

Checklist to request accommodations

- Disability Intake Registration Form - [form is online with this link](#).
- Schedule a meeting with your advisor and the Disability Officer
- Submit documentation
- Review accommodations with advisor
- Faculty letter from Disabilities Officer
- Discuss accommodations with your professors early in quarter and prior to exams and assignments.

Disability Staff

Students with disabilities work with the Associate Dean of Admissions and Student Services (Iloff's Student Disability Officer) and with the Director of Academic & Information Technology to explore, assess, and implement the appropriate and necessary tools that may be most useful to fully participate in coursework and research.

Definition of Disability

The Americans with Disabilities Act defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activities.

Accommodations Provided

Iloff will engage in a collaborative effort with students with qualified disabilities to provide reasonable accommodations. Students are encouraged to contact the Iloff Advising Center, or the Disability Officer at Iloff about their needs for specific accommodations.

Accommodations are arranged on an individual basis and may not be identical to those previously used by a student. Students should allow an adequate amount of time for their request to be reviewed and accommodations to be arranged. 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. Iloff, as with other institutions of higher education are not obligated to provide personal aids and services such as attendants, individually prescribed devices such as wheelchairs, readers for personal use or study, or other devices and services of a personal nature.

The following list of disabilities is not exhaustive.

- Visual impairments
- Deaf or hard of hearing
- Mental/Emotional health conditions (depression, anxiety, bipolar, OCD, personality disorders, etc.)
- Learning disabilities
- ADD/ADHD
- Brain injuries, epilepsy
- Autism, Asperger's Syndrome
- Mobility (paraplegia, multiple sclerosis, muscular dystrophy, spina bifida, etc.)

Student's Responsibility

It is the joint responsibility of the student and the staff to work together to meet accommodations needs.

Disability documentation guidelines

All documentation/letters shall be on official letterhead, typed, with signature and date. The following information about the evaluator should be clearly stated in the documentation: Name, Title, Professional Credentials, Licensing Number, and information about the license or certification (e.g., licensed psychologist), as well as the area of specialization, employment and state/province in which the individual practices. Note: This requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature. This documentation includes a description of the functional limitations resulting from the disability or disabilities.

This may include treatments, medications, and/or assistive devices/services currently prescribed or in use. Significant side effects that may impact physical, perceptual, behavioral or cognitive performance should also be noted.

Eligibility requirements

Accommodations should be requested at the beginning of each academic year or at the time of matriculation and at any time additional accommodations are needed. Iliff School of Theology may require further documentation to substantiate requests for additional accommodations. The institution will need adequate time, usually around five business days, to review all requests. Implementation of more specialized accommodations may take additional time.

Accommodations cannot be requested retroactively for past quarters. Undiagnosed or undocumented disabilities cannot be the basis for grade appeals. Students cannot petition grades received as a result of not using accommodation(s) or not following appropriate procedures to request accommodations.

Documentation

Documentation of disability is required and should accurately reflect current limitations associated with the specific disabling condition(s). Documentation must be signed by an appropriate professional, such as a physician, psychologist, LD/ADHD Specialist, or other qualified professional. Appropriateness of documentation will be determined on a case-by-case basis. We may request additional information to determine eligibility for accommodations. All expenses accrued in the process of obtaining documentation are the responsibility of the student. Accommodations will not be provided without appropriate documentation.

The documentation should include (to the extent applicable)

- The presenting problem and relevant history
- Test scores and discussion of results, if relevant
- Substantial medication side-effects, if any
- Information on substantial disability-based limitations and how they relate to the educational environment
- Suggested educational accommodations with rationale for recommendations

Criteria for Accommodating a Learning Disability

- Provide record of a psycho-educational or neuropsychological evaluation.
- The documentation of a Learning Disability should be the evaluation used to obtain accommodations in graduate school.
- A qualified, licensed professional must conduct the evaluation. Qualified professionals generally include a clinical or educational psychologist, neuropsychologist, and a certified learning disabilities specialist.
- Any recommended accommodations by the evaluator(s) should include the rationale as to why each accommodation is needed and must be backed-up by informed opinion.

Criteria for Accommodating a Psychological Disorder

- A statement of the diagnosis/es,
- Updated documentation may periodically be requested to determine current functioning, specifying present symptoms and fluctuating conditions/symptoms resulting in functional limitations.
- If indicated, information about medications and possible side effects that would warrant requested accommodation(s).
- A narrative summary of the current level of functioning.
- Suggestions of reasonable accommodations supported by the diagnosis.

Criteria for Accommodating a Physical Disability

- An assessment confirming the diagnosis of a physical disability that limits a person's physical functioning, mobility, dexterity or stamina. Some examples of physical disabilities include hearing impairment, visual impairment, respiratory disorders, and/or epilepsy.
- In cases where the hearing loss or visual impairment is static (unchanging), an older assessment may be presented with a note from a physician confirming that there have been no changes in functioning since the last assessment. If the hearing or vision loss is progressive, updated documentation may periodically be requested.
- Suggestions by the physician of reasonable accommodations supported by the diagnosis are recommended.
- A summary of the current level of functioning, specifying areas of functional limitation.
- A summary of the assessment procedures used to come to the diagnosis.

Criteria for Accommodating Other Medical Conditions

- In general, a diagnosis of a medical condition, including prognosis by a licensed physician is required. If no specific diagnosis has been made, documentation must demonstrate that present medical symptoms substantially limit one or more major life activities.
- In cases where the impairment is static (unchanging), an older assessment may be presented with a note from a physician confirming that there have been no changes in functioning since the last assessment. If functioning is expected to change during the student's enrollment, updated documentation may periodically be requested.
- A summary of the current level of functioning, specifying areas of functional limitation.
- A summary of the assessment procedures used to come to the diagnosis.
- Suggestions by the physician of reasonable accommodations supported by the diagnosis are recommended.

CONFIDENTIALITY

All information regarding a student's disability is confidential. Records will remain separate from academic records and will not be released to an individual or source external to the Iliff School of Theology without the student's written consent. However, in order to arrange appropriate accommodations, Iliff School of Theology Disability Services staff must often consult with specific faculty and/or staff members. Therefore, it may be necessary to communicate limited information about disability-related needs to Iliff School of Theology faculty and/or staff. Students requesting accommodations will be asked to sign a Faculty/Staff Release of Information. Specific details regarding a student's diagnosis of disability will not be revealed. The Iliff School of Theology will hold students' disability documentation and records for no longer than a minimum of five years after the student leaves Iliff School of Theology (e.g. graduates or withdraws), at which time all records will be destroyed. Students may request copies of their files at any time during the five years.

HEALTH INSURANCE

Basic health insurance is mandatory for all 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 Coordinator of Student Services at 303-765-3105 or studentservices@iliff.edu for more information.

COLORADO IMMUNIZATION REGULATIONS

All Iliff students born on or after January 1, 1957 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 Coordinator of Student Services, Skaggs Hall 138, to be recorded.

INCLEMENT WEATHER ANNOUNCEMENTS

In the case of inclement weather, the President, in consultation with the Academic Vice-President/Dean and the Director of Facilities Management, will decide on the question of school closure. Consultation will be held at 5:15 a.m. 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. Iliff will inform the following television stations: channels 2, 4, 7, and 9 as well as radio station KOA 850 AM. The decision to air the information, either online or on-air, is at the discretion of the media outlet. Iliff will also place a recorded message on the Iliff main telephone number, 303-744-1287, informing you of the decision and will 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.

CAMPUS SAFETY

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

All crimes and emergencies should be reported to the Department of Campus Safety at the University of Denver (DU Campus Safety) by calling 303-871-3000. The Denver Police Department can also be contacted by calling 911 to report crimes in progress or other emergencies. DU Campus Safety provides law enforcement and security services on the Iliff Campus and contacts the Denver Police Department when appropriate. During the first month of the fall quarter, Iliff makes crime-prevention literature available in the Iliff Hall lobby. The literature is produced with the assistance of the DU Campus Safety and focuses on safety on a college campus. All visitors to Iliff must sign in at the front desk while they are on campus. Visitors should sign out when leaving the campus. Students should carry their IDs with them any time they are on the Iliff campus.

Everyone in the Iliff community will automatically receive an email for emergency alerts. These email alerts will be sent when Iliff and/or DU has an emergency situation. There is no sign up required for email alerts. However, there is a sign-up in order to receive SMS Text and Voice Call alerts. As a way of enhancing communications at Iliff and ensuring our collective safety, students are encouraged to sign up for e2Campus SMS Text and Voice Call alerts: <https://iliff.bloomfire.com/posts/918273-general-emergency-text-alerts-e2campus>.

In accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Iliff Annual Security Report is available at: <http://www.iliff.edu/learn/the-iliff-experience/security-and-fire-report>.

FIRE ARMS

Iliff School of Theology is committed to providing a safe workplace and therefore prohibits the possession of dangerous weapons.

Any possession and/or use of weapons, explosives, fireworks, or other object designed and/or used to inflict injury or damage while on Iliff property is prohibited. This includes, but is not limited to, items that simulate such dangerous objects. The possession of non-lethal self-defense instruments is not prohibited; however, the reckless use of such devices may be considered a violation of this policy.

It shall also be a violation of Iliff's policy to possess any weapon on the private property of Iliff even if the bearer possesses a valid concealed weapon permit issued under current Colorado state statute.

For the purposes of this policy weapons are defined in Colorado Revised Statutes 18-12-101 & 18-12-102.

ACADEMIC POLICIES

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. Iloff uses *Turnitin* software as one tool among others to identify possible instances of plagiarism.

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 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/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 Iloff. Sanctions will be imposed based on the severity of the offense, 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 Iloff. 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. 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.

(Portions adapted from the policy statement of the Department of Psychology, Arizona State University.)

ACADEMIC APPEALS AND PETITIONS

All academic appeals and appeals for modification of regular academic procedures and requirements should be submitted, in writing, to the Academic Vice-President/Dean. Non-procedural academic concerns or grievances should be stated in writing 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*.

Modification of or exceptions to regular academic procedures and requirements should be presented on a degree program petition form available on my.iliff. Degree program petitions should be signed by the student's advisor and the instructor(s) involved. The form is then submitted to the Registrar who will forward it to the Academic Vice-President/Dean. Students are responsible for obtaining the appropriate signatures before submitting petitions to the Registrar.

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 that 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.

ILIFF ADVISING CENTER

The Iliff Advising Center was created in 2010 to empower students to make informed decisions about their educational process. The advising center consists of staff employees with experience and knowledge about Iliff's curriculum and faculty. Academic advisors are available to:

- Demystify the registration process
- Create a short-term and long-term educational plan
- Understand the needs and changing life situations of students enrolled at Iliff
- Help students maintain a healthy relationship to their degree programs by discussing, discerning, and referring them to appropriate resources

Degree-seeking students will be assigned to the Advising Center for an initial consultation and a particular academic advisor at the time of their matriculation. Certificate and non-degree students may seek consultation and registration with any of the Advising Center staff.

Advisors are ready to counsel on matters of mutual concern throughout students' academic careers. Major times of consultation include the registration periods, changes in degree programs, changes in life circumstances, and the graduation process. Students must obtain approval from their academic advisors before each term in order to be able to register online.

Students alone are ultimately 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 degree program director, Academic Vice-President/Dean or other appropriate Iliff officials.

The Advising Center is located at Skaggs 125 and by email at advising@iliff.edu. Please contact the Advising Center or your individual advisor for face-to-face consultations or degree reviews.

WRITING SKILLS ASSISTANCE

The Iliff Writing Lab is available for students of any level who need help beginning an assignment, organizing thoughts, or completing a final revision. During the academic year, the Writing Lab offers private appointments (both face-to-face and online), workshops, and writing resources. Information can be found at <http://writing.iliff.edu> or by emailing writing@iliff.edu.

Because good writing and research skills are essential to success in any academic program, Iliff offers a variety of courses to enhance academic skills, including: *Tools for Theological Education*; *Writing Intensive*; *Introduction to Theological Research*; and *Discovery, Analysis, and Management of Theological Resources*. Full descriptions of these courses are available in the Iliff Catalog. Students should consult course schedules or their academic advisor to see when these classes are offered and which might be an appropriate match with their learning goals.

The Office of Student Services provides limited tutoring opportunities for students who are struggling academically. Please contact your advisor or the Dean's Office regarding this service.

COURSE CANCELLATION

Classes previously scheduled may be canceled by the Academic Vice-President/Dean if it is determined that the enrollment is too small or for any other administrative rationale. Iliff reserves the right to substitute an instructor for any class, if necessary.

ATTENDANCE AND SPECIAL DAYS

Class attendance and class participation 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.

HYBRID/ONLINE CLASSES

Online attendance is based on participation in class activities. Interacting with the instructor, interacting with other students, attending required on-campus meetings and/or submitting course assignments all constitute attendance. Attendance for the online classes follows the same policy as traditional classes. An online class absence may be identified as a missed assignment or inactivity in the course site in discussion posts and other assignments. It is up to the instructor to determine their specific grading and attendance standards, which is listed in their syllabus. Students should access their courses regularly to remain current regarding expected due dates and assignments.

Hybrid courses require on-campus class attendance in addition to online attendance. On-campus hours and schedules are posted on the syllabus and within the course description. Students are responsible for making travel arrangements to ensure their presence for all of the hours required on-campus for hybrid courses. Since there may be multiple hybrid courses offered at the same time, students are responsible for ensuring they do not schedule course conflicts. Students unable to attend hybrid sessions will need to submit a petition to the Dean and the instructor of the course. Petitions are rarely granted, except for rare emergencies, and in most cases, the student will need to drop the course, or receive a failing grade, when they miss the required on-campus class meetings.

SPECIAL DAYS

Classes will not be held on Martin Luther King, Jr. Day, Good Friday, Memorial Day, or Independence Day.

CREDIT FOR OFF-CAMPUS EXPERIENCES

Occasionally students seek academic credit for off-campus educational experiences. 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 and obtains the Iliff instructor's approval. If credit is given, the instructor will grade it on a Pass/Fail basis.

RESIDENTIAL REQUIREMENTS

While hybrid/online courses are available to all our students, the Association of Theological Schools, one of the organizations which grants Iliff's accreditation, limits the amount of credit that can be earned toward an approved degree program by distance education (which includes online classes). At present, the **MDIV requires at least 40 credits** and the **MAPSC requires at least one third of the academic program** to be taken via on-campus (not fully online) courses. The MTS does not have a residency requirement and can be mostly completed online. The MASJE and the MA are considered fully residential programs. If you have a question about whether your degree plan meets these residency requirements, please check with your academic advisor. Students pursuing ordination should check with their denominational agency to see if they might be subject to additional residency requirements.

TRANSFER CREDIT

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 master's 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 master's degree must be completed at Iliff. A maximum of 80 quarter credits will be allowed for transfer into the MDIV degree program.

Students whose transcripts indicate that they have already completed the reasonable equivalent of a required course may petition the Academic Vice-President/Dean for a course substitution by submitting a "Course Substitution" form. The form will be reviewed by the faculty who teach the course in question. Exemption does not decrease the total hour requirements for any degree program. If students wish to request an exemption from a course or degree requirement based on previous experience, they can do so with the "Degree Program Petition" form. Students who transfer in the equivalent of thirty (30) or more quarter credit hours will automatically have the Interdisciplinary course requirement and the Vocation and Orientation requirement waived from their degree requirements (if applicable). These six (6) credit hours must be replaced by another 6 credit hours of other Iliff courses to meet the total credit hour requirement of their degree.

The Advising Center, along with the Registrar and the Office of Admissions, assists students in transferring credits and petitioning for substitutions of 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.

ACADEMIC AND INCREMENTAL PROGRESS AND PROBATION

Students in all of Iliff's master's level degree programs are required to make satisfactory progress, defined as maintaining a 2.25 grade point average on a 4.0 scale. 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" (incomplete) do not constitute successful completion of a course.

Academic Review Committee: Each quarter, the Academic Review Committee reviews all students whose grade point average drops below 2.25, 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 this Handbook) 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 Associate Dean of Admissions and Student Services; the Financial Aid Director; the Registrar; and the Advising Center. The Director of Professional Formation 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 and reviews the work of every student on probation. A letter is sent from the Academic Vice-President/Dean to each student reviewed by the committee (normally at least one week before the beginning of the quarter) outlining the concerns of the committee and/or changes in status (placed on probation, etc.). Copies of the letters are sent to the student's advisor and Registrar for the student's permanent file.

Academic Probation: Students whose grade point averages fall below the requisite 2.25 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 2.25 average. Students on probation may not take a course P/F (unless they are not offered for a letter grade), should enroll for no fewer than 8 credits per quarter if they are attending as full-time students, and take appropriate coursework for their degree program. In addition, students should make progress in their degree program by taking and passing classes required by their degree program. Students on probation may not normally take incompletes. 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.

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. 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.

REGISTRATION POLICIES

All matters pertaining to registration are coordinated by the Registrar. Students are responsible for ascertaining that all appropriate paperwork has been completed.

CLASSIFICATION OF STUDENTS

- Degree Students – enrolled students taking courses for credit toward a degree.
- Non-Degree Students – enrolled students taking courses for credit. No more than 16 quarter credits earned as a non-degree student may apply toward an Iliff master's degree program. Students in the certificate program who have not applied for a degree are classified as Non-Degree Students.
- Cross-Registrants – students taking courses at Iliff who are degree students in affiliated schools (e.g. Denver Seminary or University of Denver).

COURSE LOAD

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

REGISTRATION

Registration is held online for new and continuing students. Dates for registration are listed on Iliff's academic calendar. Registration is conducted by the Registrar. Please see the Handbook section on *Tuition and Fees* for late registration fees. No person can register after the first full week of the quarter.

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).

COURSE EVALUATIONS

Both required and elective courses will be evaluated by students registered in those classes. Course evaluations provide valuable feedback to the Dean and to individual instructors on themes such as teaching effectiveness, curricular design, and achievement of degree learning goals. Evaluations take place online to preserve student confidentiality and results are not made available to instructors until after grades have been submitted.

Although they are not mandatory, students are strongly encouraged to participate in course evaluations as these are the one place where students can offer honest and anonymous opinions of the classes they have taken, to the benefit of future students. Part-Time Internship, Clinical Pastoral Education, and Benedictine Spiritual Formation are not covered by these evaluations and are done exclusively by the Office of Professional Formation.

CHANGES IN COURSE REGISTRATION

Dropping or adding courses can be done online during the online registration period. Changes after the online registration period must be done with a hard copy "drop" form, obtained from outside of the Registrar's Office. The fee for dropping courses after the first week of the quarter is \$25. All drop/add forms are given to the Director of Financial Aid first who, in turn, submits them to the Registrar. Changes are effective on the date the form is received by the Director of Financial Aid. Students are responsible for obtaining appropriate signatures and submitting changes for processing. Check with the Registrar if you have any questions.

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 record 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.

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 credits per quarter) to a less than full-time load should consult the Director of Financial Aid, as this change may 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.**

INDEPENDENT STUDY

To arrange for independent study, a student must have the approval of his/her prospective instructor(s), who will evaluate the student's academic and extra-curricular work to determine if independent study is feasible. Adjunct faculty are not permitted to supervise independent studies.

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

Generally, independent study is only available with full-time faculty. The approval of the Academic Vice-President/Dean is required for any independent study performed by any instructor who is not a full-time, ranked, member of the Iliff faculty. Normally, independent study is not permitted as a substitute for a regular class offering.

One independent study course may be granted no more than four quarter credit hours. No more than four credits of independent study may be taken in any quarter, and no more than eight credits per academic year.

Independent Study extended over more than one quarter must be approved by an Incomplete form. No more than two extensions will be approved.

CROSS-REGISTRATION AT AFFILIATE INSTITUTIONS

Courses taken for credit at the University of Denver and at 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 (non-degree 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 master's degree students may cross-register for up to five credits of **graduate level** courses per quarter at DU. When enrolling in DU courses at and above the 3000 level, students must follow these procedures:

- Secure the approval of their advisor
- Register for the course through the Iliff Registrar with a hard copy registration form (listing all courses at Iliff and the DU course(s) and a hard copy add form adding only the DU course(s)
- Students dropping DU courses **MUST** complete a hard copy drop form through the Iliff Registrar or the student will receive a failing grade at Iliff
- Registration through DU will not be accepted as cross-registration and all tuition must be paid to DU

Cross-Registration at Denver Seminary

Students who are enrolled full-time (8 quarter credits or more) at Iliff may take one course at Denver Seminary without additional cost. When enrolling for courses at Denver Seminary, students must:

- Secure an inter-school registration form from the Registrar at Iliff
- Secure the approval of their Iliff advisor or Dean on the inter-school registration form and return the form to the Registrar at Iliff
- Register for the course at Iliff with a hard copy add form.

AUDIT POLICIES

For qualified auditors, limited courses can be audited on a space-available basis, after credit students have registered. Class attendance is required in courses that are audited in order to obtain 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. Hybrid and online courses cannot be audited.

Iloff does not award CEUs to any of our auditors or weekend learners. Students or members of the wider community seeking academic credit must apply as either a non-degree or degree-seeking student. Praxis seminars dealing with the topic of Spirituality and Medicine may be available for CME, Nursing and/or Chaplain credit. Please contact the Dean's Office for more information: 303-765-3183.

Degree Graduates: master's level courses are available to Iloff degree graduates at a reduced rate of \$100.00 per course hour.

Doctor of Ministry Degree Graduates: as described in their Student Handbook, DMin degree graduates may audit at no charge during the first three years after completing their degree.

Adjunct Faculty and Part-Time Internship Site Supervisors: as described in their appointment letters, adjunct faculty and part-time internship site supervisors may audit master's level courses at no charge, usually within the quarter they are teaching.

Full-Time Degree-Seeking Students: students may audit one course at no charge in any quarter in which they are registered full-time (i.e., eight or more hours for academic credit.) For degree-seeking students, auditing a course requires an email to the Registrar, unless this changes total credit hours.

Student Spouses/Partners: the partner/spouse of a full-time degree-seeking student may audit one course a quarter at no charge. *This does not include hybrid or online courses.

Weekend Learners: Iloff welcomes Weekend Learners from the community at the reduced rate of \$200.00 per course for our Praxis seminars. Please visit our current course schedule for available offerings or contact the Dean's Office at 303-765-3183. Weekend Learners who wish to drop a course that they have registered for may do so until the day before class begins, by the close of business day. If you attend one class, no refund will be given. This applies to Weekend Seminars only. Any other course is subject to Iloff's standard Add/Drop policy. Please contact the Registrar's Office (303-765-3127) for more information on our add/drop policies.

Denominational Partners: Iloff welcomes Denominational Partners to sit in on approved courses and weekend seminars by the approval of the Dean's Office or by prior arrangement with your church. These courses are NOT offered for credit. Those seeking academic credit must register as non-degree students and register for courses through the Registrar's Office. Denominational Partners are charged a reduced fee of \$100.00 per credit hour. Courses required for ordination or other church appointments may count towards this category. Please contact the Dean's Office for more information: 303-765-3183.

Students from other institutions: students from other institutions with valid student I.D. may be eligible to audit a weekend course at the reduced rate of \$100.00 per credit hour at the discretion of the Dean's Office. For more details, please call 303-765-3183.

Non-Degree Students: Other than those identified above, Iloff does not offer audit privileges. Iloff does admit non-degree students who may take courses for credit and which may be counted toward Graduate Certificates.

GRADING AND GRADE CHANGE POLICIES

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

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

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

Pass/Fail

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

The initiative lies with students to request this option from their instructors during the first week of the quarter. Instructors may grant or deny the request. The grade P (Pass) carries no grade points and does not enter into the students' GPA. The grade F (Fail) does enter into the students' GPA. 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.

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) shall be completed at the end of the next quarter unless approval is given for an extension to the maximum of two quarters.

Withdraw Passing/Failing

If a student must drop 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 my.iliff for summer quarter deadlines.)

Audit

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. Hybrid and online courses cannot be audited.

Retaking Required Courses with Grades Below C

Master's level students must complete all of the required courses in their program with a grade of C or better. 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.

Core Course Repetition

Core courses 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 the quarter 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 Appeals and Petitions* section in this Handbook.)

INCOMPLETE POLICIES AND PROCEDURES

Approved by Faculty January 2009: 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 policies and procedures regarding Incompletes at the beginning of each course.

Policy: Normally work should be completed within the constraints of the ten-week quarter. Under exceptional circumstances, the Dean may grant an incomplete in a course, with a contract from the student to finish the work in a reasonable amount of time. Adjunct faculty are not permitted to issue incompletes in courses.

Grounds: Exceptional circumstances typically include a death of a loved one, an unforeseen medical emergency of the student or immediate family member, or other substantive changes in life situation.

Length of Extension: The student and instructor will negotiate due dates for each overdue assignment. All work is due before the end of the following quarter. Where the situation mandating the extension, the volume of the remaining work, and scheduling make that impossible, the negotiated due dates may extend into the second quarter after the course was taken. In the face of further extenuating situations, one further extension may be considered by submitting a second incomplete form to the Registrar for approval by the Dean.

Grade: Because an extension makes it difficult to compare the student's work to that of other students, courses where there has been an incomplete can be graded Pass/Fail.

Fee: When work is completed and a grade is submitted by the instructor, an automatic \$25 fee is charged by the Business Office to remove each Incomplete.

Other Stipulations: Students who are on academic probation are not allowed to take incompletes except with permission of the Dean. Work must be turned in to the Registrar by the last day of the following quarter. If work is not turned in by this date, the incomplete automatically turns into a failing grade. Normally, students with 10 or more credits of outstanding incompletes at one time will not be allowed to register. Courses in which an incomplete has been granted but not yet completed are not included in the student's GPA calculations.

PROCEDURES

- Students must make a contract with their instructor before the end of the quarter by using the *Incomplete Request Form* located on the Current Student page of my.iliff.
- A separate form is needed for each incomplete request.
- Student must turn in the form 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.
- Work must be completed and turned into the Registrar by the agreed upon contract date. The Registrar will forward work to the instructor for a grade.

CHANGE OF DEGREE

Admission to a degree program is effective for that program only. A student wishing to transfer to a different degree program must submit a *Request for Change of Degree Program* form and other appropriate references. 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 on the Current Student tab of my.iliff.

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 to allow the Registrar time to process paperwork, plan for graduation, and provide student assistance in a timely manner.

DEPARTURES, LEAVES, CONTINUING REGISTRATION, 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.

APPROVED LEAVE OF ABSENCE

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. Students will be notified in writing of approval or disapproval of their request. There are no charges associated with an Approved Leave of Absence.

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.

For an additional Approved Leave due to unforeseen circumstances, provided that the total number of days of all Leaves of Absence does not exceed 180 days in any 12 month period, Iliff may approve if the additional Leave does not exceed 30 days. Unforeseen circumstances do not include: unexpected loss of child care, need to care for children during school breaks, changes in work schedules, protection in cases of domestic abuse, incarceration, dependent care not covered by FMLA, financial reasons, snow days, or travel.

Students requesting an Approved Leave of Absence must complete the appropriate form and provide written documentation to the Director of Financial Aid as this will specifically affect 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, Iliff will be required to notify the U.S. Department of Education that the student's official withdrawal date was the first day of the Approved Leave of Absence.

CONTINUING REGISTRATION

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 student's 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.

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 MASJE, MAPSC, MA or MTS 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 DU (such as the Master of Social Work degree) who are taking courses at DU 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 both to the Academic Vice President/ Dean and Registrar and must complete forms for official withdrawal. 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 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 reapplication process. Applications are available through the

Admissions Office. Students who were not in good academic standing when they left Iliff should contact the Admissions Office to discuss their situation before they reapply.

Students seeking readmission who have outstanding Iliff loans or debts should also discuss their situation with the Business Office before they reapply. Please note that new federal 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.

GRADUATION

Graduation is held once a year in the spring. Degrees are conferred twice each year: spring and summer. The application for graduation is valid for either a spring or summer graduation in that current academic year. Please see the Registrar for graduation application deadlines.

The fee for graduation from an Iliff master's level degree program is \$200. 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 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 meeting the following requirements:

- Completion of required quarter credits, with a cumulative grade point average of 2.0 or better.
- Completion of all degree and concentration requirements.

GRADUATION WITH DISTINCTION

For all students enrolling at Iliff after June 1, 2015, the Faculty Council has imposed a moratorium on graduating "With Distinction" while reviewing this academic policy. Changes will be communicated to the student body and posted in a later Master's Student Handbook Update.

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:

1. Submit a re-application.
2. 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.
3. Alumnae/Alumni: Submit transcripts for work taken for credit at other institutions during the time since your graduation from Iliff.

Applying for the Master of Divinity, Master of Arts in Social Justice and Ethics, or Master of Arts in Pastoral and Spiritual Care:

- Personal Statement: provide 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.
- 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.

Applying for the Master of Theological Studies:

- Writing Sample: Submit a sample of your academic writing. The sample should be a paper previously written. 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.

ADMISSION TO ABBREVIATED DEGREE PROGRAMS

Students may be admitted to abbreviated degree programs based on prior academic theological degree completion. These decisions are made by the Admissions Committee in consultation with the Academic Vice-President/Dean and are based upon the requirements and policies of the Association of the Theological Schools (ATS). The ATS has requirements on the amount of credit that can be earned towards a degree program via distance (online) education. For details, please refer to the *Residential Requirements* section of this Handbook.

The most common abbreviated degrees relate to students who have completed an ATS-accredited MDIV degree and are now applying to a two-year professional degree at Iliff. In most cases, one year of study (40 credits) can be waived. Additionally, a prior ATS accredited two-year degree can potentially enable the student to waive one year (40 credits) of study in the MDIV program. Upon approval by the Admissions Committee, abbreviated agreements may be provided for students who meet the U.S. Department of Defense MDIV equivalency requirements when applying to the related degree programs like the MAPSC.

As is the case in all admissions decisions, agreement by the school to admit a student to an abbreviated degree program will be stipulated in an official admissions letter from the school. Admission to an abbreviated program cannot be retroactively applied and must be stipulated in the admissions process.

INTERNATIONAL STUDENT INFORMATION

Applicants to Iliff living outside the United States should consult denominational leaders in their home countries before applying to Iliff. Such leaders can provide guidance regarding special denominational requirements and optimal places of study to prepare for the distinctive ministry in their home countries. Applicants for admission to the Master of Divinity degree program must obtain formal endorsement by their denominational headquarters before their applications can be processed.

Applicants to any degree program whose first language is not English must submit evidence of having passed the Test of English as a Foreign Language (TOEFL), normally with a score of 550 or better on the paper-based test, 213 or better on the computer-based test, or 79 on the internet-based version. Master's degree applicants will not be considered for admission until they have submitted a satisfactory TOEFL score report form.

In addition, candidates for all master's degree programs must have received a baccalaureate degree or its equivalent from a college or university accredited by an agency acceptable to Iliff. Please see the section on entrance requirements for a description of other admission criteria.

Limited funds are available to help international students in the master's degree programs. Consequently, it may be necessary to limit the number of master's level students coming from outside the United States who will require financial aid from the School.

International students may bring spouses and/or dependent children with them only if they assume all responsibility for their family's financial support. The applicant must furnish documentation of ability to support his or her family financially during the entire stay at Iliff prior to the issuance of the proper paperwork (I-20 or DS-2019) for a Visa. In some cases, master's students may be required to deposit with the Business Office a School-approved guarantee of return passage upon arrival.

United Methodist students from outside the United States should contact their local Crusade Scholarship Committee or the General Board of Global Ministry for financial assistance. Students from other denominations should investigate comparable financial assistance in their own denominations.

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 on my.iliff). Student transcripts are considered confidential and will not be released without a signed request. The process can also be started by an email to the Registrar followed up with a signed request form. 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 my.iliff 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 Business Office.

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.

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 to:

Inspect and review their education records within 45 days when 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.

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.

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.

Request the amendment of the education records that the student believes is 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 decisions are in agreement with the students' requests, the appropriate records will be amended. If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

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.

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; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting a school official in performing his/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: student's name, address, email address, telephone number, date of birth, degree program or area of study, honors, awards, photo, class standing, denomination and denominational conference, dates of enrollment, degrees conferred, dates of conferral, graduation distinctions, and the institution attended immediately prior to admission.

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

FINANCIAL INFORMATION/TUITION AND FEES

Tuition and fees listed in this Handbook are valid for the 2016-2017 academic year only. Tuition is subject to change. Iliff offers a unique savings 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.)

TUITION AND FEES 2016-2017

MASTER'S DEGREE TUITION

Full-Time: 8-14 credits per quarter: \$6,608 per quarter; \$19,824 for three quarters; \$826 per credit for each credit over 14.

Part-Time: 1-7 credits per quarter: \$826 per credit.

Application Fee: \$60

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

Enrollment Reservation Deposit: \$300

Iliff requires the submission of a \$300 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 deducted from your first tuition bill. The Enrollment Confirmation Form and deposit are due thirty (30) days from the date of your admission letter.

Graduation Fee: \$200 for all master's degrees.

Technology Fee: \$100 each quarter.

Supervision Fee: \$50 per quarter Internship

Consultation and Formation Fee: one time for all three assessments: \$75

Student Activities Fee: \$15 charged each quarter when enrolling in four or more credits.

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.

Non-online registration for continuing degree students: \$50.00

Continuing Registration Fee: \$50 each quarter (excluding summer) for any student not registered who wishes to remain an active student in a master's degree program.

OTHER FEES

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: \$25

Parking fee (non-resident students): \$200 for the year or \$55 per quarter.

Replacement of lost Student Identification card: \$30

GENERAL

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.

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 100%

 within the second week of the quarter 75%

 within the third week of the quarter 50%

 No refunds available after the third week of the quarter

Student fees may be amended by action of the Iliff Administration on an as-needed basis. If student groups wish to amend their fees, the following process should be followed: first, by appropriate action of Student Senate, a fee adjustment should be proposed and student feedback solicited. Next, Student Senate will vote in favor/denial

of the proposed change and, if supported, the fee adjustment will be submitted in writing to the Chief Financial Officer of the school. Third, the CFO takes appropriate action to validate or deny the proposal and sets the date at which the proposed change will take effect for student billing. All interested parties will collaborate regarding how best to communicate the fee change to students and other parties around the school.

PAYMENT PLANS

Students can spread tuition and fees over the ten week quarter. If this is an option you are interested in, please contact Suzanne Mueller at smueller@iliff.edu or by phone at 303-765-3126. Several plans are available and include a three payment and nine payment plan.

Three Payment Plan: The first payment is due at the end of week three of the quarter, the second payment is due at the end of week six, and the final payment is due at the end of week nine.

Nine Weekly Payments: The first payment is due by the end of the first week of class; the second payment would be due by the end of the second week of class, and the rest of the payments would follow the same guidelines with the final payment to be made by the end of week nine.

Please note: if you select a payment plan, you will not be allowed to register for class for the next quarter until your account balance is paid in full, or request a transcript. A hold will be placed on your account for as long as there is a balance.

FINANCING YOUR EDUCATION

GENERAL FINANCIAL INFORMATION

To be considered for institutional financial aid you must be enrolled in at least eight credit hours for full award. If enrolled less than full time (8 hrs.), awards will be prorated. You must be enrolled in at least four credit hours to be eligible for any type of financial aid, including Federal Student Loans. Journey MDIV students are eligible for institutional financial aid for a maximum of 12 quarters, residential MDIV students for 9 quarters, MA, MASJE, MAPSC, and MTS students for 6 quarters. Students admitted to 40-credit hour degrees are eligible for 3 quarters, so long as you are enrolled for at least four credit hours.

Federal funds awarded are contingent upon congressional appropriations. Students must be making satisfactory progress as defined by the *Master's Student Handbook* in order to remain eligible for financial aid. Other forms of financial assistance, i.e., outside scholarships, jobs, etc. must be reported to the Financial Aid Office.

All financial aid will be applied first against institutional charges. Any excess funds will subsequently be paid to the student. The student may be required to return a portion of federal student loan funds or institutional financial aid if they drop below half-time status or withdraw before the end of an academic term.

Students must reapply for financial aid each academic year by completing the Free Application for Federal Student Aid (FAFSA).

EMPLOYMENT

In a metropolitan area of more than two million people, numerous opportunities for part-time employment may be found in Denver. Iliff maintains job listings in various categories on a secure area of my.iliff.edu that is available to current students and alumni/ae. Students wishing appointments as sole pastors usually need to contact area judicatory officials.

FEDERAL WORK-STUDY PROGRAM

Iliff School of Theology participates in the Federal Work-Study program and has a number of jobs available for students who meet the federal eligibility requirements.

CHURCH AND AGENCY SUPPORT

Local churches, denominational bodies, and a number of service, benevolent, and fraternal organizations offer scholarships and grants to students preparing for religious leadership. Students are encouraged to seek financial assistance from these sources.

NON-DEGREE AND CERTIFICATE STUDENTS

Non-degree and Certificate students are not eligible for federal financial aid. They may, however, receive financial assistance through their churches and denominational bodies. In The United Methodist Church, for example, the Ministerial Education Fund has provided resources through which many Annual Conference

Boards of Ministry are supporting continuing education for ministers. Non-degree and Certificate students are also eligible to apply for private Alternative Student Loans. Contact the Financial Aid Office for more information.

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 General Board of Higher Education and Ministry (<http://www.gbhem.org>). 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.

FEDERAL PROGRAMS

Federal Work-Study

- Complete a free application for federal student aid (apply online at www.fafsa.ed.gov).
- Must be U.S. citizen or permanent resident, degree-seeking, have financial need, attend at least one-half time, maintain satisfactory academic and incremental progress.
- Positions are funded by both federal and institutional monies.
- Part-time employment at on-campus jobs; varied pay scale. Limited number of off-campus, community service positions.
- Apply for positions through the Iliff Financial Aid Office.

Federal Direct Unsubsidized Student Loans

These are loans from the Federal government. Subsidized loans for graduate and professional students were eliminated with signing of the Budget Control Act of 2011 for all loans for periods beginning on or after July 1, 2012. Students may borrow up to \$20,500 per academic year with an aggregate loan maximum amount of \$138,500 for master's 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).
- Complete a master promissory note (apply online at <https://studentloans.gov>)
- Complete entrance counseling online (<https://studentloans.gov>).
- Must be U.S. citizen or permanent resident; degree-seeking; must have financial need; attend at least one-half time; maintain satisfactory academic and incremental progress.
- No loans will be approved for students with prior loan defaults.
- Interest Payments: **Note: In passing the Budget Control Act of 2011, Congress and the President have eliminated the interest subsidy on these loans effective July 1, 2012.** 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 Unsubsidized Loan isn't enough, the Federal PLUS Loan for graduate and professional students can help you cover the rest of your expenses. 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 <https://studentloans.gov>. No loans will be approved for students with prior loan defaults.

MATCHING SCHOLARSHIP PROGRAM

Iliff's Matching Scholarship Program is an important component of Iliff's commitment to reducing student debt. Whether your intention is to lead in a nonprofit organization, congregation, or other

context, financial literacy and skills are critical. Financial resiliency entails managing finances, cultivating donors, and developing philanthropic vision, along with having a personal orientation towards finances that is healthy and sustainable.

In light of this institutional value, Iliff has developed a *Matching Scholarship Program* that seeks to foster these skills and values. This program makes up a significant portion of our Institutional aid and we encourage all students to seriously engage in this innovative program.

APPLYING FOR AID

Please note: To continue to receive financial aid, students must reapply each year by completing a new FAFSA. The link to the FAFSA is www.fafsa.ed.gov. 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.

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 \$900-\$1200 per academic year. Your personal living expenses will vary based on where you live and how much you spend for room, board, transportation, clothing, entertainment, etc.

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: $\text{budget} - \text{resources} = \text{need}$. 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 family 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.

HOW AID IS PACKAGED AND DISBURSED

After all known outside aid (scholarships, loans, etc.) have been used, all students will be considered for Federal loan funds.

Disbursements of financial aid funds administered by Iliff are generally made at the beginning of each quarter. Payment for Federal Work-Study and school employment is 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. 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.

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. 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. Scholarship and grant funds from Iliff require a minimum enrollment of 8 credit hours per quarter to remain eligible.

FINANCIAL AID LIMITATIONS

Iliff will not grant institutional aid (grants or scholarships) when a student exceeds the course hour requirement for a master's degree by 10%. To remain eligible for Federal student loan funds, a student must complete their

degree requirements within 150% of the minimum credits required to graduate. Iliff will not grant institutional aid (loans, grants or scholarships), or process applications for federal loans for more than two (2) master's degrees at Iliff.

Students may be required to return a portion of federal student loan funds if they drop below half-time status or withdraw before the end of the academic term.

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 Associate Dean of Admissions and Student Services.

SPECIAL CIRCUMSTANCES

If, after reviewing your financial aid package, you believe that your resources have been assessed incorrectly, you may appeal the initial calculations. You must submit a letter to the Financial Aid Office documenting the circumstances that you feel should be considered. The Director of Financial Aid will review the letter and make the needed determination. You will then receive a written notice of the decision. If your resources are adjusted, you will also receive an updated award notice. If needed, students always have the right to have their cases reviewed by the Financial Aid Appeals Committee. You need to contact the Director of Financial Aid to arrange for your case to be reviewed.

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.

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.

FINANCIAL AID SUSPENSION AND PROBATION

New federal regulations require the Iliff School of Theology establish new Standards for Satisfactory Academic Progress. The Office of Financial Aid at Iliff is required to monitor the academic progress of all students receiving financial aid. **This policy pertains only to financial aid and is separate from other academic policies of the institution.** Satisfactory Academic Progress is monitored at the end of each academic term. All recipients of financial aid must maintain the minimum standards to continue receiving financial aid.

SATISFACTORY ACADEMIC PROGRESS - MINIMUM STANDARDS (effective July 1, 2011)

- 1) Maintain a cumulative grade point average of 2.25 on a 4.00 scale.

- 2) Complete your degree requirements within 150% of the minimum credits required to graduate. This is known as Maximum Time Frame. For example, a student may attempt a maximum of 180 credits in order to complete a degree that requires 120 credits. If a class is taken more than once, both courses will be counted toward the Maximum Time Frame. The courses used to calculate the Maximum Time Frame will be courses you were enrolled in after the add/drop period. Once a student has reached the Maximum Time Frame limit, he or she is no longer eligible for federal or institutional aid.
- 3) Complete and pass a minimum of 67% of all courses attempted. This is known as the Cumulative Completion Rate and is required in order to finish your degree within the Maximum Time Frame. Grades of W, F, Audit, or Incomplete do not constitute successful completion of a course. All accepted transfer credits are counted toward the 67% rate.

If you fail to meet the requirements in the *Standards for Satisfactory Academic Progress*, you will be placed on financial aid probation for the next one quarter of attendance. You will be able to receive federal funds for the probationary quarter. You must meet all standards listed by the end of the probationary period or you will no longer be eligible for federal or institutional financial aid until such time as you meet the satisfactory academic progress minimum standards. You will not be eligible for financial aid if you reach the Maximum Time Frame limit, unless an appeal is submitted and approved (see appeal process below).

APPEAL PROCESS

If you are failing to meet Satisfactory Academic Progress standards and have extenuating circumstances, you may appeal your status to the Office of Financial Aid. To appeal a financial aid suspension, you will be required to submit the following documentation: a written statement that includes your program of study, anticipated completion date, a list of required courses left to complete the degree, and the reason for the appeal. Additional documentation from an outside source (doctor, etc.) may be required.

Each appeal is reviewed on a case-by-case basis by the Financial Aid Appeals Committee. Notice of appeals decisions will be mailed and/or emailed within two weeks after submission. If additional documentation is needed in order to make a decision, the time frame to make a decision will be delayed. Appeal decisions are final. If you have questions regarding this policy, please contact the Office of Financial Aid.

WITHDRAWALS AND REFUNDS

WITHDRAWING FROM ILIFF

This policy, known as the **Return of Title IV Funds (R2T4) Policy**, applies to anyone who receives financial aid, begins classes, and subsequently either withdraws from all classes or fails to receive passing grades during the term. Title IV (Federal) funds are awarded to you under the assumption that you will attend school for the entire period for which the federal funds are awarded. When you withdraw from all courses for any reason, including medical withdrawals, you may no longer be eligible for the full amount of Title IV funds you were originally scheduled to receive.

If you withdraw from all courses prior to completing at least 60% of the term, you may be required to repay a portion of the federal financial aid you received for that term. A pro rata schedule is used to determine the amount of federal student aid funds you will have earned at the time of withdrawal.

The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the term is completed, you are considered to have earned all of your financial aid and will not be required to return any funds. If you withdraw during the 100% refund (add/drop) period for any term, all of your aid for that term will be cancelled and returned.

DETERMINING THE WITHDRAWAL DATE

For an official withdrawal, the effective withdrawal date is the first date of notification by the student to the Office of the Registrar or other designated official offices. For an unofficial withdrawal, it is the date the institution becomes aware that the student is no longer attending the institution.

For an unofficial withdrawal due to the student failing all classes, the effective withdrawal date is the midpoint of the term if there is no late date of attendance reported by instructors. The withdrawal date for students who are academically dismissed is the date of the notification of their dismissal. For suspended students, the withdrawal date is the due date for the suspension appeal if the appeal is denied.

We may use a last date of attendance for the effective withdrawal date if the last date a student attended class or submitted coursework is verified by an employee who has knowledge of a student's class attendance, or if there is an emergency situation and there is third-party documentation that verifies a student has not attended class. Iliff does not accept a student's self-reported last date of attendance. It is the responsibility of the student to provide documentation through the tuition appeal process or medical opt-out approval.

The following Registrar policies are pertinent to determining a student has attended and earned all Title IV aid beyond the 60% point of the term: any student who withdraws after the sixth week of the term must have an instructor or advisor signature to withdraw. Please see the *Departures, Leaves, Continuing Registration, and Withdrawals* section of this Handbook for more details.

Regulations require schools to perform calculations within 30 days from the date the school determines a student's complete withdrawal. Iliff must return funds within 45 days of the calculation. Please note: if you have a work-study position, the withdrawal date is also the last day you may work at your work-study position.

Step 1: Student's Title IV Information – The Financial Aid Office will determine: the total amount of Title IV aid disbursed (if any) for the term you withdrew. (Your Title IV aid is counted as aid disbursed in the calculation if it has been applied to your account on or before the date you withdrew). The total amount of Title IV aid disbursed, plus the aid that could have disbursed (if any) for the term in which you withdrew.

Step 2: Percentage of Aid Earned – The Financial Aid Office will calculate the percentage of aid earned as follows: the number of calendar days completed by the student divided by the total number of calendar days in the term (weekends included) in which the student withdrew. $Days\ attended / Days\ in\ Enrollment\ Period = Percentage\ Completed$. If the calculated percentage exceeds 60%, then you have "earned" all aid for the period. The date you earn more than 60% of your aid does not coincide with the tuition refund schedule for dropped classes, and is only used to determine the amount of financial aid we must return (if any). Please refer to the *Financial Information/Tuition Fees* section of this Handbook or contact the Office of the Registrar for more information on tuition refunds.

Step 3: Amount of Aid Earned by Student – The Financial Aid Office will calculate the amount of aid earned as follows: the percentage of Title IV aid earned (step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew (Step 1). $Total\ Aid\ Disbursed\ x\ Percentage\ Completed = Earned\ Aid$.

Step 4: Amount of Title IV Aid to be Disbursed or Returned

If the aid already disbursed equals the earned aid, no further action is required.

If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program. This means that a balance may be created on your Iliff tuition account, and you will then be billed and responsible for paying all charges. $Total\ Disbursed\ Aid - Earned\ Aid = Unearned\ Aid\ to\ be\ Returned$.

If the aid already disbursed is less than the earned aid, we will calculate a post-withdrawal disbursement. If this post-withdrawal disbursement contains loan funds, you may elect to decline these funds so you do not incur additional debt. You will be notified of any additional disbursements via email to your Iliff account.

ORDER OF FUNDS RETURNED

The order of return of funds is defined by the U.S. Department of Education regulations as follows: 1. Unsubsidized Federal Direct Loans, 2. Federal Perkins Loans, 3. Federal Graduate PLUS Loans. Loans must be repaid by the borrower as outlined in the terms of the borrower's promissory note. You should contact your servicer if you have questions regarding the grace period or repayment status.

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.

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.

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 Financial Aid is the designated emergency loan officer. If the designated officer is unavailable, students may contact the Chief Financial Officer in the Business Office. 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 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.

VETERAN INFORMATION

Degree programs at Iliff School of Theology have been approved by the Colorado State Approving Agency for the training of veterans under Section 253(a)(1), Public Law 550, 82nd Congress. Veterans must note and follow procedures required to establish entitlement to an academic program. This section summarizes some pertinent provisions.

Veterans' Administration (VA) Regulation 14277 states, in part, that "Entitlement to a program of education is subject to the requirement that the veterancontinues to maintain satisfactory conduct and progress..." To

maintain certification for VA benefits, a veteran must meet the following minimum requirements in order to satisfy the normal progress procedures:

1. During each quarter of enrollment, a veteran must complete 50% of all courses for which he/she registered and earn a grade point average of 2.0 based on all courses for which he/she registered.
2. A veteran who fails to meet these requirements will be placed on VA benefit probation during the following quarter of enrollment. A veteran who fails to meet the minimum requirements during the probationary period will not be certified for VA benefits, and the regional VA office will be notified of this action.
3. A veteran who has had VA benefits terminated under this procedure may continue enrollment at his/her own expense. Such a student may subsequently be re-certified for VA benefits by receiving counseling and demonstrating normal progress as defined above.

It is required by both Iliff and the VA that veterans report all previous education and training, by official transcript or similar certification, to Iliff. The veteran student is responsible for keeping informed of VA laws and regulations and complying therewith. Iliff participates in the U.S. Department of Defense's "Yellow Ribbon Program" for qualified veterans.

ILIFF STUDENT SENATE

The Student 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. Regular meetings throughout the academic year and elections for all elected Senate positions occur within the last six weeks of the Spring Quarter at the discretion of the Senate. Exceptions are for the First Year student 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.

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. Information about the Student Senate may be located on this web page. <https://sites.google.com/a/iliff.edu/student-senate/home>

To Contact the Iliff Student Senate: You can contact studentsenate@iliff.edu, or senators email, or attend a meeting. To see the Student Senate Constitute and a list of Senators, please see Appendix II.

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, transgendered 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 7/23/2003).

ILIFF STUDENT SENATE COMMITTEES

Fellowship Committee—To foster a sense of community and inclusion among all students through non-academic events which provide opportunities for building relationships outside the classroom. We traditionally have quarterly events, including Trivia Bowls and the spring Iliff Follies.

Iliff Voices in Action - is comprised of students who are interested and concerned about issues of social justice, activism, discrimination, abuse, hunger, homelessness, oppression, and injustice. Members are committed to enhancing opportunities for Iliff students to serve the local and wider communities.

Spirituality and the Arts Committee—To nourish the spiritual life of the students of the Iliff School of Theology through creative expression. We, individually and as a group, promise to honor and respect one another's opinions and viewpoints while working together and discussing our spiritual lives and/or spiritual development. We are committed to nurturing our own spiritual lives so that we may offer valuable insights and spiritual richness to the Iliff community. We are committed to our own spiritual development so that we may grow together as human beings on this path of love.

ILIFF INDEPENDENT STUDENT ORGANIZATIONS

Iliff Queer Coalition (LGBTQA Students and Allies)—Iliff Queer Coalition is an independent student organization at Iliff School of Theology providing education, social support, and advocacy for LGBTQA (Lesbian, Gay, Bisexual, Transgender, Queer, Allied) concerns. We celebrate the diversity of creation and the integrity of all individuals, while opposing divisive action, language, and attitudes that undermine God's love.

National Alliance of Pan African Seminarians (NAPAS)—To provide social, spiritual, academic and professional support to African American & African seminarians and theologians during their pursuit of education and vocational discernment.

Seminarians for Reproductive Justice—Seminarians for Reproductive Justice provides the academic, theological, and human resources to make reproductive justice a part of the social justice ministries for the newest generation of faith healers. At Iliff, we focus on justice making and pastoral care, preparing ourselves to care for those facing reproductive choices, family decisions and women's issues. This group ensures there is a voice for women and their allies at Iliff. The national website is www.seminariansforreproductivejustice.org.

Students of Color (SOC)—The Students of Color is a sister organization of the National Association of Pan-African Seminarians (NAPAS). Although the leadership of SOC must be people of color, our agenda is all-inclusive in recognizing and advocating for students of color. Our SOC include a wide-ranged spectrum of nationality, race, gender, sexual orientation, ethnic backgrounds, tradition, religious affiliations, spirituality, and culture. There are no limits or boundaries in diversity! We recognize SOC association by birthright, ancestry, tradition, and culture. We invite and welcome SOC to gather, share, participate, teach, and learn.

Pioneer Veteran Students at the University of Denver - shall increase awareness and understanding of Veterans issues on campus, in the local community, and nationally. Seeks to promote success of University of Denver Student Veterans through service, leadership, and scholarship. The organization intends to assist veterans in making successful transitions from military to college life by creating a social and professional support network, educating veterans on the benefits they are entitled, and providing a welcoming atmosphere the University of Denver. Iliff students are welcome.

Facebook: www.facebook.com/pages/DU-Pioneer-Veteran-Students/151719974848479

Website: <http://www.du.edu/veterans/>

DEMOMINATIONAL STUDENT GROUPS

United Church of Christ Fellowship—We are members of, those interested in, and friends of the United Church of Christ family. We wish to gather for fellowship, to learn about our denomination, to support one another in our journey of discernment, ordination, or licensure. We would like to be a sounding board for each other, visit each other's home churches, go on fun social outings, and participate in community service and social justice events.

United Methodist Society—The mission of The United Methodist Society at Iliff School of Theology is to offer community, support, opportunities, and acceptance for Methodist students, faculty, staff and guests to share and gather for the purposes of fellowship, formation, and service. We are a community resource for those that are discerning or who have entered the Methodist candidacy process and to encourage each to reach her or his potential and chosen journey. We are a reconciling community that invites all to participate and to grow in community, service, and the pursuance of justice and leadership. All members of the extended Methodist family are invited and encouraged to participate.

Unitarian Universalist Association—Supports UU students and sponsors programming to the entire community from a UU perspective.

Lutheran Student Group—Supports Lutheran students and sponsors programming for the entire community from a Lutheran perspective.

Presbyterian Fellowship—Supports Presbyterian students and sponsors programming to the entire community from a Presbyterian perspective.

ILIFF RESOURCES

TECHNOLOGY

For any and all IT issues and needs (email, Canvas, my.iliff, wireless, etc.), contact the Iliff IT Helpdesk at helpdesk@iliff.edu. If the need is urgent (needs attention within 24 hours), you can call the Helpdesk at 303-909-9321.

IT POLICIES: <https://iliff.bloomfire.com/posts/920377-it-policies/public>

Here is where you should look to see the most current IT Policy information. Policy information includes minimum system requirements, internet usage, privacy, etc. Policy information is not included in this document since it is updated often. To see the newest policy please refer to the link above.

IT FREQUENTLY ASKED QUESTIONS (FAQs):

<https://iliff.bloomfire.com/posts/933885-how-to-use-this-site-and-find-your-answers/public>

This is the best place for you to look to answer all of your initial IT questions. All of the instructions throughout this section can easily be found on the FAQ site.

ILIFF.EDU: <http://www.iliff.edu/>

On the main Iliff website you will find links to: Canvas (on-line course management tool); my.iliff (on-line registration, grades, etc.); Iliff email, Academic Calendars, Class Schedules, Registration Information, Degree Programs (links to Handbook), and the Ira J. Taylor Library.

IRA J. TAYLOR LIBRARY: <http://library.iliff.edu>

This is the main website for the Taylor Library.

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

Each student is assigned an Iliff email 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 required that you check your e-mail account regularly or that you arrange to have it forwarded to another email address as described below. You are responsible for knowing changes in policies disseminated electronically as well as receiving important correspondence from such offices as the office of financial aid, the business office and other administrative areas within the school.

EMAIL FORWARDING OPTIONS

If you wish to forward email to another account please log into your Google Apps email and follow these instructions: <https://iliff.bloomfire.com/posts/922824-google-email-forward-email/public>

EMAIL ACCOUNT AND PASSWORD

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

- E-mail address: generally is the first initial of your full legal name and your full last name followed by @iliff.edu.
- Username: first initial followed by last name (example: jsmith).
- Password: the initial password will be given to you when you contact the Helpdesk. To change your password please follow these instructions: <https://iliff.bloomfire.com/posts/921802-google-account-change-password/public>

ACCESSING YOUR ILIFF EMAIL ACCOUNT

To access your email 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). Once you are connected to your ISP, open a current web browser and go to <http://mail.iliff.edu>. A login box will be on screen that asks for the username and password. You can also access your Iliff email by going through the Iliff email link on www.iliff.edu or on the main page of my.iliff.edu.

MY.ILIFF: <https://my.iliff.edu>

my.iliff is Iliff's web portal, which provides on-line access to academic information, bill payment, registration, and much more. It is your responsibility to check my.iliff frequently as this is another means for both students and the administration to communicate with the entire student body. For instructions on accessing my.iliff, please see: <https://iliff.bloomfire.com/posts/921693-my-iliff-login/public>.

ONLINE REGISTRATION

Your advisor will need to clear you before you are able to register. Further instructions on how to register online are located at <https://iliff.bloomfire.com/posts/921708-my-iliff-register-for-classes/public>.

CANVAS: <https://iliff.instructure.com/>

Canvas is Iliff's on-line course management tool, which many faculty use to complement in-class delivery. For instructions on accessing Canvas, please see: <https://iliff.bloomfire.com/posts/918369-canvas-login/public>

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.

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, gender identity or age in its housing. Questions regarding Title IX may be referred to Iliff's Title IX Coordinator.

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 signing a one year lease, passing a background check, and 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 Housing Application for current deposit and housing rates.

APPLYING

Applications are available through the Admissions Office. The application fee is \$60 and which will be applied towards the background check. Housing assignments are based on the date of application. See *Housing Application* for fees and housing rates. When moving into Iliff housing, a deposit of one month's rent will be required.

When moving into Iliff housing, a deposit of one month's rent will be required.

Deposit will be refunded upon vacating the apartment/house and clearance by the Facilities Department after 30 days.

The deposit will be credited to the student's Iliff account. Please check online for account statement.

MOVE-IN

On-campus housing is unfurnished. Iliff does not insure tenant's' personal property and strongly advises obtaining renter's insurance. Tenants are responsible for installation of telephone and cable services.

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

FACILITIES

Iliff reserves the right to enter any Iliff housing apartment or house at any time for the purpose of repairs or other official business. A reasonable 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 Iliff housing, except for fish. If you need more than one set of keys, contact the Facilities Department. Don't have keys made off-campus. If you lose your keys, the Facilities Department will obtain duplicates and charge the tenant \$10.00 per key.

Taylor Hall requires a Iliff/ DU ID to get into the front doors.

Residents adding their own deadbolt locks must provide a key to the student manager and to the Facilities Department. The lock must be keyed to the apartment key and master key. Iliff will not pay for these locks or for their installation.

Any change in Iliff housing painting, or other matters of unusual nature, should have authorization from the Facilities Department before the modification is undertaken.

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

Due to fire hazards, the use of high-wattage electronic devices in residential housing is discouraged. Dishwashers, clothes washers/dryers are not allowed in Iliff apartments.

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 Facilities Department.

OCCUPANCY

Subletting apartments is not permitted. Before allowing a friend or relative to stay in Iliff housing while tenant is away (limit three nights), the tenant must submit to the Facilities Department 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 Facilities Department know.

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

COMMUNICATIONS

Building Attendant can provide entry to the apartment at reasonable hours if your key is lost or locked in the apartment. Please contact the Building Attendant of your building, or DU Campus Safety (303-871- 3000), before coming to the Facilities Department.

Notify the Facilities Department for any maintenance needs so that a Work Order can be submitted. Please do not use any chemicals on your drains, as these can do damage in the long run; put in a work order for clogged drains.

MOVING OUT

When vacating your apartment, the Facilities Department should be notified as soon as you can be definite of the move. Thirty days is the minimum notice.

When vacating your apartment, a Clearance Form is filled out by the tenant and the Facilities Department 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 30 days from moving out. Damage done to the furnishings or to the apartment by the tenant will be charged to the tenant.

EMERGENCIES

In case of fire, leave the building using the nearest exit away from the fire. Fire extinguishers are in all buildings and smoke/co detectors are in each apartment. To report a fire, call DU Campus Safety, 303-871- 3000, or dial 911. To report suspicious events or crimes call DU Campus Safety, 303-871- 3000, or dial 911. Be sure to notify the Facilities Department 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 strongly recommends that you have renter's insurance. In case of thefts or vandalism, remember to contact your insurance agent immediately.

PARKING

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 DU parking services if cars are to be used or parked on-campus. Parking information and registration can be found at <http://www.du.edu/parking>. Parking for students will be at a rate of \$200 for the year or \$55 per quarter. Areas in reserved parking lots are reserved for registered cars and are zoned for your convenience and protection. Please park in the appropriately designated areas. All cars parked on campus must display a current registered license plate. **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 at 303-871-3000.**

CAMPUS HOUSING PARKING

Residents in Taylor Hall with a vehicle may request a parking space. Residents in campus housing must complete a parking form located in the lobby at Iliff. When a parking area is assigned, you will be issued access to that parking area only.

Due to the shortage of parking spaces available, Iliff can only provide parking for one vehicle per apartment. Occasionally extra parking spaces may become available in the resident parking areas. These spaces are available on a first-come, first-served basis and are rented by the quarter. Additional parking spaces are only guaranteed for a quarter and there is a \$75 fee per quarter for a second reserved parking spot. Only two spots per

apartment will be granted. Parking availability will be reviewed by the Facilities and Campus Safety Departments at the end of every quarter to determine if additional spaces are still available.

VISITOR PARKING

Visitor parking (Lot A and 304S) is reserved for visitors and will be paid for by the hour at a rate of \$1.50 or can be paid for the day at a rate of \$8. The lot will be checked periodically by DU parking services for valid parking purchases. Those who have not paid for visitor parking will receive a violation from DU parking services for the first offence and could be booted upon the second violation. Visitor parking is monitored 24/7.

VISITOR HANDICAP PARKING

Anyone parked in a Handicap spot and not displaying appropriate tags or placard will be ticketed and could be towed immediately.

LIBRARY AND CLASSROOMS

LIBRARY

The Ira J. Taylor Library serves the information resource needs of the students, faculty and staff of the Iliff School of Theology. The Library contains the largest theological collection in the Rocky Mountain area with approximately 200,000 print volumes, 60,700 microforms, over 400 current periodical and serial subscriptions, and more than 30 online databases. In addition to these resources, Iliff students, staff, and faculty have privileges at the University of Denver's Anderson Academic Commons, 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.

All library users are expected to abide by the policies posted on our homepage, at <http://library.iliff.edu>. For more information on library services, please email us at support@iliff.edu, contact us by phone at 303-765-3173, or stop by to see us.

CLASSROOMS

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. In 2016, through the generosity of Susan Duncan, Iliff Hall 201, 202, and 301 were remodeled and updated to better fit student and faculty classroom needs.

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. In 2013, substantial renovations were done to the lobby, staff offices, and Shattuck Hall. Schlessman Student Commons, also created in 2013, serves as a focal point for the campus community, with informal gathering and study spaces, formal meeting rooms, student multi-use kitchenette, and a patio that provides a panoramic view of southwest Denver and the mountains. The renovations have been designed to maximize student collaboration, study, and social events.

The Bacon Education Center, providing a major addition to and renovation of the Ira J. Taylor Library (originally built in 1955), along with administrative offices, conference rooms and seminar rooms, was completed in 1998 and is named in honor of the family of Herbert L. and Laura May Bacon. Mr. Bacon, a former member of the Board of Trustees, was chairperson of the Board from 1988 to 1996. The Bacon Education Center was funded through gifts of individuals, foundations, corporations and churches as part of the School's first comprehensive campaign, the theme of which was "A Covenant to Serve Tomorrow's Communities." Various areas of the center are named in recognition of those supporters. Six donor panels at the main entrance commemorate the philanthropic spirit of friends of the School.

RESERVING CLASSROOMS AND MEETING SPACES

The primary purpose of Iliff's facilities is to serve the school's academic and operational activities. In accordance with our mission and as a community resource, Iliff will make its facilities available to other organizations as feasible. Facilities will be made available for public gatherings of a non-profit, civic, social, cultural, etc. nature, as outlined by Iliff's user definitions and fee schedules. For more information, please contact Donna Frey at 303-765-3187, dfrey@iliff.edu.

OTHER ILIFF FACILITIES

BOOKSTORE

Course textbooks and Iliff paraphernalia can be purchased from the University of Denver bookstore, located inside the Driscoll Student Center or online at: <http://www.bkstr.com/denverstore/home>

LOST AND FOUND

Lost and found articles are located in the Schlessman Student Commons.

MAIL

All personal mail should be delivered directly to your place of residence. Students living in Iliff's on-campus apartment buildings should have mail sent directly to their apartment building.

SPORTS EQUIPMENT

The Iliff Student Senate has various pieces of sports equipment available for use. Contact Donna Frey at 303-765-3187, dfrey@iliff.edu.

UNIVERSITY OF DENVER FACILITIES

The close working relationship between Iliff and the University of Denver (DU) offers many advantages to students, staff, and faculty. Iliff students may make use of these facilities by obtaining a DU ID card. 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, bicycles, treadmills, free weights, an Olympic-sized pool, and tennis courts. Please refer to the membership policies for other member services and more detailed information:

<http://www.du.edu/ritchiecenter/coorsfitnesscenter/>

DRISCOLL STUDENT CENTER

The Driscoll Center, the student center for the University of Denver, including Jazzman's Cafe (north building, 2nd floor) and Bookstore (south building), are open to Iliff students.

ANDERSON ACADEMIC COMMONS AT DU

Iliff students (with valid ID) may use the libraries at the University of Denver. For hours of operation or for more information, see their website at <http://library.du.edu> or call 303-871-3707.

SEX/GENDER HARASSMENT, DISCRIMINATION AND MISCONDUCT POLICY

This policy can be found online at: <http://www.iliff.edu/current-students/title-ix>

INTRODUCTION

Members of the Iliff community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. Iliff School of Theology believes in zero tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy. This policy and the accompanying procedures are intended to define community expectations and establish a mechanism for determining when those expectations have been violated.

Iliff's sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern. See Iliff's mission statement and community covenant for more information on Iliff's approach to academic dialogue, freedom and respect.

Iliff uses the preponderance of the evidence (also known as "more likely than not") as a standard for proof of whether a violation occurred. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

Title IX Coordinators

Iliff's Chief and Deputy Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct policy. The Chief Coordinator reports directly to the Tom Wolfe, PhD, President of Iliff. Title IX Coordination is housed in the Office of Diversities. Questions about this policy should be directed to the Title IX Coordinators. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the Iliff Title IX Coordinators:

Name: Edward Antonio, PhD

Title: Associate Dean of Diversities and Chief Title IX Coordinator
Office of Diversities

Room B-208, Iliff School of Theology, 2323 E. Iliff Avenue, Denver, CO 80210
303-765-3163
eantonio@iliff.edu

Name: Janice Turner

Title: Director, Human Resources and Title IX Coordinator/Investigator
Human Resources

Room S-136, Iliff School of Theology, 2323 E. Iliff Avenue, Denver, CO 80210
303-765- 3109
jturner@iliff.edu

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Office for Civil Rights (OCR)
U.S. Department of Education

Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: (303) 844-5695
Facsimile: (303) 844-4303
Email: OCR.Denver@ed.gov
Web: “<http://www.ed.gov/ocr>”:<http://www.ed.gov/ocr>

In the event that an incident involves alleged misconduct by the Title IX Coordinators, reports should be made directly to the President twolfe@iliff.edu or a person designated by the president as an interim Title IX Coordinator.

OVERVIEW OF POLICY EXPECTATIONS WITH RESPECT TO PHYSICAL SEXUAL MISCONDUCT – CONSENT

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Understanding consent is key to understanding this policy for all members of the Iliff community. Consent is sexual permission.

Consent is:

- clear, and
- knowing, and
- voluntary,
- words or actions,
- that give permission for specific sexual activity.
- Consent is active, not passive.
- Silence, in and of itself, cannot be interpreted as consent.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
- In order to give consent, one must be of legal age.
- Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.
 - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
 - Incapacitation can occur mentally or physically, from
 - developmental disability
 - by alcohol or other drug use
 - sleep
 - blackout/unconsciousness
 - involuntary physical restraint
 - rape drugs

- The question of what the responding party should have known about the capacity of the reporting party is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.

Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “no.”

OVERVIEW OF POLICY EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power and may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/employee handbooks. Iliff does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the institution. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, employee-student, administrator-student, supervisor-supervisee) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

If you are the victim of a sexual assault, domestic violence, dating violence, or stalking incident, the most important thing you can do is to let someone know what happened. Tell a Campus Safety officer, the Title IX Coordinators, the police, a friend, a rape crisis center, a hospital, or someone else that you trust. Don't isolate yourself, don't feel guilty, and don't try to ignore it. Whether committed by a stranger or someone you know, this crime is not your fault and there are people available who can help.

If you are assaulted:

- Your first priority should be to get to a place of safety.
- The Iliff School of Theology strongly advises that you call 911 or contact Campus Safety at 303-871-3000 in a timely manner and that you file a formal report with the police. Campus Safety can provide immediate assistance and, if necessary, contact resources such as the Denver Police Department, a rape crisis center, and victim assistance to help you.

- Don't shower, wash douche, or change your clothes, even though this may be your immediate reaction. If you choose to pursue criminal charges, evidence may still exist if you don't wash.
- Seek medical attention. You may have internal injuries, and you shouldn't live in fear of STD's, AIDS, or an unwanted pregnancy. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). The closest hospital to Iliff's campus with a Sexual Assault Nurse Examiner (SANE) program is:

Porter Adventist Hospital

2525 South Downing Street

Denver, CO 80210

Main phone: 303-778-1955

SANE Program: 303-430-2648

- Trained medical staff may also assist you in contacting experienced sexual response assault team members who can help you file a police report, collect and preserve evidence, and provide victim assistance and rape crisis advocacy services.
- Seek counseling to help you deal with the trauma you have experienced.
- If you have been a victim of sexual assault at this institution, perpetrated by a student or employee, make a formal report to Title IX Coordinator:

Edward Antonio, PhD

Title: Associate Dean of Diversities and Chief Title IX Coordinator

Office of Diversities

Room B-208, Iliff School of Theology, 2323 Iliff Avenue, Denver, CO 80210

303-765-3163

eantonio@iliff.edu

Additional Resources:

- Emergency: 911
- DU Campus Safety emergency: 303-871-3000
- DU Campus Safety non-emergency: 303-871-2334
- Denver Police Department Victim Assistance Unit: 720-913-6035
- TheBlueBench.org (formerly RAAP.org) or 303-322-7273 (The Blue Bench, formerly RAAP, is a sexual assault prevention and support center.)
- Denver Sexual Assault Interagency Council: <http://www.denversaic.org/>

SEXUAL MISCONDUCT – DEFINITIONS

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation

1. SEXUAL HARASSMENT

Sexual harassment is:

- unwelcome,
- sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct. (Purpose or intent is not an element of sexual harassment.)

Anyone experiencing sexual harassment in any Iliff School of Theology program is encouraged to report it immediately to the Title IX Coordinator or a deputy. Remedies, education and/or training will be provided in response.

Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment.

A hostile environment is created when sexual harassment is:

- sufficiently severe, or
- persistent or pervasive, and
 - objectively offensive that it:
 - unreasonably interferes with, denies or limits someone's ability to participate in or benefit from Iliff's educational, employment, or social program.

Quid Pro Quo Harassment is:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- By a person having power or authority over another constitutes sexual harassment when:
 - Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development, or performance.
 - This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

2. NON-CONSENSUAL SEXUAL CONTACT

Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force*.

(*Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent)

Sexual Contact includes:

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other intentional bodily contact in a sexual manner.

3. NON-CONSENSUAL SEXUAL INTERCOURSE

Non-Consensual Sexual Intercourse is:

- any sexual intercourse
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force.

Intercourse includes:

- vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

4. SEXUAL EXPLOITATION

Occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual digital, video or audio recording of nudity or sexual activity;
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
- Engaging in voyeurism;
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person;
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

For reference to the pertinent Colorado state statutes on sex offenses, please see <http://apps.rainn.org/policy-crime-definitions/index.cfm?state=Colorado&group=3>

OTHER MISCONDUCT OFFENSES (WILL FALL UNDER TITLE IX WHEN SEX OR GENDER-BASED)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;

3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the Iliff community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity
5. Bullying, defined as
 - a. Repeated and/or severe
 - b. Aggressive behavior
 - c. Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
 - d. That is not speech or conduct otherwise protected by the 1st Amendment.
6. Intimate Partner Violence, defined as violence or abuse between those in an intimate relationship to each other
7. Stalking
 - a. Stalking 1:
 - i. A course of conduct
 - ii. Directed at a specific person
 - iii. On the basis of actual or perceived membership in a protected class
 - iv. That is unwelcome, AND
 - v. Would cause a reasonable person to feel fear
 - b. Stalking 2:
 - i. Repetitive and Menacing
 - ii. Pursuit, following, harassing and/or interfering with the peace and/or safety of another

RETALIATION

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Iliff prohibits retaliation against any individual who in good faith reports an incident of sexual misconduct or the possible witnessing of the warning signs of sexual misconduct. Iliff also prohibits retaliation against any individual who cooperates with an investigation regarding any matter covered by this policy.

SANCTIONS

The following sanctions may be imposed singly or in combination upon any member of the community found to have violated the Sex/Gender Harassment, Discrimination and Misconduct Policy:

Student Sanctions

- Warning
- Probation
- Suspension
- Expulsion
- Withholding Diploma
- Revocation of Degree
- Transcript Notation
- Organizational Sanctions
- Mandatory Counseling
- Other Actions

Employee Sanctions

- Warning – Written or Verbal
- Performance Improvement Plan
- Required Counseling
- Required Training or Education
- Demotion
- Loss of Annual Pay Increase
- Suspension without Pay
- Suspension with Pay
- Revocation of Tenure
- Termination

Sanctioning for Sexual Misconduct

- Any person found responsible for violating the Non-Consensual Sexual Contact policy (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations.*
- Any person found responsible for violating the Non-Consensual Sexual Intercourse policy will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).*
- Any person found responsible for violating the Sexual Exploitation or Sexual Harassment policies will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.*

*The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

CONFIDENTIALITY, PRIVACY AND REPORTING POLICY

Confidentiality and Reporting of Offenses Under This Policy

All Iliff employees (faculty, staff, administrators) are expected to immediately report actual or suspected discrimination or harassment to appropriate officials, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. The following describes the two reporting options at Iliff School of Theology:

Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- Off-campus:
 - Licensed professional counselors
 - Local rape crisis counselors
 - <http://www.TheBlueBench.org> or 303-322-7273 The Blue Bench, formerly RAAP, is a sexual assault prevention and support center.
 - Domestic violence resources,
 - Local or state assistance agencies,
 - Clergy/Chaplains

Formal Reporting Options

All Iliff employees have a duty to report. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator and/or Deputy Coordinator. Employees must share all details of the reports they receive. If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator or Deputy Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, Iliff will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the institution to honor that request, Iliff will offer interim supports and remedies to the victim and the community, but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have reports taken seriously by Iliff when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told, possibly including but not limited to: Office of Diversities (Title IX), Campus Security, President's Office. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy

Reports to the Title IX Coordinator can be made via email, phone or in person at the contact information provided above.

Failure of an Iliff employee, as described in this section, to report an incident or incidents of sex or gender harassment or discrimination of which they become aware, is a violation of institutional policy and can be subject to disciplinary action for failure to comply with Iliff policies.

Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities – have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that Iliff must issue immediate timely warnings for incidents reported that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. Iliff will ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Additional Policy Provisions

a. Attempted violations

In most circumstances, Iliff will treat attempts to commit any of the violations listed in the Sexual Misconduct Policy as if those attempts had been completed.

b. False Reports

Iliff will not tolerate intentional false reporting of incidents. It is a violation of this policy, our community covenant, and the Iliff standards of community conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

c. Amnesty for Victims and Witnesses

The Iliff community encourages the reporting of misconduct and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to school officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as controlled substance use, at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to Iliff officials, and that witnesses come forward to share what they know. To encourage reporting, we pursue a policy of offering victims of misconduct and witnesses amnesty from minor policy violations related to the incident.

This policy can be found online at: <http://www.iliff.edu/current-students/title-ix>

This policy is based on the model policies written by The NCHERM Group/ATIXA, 2015 and is used here with permission.

APPENDICES

APPENDIX I: MISSION OF THE ILIFF SCHOOL OF THEOLOGY

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.

APPENDIX II: CONSTITUTION OF THE ILIFF STUDENT SENATE

Amended: August 2016 by Student Senate Co-Chairs. A vote is pending with the elected Student Senate for approval.

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 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. For detailed descriptions of positions, missions, and duties, see Student Positions located on Senate Google Drive.

Section 4 The Senate Mission Statement is: “The Iliff Student Senate is an elected representative body which serves student needs by encouraging individual growth, communal ties, and spiritual development. The Senate supports the Mission Statement of the Iliff School of Theology by providing a forum for open and civil communication and acting as a liaison between the student body and faculty, staff, alumni/ae, and trustees.”

Article II. Membership and Structure

Section 1 The members of the Senate are four (4) elected officers, ten (10) elected senators, a designated representative from each independent student organization (ISO), and a non-voting liaison from the faculty or staff.

Section 2 Elected officers of the Senate with voting privileges are: Two (2) co-chairs, one (1) Secretary, and one (1) Treasurer.

Section 3 Elected Senators with voting privileges are: (1) MDIV student, one (1) MASJE student, one (1) MAPSC student, one (1) MTS student, two (2) Journey reps, (1) First Year student, (1) Fellowship Chair, one (1) Iliff Voices in Action Chair, one (1) Spirituality and the Arts Chair. All elected senators shall have one (1) vote each.

Section 4 Representatives of Independent Student Organizations with voting privileges are selected by their respective organizations. ISO Chairs or Co-Chairs may be persons elected to other positions, but cannot represent both an ISO and a budgeted position simultaneously. ISO are free to send whomever they choose from their membership as a voting member of Senate if substitution is called for.

Section 5 ISO’s are encouraged to elect a representative to student senate. This person represents the interest of the ISO and gives reports of the ISO’s activity to the Senate. An ISO with representation issues can petition Senate to designate a current elected representative (excluding Senate co-chairs and standing committee representatives) as their standing representative. This representative will only hold one vote. The Executive Council wants to encourage the maximum number of voices possible at each Senate meeting. This will not preclude ISOs from sending substitute representatives in the event of illness or emergency on the part of the standing representative.

Section 6 The Senate shall meet on a regular basis throughout the academic year. Quorum for all meetings shall be established as simple majority of voting members.

Section 7 The Chair(s) of ISO's are required to have at least one planning meeting at the beginning of the academic year with the Iliff Student Senate Staff Advisor and the Student Co-Chairs to be considered active (see Article VI Section 8)

Section 8 Senators must attend at least two (2) ISO events per quarter of which the senator is not a member of or a Senate Event (i.e. Fellowship, Community, or Iliff Voices in Action event). Exceptions made for Journey Rep if event occurs outside of Gathering Days.

Section 9 All students enrolled in the Iliff School of Theology are eligible to be elected members of the Senate. All elected senators with voting privileges are expected to maintain good academic standing as per the Master's Student Handbook. All elected Senators are expected to attend all Senate meetings. When a Senator cannot attend a Senate meeting, they are expected to communicate their absence in advance to the Senate Secretary.

Section 10 Senate meetings are open to the entire Iliff Community.

Section 11 ISO's are required to have a representative at each Senate meeting. Attendance is suggested to receive funding for ISO meetings and events.

Article III. Financial Policies

Section 1 Each academic year will consist of 3 separate quarterly budgets (Fall, Winter, & Spring).

Section 2 Any funds remaining in a designated quarterly account at the end of each quarter will be transferred back into the general Senate account to be disbursed the following quarter.

Section 3 Each quarter's total budget will be based on the amount of student activity fees received in the prior quarter and any monies left over from previous quarters (persistent funds notwithstanding). Budgets will also be evaluated against previous quarters' expense reports. Any budget increase of more than 50% or over \$499.00 will require an itemized budget proposal for approval by Student Senate.

Section 4 The Senate is not authorized to approve a budget shortfall.

Section 5 Although ISO and Standing Committees maintain financial priority, any Iliff student may submit a budget request form, which will be considered by the Senate.

Section 7 Check request forms must be accompanied by an invoice or bill and must be submitted at least one week in advance of the distribution of funds. Any check request requires two signatures (Student/ISO Chair & one Co-Chair).

Section 8 Once funds are approved by the Student Senate, check advance requests will be considered on a case-by-case basis by the Executive Committee and are subject to availability. Receipts (and any change) must be submitted within 24- hours of purchase and within two weeks of receiving the checks. Failure to submit a receipt and change will have two effects: (1) repayment of all advances distributed, and (2) denial of any future requests for advances.

Section 9 Persistent Funds are funds earned outside of the general Senate budget and designated to specific ISOs. These funds are earned by independent student organizations through donations or working the annual book sale. These funds may be used for general purposes of the ISO. Policies regarding requesting funding from the treasurer applies for getting access to the persistent funds. ISO's are encouraged to use their persistent funds. While persistent funds may remain for an undesignated length of time, the persistent funds will only remain in an active ISO account.

Article IV. 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 one (1) First Year At-Large student. Any vacant seats not filled during the Spring election 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 cannot participate in counting ballots.

Section 3 All elected officials of the Senate may be subject to removal from office. Removal procedures shall commence no sooner than seven (7) nor more than fourteen (14) days after a petition calling for removal 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 removal 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.

Section 4 The newly elected Senators assume office on the day following the last day of classes in the Spring quarter. Required transitions of positions must occur before the first day of the Fall quarter.

Article V. Standing Committees and Taskforces

Section 1 Standing Committees of the Senate are 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 2 The chair of each standing committee must be a senator with voting privileges elected by the student body. In the event that a committee chair resigns his/her position, another chair will be appointed by the Senate officers.

Section 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 standing committee. Each standing committee will have only one (1) vote. Co-chairs may be elected within the committee by consensus, but the student body elects only one (1) chair.

Section 4 Committee names may be changed by a consensus of the respective committee and submitted to the Senate for approval.

Section 5 Senate may dissolve current standing committees or create new standing committees by a simple majority vote.

Section 6 A current list of standing committees is as follows: Fellowship Committee; Iliff Voices in Action Committee; Spirituality and the Arts Committee

Section 7 All Standing Committees shall include a minimum of three members, including the Chair.

Section 8 Senate task forces address issues affecting community life or issues of immediate concern, including events for the Iliff Community in any given academic year. These committees are, at formation, intended to function for the period of one (1) academic year. However, said task force may disband at any time during the academic year.

Section 9 Chairs of Senate task forces may be elected senators or members of the broader Iliff Community so appointed by a simple majority (51%) vote of the Senate.

Section 10 All members of the broader Iliff Community may be members of Senate task forces.

Section 11 At the end of the academic year in which a Senate task force 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 12 Senate task forces 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 vote of the Senate may renew a Senate task force's mandate for any given length of time less than one (1) year. A simple majority vote of the entire Senate body may turn a Senate task force into a standing committee with a chair elected by the student body.

Article VI. Independent Student Organizations (ISO)

Section 1 An Independent Student Organization (ISO) represents a facet of the interests of the Iliff Community.

Section 2 As an independent organization, an ISO shall not be considered part of Senate and as such the rules for standing committees and task forces 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 3 Senate shall be responsible for the budgetary allocation of student activity fees to ISOs requesting funding.

Section 4 ISOs requesting funding through the student activity fee must provide an itemized accounting of requested funds, along with an event proposal.

Section 5 ISOs will submit a quarterly report of all activities for review by Senate. The representative shall be a voting member of Senate, and shall provide Senate with updates on the activities of their respective ISO. Reports shall include number of event attendees with a breakdown of categories of attendees: ISO members, non-member students, faculty/staff, and non-Iliff participants. Reports will also include evaluation of the event by the coordinators, what went well, what went poorly, whether this event will be done again in the future. Reports should be submitted no later than the end of week 8 of the quarter.

Section 6 Senate must be notified of the formation of all new ISOs, 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.

Section 7 A current list of ISOs can be found in Appendix III of the Master's Student Handbook.

Section 8 ISO's are required have a Chair of their organization to be considered active. If an ISO does not have a Chair, the ISO will be considered inactive until a new chair is elected to represent the ISO at Student Senate for the following academic quarter. If the ISO does not elect a representative, the ISO will be considered inactive for the remaining academic year.

Section 9 If an ISO has remained inactive for three years, there will be a 'last call' for support, and barring support, the ISO will move from inactive to disbanded. Once disbanded, the ISO is no longer considered an Iliff student organization. If students want to re-start the IOS, they must utilize the process of formation for an

ISO (see Section 6). When and ISO becomes permanently disbanded, any remaining persistent funds will be divided equally among the active independent student organizations.

Article VII Addenda

Section 1 This Constitution may be amended by a two-thirds (2/3) vote of the entire Senate body at a regularly scheduled meeting or a special meeting called for that purpose.

Section 2 Proposed Constitutional and Bylaw amendments must be written and distributed to the membership of the Senate and no less than seven (7) calendar days before the meeting in which the amendments are to be acted upon.

Section 3 Amendments to the Constitution and/or to the Bylaws shall take effect immediately upon passage.

Section 4 This Constitution shall supersede all prior Constitutions and Amendments.

Section 5 Senate shall hold responsibility for student activity fees. Student activity fees shall be raised or lowered with two steps. 1) The Senate approves by a 2/3 vote and 2) by a simple majority 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 6 The two (2) Senate Co-Chairs will serve as the Student Trustees of the Iliff Board of Trustees during their elected term.

APPENDIX III: STUDENT SENATE 2016-2017

Executive Committee

Co-Chairs: Brydie Harris: and Ryan Duncan
Secretary: OPEN
Treasurer: Selena Naumoff

Degree Program Representatives

MAPSC: Katie Warren
MASJE: Quinton Bobb
MDIV: Ann Henderson
MDIV Journey: Julie King
MDIV Journey Residential Liaison: Candise Woods
MTS: Sarah O'brien:

Standing Committees

Fellowship Committee Chair: OPEN
Iliff Voices In Action Committee Chair: Sarah Vanasse
Spirituality & the Arts Committee Chair: Karin Dremel

Miscellaneous

First-Year Representative: OPEN
Faculty/Staff Liaison Senate Advisor: Vince Tango

Independent Student Organization (ISO) Representatives:

1. Latino/Hispanic Scholars: Sandra Jimenez
2. Iliff Queer Coalition: OPEN
3. National Alliance of Pan African Seminarians (NAPAS): Mina Nau, Eldon Creer
4. Seminarians for Reproductive Justice: Sarah Vanasse
5. Students of Color (SOC): OPEN

Denominational Groups

1. United Methodist Society (UMS): David Petty and Bridget Preece
2. Unitarian Universalist Association (UU): Christopher Watkins Lamb
3. Lutheran Student Group: OPEN
4. Presbyterian Fellowship: OPEN
5. United Church of Christ Fellowship (UCC): Cheryl Swing