

**Master's Student Handbook**  
2010-2011 Academic Year



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## INTRODUCTION

This Handbook is designed to give you information about Iliff, institutional procedures and practices, personal and professional formation, financial aid information, student services and facilities, and the city of Denver. Please inform the Office of 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 Handbooks 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 2010-2011 academic year are bound by the academic requirements and procedures for that degree as specified in the 2010-2011 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.

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.

## ACADEMIC PROGRAMS

The Iliff School of Theology offers graduate certificates in a variety of areas and 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 Change (MASC); Master of Arts in Pastoral and Spiritual Care (MAPSC) with the optional MAPSC for Military Chaplains; Master of Theological Studies (MTS); Master of Arts (MA). Iliff also offers a **Social Change Concentration** within the degree programs. 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 (DU) to earn a Master of Social Work (MSW).

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

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. A criminal background may disqualify degree students from certain types of internships and field experiences or may disqualify applicants from admission to a degree program.

## AUDIT POLICIES

**Degree Graduates:** Master's level courses are available to Iliff Degree Graduates at a reduced rate of \$100.00 per course hour.

**Doctor of Ministry Degree Graduates:** As described in their Student Handbook, D.Min. 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.

**Full-Time 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.)

**Student Spouses/Partners:** The partner/spouse of a full-time student may audit one course a quarter at no charge.

**Weekend Learners:** Iliff 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 Admissions for a brochure. Students who wish to drop a course that they have registered for as a Weekend Learner 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 Iliff's standard Add/Drop policy. Please contact the Registrar's Office for more information (303-765-3127).

**Denominational Partners:** Iliff 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.

**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. Please contact Leslie Inman for more details (303-765-3183).

\*\*\* Iliff does not award CEUs to any of our auditors. Students or members of the wider community seeking academic credit must apply as a non-degree or degree seeking student. \*\*\*

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

## **GRADUATE CERTIFICATES**

Iliff offers Graduate Certificates to persons admitted either as degree candidates or special (non-degree) students. Graduate Certificates provide non-degree students with personal or professional 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 for a letter grade or on a pass/fail basis may be counted toward the Certificate.

**Recognition of Graduate Certificate holders:** On successful completion, the Graduate Certificate is recorded on the student's transcript. Recipients will be listed in the commencement program. Non-degree recipients are invited to attend commencement where they will be invited to stand and be acknowledged, they do not robe or process.

**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:

**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 sequence 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.

**General Theological Studies**—Students take four courses selected from across the curriculum. Courses are identified on the basis of subject matter or thematic connections identified by the certificate student and his/her advisor and approved by the Dean. The General Theological Studies certificate is not available within a degree program.

**Pastoral and Spiritual Care**—Students interested in offering spiritual care to persons facing difficult circumstances take four courses in the area of spiritual and pastoral care. Applicants for this certificate must also complete an interview with faculty before acceptance to this certificate option.

**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 the Pastoral Care of Families; and other social change electives. Usually two praxis seminars may be counted as the equivalent of one course.

**United Methodist Studies**—Students take four courses: United Methodist History and Doctrine, United Methodist Doctrine, United Methodist Discipline and Polity, and Mission and Evangelism in Contemporary Contexts. When offered, they might add or substitute the General Conference seminar or other relevant courses as approved by the Academic Dean.

**Women and Religion**—Students are introduced to the critical impact that religion and gender 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 Feminist Theology; Women in American Religious History; Feminist Interpretation of the Bible; Women in Early Christianity; Women in Medieval Europe; and the History and Practice of Preaching from the Woman's Perspective.

**Available Courses:** Each year, prior to the fall quarter, the Office of the Dean will publish a list of available courses for each Graduate Certificate. Other relevant courses may be substituted by petition to the Academic Dean. Independent study is not available to meet Graduate Certificate requirements.

**Non-Degree Students:** Persons seeking Graduate Certificates apply as non-degree students. They must hold appropriately accredited undergraduate degrees, and meet Iliff's other admission standards. Information about admission is available from the Admissions Office at 303-765-3117, [admissions@iliff.edu](mailto:admissions@iliff.edu). On admission, non-degree students will be assigned an advisor from the Advising Center. The student will complete a *Graduate Certificate – Declaration of Intent* form in which they and their advisor outline the courses leading to the certificate. These courses may include Iliff sequence courses in the area of the certificate, and the student must demonstrate the competence to take courses with prerequisites. This plan may be updated to recognize changes in plans. On completion, the graduate certificate and its area of focus is noted on the student's transcript. Recipients are listed in the graduation program.

Non-degree certificate holders who are subsequently admitted to degree programs receive credit toward the degree for certificate 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.

Degree students may not count sequence courses toward the certificate. Degree students who were granted a certificate before admission substitute advanced courses in the area of the certificate for any sequences courses previously counted toward the certificate. This requirement will be noted in their admissions letter. On completion, the graduate certificate and its area of focus are noted on the student's transcript. Recipients are noted in the graduation program.

**Transfer Courses:** Degree students may petition the Dean to count one or two transfer courses toward a certificate. Non-degree students must take four courses at Iliff to receive a certificate.

**Further Information:** More detailed information about Graduate Certificates is available from the Admissions Office at 303-765-3117, [admissions@iliff.edu](mailto:admissions@iliff.edu)

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.

## MASTER OF DIVINITY (MDiv)

The Master of Divinity (MDiv) is the most recognized theological degree and is designed for those who seek vocations in ministry; including parish ministry, chaplaincy, not-for-profits and a variety of other settings. The MDiv is the primary way to meet educational requirements for those seeking ordination in most traditions. This degree requires 120 credit hours across the theological curriculum, includes either a Part-Time or Full-Time Internship, and other attention to personal and professional formation. This degree can be acquired in both a residential or flexible residency track of study.

### ***DEGREE REQUIREMENTS***

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

- 72 credits from required sequence courses
- 10 credits in Personal and Professional Formation (PPF)
- At least 38 elective credits

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.

### **Required Courses**

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 five Sequences. Each Sequence has a thematic focus, and the courses within the Sequence explore its diverse dimensions. In addition, the Sequences cohere in directing student and teacher to think more critically about their assumptions and to develop theological perspectives necessary for becoming responsible religious leaders in a changing world.

MDiv students must complete, with a grade of C or better, each of the following required courses (72 credits, 82 with PPF) in the five Sequences. 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.

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

This Sequence explores the methods and disciplines used in the modern critical study of the diverse phenomena identified as religions. The creative, transforming, and conserving functions of religious traditions, institutions and persons provide the thematic focus.

*Required courses:*

1SQ 100 Religions in the World (4 credits) (a prerequisite to 1SQ 106)

And one of the following courses:

1SQ 105 Interreligious Dialogue (4 credits)

1SQ 106 Comparative Philosophy of Religion (4 credits)

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

This Sequence introduces students to the Hebrew Bible and the New Testament. Topics covered include the historical development of the literature, religion, and culture of ancient Israel and the early church, methods and interpretive strategies for understanding ancient texts, and the role of scriptures in religious traditions.

*Required courses:*

2SQ 103 Hebrew Bible Introduction I (4 credits)

2SQ 104 Hebrew Bible Introduction II (2 credits)

2SQ 107 New Testament Introduction I (2 credits)

2SQ 108 New Testament Introduction II (4 credits)

Students may substitute 12 quarter credits of Hebrew language (including exegesis) for Hebrew Bible I and II.

12 quarter credits of Greek (including exegesis) may be substituted for New Testament I and II.

### **Sequence III: Christianity and Cultures in Historical and Contemporary Perspectives**

This Sequence explores the interpretation of Christian movements, including their symbols, institutions, texts, major thinkers, and theological traditions, from the post-biblical period through the contemporary period. The thematic focus is on the ideological, ethnic, and cultural diversity of Christianity when it is in interaction with the surrounding cultures and subcultures.

*Required courses:*

3SQ 101 Christianity in Antiquity (to 600 CE) (4 credits)

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

3SQ 103 Christianity in the Modern World: Colonialism & Christianities in the Americas, Asia, & Africa (4 credits)

3SQ 104 Christianity from the Reformation to the Enlightenment (same course as 4SQ 100) (4 credits)

3SQ 105 Christianity in Contemporary American Society (4 credits) OR  
BV2373 Congregations (4 credits)

### **Sequence IV: Theology and Moral Practice**

This Sequence explores the interrelationships of Christian theology, ethics and pastoral care, especially as the diverse viewpoints in each of the three disciplines connect with personal and social realities in a context of religious diversity. Using the interaction of theory and practice, the thematic focus is on the ways in which religions, as symbolic universes, emerge and change in history as people attempt to engage their worlds in more adequate ways.

*Required courses:*

4SQ 100 Christianity from the Reformation to the Enlightenment (same course as 3SQ 104) (4 credits)

4SQ 101 Theological Imagination and Construction I (4 credits)

4SQ 102 Theological Imagination and Construction II (4 credits)

4SQ 105 Ethical Analysis and Advocacy (4 credits)

4SQ 108 Pastoral Theology and Care (4 credits)

### **Sequence V: Practical Theology, Social Analysis and Religious Leadership**

This Sequence engages in (1) theological reflection on a set of practices that defines and shapes one's capacity for leadership in Christian and other religious ministry, and (2) social analysis of contemporary religious traditions and institutions with the goal of providing religious leaders with foundations for assessing and constructing religious practice. The thematic focus is reflection on and reconstruction of practices of leadership in religious communities within an increasingly global and pluralistic context.

*Required courses:*

5SQ 103 Preaching in Christian Communities (4 credits) or

BV 2243 Spiritual Preaching (4 credits) or

BV 3520 Preaching and Social Ethics (4 credits)

5SQ 105 Introduction to Christian Religious Education (4 credits) or

BV3660 Teaching the Bible (4 credits) or

BV2672 Teaching and Learning in the Faith Community (4 credits)

5SQ 108 Introduction to Christian Worship (4 credits) or

BL3302 Ritual Studies (4 credits)

5SQ 109 Leadership: Vision, Administration, and Ethics (4 credits)

### **Personal and Professional Formation**

*Required courses:*

PPF 104: Vocation and Orientation (2 credits)

PPF 105: Identity, Power, and Difference (2 credits)

PPF 201, 202, 203 Part-Time Internship (6 credits) or

PPF 310, 311, 312 Full-Time Internship (12 credits)

### **Consultation and Guidance**

**Phase I** to be completed during the first quarter of classes at Iliff School of Theology

**Phase II** to be completed before Personal and Professional Formation internship placement

**Phase III** to be completed by graduation (in some cases, The Office of Professional Formation or the student's advisor may require Phase III be completed at an earlier time).

## **MDiv Degree Learning Goals**

Students completing this degree program should be able to:

1. Demonstrate a critical understanding of the development of Christian texts, doctrines, and institutions.
  - 1.1. demonstrate an informed understanding of the Hebrew Bible and New Testament as historically-situated texts and an emerging understanding of methodologies for interpreting these texts
  - 1.2. demonstrate awareness of Christianity as a historically-situated movement that interacted and changed in relationship to its surrounding cultures and subcultures over time, resulting in various expressions of Christianity located within and influenced by social structures, historical events, and ethnic and cultural ideologies
  - 1.3. analyze the strengths and liabilities of these various expressions of Christianity as they continue to impact the tradition(s) in which the student has been formed and/or is currently engaged.
2. Situate and reflect upon their own tradition in the context of the wider world.
  - 2.1. demonstrate basic awareness of a range of religious traditions and an emerging capacity to engage in comparative analysis between traditions around a particular topic
  - 2.2. identify and critically evaluate the symbolic systems and religious meanings at play in everyday events and interactions, institutional structures, and cultural artifacts
3. Think theologically in a contemporary context and articulate a constructive theological position.
  - 3.1. develop a responsible and coherent interpretation of a passage from the Hebrew Bible or the New Testament for a contemporary audience
  - 3.2. critically engage historical theological expressions of Christianity in relation to contemporary events and/or situations
  - 3.3. identify and articulate their constructive theological position on an issue, current event, or traditional Christian doctrinal category with clarity
  - 3.4. distinguish between multiple approaches to making ethical judgments, and identify their characteristic mode of ethical thinking and its relationship to their religious tradition
  - 3.5. engage in social analysis of contemporary religious traditions and institutions in order to assess current religious practices and to design meaningful practices of ministry within particular contexts
4. Demonstrate personal and professional self-awareness and emerging competency in characteristic practices of religious leadership
  - 4.1. Articulate a vision for increased social justice in relationships, communities, institutions, and systems and structures of power
  - 4.2. Describe strategies for their continued spiritual development and self-care
  - 4.3. Demonstrate an awareness of the importance of social location (race, class, gender, age, sexual orientation, gender identity, ability/disability, etc.) for self-understanding and professional practice
  - 4.4. Complete a power analysis of systems and relationships and make strategic decisions for how one intervenes as a religious leader
  - 4.5. demonstrate capacity to perform and to assess characteristic practices of religious leadership in ways that are sensitive to contextual realities and relationships: preaching, teaching, administering, leading worship, and pastoral care-giving
  - 4.6. establish an effective presence as a leader in the vocational context to which they feel called, and demonstrate adequate self-awareness of their characteristic styles of interaction, commitments, strengths and limitations as they move into new contexts
  - 4.7. to clearly interpret one's beliefs and behavior to the community one serves

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

**Length of Study:** Students who average 40 quarter credits each year (13-14 each quarter of the academic year) will complete the course work for the Master of Divinity degree in three years. Students may, however, elect to take their courses over a longer period of time. For example, students whose denominational requirements

include both a Full-Time Internship and CPE may take all of their course work first or may choose to complete their internship requirements in the middle of their academic program.

**Student Assessment Process:** To insure the breadth and depth of the educational experience, students will be invited to participate in Iliff's outcomes assessment process as they approach graduation. Further information will be provided by the Dean's Office.

## **MASTER OF DIVINITY—JOURNEY PROGRAM (MDiv)**

The Masters 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 the same 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 8-14 credits. To graduate in three years, students need to take 40 credits per year (about 10 credits per term, including summers i.e. "Journey Days").

### **Earning residential credits**

During the first summer of Journey Days, students will earn 10 residential credits. During the second summer, students will earn an additional 10 residential credits for Journey Days. The other 20 residential credits are earned by enrolling in hybrid courses. (There is also the option of taking residential weekend and/or summer intensives). Students earn 1.0 residential credit per hybrid course. It is recommended that students take more than one hybrid course during each term to maximize travel costs and time on the Iliff campus.

### **Hybrid Courses and Gathering Days**

Hybrid courses are a combination of an online and face-to-face course on campus. Students earn 1.0 residential credit per hybrid course. Hybrid classes are open to all students, but Journey students will have first priority for registration. Hybrid classes meet online for the first and last four weeks of the term. Students arrive on campus for Gathering Days during the 5<sup>th</sup> week of class.

Face-to-face and on-campus participation in the Gathering Days is mandatory for students in hybrids. The Gathering Days also include optional campus community activities such as meals, worship, academic presentations, social activities, community service, etc. Gathering Days 2010-2011: October 13-16, 2010; February 9-12, 2011; April 27-30, 2011

### **Online Courses**

Flexibility is important in the online classroom. Instead of meeting face-to-face, you'll be learning independently through online presentations from your professor, discussions with your peers, and exercises that will demonstrate or test your critical thinking skills. Course delivery includes virtual classrooms, small group online meetings, podcasts, videos, discussion postings and blogs.

### **Course Load**

To determine how much course load is right for you, multiply 3 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 must have daily access to a computer. If you do not have a personal computer, public library or college lab computers usually have sufficient software and hardware to support your online learning needs, but be sure you can access audio and download files from any public computer you plan to use. 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 and you are required to regularly check this e-mail account or forward it to another active e-mail account.

## MASTER OF ARTS IN SOCIAL CHANGE (MASC)

The Master of Arts in Social Change (MASC) is a professional master's degree for students who may be interested in employment through religious organizations, non-profit agencies, educational institutions, the media or corporate settings. This may include persons seeking ordination/consecration as a deacon or lay minister in many denominational traditions. The curriculum provides an interdisciplinary approach through courses that combine political theory, sociology, ethics, theology, and the history, theory, and practice of social change movements. Awareness of religious difference, motivation and communities inform our approach to social issues and movements for change toward more just social structures. Students are encouraged to combine personal and academic reflection with community activism and issue advocacy throughout the program. The degree program also includes two classes related to personal and professional formation and internship placement related to the student's vocational trajectory.

### **DEGREE REQUIREMENTS**

To graduate, students must meet the requirements as specified in the Catalog and Master's Student Handbook of their year of matriculation. At least 80 quarter credits with a cumulative grade point average of 2.0 or better are required for the Master of Arts in Social Change degree.

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. Specific requirements may be negotiated based on prior educational experience. A minimum grade point average of 2.0 is necessary. Students who average 40 quarter credits a year (13-14 credits each quarter of the academic year) will complete the course work for the Master of Arts in Social Change degree in two years. Students may, however, elect to complete their course work over a longer period of time. Up to one half (40 credits) of the course work may be completed in online/distributed learning formats. All requirements for the degree must be completed within seven calendar years from the date of the first course taken in the program.

Personal and Professional Formation Requirements: Students must complete PPF 104 Vocation and Orientation; PPF 105 Identity, Power, and Difference; PPF 201, 202, 203 Part-Time Internship; and Iliff's Consultation and Guidance process.

### **Required Courses**

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

#### **Sequence I: Religions in a Changing World – Any Course: 4 credits**

This Sequence explores the methods and disciplines used in the modern critical study of the diverse phenomena identified as religions. The creative, transforming, and conserving functions of religious traditions, institutions and persons provide the thematic focus.

#### **Sequence II: Bible, Canons and Criticism – Any Courses: 6 credits**

This Sequence introduces students to the Hebrew Bible and the New Testament. Topics covered include the historical development of the literature, religion, and culture of ancient Israel and the early church, methods and interpretive strategies for understanding ancient texts, and the role of scriptures in religious traditions.

#### **Sequence III: Christianity and Cultures in Historical and Contemporary Perspectives: 8 credits**

This Sequence explores the interpretation of Christian movements, including their symbols, institutions, texts, major thinkers, and theological traditions, from the post-biblical period through the contemporary period. The thematic focus is on the ideological, ethnic, and cultural diversity of Christianity when it is in interaction with the surrounding cultures and subcultures.

*Any courses will fulfill the requirement, but recommended courses are:*

3SQ 103 Christianity in the Modern World (4 credits)

3SQ 105 Christianity in Contemporary American Society (4 credits)

**Sequence IV: Theology and Moral Practice: 8 credits**

This Sequence explores the interrelationships of Christian theology, ethics and pastoral care, especially as the diverse viewpoints in each of the three disciplines connect with personal and social realities in a context of religious diversity. Using the interaction of theory and practice, the thematic focus is on the ways in which religions, as symbolic universes, emerge and change in history as people attempt to engage their worlds in more adequate ways.

*Required course:*

4SQ 105 Ethical Analysis and Advocacy (4 credits)

One other Sequence 4 course (4 credits)

**Sequence V: Practical Theology, Social Analysis & Religious Leadership— Any Courses: 8 credits**

This Sequence engages in (1) theological reflection on a set of practices that defines and shapes one's capacity for leadership in Christian and other religious ministry, and (2) social analysis of contemporary religious traditions and institutions with the goal of providing religious leaders with foundations for assessing and constructing religious practice. The thematic focus is reflection on and reconstruction of practices of leadership in religious communities within an increasingly global and pluralistic context.

**Social Change Core Courses: 8 credits**

*Two of the following four courses are required:*

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

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

HQ 3201 Social Construction and Selfhood (4 credits)

HN 2320 Foundations of Social Change (4 credits)

**BR 2315 Social Change Struggles—Contemporary and Historical Perspectives: 4 credits**

A few examples of recently offered Struggles courses include: Community Organizing, Issues of the Global Economy, Pine Ridge Immersion, Conflict Transformation, and Disrupting White Privilege.

**Social Change Praxis: 3 credits**

*Any combination of the following:* BV 2340, 2341, 2342 Social Change Praxis

Recent examples include: Race, Faith and the Future of Democracy in America; Greening the Church; LGBTQ Issues in the Church; Homelessness: Seeking Solutions; The Immigration Debate; Peacemaking Without Division, and Desegregation Now and Then.

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

**Other Social Change electives: 8 credits****General Electives: 14 credits**

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

**Personal and Professional Formation: 10 credits**

*Required courses:*

PPF 104: Vocation and Orientation (2 credits)

PPR 105: Identity, Power, and Difference (2 credits)

PPF 201, 202, 203 Part-Time Internship (6 credits)

Internships need to be arranged in consultation with the Office of Personal and Professional Formation and the Social Change Studies Office.

## **Consultation and Guidance**

**Phase I** to be completed during the first quarter of classes at Iliff School of Theology

**Phase II** to be completed before Personal and Professional Formation internship placement

**Phase III** to be completed by graduation (in some cases, The Office of Professional Formation or the student's advisor may require Phase III be completed at an earlier time).

**Total for Master of Arts in Social Change: 80 credits**

**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. Further information will be provided by the Dean's Office.

## **MASC Degree Learning Goals:**

1. Students will engage in social, historical, and political analysis in order to identify key factors impacting situations in which social change is desired and potential contradictions within these settings that open up the possibility for change.
2. Students will articulate and critically evaluate a range of social change strategies engaged by historical and contemporary communities and identify the meaning and value systems (religious and secular) that undergird them.
3. Students will observe and analyze leadership approaches, motivation, and strategies for sustaining difficult personal and collective justice work within contemporary communities and among leaders of social change.
4. Students will demonstrate leadership and organizational skills germane to religious communities, not-for-profit settings, corporate settings, or public service/governmental settings.

## **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 may be interested in employment as chaplains or spiritual caregivers through religious organizations, health care organizations, or hospice programs. This may include persons seeking ordination/consecration as a deacon or lay minister in many denominational traditions. The curriculum provides an interdisciplinary approach through courses in the comparative study of religion; historical, biblical, theological and ethical studies of Christianity; and historical and contemporary approaches to pastoral and spiritual care. Using a practice/reflection model of learning, students integrate knowledge and are formed as pastoral and spiritual caregivers through a first-year colloquium experience, one unit of clinical pastoral education, and a counseling and guidance program that enhances self-reflection.

## ***DEGREE REQUIREMENTS***

To graduate, students must meet the requirements as specified in the Catalog and Master's Student Handbook of their year of matriculation. At least 80 quarter credits with a cumulative grade point average of 2.0 or better are required for the Master of Arts in Pastoral and Spiritual Care degree.

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. Specific requirements may be negotiated based on prior educational experience. A minimum grade point average of 2.0 is necessary. Students who average 40 quarter credits a year (13-14 credits each quarter of the academic year) will complete the course work for the Master of 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. Up to one half (40 credits) of the course work may be completed in online/distributed learning formats. All requirements for the degree must be completed within seven calendar years from the date of the first course taken in the program.

**Personal and Professional Formation Requirements:** Students must complete Vocation and Orientation; Identity, Power, and Difference; Part-Time Internship; and Iliff's Consultation and Guidance process.

## MA in Pastoral and Spiritual Care Sequence and Specialization Course Requirements

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

### **Sequence I: Religions in a Changing World: 8 credits**

This Sequence explores the methods and disciplines used in the modern critical study of the diverse phenomena identified as religions. The creative, transforming, and conserving functions of religious traditions, institutions and persons provide the thematic focus.

*Required course:*

1SQ 100 Religions in the World

One other Sequence I course (4 credits)

### **Sequence II: Bible, Canons and Criticism – Any Courses: 6 credits**

This Sequence introduces students to the Hebrew Bible and the New Testament. Topics covered include the historical development of the literature, religion, and culture of ancient Israel and the early church, methods and interpretive strategies for understanding ancient texts, and the role of scriptures in religious traditions.

### **Sequence III: Christianity & Cultures in Historical & Contemporary Perspectives– Any Course: 4 credits**

This Sequence explores the interpretation of Christian movements, including their symbols, institutions, texts, major thinkers, and theological traditions, from the post-biblical period through the contemporary period. The thematic focus is on the ideological, ethnic, and cultural diversity of Christianity when it is in interaction with the surrounding cultures and subcultures.

### **Sequence IV: Theology and Moral Practice: 12 credits**

This Sequence explores the interrelationships of Christian theology, ethics and pastoral care, especially as the diverse viewpoints in each of the three disciplines connect with personal and social realities in a context of religious diversity. Using the interaction of theory and practice, the thematic focus is on the ways in which religions, as symbolic universes, emerge and change in history as people attempt to engage their worlds in more adequate ways.

*Required course:*

4SQ 108 Pastoral Theology and Care

Two other Sequence 4 courses (8 credits)

### **Sequence V: Practical Theology, Social Analysis & Religious Leadership– Any Courses: 4 credits**

This Sequence engages in (1) theological reflection on a set of practices that defines and shapes one's capacity for leadership in Christian and other religious ministry, and (2) social analysis of contemporary religious traditions and institutions with the goal of providing religious leaders with foundations for assessing and constructing religious practice. The thematic focus is reflection on and reconstruction of practices of leadership in religious communities within an increasingly global and pluralistic context.

### **Pastoral and Spiritual Care Electives: 16 credits**

### **Personal and Professional Formation: 12 credits**

*Required courses:*

PPF 104: Vocation and Orientation (2 credits)

PPF 105: Identity, Power, and Difference (2 credits)

Clinical Pastoral Education: 8 credits

### **General Electives: 18 credits**

### **Consultation and Guidance**

**Phase I** to be completed during the first quarter of classes at Iliff School of Theology

**Phase II** to be completed before completing Personal and Professional Formation courses

**Phase III** to be completed by graduation (in some cases, the Office of Professional Formation or the student's advisor may require Phase III be completed at an earlier time.)

### **Total for Master of Arts in Pastoral and Spiritual Care: 80 credits**

**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. Further information will be provided by the Dean's Office.

**MAPSC Degree Learning Goals:**

1. Students will demonstrate an understanding of the human person and humanity as interpreted in various religious traditions and various psychological, sociological, theological, and ethical theories.
2. Students will identify and critically evaluate the ways in which their personal, religious, and cultural experience, along with their activities in pastoral and spiritual care, shape their theology, moral orientation, and vocational formation.
3. Students will learn an engaged or clinical approach to spiritual care that will help them identify and work with the differences between their own religious/spiritual worlds and the spiritual/religious worlds of those receiving care.
4. Students will demonstrate basic proficiency in core skills of pastoral and spiritual care: (a) ability to helpfully respond to crises; (b) skill in making oneself emotionally available to others; (c) ability in designing programs of nurture within the community of faith; and (d) capacity to interpret pastoral situations religiously, spiritually, theologically, and ethically.
5. Students will establish professional contracts of care that reflect knowledge of and accountability within the appropriate professional, ecclesiastical, and legal codes of ethical practice.

## **MASTER OF ARTS (MA)**

A Master of Arts in Religion serves: those preparing for further graduate work in Religious Studies or other humanities disciplines at the PhD level; those preparing for teaching positions at community colleges or for adjunct instructor positions at colleges or universities; those preparing for professional careers (e.g., journalism, foreign service, non-profit organizations) in non-academic settings; or those simply seeking to enjoy the intellectual rewards of a liberal arts education at the graduate level. The curriculum includes study in an area of concentration, required courses to ensure breadth of religious and theological background, an MA colloquium, language study, and the development of a thesis.

### ***DEGREE REQUIREMENTS***

Students must meet the requirements as specified in the Master's Student Handbook and Catalog for their year of matriculation in order to graduate. Requirements for the degree are at least 80 quarter credits (or 40 quarter credits in addition to an MDiv degree or its equivalent from an accredited institution), with a cumulative grade point average of 2.0 or better; an area of concentration, colloquium, proficiency in one foreign language, and a research thesis.

Students who average 40 quarter credits a year will complete the course work for a MA degree in two years. Students may, however, choose to complete their 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.

### **MA Colloquium**

This is a required 4 credit course that takes place over two quarters. It meets for two hours per week in a seminar setting. Its purpose is to introduce students to the study of religion, its history, approaches and contemporary issues. It also introduces students to their particular sub-disciplines, enabling them to locate themselves within their particular fields. It works with students to develop research skills, identify thesis topics and develop a programmatic identity as MA students. This seminar is required of all MA students.

### **Area of Concentration**

The area of concentration requires at least 24 quarter credits. Students can declare fields in classical areas or in other areas where Iliff has faculty resources to support concentrations. The field will not appear on the diploma. Possible concentrations include biblical studies, history of Christianity, theology and philosophy of religion,

ethics and social change and pastoral care. Other areas, including interdisciplinary ones, must be negotiated with a student's advisor and approved by the faculty coordinator of the MA Program.

Students in the MA degree program shall declare their field of concentration in the Registrar's Office before they have completed 25 credits in the program. After having completed 40 credits in the program, students must develop a plan for the remainder of their program and obtain signatures from both the Director of the Master of Arts program and their advisor/mentor on their proposed course of study (Advanced Standing).

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

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

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

A minimum of three quarters of study in Hebrew or Greek taken at Iliff may substitute for the proficiency examination. Latin is not ordinarily offered at Iliff. Course credit is not given for basic modern language study. Up to twelve hours of course credit may be given for Hebrew or Greek taken at Iliff, eight hours of which may count toward the twenty-four hour Concentration requirement. Exceptions to this policy may be petitioned and will be reviewed on a case-by-case basis. The language requirement should ordinarily be completed by the time the student finishes 60 quarter credits.

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

**Thesis Proposal and Research Thesis:** All MA students will work with appropriate faculty members in developing a viable Thesis Project. A thesis proposal must be approved by the Director of the MA Program, the Dean, and two Thesis readers. The first reader of the Thesis is normally the student's academic advisor. Ideally, initial discussions about the thesis should begin no later than the Spring of the first year of study.

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

The Thesis Project is intended to be a focused, original piece of academic research, demonstrating the student's: mastery of a particular topic/subject; ability to conduct academic research; depth and originality of thought; ability to articulate his or her research in appropriate academic discourse.

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

A grade will be given for the Thesis and should reflect the readers' assessment of the academic quality of the Thesis. The student may choose, with the concurrence of the readers, a pass/fail option. The student must request the pass/fail option at the time the proposal is submitted.

The Proposal: The student must discuss the proposal with and receive the approval of two faculty readers and the Director of the MA 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 Master's Thesis Proposal is available from the Office of the Registrar or on my.iliff and should be provided with the proposal.

It is recommended that the Thesis Proposal be approved two full quarters before the quarter in which the student intends to graduate. In any case, it must be approved no later than the beginning of the third week of the quarter prior to the quarter in which the student intends to graduate. 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

**The Thesis:** The Thesis or research project must clearly delineate the nature of the topic, include a definition of the principle terms, meet standard grammatical requirements, develop arguments in a systematic and organized fashion, and normally be within 40 to 80 double-spaced typed or printed pages. 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)
- Table of Contents (p. ii is assigned and typed; small Roman numerals are used through to the first page of the text)
- Text (paginated starting with Arabic numeral 1 through to the end)
- Appendix (if necessary)
- Bibliography

The Thesis is due in final form not later than the fifth week of the final quarter in the program; both the first and the second reader must receive a copy. After the thesis has been turned in, the student will meet with the faculty readers 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 first reader for signatures no later than fourteen days prior to the date of graduation. The first reader will forward the thesis and all forms to the MA Director for his/her signature. The MA 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.

### **MA Degree Learning Goals:**

1. Within a broader awareness of the academic study of religion, describe and begin to establish a disciplinary-specific scholarly identity in the area of their specialization.
2. Formulate a viable research question that puts them into conversation with historic and contemporary thinkers in their declared discipline.
3. Articulate and pursue a disciplinarily-recognizable methodology to formulate a response to that research question.
4. Establish enough of a breadth of awareness of historic and contemporary thinkers within their particular discipline that they will be able to identify and choose good conversation partners within their field to engage their research question.
5. Engage critically with key figures and issues in their specific sub-field within religious studies.
6. Organize their response to a research question, both in written and oral format, in such a way as to establish themselves as a competent voice within their disciplinary area.
7. Demonstrate reading competency in a foreign language relevant to the area of their research.

## **MASTER OF THEOLOGICAL STUDIES (MTS)**

This is an academic degree for students who wish to explore theological studies for general educational purposes or personal knowledge. It is not intended for persons wishing to develop professional skills in ministry.

### ***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 80 quarter credits with a cumulative grade point average of 2.0 or better are required for the MTS degree.

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. A minimum grade point average of 2.0 is necessary. Students who average 40 quarter credits a year (13-14 credits each quarter of the academic year) will complete the course work for the MTS degree in two years. Students may, however, elect to complete their course work over a longer period of time.

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

Students are expected to take 24 credits from any or all of the required Sequences listed under the MDiv curriculum. All Sequence courses must be completed with a grade of C or better. There is no language requirement in this degree. In addition, this degree does not offer fields of concentration or other forms of specialization.

MTS Colloquium (MTS 101) will be offered for the first time in the 2010-11 school year and will be required of all students who begin this degree program in the 2010 fall term.

Normally, Personal and Professional Formation credits (Vocation and Orientation; Identity, Power, and Difference; Part-Time and Full-Time Internship; and so on) are not accepted into the MTS degree program. Permission to participate and count Personal and Professional Formation credits must be negotiated with the Director of Professional Formation in consultation with the student's advisor. Credit for Part-Time Internship will not be counted in the total number of hours necessary for the MTS degree.

### **Capstone Project and Thesis Option:**

All students must complete a summative evaluation for the MTS degree, either in the form of a capstone project or a thesis. The MTS capstone project is integrative and summative essay of 20 to 25 pages in length, with a peer learning component, and receives four credits over one quarter. The thesis option requires the consent of the Director of the MTS Program and the student's advisor (if different). An MTS thesis will be done under faculty supervision for no less than four credits and no more than six credits, taken over one or two quarters, and will follow the same guidelines as those required for the proposal, research and writing, and oral defense of thesis projects in the Master of Arts program. Further details on the capstone project (MTS 3991) and thesis option are available from the Director of the MTS Program.

### **MTS Degree Learning Goals:**

After successfully completing the Master of Theological Studies Degree Program, graduates will be able to:

1. Articulate the spiritual and social complexities of religious and cultural traditions related to the area of their specific focus/interest.
2. Demonstrate theological fluency with one or more of the academic disciplines involved in theological studies (historical theology, practical theology, biblical interpretation, ethics, etc.).
3. Relate learning from recognizable forms of theological discourse to contemporary issues and questions, particularly those relevant to the student's own professional practices and personal life.
4. Identify theological resources that would broaden and deepen their thinking about these questions.
5. Demonstrate proficiency in theological research and writing as they articulate responses to their theological questions in light of their vocational goals and experiences.

## **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 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 Change, or the Master of Theological Studies 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 and Professional 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.

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, MASC, or MTS 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, students plan programs to meet requirements. Such plans should be submitted to the school's educational planning committee for approval before the end of the second year in the cooperative program.

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

**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>
Sequence I, Religions in the World and 1 other course	8 credits
Sequence II	12 credits
Sequence III, any courses	8 credits
Sequence IV, any courses	12 credits
Sequence V, Preaching in Christian Communities and 2 other courses	12 credits
Vocation & Orientation and Identity, Power, & Difference	4 credits
Electives	44 credits
Transfer credits from GSSW (maximum)	20 credits
Consultation and Guidance (Phases I, II & III)	

**120 quarter credits total**

Note: Students usually opt for having their GSSW field experiences transferred into the Iliff degree in lieu of the MDiv Part-Time 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 elective 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 (15) 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>
Sequence I	8 credits
Sequence II	6 credits
Sequence III	4 credits
Sequence IV	8 credits
Sequence V	4 credits
Personal and Professional Formation	12 credits
Pastoral and Spiritual Care Electives	16 credits
Electives	10 credits
Transfer credits from GSSW (maximum)	12 credits
Consultation and Guidance (Phases I, II & III)	

**80 quarter credits total**

### **MASC degree modifications for cooperative program:**

The Master of Arts in Social Change 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 (15) 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 Change degree.

<i>Course Work</i>	<i>Credit Required</i>
Sequence I	4 credits
Sequence II	6 credits
Sequence III	8 credits
Sequence IV	4 credits
Sequence V	4 credits
Social Change Core Courses	14 credits
Vocation & Orientation and Identity, Power, & Difference	4 credits
Social Change Electives	12 credits
Electives	12 credits
Transfer credits from GSSW (maximum)	12 credits
Consultation and Guidance (Phases I, II & III)	

**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 143 quarter credits. A minimum of 75 credits must be taken at GSSW. A minimum of 68 credits must be taken at Iliff. Fifteen (15) 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>
Sequence courses, any	24 credits
Electives	44 credits
Transfer credits from GSSW (maximum)	12 credits

**80 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.

### **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.

## **GRADUATION**

Graduation is held once a year in the spring. Degrees are conferred twice each year, spring and summer. Students preparing for spring graduation must apply to the registrar by the Friday of the second week of the winter quarter. The application for graduation is valid for either a spring or summer graduation in that current academic year. Please see the Registrar for graduation application deadlines.

The fee for graduation from an Iliff master's level degree program is \$150. Should plans to graduate change, the registrar must be informed and a new application for graduation must be submitted. The fee for reapplication is \$10. Persons who have changed their degree programs must be in the new program at least two quarters after being officially admitted to the new program before they are eligible for graduation.

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

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

## **PERSONAL AND PROFESSIONAL FORMATION IN THE ILIFF CURRICULUM**

Traditionally, formation for professional leadership is a task which congregations, agencies, faith traditions and schools of theology have shared. Iliff's professional education is concerned with the holistic preparation of persons for leadership, including questions of spiritual development, character, professional ethics, self- and role-understanding, and of how one interacts with one's tradition. At Iliff the Consultation and Guidance (C&G) and Internship process is designed to provide resources for assessment and accountability to this process of personal and professional formation.

- I. Personal, Professional and Spiritual Formation Goals
- II. Consultation and Guidance (C&G)
- III. Personal and Professional Formation Courses
- IV. Sites and Supervision
- V. Evaluation and Feedback
- VI. Professional Ethics
- VII. Protection from Sexual Harassment

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

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

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

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

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

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

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

- Authentic presentation of self, experience and faith commitment.
- Ability to maintain appropriate boundaries and to balance them with appropriate accessibility.
- A sense of commitment to one's spiritual development.
- A capacity to understand and employ the heritage and values of one's tradition.
- A commitment to social justice.
- A capacity to interpret contexts and understand systemic and structural dynamics.
- An appreciation of the role of the community in understanding what it means to human.
- Ability to be aware of one's inner subjective state and to meet the requirements of role and position.
- An awareness of the importance of social location (race, class, gender, age, sexual orientation, gender identity, ability/disability, etc.) for self-understanding and professional practice.
- A sense of fair-mindedness and empathy.
- An ability to clearly interpret one's beliefs and behavior to the community one serves.
- Possession and development of skills for leadership (preaching, counseling, administration, etc.)

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

The Consultation and Guidance Program is designed to help students in an intentional and systematic process of personal, professional and spiritual growth to assess and promote fitness, competence and readiness for professional practice. This program is provided by the Iliff Counseling Center. The C&G program has three distinct phases:

Phase I is a process of assessment and interpretation by a mental health professional, intended to help students come to know themselves and their gifts for leadership more clearly.

In Phase II of the process, students develop a plan for personal, professional and spiritual growth, that may be informed by the Phase I assessment, self-reflection, experience and/or additional feedback obtained from other sources in the student's life. This plan often includes particular course work but always includes more than the classroom. Depending on the issues the student and the Director of the Iliff Counseling Center identify, the student's plan might include workshops, a spiritual formation experience or work in individual or group therapy.

In Phase III, the student carries out and completes the plan developed in Phase II.

### **CONFIDENTIALITY AND ACCOUNTABILITY**

A part of the Consultation and Guidance (C&G) process includes psychological assessment and an interpretive consultation. This requires a high level of confidentiality. At the same time, this process is not a process of purely personal development, but a part of the curriculum. To participate in professional education at Iliff, the student must give consent for information from the assessment to be shared within the circles of confidentiality and accountability described below.

In the C&G process, the focus is more on professional rather than personal development and the primary client in this relationship is understood to be Iliff. The Director of the Iliff Counseling Center oversees the guidance process and is accountable to the Iliff Academic Vice-President/Dean and to the Director of Professional Formation. Results of assessment based on the interpretive consultation are held within an appropriately narrow circle of confidentiality and accountability. After the interpretive interview with the student, the Director of the Iliff Counseling Center reports the results of the Phase I assessment and interpretation to the Director of Professional Formation focusing on the strengths and limitations of each candidate. The Director of Professional Formation determines if further consultation is required with the student, the student's advisor, the Academic Vice-President/Dean or through the "Special Needs of Theological Students" process. The results of assessment and consultation are not reported to the faculty at large, though any of the above may make recommendations to the faculty based on this data.

*Phase I of the Consultation and Guidance process needs to be accomplished, and a Phase II plan must be approved, before the student can begin their Internship and/or Clinical Pastoral Education.*

Faculty concerns about fitness, readiness and competence for leadership can appropriately affect decisions about student advancement and tenure at Iliff. In such cases, the Director of the Iliff Counseling Center serves as consultant to faculty representatives, and/or to the individual student, as appropriate. Material from the C&G process may be considered as one piece of information in that process. However, decisions are the responsibility of the faculty and are made after considering a wide range of input of which the C&G processes described above are only one component.

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

Should a student feel that he or she has not been fairly or accurately treated in the assessment and consultation, a second opinion through an outside source is possible. Such a second opinion is usually done at the student's expense. The second opinion will be shared with the Academic Vice-President/Dean or through the "Special Needs of Theological Students" process detailed in this Handbook and in consultation with the Director of the Iliff Counseling Center or another professional consultant. Students who feel that this is called for should request a second opinion in writing to the Dean.

### **CONSULTATION AND GUIDANCE: PHASE I**

All incoming MDiv, MASC and MAPSC students should complete the Phase I psychological assessment process during the first quarter they matriculate if they are to make incremental progress in their respective degree programs. The assessment includes a vocational interest inventory (Strong/Campbell's Interest Inventory -- SCII), a personality type indicator (Myers-Briggs Type Indicator -- MBTI), and a psychological personality inventory (California Personality Inventory -- CPI). The assessment gives students feedback on how their interests match with their professional development goals, as well as on their strengths and weaknesses.

The Phase I assessment is typically completed online. If a paper and pencil option is sought, the student should contact the Iliff Counseling Center. At the Office of Professional Formation (located at S-120), students can pick up instructions for the assessments and the "Informed Consent Form" which the student must sign indicating the student's understanding of what assessment tools are being used, the purpose of the assessment and the limits of confidentiality as defined above. The assessment instruments take about one-and-a-half hours by computer for most students to complete (longer for the paper and pencil option). After the assessments are computer scored, the Iliff Counseling Center staff will contact the student to arrange an interpretive session, usually the quarter after the assessment has been completed. The interpretive session usually takes between 45 minutes and one hour. The student will then be asked to sign a release of information so that the Director of Iliff Counseling Center can share the results with the Director of Professional Formation.

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

### **CONSULTATION AND GUIDANCE: PHASE II**

The Phase I results are often useful in helping students develop their Phase II plan for personal, professional and spiritual growth, although other sources of information can also inform the plan. The Phase II requirement is fulfilled when the student's plan of personal/professional/spiritual growth has been developed, written and approved. Iliff counseling staff, the Director of Professional Formation and the Dean of the Chapel are able to assist students in developing their Phase II plans. The Phase II plan will be approved by the Director of the Iliff Counseling Center based on the plan's ability to: 1) address areas of need identified in the Phase I assessment; 2) clarify the student's professional identity; 3) build personal character; 4) contribute to personal and spiritual maturity; 5) and/or develop leadership skills. Phases I and II must be completed before students are assigned an Internship placement.

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

### Workshops

Students may have the Phase II plan focus on attending three Consultation & Guidance workshops developed by the Iliff Counseling Center staff. Workshops are usually scheduled for approximately three hours. At least four workshops are offered each year, distributed throughout the three academic quarters. The workshops are designed to address different cognitive learning styles and are largely experiential. Workshops are announced on my.iliff.

### Counseling

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

### Spiritual Formation Experience

Participating in a Spiritual Formation experience can fulfill Phase II of the Consultation & Guidance requirement. A program of spiritual direction that meets for at least eight sessions is acceptable for completing this requirement. As with all options, the Director of the Iliff Counseling Center must approve this plan.

### Personalized Program

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

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

Phase III is the implementation and completion of the plan for personal, professional and spiritual growth developed in Phase II. A one-page closing reflection paper focusing on the question, "How was this experience relevant to my preparation for my professional vocation?" and must be handed into the Director of the Iliff Counseling Center as the final step of Phase III. After the plan is successfully carried out, the Director of the Iliff Counseling Center will notify the Registrar with copies to the student and his/her advisor, indicating that the Phase III of the C&G requirement has been completed. *Phase III must be completed by the time of graduation.*

## **III. PERSONAL AND PROFESSIONAL FORMATION COURSES**

### **"VOCATION AND ORIENTATION" AND "IDENTITY, POWER AND DIFFERENCE"**

Early in their degree program (usually in the first quarter) MDiv, MASC, and MAPSC students will enroll in "Vocation and Orientation." This course introduces students to the process of vocational discernment and provides an introduction to graduate theological education at Iliff. Prior to enrolling in Internship and/or Clinical Pastoral Education (CPE), students must also take "Identity, Power and Difference." This course helps students develop professional skills for both working sensitively and openly across difference and becoming social justice allies. Each course is 2 credits for one quarter. (pass/fail).

### **INTERNSHIP**

Internship credits at Iliff are an action/reflection-based learning process that assumes four levels of vocational development: (1) individual and communal exploration of vocation (2) an understanding of how social location, difference, and power dynamics shape professional practice (3) supervised practice of ministry/professional practice, and (4) improvement of ministerial/professional practice throughout one's career. The first three levels are included in the curriculum and seek to prepare the student for the lifetime of continuing reflection and growth.

Internship credits provide students the opportunity to relate theological disciplines to the ongoing life of church and community, and to articulate, practice, and refine the arts and skills employed in the practice of the profession. Vital to the process is a group experience enabling participants to reflect on their experience, and to deal with personal feelings, in an atmosphere of acceptance and accountability. Equally important is the work with an experienced supervisor committed to the student's theological and vocational education. Supervision and consultation occur through Internship and/or Clinical Pastoral Education (CPE). In all settings, it is crucial that the student have a clear position description and develop learning goals appropriate to the student's needs and calling and to the opportunities of the setting.

Internship credits: Pass/fail is the only grading option in Internships. Evaluation is reflected in written quarterly evaluations by the seminar leader and from the Internship site. Credit is granted, not solely for successful completion of work tasks, but for serious engagement in learning, growth, action and reflection through the entire process. To meet the degree requirement through Part-Time Internship, students must successfully complete the three successive quarters (fall, winter, spring). Thus, if the year is interrupted, an entire further year will be required. A major basis for accountability and evaluation is regular attendance and participation in the peer reflection seminar. More than two absences in a quarter may result in a failing grade.

#### OPTION ONE: Part-Time Internship

In Option One, the student must begin their Part-Time Internship in the fall quarter and plan to be enrolled on a consecutive basis through that academic year. At the same time, the student enrolls and continues to take classes on campus. Students spend fourteen hours weekly in a supervised internship experience and meet with a weekly peer reflection seminar. The purposes of the reflection group are to: (1) integrate theological knowledge, skills and professional practice; (2) guide the student toward professional competence; (3) evaluate the student's readiness for ministry/professional practice; (4) engage in collegiality and consultation; and (5) such other agenda as the group may set for itself.

In the fall quarter, each student will engage in a social analysis of the church or agency and community in which the student is serving. Later in the school year, each student will present a case study of an incident in leadership in which the student has been involved. Each student also prepares a paper on his or her theology of leadership to be presented to the group, usually during the spring quarter. A syllabus describing the program more fully is available from the Office of Professional Formation. 2 credits each of three quarters. (pass/fail)

#### OPTION TWO: Full-Time Internship

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

Students give full-time service to the church or institution to which they are assigned for 9-12 months. Upon completion of the Internship year, the student returns to Iliff for the final year of studies. A syllabus describing the program more fully is available from the Office of Professional Formation. 4 credits each of three quarters. (pass/fail)

### **CLINICAL PASTORAL EDUCATION**

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

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

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

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

### CPE and Internship

For most MDiv students, Clinical Pastoral Education is an additional experience beyond Internship. For MAPSC students, CPE is the required form of Internship. For M Div/Anglican Studies students, both CPE and Internship are required.

### Application, Tuition and Fees for CPE

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

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

Iliff grants eight credits for the successful completion of CPE. Students who register for a basic, 8-hour unit of CPE and no other classes will be charged one-half the normal hourly tuition rate. Students with permission of the Director of Professional Formation to add another course should consult with the Business Office about fees.

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

### Credit and Reentry after CPE

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

The final step in completing CPE is a debriefing session of the student's experience with the Director of Professional Formation and/or at least one member of the Pastoral Theology and Care faculty. The main purpose of this debriefing is to assist the student to gain closure on the CPE experience and to draw upon the learning gained in CPE for planning the remainder of the student's degree program. The debriefing review will take place in a group setting early in the fall and winter quarter each year. This debriefing and advising process completes the circle of partnership that we cherish between Iliff and CPE supervisors. Once this has occurred, the Registrar will record the completion of CPE on the student's transcript. 8 credits. (pass/fail)

## **INDEPENDENT STUDY IN PERSONAL AND PROFESSIONAL FORMATION COURSES**

With the approval of the Director of Professional Formation, a student may arrange for a special project in field education for two to four credits. Independent Study is intended to be supplemental to the Internship requirement and is not an acceptable alternative. Students can take up to four hours of independent study in personal and professional education during their degree program. 1-4 credits. (pass/fail)

## **IV. SITES AND SUPERVISION**

### **INTERNSHIP SITES**

Internship sites join in a vital partnership with Iliff in preparing individuals for professional vocations. Internship sites are more than places of employment for students; while churches and agencies rightly expect real work from the student, they, in turn, promise to provide supervision designed to encourage and enable the student growth in skills, in self- and role-understanding and in the ability to reflect theologically and sociologically on his/her vocation. Appropriate Internship sites are committed to providing both opportunities for service by the student and full participation in the student's education. Key to this process is the involvement of the site supervisor and the lay committee. Expectations of supervisors and lay committees are found below.

#### Internship Site Selection

Iliff has an ongoing relationship with many sites and supervisors. New sites emerge through the initiation of the site, interested students and/or the Director of Professional Formation. Placements are negotiated between students and supervisors and are approved by the Director of Professional Formation.

Suitable placements include local churches, church-related agencies, community service agencies, hospitals, etc. The selection of an appropriate setting for the Internship of a particular student is guided by his/her career focus, academic background and previous experience. Students seeking ordination are usually expected by their denomination to have a supervised local-church religious leadership experience. In every case, the primary purpose of the placement is to afford the student sufficient opportunity for the supervised practice of a broad spectrum of skills, appropriate to the particular student's career choice, individual interests and needs. A major consideration is the availability of a competent supervisor

### **SUPERVISORS**

All Internships and Independent Studies require supervision. Supervision in professional education is a teaching/learning process. For example, a practicing minister and a minister-in-training engage together in practice of the religious leadership and reflection on their work for the student's learning. Supervisors are approved by and work under the oversight of the Director of Professional Formation. Supervisors are chosen and approved on the basis of their evident competence as professionals and their ability and willingness to engage in supervision of students. Ideally, supervisor and student should both be engaged in leadership in the same context. Where such is not the case, as in student charges, another person is engaged to serve as the student's off-site supervisor.

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

#### Supervisor Training

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

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

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

#### Course Audits

Supervisors who have completed an approved course in supervision are eligible to audit courses at no charge at Iliff on a space-available basis. For each quarter of supervision of a student enrolled in Part-Time or Full-Time Internship, the supervisor has the privilege of taking two quarter credits of course work at Iliff on an audit basis. No more than six credits of free course work can be accumulated, and they are banked for three years. Permission of the instructor may be required. Summer school courses at places other than on the Iliff campus are not included in this program. Before enrolling in a course, a form must be secured from the Office of Professional Formation stating that the supervisor is eligible.

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

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

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

#### **V. EVALUATION AND FEEDBACK**

Evaluation and feedback are an important part of any learning experience. This process provides the student with insight about his/her fitness, competencies, readiness and effectiveness for the professional vocation for which the student is preparing. This feedback comes throughout the process in multiple forms, but is formalized in written evaluations by campus seminar leaders, site supervisors and lay/consultation committees. These evaluations are the primary account of the student's progress; letter grades are not assigned. All forms of Part-time or Full-time Internship, CPE and Independent Study must be registered for pass/fail.

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

#### **VI. PROFESSIONAL ETHICS**

Iliff students, supervisors and faculty are expected to maintain the highest standards of professional ethics in all their relationships in Personal and Professional Formation courses. Clear ethical boundaries protect you as well as the persons and institutions you serve, the Iliff School of Theology, and any faith tradition(s) which you represent. When we are guided by the ethical norms of our vocation and faith traditions, we express fidelity to those communities of accountability.

Characteristics of professional ethics include:

- Honesty.
- Placing the needs of the person receiving care first.
- Maintaining clear and appropriate boundaries.
- Protecting confidentiality.
- Appropriate consultation.
- Avoiding the fact or appearance of conflicts of interest.
- Relationships of accountability to the place of internship, Iliff, and faith tradition.

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

## **VII. PROTECTION FROM SEXUAL HARASSMENT**

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

These principles apply to all relationships in the Professional Formation program of the Iliff School of Theology. Persons who believe they have been subjected to gender discrimination or sexual harassment has happened within the Internship process should follow the procedures under the "Grievance Policy" section of this Handbook.

## **SPECIAL PROGRAMS**

### **SOCIAL CHANGE STUDIES**

Concern for justice and peace and interest in the way religion has both encouraged and resisted positive social change can be found throughout the Iliff curriculum. Social Change courses approach movements for social change not only in the context of scripture and tradition, but also through those disciplines that foster social analysis: political theory, economics, sociology, and the study of social change. Students evaluate strategies to counter the ways in which the tools of injustice are used to create interlocking, self-justifying and damaging systems.

Building upon strong spiritual foundations, Social Change courses support Iliff's commitment to education that responds to the challenges of race and racism, class and economic exploitation, sexism/heterosexism, and militarism. The world's diversity and the challenges of sharing power between dominant and non-dominant cultures are explored from faith perspectives. Students are encouraged to explore and develop personal and community strengths of spirit, which have carried social activists through their struggles against great odds. Adjunct faculty who teach Social Change courses often include experienced community activists and other justice and peace workers who bring their expertise and experience to the classroom.

### **BENEDICTINE SPIRITUAL FORMATION PROGRAM**

Through cooperative efforts with the Benedictine Spiritual Formation Program (BSFP) at Benet Hill Monastery in Colorado Springs, Iliff is able to offer credit for a two-year program in Spiritual Direction. 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.
- Students must first apply to the Benedictine Spiritual Formation Program and pay the BSFP \$50 application fee.
- Application forms can be found on the Benet Hill website:  
<http://www.benethillmonastery.org/education/spiritual%20formation%20program.htm>
- Those who are accepted into the BSFP and also wish to receive Iliff credit must first notify Rev. Cathie Kelsey, Dean of the Chapel at Iliff.
- 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. This allows students to include these costs in their financial aid package. 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](http://www.benethillmonastery.org) and the site for the Benedictine Spiritual Formation Program is <http://www.benethillmonastery.org/education/spiritual%20formation%20program.htm> For additional information, especially about the Iliff logistics, or to discuss whether you are being called to become a spiritual director, please contact the Dean of the Chapel at Iliff, 303-765-3103.

## **URBAN MINISTRY PROGRAM**

Through the Urban Ministry Program, the Iliff School of Theology seeks to prepare women and men to minister faithfully and effectively in the city. The Urban Ministry program supports students, especially students of color, who serve urban churches and service agencies. Annually, two or more second- or third-year Iliff students are designated Urban Ministry Fellows. Fellows work in urban teaching churches and/or service agencies, meet with other fellows in an urban ministry colloquium, receive stipends to supplement their urban ministry work, and take classes and/or engage in research that addresses ministry in the urban environment. An Iliff faculty member administers the program. Contact the Office of Professional Formation for more information, 303-765-3115.

## **DENOMINATIONAL CONNECTIONS**

### **VOCATION AND MINISTERIAL AUTHORIZATION**

Iliff welcomes students from many faith traditions. The school has a unique commitment to its sponsoring denomination, the United Methodist Church. In addition, Iliff has developed commitments to students in particular denominations as described below.

Vocations in ministry take many forms and are called by a variety of names. Iliff supports preparation for ministry through three professional degree programs: the Master of Divinity, the Master of Arts in Pastoral and Spiritual Care, and the Master of Arts in Social Change, as well as many requisite denominational courses in history, doctrine, and polity. Specific requirements and decisions regarding ordination and other certifications are managed by each denomination.

Students are encouraged to learn their denominational processes and requirements and to select their degree program and coursework accordingly. While Iliff makes assessments concerning academic preparation, professional skills, and moral and spiritual fitness for ministry, the student's denomination will make independent judgments about fitness and readiness for ordination, certification and employment.

## **PREPARATION FOR MINISTRY IN THE UNITED METHODIST CHURCH**

Students preparing for ordination as elder enroll in the Master of Divinity degree. The United Methodist Church requires that they complete courses in United Methodist history, polity, doctrine and evangelism. Annual conferences may also ask for additional requirements, including Clinical Pastoral Education. Academic preparation for Ordained Deacon can be completed in two different ways: 1) through the Master of Divinity, the Master of Arts in Pastoral and Spiritual Care, or the Master of Arts in Social Change degrees; or 2) for students who already have professional graduate degree in a field related to their work as a Deacon, and with the approval of the denomination, may enroll as special students and complete courses that meet the Basic Graduate Theological Studies course requirements. It is advisable that students consult with their Board of Ordained Ministry to discuss the most appropriate way to complete the requirements for ordination as a Deacon.

Below are the Iliff courses that meet the Basic Graduate Theological Studies course requirements. This course list has been developed in consultation with the General Board of Higher Education and Ministry:

### **Hebrew Bible**

2SQ 103 Hebrew Bible Introduction I

### **New Testament**

2SQ 108 New Testament Introduction II (*Iliff recommends Special Students preparing for Ordination as Deacon take Hebrew Bible Introduction II and New Testament Introduction I for credit or audit.*)

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

3SQ 101 Christianity in Antiquity (to 600 CE)

3SQ 102 Christianity in Western Europe in the Middle Ages

3SQ 104 Christianity from the Reformation to the Enlightenment

3SQ 105 Christianity in Contemporary American Society

### **Theology**

4SQ 101 Theological Imagination and Construction I (Students with an appropriate background in theological studies may petition to take *Theological Imagination and Construction II* to meet the foundation requirement.)

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

### **United Methodist Courses**

BX 2113 United Methodist History and Sources of United Methodist Doctrine

BX 2115 United Methodist Doctrine

BX 2120 United Methodist Discipline and Polity

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

### **Worship**

5SQ 108 Introduction to Christian Worship

### **Personal and Professional Formation**

PPF 104: Vocation and Orientation

PPF 105: Identity, Power, and Difference

Consultation and Guidance: Phases I, II, & III

### **Area of Specialization**

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

### **SUPPORT FOR UNITED METHODIST STUDENTS**

Iliff supports United Methodist students in a variety of ways coordinated through the United Methodist Student Support Team convened by the Director of Professional Formation. Support services include:

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

**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](http://www.gbhem.org).

## **PREPARATION FOR MINISTRY IN THE EPISCOPAL CHURCH**

### **Anglican Studies at Iliff**

The Iliff School of Theology has joined with the Episcopal Diocese of Colorado in providing a specific component of the Master of Divinity degree designed to satisfy the canonical requirements for Postulants seeking ordination in the Episcopal Church. Such students must have prior approval of the Commission on Ministry and the Bishop of the Diocese. Candidates in other dioceses are urged to contact their diocese prior to beginning studies.

In general, the basic requirements for the MDiv degree are required with additional courses specifically designed for ministries in the Episcopal Church. Students who seek ordination in the Episcopal Church complete the requirements for the Certificate in Anglican Studies, but with a more specified curriculum (see below). The students also participate in an ongoing, quarterly, spiritual formation/peer reflection group with the Director and associated faculty. They are also strongly encouraged to use elective hours to pursue additional course work in Anglican Studies. Clinical Pastoral Education (CPE), whether pursued in tandem with the degree program or separately is required of all Postulants for ordination in the Diocese of Colorado. Details and further information are available from the Director of Anglican Studies, 303-744-1287, extension 232.

### **Certificate in Anglican Studies**

The Iliff School of Theology offers a certificate in Anglican Studies. Students who seek a Certificate in Anglican Studies will design, in consultation with the Director, a plan of study. Minimally, the study plan will include four courses. These courses may be drawn from the rotation of those regularly offered by Anglican Studies faculty (see below), or from the wider Iliff curriculum, including special courses and Summer School offerings. Students in the Certificate program are strongly encouraged to include the Integrative Colloquium in Anglican Studies in their study plans.

### **Anglican Studies Courses (offered on a two-year rotation)**

BR 3225 Christianity in the British Isles & the English Reformation, *4 credits*

BT 3047 Integrative Colloquium in Anglican Studies, *4 credits*

BX 2320 The Episcopal Church in America, *4 credits*

BX 2335 Polity of the Episcopal Church & the Anglican Communion, *4 credits*

BV 2315 Anglican Liturgy, *4 credits*

BV 2350 The Devotional Life: Historical/Contemporary Perspectives & Practice, *4 credits*

### **Requirements for those seeking ordination:**

Anglican Studies MDiv students follow the same pattern of requirements as other MDiv students with the following exception. In Sequence V, BV 2315: Anglican Liturgy substitutes for 5SQ 108 Introduction to Christian Worship.

### **Additional course requirements for Postulants seeking ordination:**

BR 3225: Christianity in the British Isles and the English Reformation

BX 2335: Polity of the Episcopal Church and the Anglican Communion

BX 2335: Polity of the Episcopal Church and the Anglican Communion **OR**

BX 2320: The Episcopal Church in America

BT 3047: Integrative Colloquium in Anglican Studies

BV 2350: The Devotional Life: Historical/Contemporary Perspectives & Practice

### **Personal Professional Formation:**

Anglican students participate in Personal and Professional Formation requirement. Clinical Pastoral Education (CPE), whether pursued in tandem with the degree program or separately is required of all Postulants for ordination in the Diocese of Colorado.

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

### **Lutheran Studies at Iliff**

In cooperation with the Rocky Mountain Synod of the ELCA, Iliff offers courses in Lutheran Studies. Some of these courses are offered in collaboration with the Iliff Anglican Studies Program.

### **Candidacy in the ELCA**

ELCA students who anticipate serving as ordained pastors, consecrated diaconal ministers, or commissioned associates in ministry are urged to be in contact with their synodical Candidacy Committee prior to beginning study or within the first year of study. For students from the Rocky Mountain Synod of the ELCA, please contact the assistant to the Bishop Madelyn Busse: 303-777-6700 [mbusse@rmselca.org](mailto:mbusse@rmselca.org).

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

### **Affiliation**

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 the year of resident theological study, and submit a recommendation for ordination or consecration to the candidate’s synod.

Candidates at Iliff are urged to be in regular consultation with their ELCA advisors in order to make the best possible use of the resources at Iliff. For more information about this program, contact the assistant to the Bishop, Madelyn Busse: 303-777-6700 [mbusse@rmselca.org](mailto:mbusse@rmselca.org)

## **PREPARATION FOR MINISTRY IN THE UNITED CHURCH OF CHRIST**

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

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

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

Information about UCC can be found at [www.ucc.org](http://www.ucc.org). To learn about UCC ministry and congregations in Denver and the Rocky Mountains, visit [www.rmucc.org](http://www.rmucc.org). To explore ministerial questions from a UCC perspective, check out [www.askthequestion.org](http://www.askthequestion.org). To look into UCC scholarship, possibilities go to [www.ucc.org/ministers/ucc-scholarships-for.html](http://www.ucc.org/ministers/ucc-scholarships-for.html).

## **PREPARATION FOR FELLOWSHIP IN THE UNITARIAN UNIVERSALIST ASSOCIATION**

There is a long history of welcoming Unitarian Universalist (UU) students to Iliff. There is a UU Students’ Association that is part of the Iliff Student Senate. The campus offers UU students close access to a number of metro UU congregations and the office of the Mountain Desert District of the UUA. The Boulder/Denver cluster of UU congregations invites all UU students to participate in the “Living Into Covenant” program of support and reflection during ministerial formation.

The Ministerial Fellowship Committee of the Unitarian Universalist Association has articulated competency for fellowship. Many of these areas are directly addressed in Iliff’s Sequence classes (MDiv requirements), courses in UU Polity, UU history, and electives in Iliff’s Social Change courses.

## **OTHER EDUCATIONAL OPPORTUNITIES:**

### **VETERANS OF HOPE PROJECT**

The Veterans of Hope Project is an interdisciplinary initiative on religion, culture and participatory democracy located on the campus of the Iliff School of Theology in Denver. The Project was founded by Dr. Vincent Harding and his late wife, Rosemarie Freney Harding, and is based on their half century of work in movements for peace and social change. Since 1997, the Project's primary mission has been to encourage a healing-centered approach to community-building that recognizes the interconnectedness of spirit, creativity and citizenship. The Project produces educational materials, workshops and programming designed to support reconciliation, nonviolence, and an appreciation for the value of indigenous and folk wisdom for contemporary times.

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

The Veterans of Hope Project is also committed to building strong intergenerational connections, urging younger people to learn about the social justice history of our country and to share their own stories and concerns for the expansion of democracy in the United States. The Project has developed a youth leadership initiative called "Ambassadors of Hope" which features year-round intergenerational programming.

For more information about programs, workshops, videos and pamphlets, please contact Gloria Smith at the Veterans of Hope Project office, (303) 765-3198, [gsmith@iliff.edu](mailto:gsmith@iliff.edu). Please also visit [www.veteransofhope.org](http://www.veteransofhope.org) and/or join us on Facebook.

### **NORTHWEST HOUSE OF THEOLOGICAL STUDIES**

For the past several years Iliff has participated in the Northwest House of Theological Studies, a cooperative effort of several schools offering programming in Salem, Oregon. We are saddened to report the dissolution of Northwest House effective July 1<sup>st</sup>, 2010. All Iliff-admitted Northwest House students will be transferred into an existing Iliff program that best fits their needs. If you have questions about this transition please contact Vince Tango, Associate Director of Admissions & Director of the Journey Program at [vtango@iliff.edu](mailto:vtango@iliff.edu) or 303-765-3106.

## **GENERAL POLICIES**

Students are solely responsible for being familiar with and abiding by the academic provisions of the Catalog, the Handbook and any Handbook Updates in effect at the time of their matriculation. Iliff reserves the right to change such provisions as needed.

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

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. The Academic Vice-President/Dean has been designated to handle inquiries regarding non-discrimination policies and complaints. Iliff is an Equal Opportunity Employer.

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

## **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, and for a variety of educational purposes. The Iliff Community expects its members to practice mutual tolerance and respect. In order to sustain our community, it is necessary that, both on and off campus, every member of the community respect the dignity and worth of all persons.

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

### ***INCLUSIVE LANGUAGE***

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

### ***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.

### ***PROTECTION AGAINST SEXUAL MISCONDUCT***

Adopted by the Board of Trustees, January 1994.

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

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

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

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

### ***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 Iliff and it is committed to taking action necessary to create such an environment. In recognition of this commitment, and through federal, state, and local mandates, the manufacture, distribution, sale, purchase, possession, or use of a controlled substance, whether alcohol, illegal drugs, or legal drugs used illegally, is prohibited on School premises or property. Being under the influence of controlled substances while on School premises is also prohibited.

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

Because the School recognizes that its programs have a clear and definite development impact on its students, faculty and staff, all violations of the Policy governing Alcohol, Drugs and Controlled Substances will be dealt with on an individual, in-house basis. Offenders will meet with the 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 the School if a student is convicted of a drug-related offense occurring on School premises or property under local, state or federal statutes: a) The first conviction will result in the required completion of a drug abuse assistance or rehabilitation program approved by the School as a condition of continued enrollment; b) The second conviction will result in the immediate dismissal of a student. As a condition of continuation of enrollment, the student must report all convictions of drug offenses occurring on School premises within five days of such conviction.

### ***SPECIAL NEEDS OF THEOLOGICAL STUDENTS***

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

Students agree by their enrollment to accept these procedures as part of their training at Iliff and to be bound by them. These standards do not preclude removal from the School or school housing in accordance with provisions of the housing occupancy agreement or other school rules or regulations, including academic disciplinary actions.

Definition of Special Needs: A "special need" refers to any situation or condition that brings into question the personal and professional development of a student and that appears to make necessary consultation and/or intervention which may go beyond the teacher-student or advisor-advisee relationship.

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

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

The Special Needs process is designed to assess the need for and possibility of professional development and whether and how that development is feasible. A special need situation is identified by the student himself/herself, others students, faculty or staff, or by a field education supervisor through the process outlined in the "Grievance Policy" section of this Handbook.

### **GRIEVANCE POLICY**

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, sexual misconduct, or a student who has a special need situation. (Complaints against faculty should be sent to the chair of the Faculty Personnel Committee. Complaints against staff should be submitted to their immediate supervisor.)

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

**Informal Investigation:** 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 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 available through the Iliff Counseling Service or, at the student's expense, through another 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.

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

**Appeals:** All members of the community shall retain the right of appeal, students according to the policies in their handbooks, 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 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.

All parties in allegations of sexual misconduct shall be afforded protection from reprisals resulting from investigations and determinations. Protection from reprisal may include, but not be limited to, removal from classes and direct supervision of the complainant by the employee, lateral employment transfers, and/or a provision that letters of reference be written by those who are not in positions of authority to retaliate.

In exceptional cases, the President may suspend from duties any employee or faculty member against whom it has been determined that sexual exploitation has occurred and that there is risk that person would do immediate harm to, or take retaliatory action against, others under their authority.

## **CHANGING OR REQUESTING EXCEPTIONS TO NON-ACADEMIC POLICIES**

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

### Mediation:

Mediation is designed to mediate accommodation to existing policies. 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.

### Procedures:

One or more students concerned that the person, office or committee normally responsible for the policy in question has not been responsive to a concern raised about a non-academic policy or practice, should follow the “Grievance Policy” procedures listed in this Handbook.

## **DISABILITY ACCOMMODATIONS**

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. The School is committed to the provision of reasonable accommodations to qualified students with disabilities during their studies at Iliff.

Students must request accommodations and disclose his/her disability before any accommodation can be implemented. Students with disabilities who need accommodations are encouraged to identify themselves and submit a request to the Iliff Advising Center, located in Skaggs Hall 112 or available via email at [advising@iliff.edu](mailto: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. The Disability Team will need time to review requests.

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

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

Reasonable Accommodation: Iliff will engage in a collaborative effort with students with qualified disabilities to reasonably accommodate such students’ needs. Students are encouraged to contact the Iliff Advising Center 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 a reasonable 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. Examples of possible accommodations may include, but are not limited to, extended-time testing in a reduced-distraction environment, amplified hearing equipment, or use of reading software. Iliff is 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.

Alternative Testing: Learning-disabled students may request additional time and/or alternative examination formats, such as oral exams. Students must fill out appropriate forms and provide adequate paperwork to the Advising Center. Students may also need to discuss these alternatives with the professor with sufficient lead-time to make reasonable accommodations.

Assisted Listening Devices: The following areas are equipped with assisted listening device transmitters: the Chapel, S-101/102, I-301, I-201, Bartlett Lounge, and Great Hall. Receivers and headphones are issued to students with need through the Library in conversation with the Disability Officer. Receivers are also available for public use for special events.

Student's Responsibility: It is the joint responsibility of students and Disability Services Staff to work together to meet accommodations needs. Students with a disability must disclose their disability, provide documentation of the disability, and request accommodations using the forms provided by the Advising Center. Current documentation of disability is required, preferably within the last three calendar years, 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.

Documentation of learning disabilities should be current; that is, completed within the three years immediately prior to the request for accommodation. The documentation should include (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

Accommodations must 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.

Students should make themselves available for consultation with faculty and Student Services to discuss concerns about their course work. Students with disabilities are also encouraged to inform their advisor of their accommodations. 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.

Procedures are as Follows:

- Self-identify to the Advising Center, located at S-112 or [advising@iliff.edu](mailto:advising@iliff.edu), for general requests for accommodations. A member of the Advising Center Staff will indicate what information and documentation Iliff will need for the given request.
- Provide eligibility documentation as requested.
- Request accommodations before the beginning of a course and inform appropriate faculty of approved accommodation(s).

To submit a grievance or complaint, follow the procedure detailed in the section "Grievance Policy."

Retention and Disposal of Documentation and Student Records: Iliff School of Theology will hold students' disability documentation and records for 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 degree-seeking students in all programs. Insurance for medical evacuation and repatriation is required for all international students in J-1 status, in addition to health insurance. All students must provide proof of insurance coverage before they are allowed to register. Proof normally consists of a valid insurance card or receipt for payment for an insurance policy. Please contact the Coordinator of Student Services at 303-765-3105 for more information.

## **COLORADO IMMUNIZATION REGULATIONS**

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

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

## **CHAPEL**

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

Worship services during 2010-2011 are scheduled two times each week during each quarter: 11:10 a.m. -12:00 p.m. on Wednesday and 12:00-1:00 p.m. on Friday (Anglican services) in the Chapel. Morning prayer is held at 9:00 a.m. Monday through Thursdays throughout the school year. Wednesday morning services include academic convocations as well as a wide variety of traditions and formats. Friday noon services follow the Book of Common Prayer for Eucharist.

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

"Guidelines for Sacred Time-Worship Planners" may be found on my.iliff on the "Community Life" tab, under the "Sacred Time-Worship and Spiritual Life" link.

## **CAMPUS SAFETY**

Iliff has always been concerned with the safety of students, employees and visitors and their physical possessions on campus. Over the years, Iliff has responded to changes in the social environment and attitudes toward crime by improving security, increasing the presence of officers of 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.

## **ILIFF OMBUDSPERSON**

The designated ombudsperson for Iliff is Dr. Andi Pusavat, Director of the Iliff Counseling Center. The ombudsperson provides confidential and informal assistance to students, staff, faculty and administrators of the Iliff community. The ombudsperson is available to assist with complaints involving interpersonal misunderstandings or disputes, as well as complaints involving academic or administrative issues and attempts to help individuals resolve their concerns fairly and, if possible, informally.

The Ombudsperson can:

- Listen and discuss questions, concerns and complaints
- Help evaluate various options to address concerns
- Answer questions or help find others who can
- Explain Iliff policies and procedures
- Facilitate communication between people
- Advise individuals about steps to resolve problems informally
- Advise individuals about formal and administrative options, including possible use of grievance procedures detailed in faculty, staff and student handbooks
- Mediate disputes to seek “win-win” resolution of problems
- Make appropriate referrals when informal options don't work
- Point out patterns of problems/complaints to administrators

Dr. Pusavat can be reached at 303-765-3130 and is located in Iliff Hall 110 (I-110).

## **ACADEMIC POLICIES**

### **ILIFF ADVISING CENTER**

We are thrilled to announce the formation of the Iliff Advising Center which will begin advising Iliff Master's students on August 1, 2010. Students will be assigned to the Advising Center for an initial consultation at the time of their matriculation.

Advisors are ready to counsel on matters of mutual concern throughout the 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 each term before they can register online.

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

The Advising Center is available via email at [advising@iliff.edu](mailto:advising@iliff.edu). Please check the Iliff website for Advising Center dates and times of operation or contact the Advising Center for an appointment that fits your schedule.

## **WRITING SKILLS ASSISTANCE**

Because good writing and research skills are essential to success in any academic program, in the fall of each year Iliff normally offers a course to enhance academic skills: *BV 2656 - Writing Skills for Theological Education*. This interactive course provides an opportunity to learn about and practice many of the reading, research, and writing skills that students will need at Iliff as well as in their professional settings. Topics include: multiple intelligence theory and teaching/learning styles, types of academic writing, skillful reading, note-taking, study skills, library resources, research strategies, credibility, plagiarism, thesis statements, organization, arguments, use of person and voice, citations, proofreading, and feedback. A two credit class, *BV 2658 – Writing Intensive*, is offered occasionally as an opportunity for students to continue to practice and receive feedback on their writing skills.

Iliff's writing lab is available for students of any level who need help beginning an assignment, organizing thoughts, or completing a final revision. Hours vary each quarter; inquire in the Library for more information.

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.

## **ACADEMIC INTEGRITY**

Academic integrity lies at the foundation of the academic process. For this reason it deserves special discussion in an educational environment, and the institution is obligated to make clear its expectations. Academic dishonesty includes, but is not limited to, acts of fraud and deception on an examination or class assignment, acts of forgery or unauthorized alteration of any official academic record or document, and attempts to gain credit for work that one has plagiarized from the work of another person.

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

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

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

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

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

A student who intends to appeal a sustained charge of plagiarism and/or sanctions imposed by the Academic Vice-President/Dean may submit a written appeal to a committee to be named by the Academic Vice-President/Dean. 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.)

## **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**

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

Special Days: Martin Luther King, Jr. Day. Classes will not be held. Good Friday: Classes will not be held.

## **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 in the subject area of the workshop and obtains the Iliff instructor's approval. If credit is given, the instructor will grade it on a Pass/Fail basis.

## **RESIDENTIAL REQUIREMENTS**

The Association of Theological Schools, the organization 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, at least one year of full-time academic study or its equivalent (i.e., 40 credits) must be taken via on-campus (not fully online) courses. If you have a question about whether your degree plan meets this residency requirement, please check with your academic advisor or contact the director of distributed learning, Dr. Debbie Creamer, at [dcreamer@iliff.edu](mailto:dcreamer@iliff.edu).

## **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 and 40 quarter credits into the MA degree program. Use the "Transfer of Credit" form located on [my.iliff](http://my.iliff) or in the Registrar's office to make this request.

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. Submit a “Course Substitution” form to the Registrar. The form will also be reviewed by the faculty who teach the course in question. Exemption does not decrease the total hour requirement 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 have completed a unit of Clinical Pastoral Education in the three years before entering Iliff may be eligible for CPE credit in the MDiv or MAPSC degree program. Students should review the discussion of CPE in the “Personal and Professional Formation” section of this Handbook and consult the Director of Professional Formation.

The Advising Center, along with the Registrar and the Office of Admissions, assist 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**

Academic and Financial Aid 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. Master’s students must also maintain a cumulative GPA of 2.00 or above to remain eligible for federal student aid and certain Iliff aid programs. These standards must be maintained by all students applying for financial aid at Iliff regardless of whether or not they have received aid in prior terms (i.e. a second year student who did not receive aid during his/her first year must still meet the standards of progress at the time of the award). Successful completion of a course of study requires a grade of "C" or above or "Pass." Grades of "D" "F" "NC" (no credit) or "I" do not constitute successful completion of a course.

Academic Review Committee: Each quarter, the Academic Review Committee reviews all students who are on conditional status, 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), to remove students from conditional status, and to suggest to the Academic Vice-President/Dean the dismissal of students on academic grounds.

The Academic Review Committee is a standing committee that reports to the Academic Vice-President/Dean. Its membership includes: the Academic Vice-President/Dean (or the Dean's designee); the Dean of Enrollment & Student Services, the Financial Aid Administrator; the Registrar; and the Advising Center for conditionally admitted students. 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, usually no later than two weeks after the end of the quarter. The committee reviews the work of every student on conditional status or probation. A letter is sent from the Academic Vice-President/Dean to each student reviewed by the committee (normally at least one week before the beginning of the quarter) outlining the concerns of the committee and/or changes in status (placed on probation, taken off conditional status, etc.) Copies of the letters are sent to the student's advisor and may be sent to the Business Office as appropriate.

Academic Probation: Students whose grade point averages fall below the requisite 2.25 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 course P/F (unless they are not offered for a letter grade), must 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.

Financial Aid Probation: Students who do not maintain the minimum 2.00 average may also be placed on financial aid probation for one quarter. In financial aid probation, the student is given one academic quarter to bring the GPA back to a 2.00 average. If satisfactory progress standards have not been achieved by the end of the one probationary quarter, the student will be denied financial aid eligibility until satisfactory progress is achieved. Withdrawal from school has no effect on the student's satisfactory progress upon re-entering.

Students receiving special financial awards with specific grade point average requirements must maintain that requirement from one quarter to the next in order to remain eligible to receive those funds. Awards with specific GPA requirements will be rescinded for the quarter following any quarter in which the cumulative grade point average falls below the required minimum. Grades will be reviewed at the end of each quarter. Once a new quarter has begun, scholarship or grant funds will not be adjusted for grade changes resulting from late completion of course work.

## **INCREMENTAL PROGRESS**

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

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

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

## **CONDITIONAL ADMISSION**

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

Upon petition by the Dean of Enrollment & Student Services to the Academic Vice-President/Dean, conditional admission might be granted to an individual who previously withdrew or was discharged from the institution for academic performance provided the courses taken by the student are older than ten years, the student provides the Dean of Enrollment with appropriate rationale for why (if readmitted) they will perform better and the Admissions Committee votes to readmit the student. The Dean of Enrollment reserves the right to deny admission to any student that is deemed unsuitable for admission to the institution.

## **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 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.

## **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 additional tuition charges.

### *REGISTRATION*

Dates for registration are listed in the School's academic calendar. Registration is conducted by the Registrar. Opportunity for registration in person is usually held at orientation for new students. Registration is held on-line for continuing students. Please see the Handbook section on "Tuition and Fees" for late registration fees. All continuing students who register after the start of classes will be charged the late fee. No person can register after the first full week of the quarter.

### *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/ADD form, obtained from outside of the Registrar's Office. The fee for dropping or adding courses is \$25. All drop/add forms are given to the Financial Aid Administrator first who, in turn, submits them to the Registrar. Changes are effective on the date the form is received by the Financial Aid Administrator. 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.

Policy for withdrawal from summer courses is different and will be listed on my.iliff.

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 Financial Aid Administrator, as this change will affect student financial aid and federal student loans. **If students do not officially drop courses in which they are enrolled but not attending, they are considered to be registered in those courses and will receive a failing grade.**

## *AUDITING COURSES*

For qualified auditors, 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. For degree-seeking students, auditing a course requires an email to the Registrar unless this changes total credit hours. See the “Auditing Policy” section of this Handbook for more information.

## *INDEPENDENT STUDY*

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

Procedure: Prior to registration, secure approval of the advisor and the proposed instructor. 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.

Registration for an Independent Study must include the instructor's initials and the course number (subject area prefix (e.g., BL, BV, etc.) and the level of study (2999, 3999). Generally, independent study is available with most full-time faculty and not with adjunct 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 credits. No more than four credits of independent study may be taken in any quarter, and no more than eight credits per academic year.

## *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 the advisor
- register for the course at Iliff with a hard copy registration form
- secure a limited enrollment card if registering for a course through the School of Social Work or Professional Psychology

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

### *Cross-Registration at Denver Seminary*

Students who are enrolled for 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 the Iliff advisor or Dean on the inter-school registration form and return the form to the Registrar at Iliff and
- register for the course at Iliff with a hard copy registration form.

## **GRADING AND GRADE CHANGE POLICIES**

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

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

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

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

The initiative lies with students to request this option from their instructors during the first week of the quarter. Instructors may grant or deny the request. The grade P (Pass) carries no grade points and does not enter into the students' 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. However, 2/3 of a student's course credits taken at Iliff must have a letter grade to qualify for graduation with distinction.

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

### Incomplete Courses:

*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.

## **INCOMPLETE POLICIES AND PROCEDURES**

### Policy:

Normally work should be completed within the constraints of the ten-week quarter. Under exceptional circumstances, the School may grant an incomplete in a course, with a contract from the student to finish the work in a reasonable amount of time.

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 should normally be 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 can be considered by petition to 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 will be graded Pass or Fail.

Fee: An automatic \$25 fee is charged by the Business Office for each incomplete; this is charged when work is completed and a grade is submitted by the instructor.

Other stipulations: Students conditionally admitted or 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 Contract Form" located in the Registrar's office or on 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.

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

A WP may be given when illness or other emergency situation is judged by the instructor and the Academic Vice-President/Dean to warrant the grade. To receive a WP, students must be passing at the time of the withdrawal and the withdrawal must be requested before the end of the sixth week of the quarter. WPs are not included in GPA calculations. A WF may be recorded in cases of suspension due to absences from class, when a class is dropped after the deadline, as part of a disciplinary action, or if current work is unsatisfactory at the time of the drop. Grades of WF enter into GPA calculations. (See 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.

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.

Sequence Class Repetition: Sequence classes may be repeated once as the result of a failing grade (that is, a grade below C). Permission of the Academic Vice-President/Dean and the instructor is required if the sequence course is to be repeated more than once. Permission will be considered when there are documented grounds to suggest the student will pass the course.

### ***GRADE CHANGE***

A student or faculty member may initiate a grade change. A student-initiated grade change must be approved by the instructor. The instructor must submit a "Correction in Error of Grading Form" directly to the Registrar within two quarters following the end of the course in question. Faculty are under no obligation to approve a student's request for a change of grade. Students may lodge an appeal with the Dean if their initial request is denied. (See Academic Appeals and Petitions in this Handbook.)

### *GRADUATION WITH DISTINCTION AND GPA*

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

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

## **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 my.iliff or outside the Registrar's office.

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

There is a separate form for adding or removing the Anglican Studies Program and MSW Cooperative Program. Forms can be found online at my.iliff or outside the Registrar's office.

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

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

### All Applicants

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

### For persons applying for the Master of Divinity, Master of Arts in Social Change or Master of Arts in Pastoral and Spiritual Care:

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

For persons applying for the Master of Arts degree:

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

Note: Admission to the Master of Arts degree program requires an overall GPA of 3.0/4.0.

For persons applying for the Master of Theological Studies:

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

## **DEPARTURES, LEAVES AND WITHDRAWALS**

### **EARLY DEPARTURE FROM SCHOOL**

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

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

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

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

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

### **Unforeseen Circumstances**

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

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

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

Students who wish to remain active in a degree program but not take courses during a given quarter (not including summer) or academic year must apply for Continuing Registration. Continuing Registration may be granted for one quarter at a time or for a full academic year. Forms are available from the Registrar and must be signed by the 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. A \$10 late fee is added after the fourth week of the quarter.

Time spent on Continuing Registration counts in the ten years given to complete the Master of Divinity or the seven years given to complete the MASC, 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 (MSW) 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 to the Academic Vice President/ Dean and to the Registrar and must complete forms for official release. In emergencies where this is impossible, the Academic Vice-President/Dean and/or the Registrar should be notified by persons authorized to act for the student.

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

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

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

## **ACADEMIC RECORDS**

### *TRANSCRIPTS*

Official Iliff School of Theology transcripts must be signed by the Registrar and embossed with the School's seal. Official and unofficial Iliff transcripts can be requested through the Office of the Registrar with a signed request form (available outside of the Office) or signed letter. Student transcripts are considered confidential and will not be released without a signed request. The letter should include the student's Iliff ID number or social security number, last date of attendance, complete address where the transcript is being sent to and the student's complete address (if not the same). The process can also be started by an email to the Registrar with the above information and followed up with a signed request. Transcripts are \$5.00 each. Transcript requests can take up to ten days to be processed. Current students without a financial hold can print unofficial transcripts through 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:

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

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

### The right to request the amendment of the student's education records that the student believes 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 School decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Students may have copies of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document that exists elsewhere). These copies would be made at the student's expense at prevailing rates.

Educational records do not include records of instructional, administrative and educational personnel that are the sole possession of their makers and are not accessible or revealed to any individual, except a temporary substitute, records of a law enforcement unit, student health records, or alumni/ae records. Students may, however, request the release of their health records to a physician of their choosing.

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

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; 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: name, directory picture, address, telephone number, name of spouse, Iliff degree program & year, denominational affiliation, previous institution(s) attended and degree(s) conferred.

Upon request, the School discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Registrar. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended. At that time, they will be informed by the Registrar of their right to a formal hearing.

Student requests for a formal hearing must be made in writing to the Academic Vice-President/Dean who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panel, which will adjudicate such challenges, will be the Academic Vice-President/Dean's committee.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decisions of the hearing panel if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the educational records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the educational records maintained as part of the student's records and released whenever the records in question are disclosed.

Students who believe that the adjudication of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the institution to aid them in filing complaints with The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

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

## **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 outside the Office of the Registrar and 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 the Academic Vice-President/Dean deems appropriate. The Academic Vice-President/Dean's decision shall be final for all academic appeals. If the appeal involves the Academic Vice-President/Dean in his/her faculty role, the appeal will be forwarded to the President.

## **FINANCIAL INFORMATION/TUITION AND FEES**

### **Tuition and Fees**

Tuition and fees listed in this Handbook are valid for the 2010-2011 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.)

## **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](mailto: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, 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 attend class for the next quarter until your account balance is paid in full.

### **Master's Degree Tuition for 2010-2011**

Full-Time: 8-14 credits per quarter: \$5,360 per quarter; \$16,080 for three quarters; \$670 per credit for each credit over 14.

Part-Time: 1-7 credits per quarter: \$670 per credit.

\$333.37 per credit for students taking CPE and students in Personal and Professional Formation Internships. Please see the Business Office for details of charges if CPE or internship is combined with additional Iliff coursework.

### **Application Fee: \$50**

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: \$150 for all master's degrees**

### **Technology Fee: \$50 each quarter**

### **Student Activities Fee: \$15**

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

### **Continuing Registration Fee: \$50 each quarter**

### **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

### **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): \$40 per quarter.

Parking card deposit: \$40 for student living on-campus.

Replacement of lost Identification Card: \$10

## **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

**Intensive Course Withdrawal Policy:**

For intensive course meeting (i.e. for those meeting less than two weeks) the following policies and fees apply. If a student withdraws from a course after its start, the following refunds are available:

- Withdrawal before second class session – 90% tuition refund
- Withdrawal before third class session – 50% tuition refund
- Withdrawal on or after third class session – no refund.

## **FINANCING YOUR EDUCATION**

### **General Financial Assistance**

The Iliff School of Theology offers a wide range of financial aid options for students. Because we want to recognize academic excellence, Iliff offers several awards based on merit. We also offer awards based on financial need. In addition, Iliff participates in federally-funded programs such as work-study and government subsidized loans. While Iliff feels the primary responsibility for financing your education rests with you and/or your family, we are committed to assisting you in finding a variety of resources to help in that process.

For priority consideration for institutional grants and/or scholarships from Iliff, all financial aid documents (Financial Aid Application, Free Application for Federal Student Aid (FAFSA), plus any other documentation requested) must be received in the financial aid office **no later than February 1.**

### **Memorial and Other Scholarships and Grants**

Iliff scholarship programs have been made possible largely through memorial gifts and many bequests from friends. The generosity of donors through the years has created a number of funds, the income of which is available for scholarships and grants.

Some scholarships are based solely on academic achievement and potential for leadership, others on a combination of individual achievement and need. Some annual scholarships are made available by individuals, foundations, and church organizations and require special application forms.

**Please see Iliff's web site, [www.iliff.edu](http://www.iliff.edu), for a list of scholarship and grant opportunities.**

## **EMPLOYMENT**

In a metropolitan area of more than two million people, numerous opportunities for part-time employment may be found. Iliff maintains job listings in various categories on a secure area of [my.iliff.edu](http://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.

### **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. In addition, some campus jobs are available to all students. Contact the Financial Aid Office for more information: 303-765-3114.

### **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** are not eligible for federal or institutional 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:

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

### Federal Perkins Loan:

- May borrow up to a maximum of \$8,000 per academic year to an aggregate of \$40,000 for all undergraduate and graduate loans; 5% interest; Loans based upon financial need and availability of funds; nine-month grace period after cessation of one-half time enrollment; \$50 per month minimum payment; cancellation and deferment clauses; interest waived during enrollment and grace period.
- Funded by federal and institutional monies.
- Apply through the Financial Aid Office.
- Must be U.S. citizen or permanent resident; degree seeking; must have financial need; attend at least one-half time; maintain satisfactory academic and incremental progress.
- Complete a free application for federal student aid. (apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov))
- No loans will be approved for students with prior loan defaults.

### Federal Subsidized Stafford Loan:

These are subsidized loans, which mean that the federal government will pay the interest on the loan while you are in school and during specified deferments, but you must demonstrate financial need. For graduate and professional students, subsidized loan limit is \$8,500 per academic year up to an aggregate loan maximum amount of \$65,500 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](http://www.fafsa.ed.gov))
- Complete a master promissory note (apply online at <https://studentloans.gov>)
- Complete entrance counseling online (<https://mapping-your-future.org> or <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.

### Federal Unsubsidized Stafford Loan:

A federal law called the Higher Education Amendments of 1992 created a program of unsubsidized loans for students who do not qualify, in whole or in part, for subsidized Federal loans. The terms of an unsubsidized loan are the same as the subsidized loan, except as described below:

- Interest Payments: The federal government does not pay interest on your behalf. You must pay for all of the interest that accrues on your unsubsidized loan during the time you are enrolled in school, during the grace period, and during any periods of deferment or repayment. There are two ways for you to pay interest while you are in school, your grace period, or a period of authorized deferment: (i) you may make monthly or quarterly payments to your lender or (ii) you and your lender may agree to add interest to the principal of your loan, but no more frequently than quarterly. (This is called capitalization.) If you do not make an interest payment as scheduled while you are in school, in grace period, or during a period of authorized deferment, your lender may automatically capitalize the interest every three months. During other periods, you must pay this interest to your lender, unless your lender agrees to grant you forbearance, as explained in your promissory note.
- No loans will be approved for students with prior loan defaults.

### Federal PLUS Loan for Graduate and Professional Students:

If your Federal Stafford Loan isn't enough, the Federal PLUS Loan for graduate and professional students can help you cover the rest. Graduate students enrolled at least half-time at an eligible school, are U.S. citizens, U.S. national or permanent resident may apply. Apply on-line at <https://studentloans.gov> No loans will be approved for students with prior loan defaults.

## **APPLYING FOR AID**

Please note: To continue to receive financial aid, students must reapply each year by completing a new FAFSA and institutional financial aid application. The links to the FAFSA and application are located on My.iliff's site (<https://my.iliff.edu>). You may be required to submit additional information for supporting documentation, such as IRS 1040 forms. Students applying for federal financial aid must complete and sign a Statement of Educational Purpose/Certification Statement on Refunds and Default, Selective Service Registration Compliance and updated information.

## **EDUCATION COSTS**

Tuition and fee costs are outlined above. The amount of your books and supplies will vary depending on your course of study, but will average about \$1,600 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: budget – resources = need. Budgets are determined each year by the Financial Aid Office. These budgets are based on bureau of labor statistic guidelines and student surveys. Resources include 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, VA, etc.) have been used, school awards (need- and merit-based) will be considered. To meet remaining financial need, all students will first be considered for Federal and/or Institutional loan funds. Next, need will be met by employment, and lastly, Perkins Loan funds will be made to eligible students.

Need-based aid will be awarded first to those students who show the greatest financial need and who have completed their applications by the priority dates indicated. If additional funds remain, late applicants will be considered.

Merit awards will be awarded first to students with strong community participation and the highest grade point average. Special scholarships will be awarded based on the individual criteria established by the private donors. If you are applying for "non-need-based" aid, the scholarship committee will review your application and consider recommendations from department heads. You may then be offered aid from the School's various assistance programs. You will receive a financial aid award letter, listing the various types of aid offered to you. To accept these funds, you must sign and return the award letter to the Financial Aid Office by the deadline indicated.

Disbursements of financial aid funds administered by Iliff are generally made at the beginning of each quarter. 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.

## **FINANCIAL AID LIMITATIONS**

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

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.

Merit-based scholarships will not be awarded during any academic term in which the student is registered for more than one-third of credits for Pass/Fail rather than a letter grade.

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 Dean of Enrollment & 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 Financial Aid Administrator 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 Dean of Enrollment & Student Services 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.

## **WITHDRAWALS AND REFUNDS**

If you withdraw during a quarter, you must follow the established checkout procedure, which includes an interview with the Financial Aid Office. If there is a refund due, refunds are made according to the federal guidelines as follows: Federal/State Aid: 1) Perkins loan; 2) Stafford/SLS; Institutional Aid: 1) scholarships programs; 2) consolidated loans; 3) other Iliff awards; 4) scholarships; 5) student.

## **OTHER INFORMATION**

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

## **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 Financial Aid Administrator is the designated emergency loan officer. If the designated officer is unavailable, students may contact the chief financial officer in Business Affairs. The emergency loan officer is authorized to approve loans up to \$1,500 per quarter. Only one advance per quarter will be approved.
- Additional emergency loan funds in a succeeding quarter will be approved only if the loan for the preceding quarter has been repaid.
- No loan will be approved if the student (a) has an outstanding account with the School that will not be covered by approved financial aid, i.e. grants, scholarships or student loans; (b) has repeatedly written insufficient checks to the School.
- Loans are due and payable the first day of the quarter following the quarter in which the emergency loan was received or the last day of the academic year, whichever occurs first, unless the Financial Aid Administrator 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.

## **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, or 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.

### **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 veteran ...continues 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 (a) complete 50 percent 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 COUNSELING SERVICES**

The purpose of the Iliff Counseling Center is to meet the general psychological needs of the Iliff community and to promote a school-wide climate that is conducive to learning and personal/professional growth. The range of services available to all students includes:

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

The Iliff Counseling Center follows a brief, solution-focused therapeutic model to meet the needs of the Iliff community. Eight counseling sessions per academic year are provided to Iliff students at no cost to them. If needed, a student may continue with individual/family/couples counseling beyond eight sessions at \$90 per-session fee for sessions nine through twelve. Sessions are limited to twelve sessions per academic year. Referrals to outside providers are available for those who want or need more than twelve sessions. The fee for group counseling is \$15 per session. There is no limit on the number of group sessions a student can attend.

Andi Pusavat, Ph.D., Licensed Psychologist and Director of the Iliff Counseling Center, provides the primary services for the Iliff community. Dr. Pusavat is available twenty-five hours per week.

Vanessa Hazell, M.A., a doctoral-level graduate assistant in Counseling Psychology, is available fifteen hours per week to meet with Iliff students during 2010-2011.

The Iliff Counseling Center is located in rooms 110 (Dr. Pusavat) and 108 (Ms. Hazell) in Iliff Hall. The phone number to reach Dr. Pusavat is 303-765-3130 and the phone number to reach Ms. Hazell is 303-765-3135.

Appointments to be seen at the Iliff Counseling Center must be made with Dr. Pusavat or Ms. Hazell personally by calling their office numbers. Information about workshops, psycho-educational groups, and therapy groups will be posted on my.iliff as they are established. If Iliff students have any requests for workshop themes, psycho-educational groups, or special population groups, they are encouraged to present those requests to Dr. Pusavat.

### *CONSULTATION AND GUIDANCE*

The Iliff Counseling Center also administers the Consultation and Guidance (C&G) requirements for MDiv, MASC, and MAPSC students. Please see the Personal and Professional Formation section of this Handbook for more details.

### *EMERGENCY SERVICES*

In a crisis or emergency situation only, a Crisis Counselor may be reached 24 hours a day by calling Dr. Pusavat's office number 303-765-3130 and following the voicemail prompts. If a student is in crisis and cannot wait for a return call, the student should call 911 or go to the nearest emergency room.

The Iliff Counseling Center will also have two walk-in hours per week throughout the school year. Specific times will also be posted on the Iliff Counseling Center office doors.

## **ILIFF STUDENT SENATE**

The Iliff Student Senate exists to give us, the students of Iliff, an opportunity to come together and become involved in the life of this community. It exists to foster communication and build community. Through Senate, your ideas for how to enhance your experience at Iliff can become a reality; your concerns and interests can be raised, discussed, and addressed; your goal of balancing academics, relationships, body and spirit can be met; your need for a liaison between students and administration will be provided. In short, the Senate exists for, with, and because of you. It is your organization - our organization. How can the Iliff Student Senate serve this community? Senate meetings are open to the Iliff community. All activities will be publicized, but for further information or to give suggestions, contact one of the officers or senators.

To Contact the Iliff Student Senate: You can contact senators via email, or by placing a comment in the comment box at the Senate Bulletin Board. To see the Student Senate Constitution, please see Appendix III.

## **A STATEMENT FROM THE ILIFF STUDENT SENATE**

As the primary student organization at the Iliff School of Theology, a United Methodist seminary, we are distressed by the presence of homophobia and heterosexism within the church and in our society. Such fear and hatred reflects neither God's love nor God's intent for communities of faith. We hope that our affirmation of the wholeness of all persons will bring reconciliation to all people who find themselves in exile from the family of God because of ignorance, prejudice, homophobia, and heterosexism.

All persons are recipients of God's love and grace. God intends the church to be a community that embodies love, grace, and justice for all people. As a sign of faithfulness to God's covenant with all humankind, we discern that God is challenging religious and spiritual communities to affirm the participation of gay, lesbian, transgendered and bisexual persons in all aspects of common life. We seek to address and advocate the needs and concerns of gay, lesbian, and bisexual persons in the church and society. We strive to utilize the gifts of all persons in our work and ministries without regard to sexual/affectional orientations.

Consequently, we of the Iliff Student Senate wish to be open and affirming of all persons. To this end, we declare ourselves part of the reconciling movement and stand in solidarity with the Reconciling Congregation Program of The United Methodist Church. (Written and approved by the Iliff Community Senate - spring 1995. Amended by the Iliff Community Senate 2000-2001. Edited by Anne Williams 23/7/03).

## **TECHNOLOGY, HOUSING, PARKING, AND OTHER RESOURCES**

### **COMPUTERS AND PRINTING**

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

Two workstations (one in the upstairs north room, the other down in the microform room) are equipped only with Microsoft Office Suite and do not connect to the Internet or to a printer. There is one Assistive Technology PC workstation (for patrons with visual or learning disabilities) located next to the Reference stacks.

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

Wireless internet access is available throughout Iliff. The Library also has a four-station area in the current periodicals reading room for cable connections. Library users must have their own laptops equipped with Ethernet network cards (no telephone modem access is available). To use wireless internet, contact the IT Helpdesk for the network password. The IT Helpdesk can be contacted via email, [helpdesk@iliff.edu](mailto:helpdesk@iliff.edu) or by phone, 303-909-9321.

Students are expected to provide their own media (CD or flash drives) for document storage and to comply with all aspects of the "Policy on the Use of Library Computer Resources," which is listed in this Handbook and is also available on the Taylor Library web page.

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

**Iliff Website Homepage:** [www.iliff.edu](http://www.iliff.edu) On the main Iliff website you will find links to: Moodle (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 Homepage:** <http://www.iliff.edu/research/>

**Email:** <https://www.google.com/a/stu.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 important to arrange to forward it to another address as described below or that you check your e-mail account regularly.

**Email Forwarding Options:** If you wish to forward messages, please log into your Google Apps email. Once there, you will see a "Settings" link at the top. After you click on that, you will see a "Forwarding and POP/IMAP" link in the new window. Now, under the forwarding section, click the radio button next to "Forward a copy of incoming mail to" and then enter the email address you would like to have your mail forwarded to. You can use the drop-down menu right below to select what you would like to have done with your incoming mail. The options are "keep..." "archive..." or "delete..." We recommend that you leave it as the default "Keep Iliff School of Theology Mail's Copy in the Inbox." After you have done this, scroll to the bottom of the page and click "Save Changes."

**E-Mail Account and Password:** Your Iliff e-mail address has been assigned in the following way:

- E-mail address: the first initial of your full legal name and your full last name followed by @stu.iliff.edu (example: [jsmith@stu.iliff.edu](mailto:jsmith@stu.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 for your student email, you can click on the "Settings" link after you have logged in. Then click on "Accounts" at the bottom of that page. There is a link for "Change Password."

Accessing Your Iliff E-Mail Account: To access your e-mail account, several computers are available in Taylor Library. To access your email account from a computer outside Iliff, you must have your own Internet Service Provider (ISP). Once you are connected to your ISP, open Internet Explorer 4.0 or higher and go to <https://www.google.com/a/stu.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 student email link on [www.iliff.edu](http://www.iliff.edu) or on the main page of my.iliff.edu or moodle.

## **MY.ILIFF**

my.iliff (<https://my.iliff.edu/ics/>) is Iliff's web portal, which provides on-line access to academic information, bill payment, registration, and much more. For instructions on accessing my.iliff, please see: [http://online.iliff.edu/projects/ist\\_docs/wiki/StuDocs](http://online.iliff.edu/projects/ist_docs/wiki/StuDocs)

## **ONLINE REGISTRATION**

- type my.iliff.edu into your web browser address bar
- You will need your Iliff student ID number (6100xxxxx).
- Your advisor will need to clear you before you are able to register.

Further instructions on how to register online are located at [http://online.iliff.edu/projects/ist\\_docs/wiki/StuDocs](http://online.iliff.edu/projects/ist_docs/wiki/StuDocs)

## **MOODLE**

Moodle (<http://online.iliff.edu>) is Iliff's on-line course management tool, which many faculty use to complement in-class delivery. For instructions on accessing Moodle, see [http://online.iliff.edu/projects/ist\\_docs/wiki/StuDocs](http://online.iliff.edu/projects/ist_docs/wiki/StuDocs)

## **IT HELPDESK**

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

## **HOUSING**

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

### *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. The Dean of Academic Affairs has been designated to handle inquiries regarding non-discrimination policies and complaints.

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

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

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

Time limitations on residing in student housing are as follows:

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

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

### *APPLYING*

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

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

Deposit will be refunded:

- If you cancel your request for Iliff housing at least thirty (30) days prior to expected arrival.
- Upon vacating the apartment/house and clearance by the Facilities Department.
- The deposit will be credited to the student's Iliff account. The Business Office sends the student's statement to their mailing address.

### *MOVE-IN*

On-campus housing is unfurnished. Iliff does not insure tenants' 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. Every effort will be made to notify you in advance of the visit. After a maintenance visit, a tag will be left on your doorknob indicating what was done and when.
- No pets are allowed in Iliff housing, except for fish.
- No smoking is allowed in Iliff housing.
- No firearms or illegal drugs are permitted in Iliff housing.
- 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 \$2.00 per key.
- Taylor Hall requires a fob to get into the front doors; one fob comes with each apartment. Replacement or extra fobs will cost \$15.00.
- 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.
- Notify the Facilities Department if you have high-wattage usage appliances in your apartment.

- The Facilities Department must approve dishwashers or washers/dryers prior to installation. Our houses do not come with washers or dryers.
- 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 childcare in Iliff housing is limited to no more than two (2) outside children plus resident's own children at any one time.

### *COMMUNICATIONS*

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

The Facilities Department will provide a Quarterly Report of Residency form each quarter to residents. The form is to be completed and returned within ten days. Failure to return this form will be taken as an indication that you are not planning to remain in Iliff housing in the forthcoming quarter. If this form is not returned, your housing deposit will be forfeited. Notify the student manager for hall cleaning, lighting, snow shoveling and trash removal.

### *PARKING*

Tenants in Doenges Hall have free, attached parking spaces. Tenants in Schlessman and Taylor Halls may request a parking spot in respective adjacent lots. Spots are assigned by the Facilities Department and require a parking card and a rear window sticker – both issued by the Front Desk in the Iliff Lobby.

### *MOVING OUT*

When vacating your apartment, the Facilities Department should be notified as soon as you can be definite of the move. Two weeks is the minimum notice. Those residents finishing a degree program must terminate residence in housing within ten (10) days of finishing the program, if not pursuing an additional degree at Iliff for the following quarter. The ten days are prorated on your rent.

When vacating your apartment, a Clearance Form is filled out by the tenant and the 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 within a reasonable time following clearance. Damage done to the furnishings or to the apartment by the tenant will be charged to the tenant.

### *EMERGENCIES*

In case of fire, leave the building using the nearest exit away from the fire. Fire extinguishers are in all buildings and smoke 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.

### *NON-STUDENT RENTALS*

During periods when the housing units are not filled up with Iliff tenants, outside tenants may be allowed to live in Iliff housing.

## **PARKING AND LICENSES**

Arrangements have been made between DU and Iliff concerning the registration and regulation of all cars owned or operated on the campus by students, faculty, and staff. Iliff students must register their cars with the Front Desk in the Iliff Lobby if the cars are to be used or parked on-campus. The cashier will then issue a permanent campus registration sticker, which should be placed in the rear window as directed by the Facilities Department. The parking areas are reserved for cars that display stickers and are zoned for your convenience and protection. Please park in the appropriately designated areas. All cars parked on campus must display a current license plate.

Campus Housing Parking: Students in Schlessman and Taylor Halls with a vehicle may request and be assigned a parking spot in respective adjacent lots. Such students have the right to availability of their assigned spot and may notify the Facilities Department or the Front Desk if an unauthorized vehicle is parked in an assigned spot. Students in campus housing must display on their vehicle an Iliff sticker and housing sticker. There is a \$40 refundable fee for the parking card. 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.

Visitor Handicap Parking: Anyone parked in a Handicap spot and not displaying appropriate tags or placard will be towed immediately.

Visitor Parking: Visitor parking (Lot A) is reserved for visitors to Iliff, who must sign-in at the Front Desk. The lot will be checked periodically. Those who are not signed-in will receive one warning and will be towed upon the second violation. Visitor parking is monitored from 7:00 a.m. to 11:00 p.m.

Loading Zone: The Loading Zone (in the northwest corner of the Visitor Parking Lot) is provided for vendors to Iliff. Anyone parked in the Loading Zone will be towed immediately if they are not delivering supplies to Iliff.

**Iliff is not responsible for damage to any vehicle caused in its parking lots as a result of negligence or careless acts of other drivers. If your car has been towed, contact DU Security at 303-871-3000.**

## **LIBRARY AND CLASSROOMS**

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 208,500 book volumes, 60,700 microforms, over 900 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 Penrose Library, the Denver Seminary Library, and the St. John Vianney Theological Seminary Library. Books and articles not available through one of these institutions may be borrowed for Iliff students and faculty through interlibrary loan.

All library users are expected to abide by the policies posted on our homepage, at <http://www.iliff.edu/research>. For more information on Library services, please use the "contact us" option on our webpage, by phone at 303-765-3173 or stop by to see us.

### **Buildings:**

Iliff Hall, the original seminary building, was completed in 1892 as a gift from the late William Seward Iliff, Sr. It houses the Iliff Chapel, classrooms, professors' and administrative offices, and Bartlett Lounge.

Skaggs Hall, completed in 1980, was made possible by a major challenge gift from Mr. and Mrs. Sam Skaggs, along with contributions from alumni/ae and friends of the School. This building provides administrative offices and versatile classrooms. Focal points of Skaggs Hall are an informal student lounge and Great Hall, a 300-seat auditorium with large windows that provide a panoramic view of southwest Denver and the mountains.

The Bacon Education Center, providing a major addition to and renovation of the Ira J. Taylor Library (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: please contact Donna Frey at 303-765-3187, [dfrey@iliff.edu](mailto:dfrey@iliff.edu).

## **OTHER ILIFF FACILITIES**

### *BOOKSTORE*

Cokesbury, the retail branch of the U.M. Publishing House, operates the Iliff Bookstore. The bookstore sells texts and other books, gifts, cards and limited supplies (paper, pens, highlighters, folders). Student charge accounts with Cokesbury are available for book purchases. The bookstore stocks used copies of texts when available. Students also receive 20% off most books. Final dates to return class texts to the bookstore and dates for store returns of texts to publishers are posted in the bookstore and advertised on my.iliff. Please see the bookstore door (ground floor – south facing side of Schlessman Hall) for bookstore hours.

### *LOST AND FOUND*

Lost and found articles are located at the Front Desk in the Iliff Lobby.

### *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](mailto:dfrey@iliff.edu).

## **UNIVERSITY OF DENVER FACILITIES**

The close working relationship between Iliff and the University of Denver offers many advantages to students, staff, and faculty. Iliff students may make use of these facilities by obtaining a 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: [www.recreation.du.edu](http://www.recreation.du.edu)

### *DRISCOLL CENTER*

The Driscoll Center, the student center for the University of Denver, including the Sidelines Pub (north building) and Bookstore (south building), are open to Iliff students.

### *PENROSE LIBRARY AT DU*

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

## APPENDIX

### **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. Essential to this mission is the critical appropriation of the historic resources of the Christian Church and other world faith traditions, esteem for rigorous academic scholarship, respect for cultural and theological diversity, concern for the enhancement of character, and a commitment to justice in the social order.

In the pursuit of this mission,

Iliff strives to be academically excellent, spiritually vital, and socially transformative.

Iliff seeks to prepare students for effective ministry through the integration of theory and practice.

Iliff plays a unique educational role in the vast Western region of the United States.

Iliff is committed to being ecumenical, interfaith and globally conscious in the best United Methodist tradition.

Iliff collaborates with the University of Denver, linked by historic ties and current programs.

Iliff celebrates its ties with other historic members of the Methodist denominational family, especially those of African-American heritage.

Iliff hosts a program in Anglican Studies and promotes institutional relationships with many other denominations and religious communities.

Iliff serves a broad student constituency, representing more than 30 faith traditions and cultures, and continually seeks to broaden this constituency.

Iliff provides theological resources for wider publics beyond its student body through non-degree programs and community outreach.

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

The Iliff School of Theology offers master and doctoral degree programs and graduate certificates: Master of Divinity (MDiv) with the optional Journey MDiv track (for flexible residency); Master of Arts in Social Change (MASC); Master of Arts in Pastoral and Spiritual Care (MAPSC) with the optional MAPSC for Military Chaplains; Master of Theological Studies (MTS); Master of Arts (MA). Iliff also offers a **Social Change Concentration** within the MDIV, MAPSC and MASC degree programs.

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 (DU) to earn a Master of Social Work (MSW).

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

Graduate Certificates are available in a growing number of areas including:

Anglican Studies, Biblical Studies, General Theological Studies, Pastoral and Spiritual Care, Religion and Social Change, United Methodist Studies, and Women and Religion.

## **APPENDIX II: ILIFF 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, 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.

## **APPENDIX III: CONSTITUTION OF THE ILIFF STUDENT SENATE**

**Article I.** Name and Purpose of the Iliff Student Senate

Section 1 The official name of this organizational body is the Iliff Student Senate, herein after referred to as the Senate.

Section 2 The Senate is a representative body of students at the Iliff School of Theology striving to serve the needs of the student community encouraging individual growth, communal ties, and spiritual development.

Section 3 Senate duties shall be decided by the Senate at the start of each operating year.

**Article II.** Composition of the Senate

Section 1.1 The members of the senate are four (4) elected officers, sixteen (16) elected senators, a designated representative from each independent student organization, and a liaison from each the faculty, staff, and the Board of Trustees.

Section 1.2 Elected officers of the Senate with voting privileges are: Two (2) co-chairs, one (1) Secretary, and one (1) Treasurer,

Section 1.3 Elected Senators with voting privileges are: One (1) Ph.D. student representing the Doctoral program as elected Senate liaison by the Joint Ph.D. Council, two (2) Third Year MDiv Students, two (2) Second Year MDiv Students, two (2) First Year MDiv students, one (1) Second Year MASM student, one (1) First Year MASM student, four (4) students of any year from the MTS and MA programs, and three (3) at-large students from any program.

Section 1.4 Representatives of Independent Student Organizations with voting privileges are selected by their respective organizations. ISO representatives may not be persons who in the same year serve as elected senators with voting privileges (as per Senate Constitution, Article II, Section 2.2).

Section 1.5 One (1) faculty representative, one (1) administrative representative, and one (1) representative of the Board of Trustees will serve as non-voting, ex-officio members of the Senate.

Section 2 All students enrolled in the Iliff School of Theology are eligible to be voting members of the Senate.

All elected senators with voting privileges are expected to maintain good academic standing as per the Master's' Student Handbook or the Ph.D. Student Handbook.

Section 3 Senate meetings are open to the entire Iliff Community.

### **Article III** Elections

Section 1 Regular elections for all elected Senate positions shall occur within the last six weeks of the Spring Quarter at the discretion of the Senate. Exceptions for this election are two (2) First Year MDiv positions, one (1) First Year MASM position, and any vacant seats not filled during the Spring election – these positions shall be placed on a ballot within the first four weeks of the following Fall Quarter at the discretion of the Senate.

Section 2 Supervision of the nomination and election process shall be the responsibility of the Senate officers. Specific election duties of the committee shall include: supervision of the nomination by petition process; establishing election procedures not specified by the Senate Constitution; conducting the election, including all matters related to balloting, and be the final judge for all election results; providing notice of election results to the Iliff Community; providing each newly-elected Senate member with a copy of the Senate Constitution. Any Senate officer running in the election can not participate in counting ballots.

Section 3 All elected officials of the Iliff Community Senate may be subject to recall. Recall procedures shall commence no sooner than seven (7) nor more than fourteen (14) days after a petition calling for recall and signed by ten percent (10%) of the student body is reviewed by the Senate. Upon receipt of such a petition the duties of the Senate include confirming all signatures on the recall petition as enrolled students at the Iliff School of Theology, and conducting a special election of 'no-confidence.' Special election procedures are at the discretion of the Senate. A two-thirds (2/3) majority of those voting in the special election shall constitute removal from office.

### **Article IV** Standing Committees, Proviso-Committees, and Taskforces of the Iliff Community Senate

Section 1.1 Standing committees of the Iliff Community Senate are long-standing committees created by the Senate to address long-standing facets of community life. At their formation these committees are intended to exist for periods of time longer than one (1) year.

Section 1.2 The chair of each standing committee must be a senator with voting privileges appointed from among the elected senators of the Senate. In the event that a committee chair resigns his/her position, another chair will be appointed.

Section 1.3 All members of the broader Iliff community may be members of standing committees of the Senate. Community members may act as co-chair of a committee. Co-chairs may be elected within the committee by consensus.

Section 1.4 Committee names may be changed by a consensus of the respective committee and submitted to the Senate for approval.

Section 1.5 Senate may dissolve current standing committees or create new standing committees by a simple majority vote.

Section 2.1 Senate proviso-committees address issues affecting community life in any given academic year. These committees are, at formation, intended to function for the period of one (1) academic year. However, said committee may disband at any time during the academic year.

Section 2.2 Chairs of Senate proviso-committees may be elected senators with voting privileges or members of the broader Iliff Community so appointed by a simple majority (51%) vote of the Senate.

Section 2.3 All members of the broader Iliff Community may be members of Senate proviso-committees.

Section 2.4 At the end of the academic year in which a Senate proviso-committee was created or when the goal of the committee has been accomplished, it is the responsibility of the committee chairperson(s) to present a detailed report of the committee's activities to the Senate.

Section 2.5 Senate proviso-committees are considered disbanded at the end of the academic year in which they were created or when the goal of the committee has been accomplished. A simple majority (51%) vote of the Senate may renew a Senate proviso-committee's mandate for any given length of time less

than one (1) year. A majority (51%) vote of the entire Senate body may turn a Senate committee into a standing committee.

- Section 3.1 Senate taskforces address issues deemed of immediate concern for the Iliff Community.
- Section 3.2 The head of the taskforce shall be appointed by the Senate by a simple majority (51%) vote at the creation of the taskforce. Additional taskforce members may be selected by the committee head from the Iliff community.
- Section 3.3 At the end of the taskforce's period of operation the taskforce head is responsible for presenting a detailed report of the taskforce's operations and findings to the Senate.

**Article V** Independent Student Organizations

- Section 1.1 An Independent Student Organization (ISO) represents a facet of the interests of the Iliff Community.
- Section 1.2 As an independent organization, an ISO shall not be considered part of Senate and as such the rules for standing committees, proviso-committees, and taskforces presented in Article IV shall not apply. Senate shall not intervene in the internal affairs of an ISO, nor may Senate affect the bylaws of an ISO.
- Section 2.1 Senate shall be responsible for the budgetary allocation of student activity fees to Independent Student Organizations requesting funding.
- Section 2.2 Independent Student Organizations requesting funding through the student activity fee must provide a representative to Senate. This representative shall be a voting member of Senate, and shall provide Senate with updates on the activities of their respective ISO.
- Section 3 Senate must be notified of the formation of all new Independent Student Organizations, should those organizations request funding through the student activity fee. Official standing of the new ISO shall be recognized upon receipt by Senate of the following documents: a membership list for the new organization containing the names of at least four (4) student members of the Iliff community; a petition of support from at least twenty (20) members of the general Iliff community; a mission statement describing the benefits of the new organization both for its members and the greater Iliff community; a budgetary proposal for the current term.

**Article VI** Addenda

- Section 1.1 This Constitution may be amended by a two-thirds (2/3) vote of the entire Senate body at a regular business meeting or a special meeting called for that purpose.
- Section 1.2 Proposed Constitutional and Bylaws amendments must be written and distributed to the membership of the Senate and posted on the community bulletin board and published in an Iliff Community newsletter no less than seven calendar days before the meeting in which the amendments are to be acted upon.
- Section 1.3 The Senate may adopt new Bylaws by a majority (51%) vote of the entire Senate body at any regular or special business meeting. Bylaws may be repealed by passing a bylaw to that effect.
- Section 1.4 Amendments to the Constitution and/or to the Bylaws shall take effect immediately upon passage.
- Section 2 This Constitution shall supersede all prior Constitutions and Amendments.
- Section 3 Senate shall hold responsibility for student fees. Student fees shall be raised or lowered by a majority (51%) vote of the student body. Such a vote shall be conducted by the Senate. The vote will be preceded by a one week public notice; all other election considerations shall be decided by the Senate.
- Section 4 Following the Fall Quarter elections, Senate will nominate one (1) of the co-chairs and two (2) other senators out of which the Student Trustee and the Alternate Student Trustee will be selected by the President of Iliff and the Vice President for Student Affairs. The term of these appointments continues through the following summer meeting of the Board of Trustee.
- Section 5 Following the Fall Quarter elections, Senate will appoint one (1) of the co-chairs and (2) other senators to serve as the student representatives to the Community Life Council.

## **APPENDIX IV: STUDENT SENATE 2010-2011**

**Co-Chair,** Peggy Stempson

**Co-Chair,** Tim Zeckser

**Treasurer,** Carissa Fields

**Secretary,** Tiffany Johnson

**Social Action Committee Co-Chairs,** Andriette Fields & Glenn Gillane-Duggin

**Spiritual Formation Committee Co-Chairs,** Janet Gold & Tyler Amundson

**Fellowship Chair,** Sarah Raven

**MA/MTS Rep,** Maegan Daigle

**Journey MDiv,** Angie Steinhauer

**3rd Year MDiv,** Jeff Richards

**3rd Year At-Large,** Josh Whistler

**2nd Year MDiv,** Thelma Flowers

**2nd Year At-Large,** Elizabeth Rumbel

**1st Year MDIV,** open (elections held in fall quarter)

**1st Year At-Large,** open (elections held in fall quarter)

**Faculty Chair,** open

**Residential Rep,** Jon Wallace

**Commuter Rep,** pending

**Disability Rep,** Paul Griego

### **Independent Student Group Chairs:**

**Flame Co-Chairs,** Ashley Whitaker and Gina Harvey

**Students of Color,** William Jones III

**Liturgical Arts Guild,** Janet Gold

**United Methodist Society,** Marcy Tatro and Jenny Veres-Schrecengost

**Unitarian Universalist Association,** open

**Seminarians for Choice,** open

**NAPAS,** Valarie Jackson

**Lutheran Students,** Jasmine Tesdahl

**Beatitudes Society,** Jeff Richards and Sarah Raven