

Graduate Theological Union
Doctoral Program Handbook

22nd Edition

August 2014

The Doctoral Program Handbook provides an overview of the structure and organization of the GTU, a detailed explanation of the policies and procedures that guide the program, and a description of the various resources that augment the doctoral student's experience here. Students should first consult the Doctoral Program Handbook on the GTU website; it will always have the latest and most complete information. If you cannot find the information you need in the handbook, do not hesitate to consult with Student Affairs staff with any questions.

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Dean of Students and Vice President for Student Affairs
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Guidelines and Forms Available on the GTU Website

DOCTORAL PROGRAM POLICIES AND PROCEDURES

A. GTU Mission Statement

The Mission of the Graduate Theological Union is to:

Educate women and men for vocations of ministry and scholarship;
Equip leaders for a future of diverse religions and cultures;
Teach patterns of faith which nurture justice and peace;
And, serve as an educational and theological resource for local communities, the nation, and the world.

The GTU is a consortium of interdependent theological schools, affiliated centers, and program units.

The GTU educates persons for creative and critical theological scholarship, habits of mind that relate knowledge and praxis, and vocations which serve compassion and truth.

The GTU is a faith and learning community of Protestant and Roman Catholic schools committed to a partnership with one another, with Orthodox, Jewish, Buddhist, Islamic and other centers of learning, and with the University of California, Berkeley. At the GTU, theological education is rooted in the study of sacred texts, spiritual and intellectual disciplines, and pastoral formation.

The Graduate Theological Union works together in mutual openness by respecting cherished traditions and by learning from the wisdom of others. The Union calls individuals and institutions to grow within a whole greater than the sum of its parts and to achieve educational results not possible alone.

Individuals and institutions within the GTU are called beyond themselves as they express their faith in God, love for one another, and hope for the future.

B. The Mission of the GTU Doctoral Program

The GTU doctoral program introduces students to the life and practice of intellectually and methodologically rigorous scholarship to prepare them for a diversity of occupations and vocations;

- As thinkers who can identify central issues, interpret them in historical perspective, and understand their practical implications.
- As scholars and writers who study religious traditions and the lives of religious communities.
- As teachers in seminaries, colleges, and universities who are conversant with the disciplines of religious and theological studies and are prepared to bring religious and theological issues to life with and for their students.
- As constructive critics and faithful reformers of living religious traditions and of society who can provide fresh voices and insightful perspectives to revitalize a sacred heritage and recover neglected opportunities with their traditions.
- As leaders of genuine dialogue among communities of faith, shaping religious language for the emerging world.

- As specialists on justice issues and organizers prepared to propose fresh approaches to social and moral problems.

Education for this mission requires the following skills/goals/outcomes:

- To practice intellectually and methodologically rigorous scholarship, requiring both broad and deep grasp of a field, linguistic skills, sound research methods, and analytical capabilities.
- To formulate a project in terms of the standards of a discipline, but sufficiently clear and well expressed to be comprehensible to scholars in other theological fields.
- To open one's work to the critical challenges and assumptions of a denominational and scholarly tradition beyond one's own so that it is not unduly restricted by narrow and unexamined assumptions.
- to critically engage with at least one discipline theory, or methodology of the research university outside theological and religious studies, both to benefit from those methodologies and also to be prepared to contribute to broadening the assumptions of the university disciplines.

C. The Organizational Structure

1. Advising

Students admitted to the GTU doctoral program are assigned an advisor in the Area of study. This faculty person is responsible for acquainting the student with the program and for providing guidance with policies and procedures related to the first years of study.*

a. Changing Advisors

If a student finds that the appointed faculty person, for one reason or another, does not provide the help needed, he/she may request a change of advisor. To request a change of advisor, the student should first obtain the agreement of the faculty member to serve as the new advisor. The student should also inform the former advisor of the intended change. The student should then inform the Academic Secretary via email of the change, including a statement verifying the new advisor's willingness to serve. Students will receive written confirmation of the change from the Academic Secretary with copies sent to the Convener, former advisor, and new advisor.

The advisor need not continue as the coordinator or even as a member of the student's comprehensive and dissertation committees. Such continuity is often beneficial, however, and the student may want to keep this in mind when deciding on a change of advisors.

*Only one faculty person is responsible for advising a student through his/her course of study. Once a student advances to the comprehensive examinations and dissertation, the committee coordinator assumes the advising role. For simplicity, we often refer to the coordinator as the advisor. Changing one's coordinator is highly unusual and does NOT follow the procedures listed here. Such a change follows the protocol for approval of the comprehensive or dissertation committees.

2. Areas

a. Area Meetings

It is important for students to regularly attend Area meetings and participate in Area-sponsored activities. **Areas meetings are typically held on the third Wednesday of the month during the academic year (September, October, November, February, March, and April).** Consult the Academic Secretary, Convener, or Area Assistant for Area meeting time and location.

Area meetings are an important way for students to understand *the range of methodologies and viewpoints of faculty and students in the Area* -- especially the Core Doctoral Faculty (CDF) who govern the standards of the doctoral program, one of whom will chair the student's comprehensive and dissertation committees. An area meeting offers *a forum for exchanging ideas among members of an academic and intellectual community* appropriate to a student's interests. Finally, *every student must present his/her own work at Area meetings and receive acceptance from Area CDF.*

Student participation is an integral part of the meetings, including discussion of Area business and student proposals, though students do not have a vote on certain matters such as proposal approval.

b. Transferring to a New Area

(Approved, October 15, 1991)

Area transfers are only granted in extraordinary circumstances.

Notification of Current Area: The student must notify the current Area, via email, of the intent to change Areas, making a strong case for why the new Area would be more appropriate. The Convener polls the Area for feedback about the change.

Petition to New Area: The student must petition the Convener of the new Area by email, making a strong case for why the new Area would be more appropriate. The student must also verify willingness on the part of a faculty member in the new Area to serve as an advisor. As part of the petition, the student must write a new statement of purpose for the doctoral program. The student should send a copy of the petition, along with the new statement of purpose by email, to the Academic Secretary to post in the student's file. The Area faculty reviews the petition, along with the student's original application to the doctoral program and the academic file. The Area may require that the student present the request at an Area meeting. The Area faculty makes its recommendation to the Convener.

The Decision: Both Conveners notify the Dean of Students via email of their recommendations. The Dean of Students, often in consultation with the GTU Dean, makes the final decision regarding the request. The Academic Secretary informs the student via email of the decision with copies sent to the Conveners from both Areas, the former advisor, and the new advisor.

3. Affiliation with a Member School

One way to balance one's life as a doctoral student is to become involved in the activities of one of the member schools. Most schools have regularly scheduled worship opportunities during the academic year. The member schools and centers plan social activities and sponsor lectures and other events that may be of interest. Involvement in the life of a member school also has the potential of assisting students in their professional development.

Doctoral students may affiliate with a member school to establish a more formal and/or official relationship. Qualifications for affiliation vary from school to school.

Students should consult with the Academic Dean of the member school about policies and procedures for affiliation. **Students must make certain that the member school notifies the Academic Secretary via email of their affiliation.** (Students must submit a request via email and receive approval from the GTU Dean of Students to affiliate with more than one school).

4. Residency Requirement
(August, 1991)

The GTU requires that doctoral students be *in residence* during the first two years of full-time study in the program. Residency refers to full-time course work and regular and frequent face-to-face interaction with faculty. Ordinarily, the student enrolls in doctoral seminars and/or supervised readings in one's field and in other disciplines relevant to one's future research. Such work, together with regular participation in Area meetings, colloquies, and seminars, allows the student to build relationships with potential faculty members of examination and dissertation committees.

5. Contact Information Changes (e.g. Address, Phone, and Email)

The first step in moving through the doctoral program is **keeping the GTU informed** of your current address, phone number, and email at all times so that the GTU can send you all the information you need. **Please contact the Receptionist/Student Affairs Office Manager with changes using the Change of Address form as soon as possible.** Students can use Student Web Advisor on the GTU website to verify that their information is correct.

D. Registration, Enrollment Status, Health Insurance, & Financial Aid

1. General Information about Registration

a. Registration Periods

There are three registration periods for each term: early, general and late registration. Early registration occurs during the preceding semester (typically, in November for spring semester; April for fall semester). General registration occurs during the two weeks immediately preceding the start of the semester. Late registration continues until the end of the second week of the term. Registration for Intersession may not follow this pattern. Students should consult the GTU Consortial Registrar for information about Intersession registration.

b. Registration and Program Requirements

Students must be registered in the semester in which they complete a program requirement (i.e. research readiness review, language certification, general comprehensive examination, comprehensive proposal approval, timed comprehensive exams, oral comprehensive examination, dissertation proposal approval, dissertation defense).

c. Enrollment, Registration, and Deadlines

Students **must** establish some kind of “enrollment” status every semester, i.e. either full or part time registration or a leave of absence from the program. The GTU does not allow concurrent enrollment in any other program, within or outside the GTU.

The GTU Consortial Registrar can provide students with written verification of enrollment status to use with scholarship grantors and other external constituents.

d. Full-Time Status

Students are expected to enroll full-time in the doctoral program. **Full time enrollment is twelve units or more per semester.**

e. Part-Time Status

A student may not be able to carry a full load in a semester, however, due to personal, medical, and /or financial circumstances. In these cases, students may enroll part-time during the tuition phase of their program. Part-time status is **not** allowed when paying continuing fees or during any semester after the student successfully proposes a comprehensive examinations proposal. Students must pay the equivalent of four semesters of full-tuition before they can advance to continuing fee status.

The student must request part-time status each semester by emailing the Dean of Students, including the number of units he/she plans to take and the reasons for the request, AND RECEIVE APPROVAL, before registering for that semester. Students will receive written confirmation of part-time status via email from the Academic Secretary with copies sent to the Convener and student's advisor.

f. Extensions

Students must request an extension if they need to exceed the normative time schedule or their revised deadline for any area or program requirement. Students must submit an email request for an extension, with advisor's approval, to the Dean of Students, that clearly states the reasons for the extension and, if involving the comprehensive exams, dissertation or overall program completion, provides a concrete, realistic schedule for

completion. Students will receive written confirmation of approval of the extension from the Academic Secretary with copies sent to the Convener and student's advisor.

Students in need of an extension will have their registration blocked and will not be permitted to register for the term. Students must resolve this issue before the end of the general registration period to avoid a late registration fee. Students must resolve the issue before the end of late registration to be able to register for the semester. Students will receive confirmation of an approved extension via email from the Academic Secretary.

Extensions can jeopardize a student's: 1) certification of satisfactory academic progress which determines, in part, his/her eligibility for financial aid and 2) good standing in her/his academic program.

It is a GTU policy that students are ineligible for grant-in-aid at the end of year five, and for other financial aid (e.g. federal loans, federal work-study) after the eighth year of full-time registration. (Consult GTU Financial Aid: General Policies for more details)

Students demonstrating satisfactory academic progress may petition the Dean of Students for permission to apply for federal loans or work-study for their eighth year in the program. Such permission is extraordinary, and will be granted as an exception at the discretion of the Dean of Students on the basis of the student's particular circumstances.

g. Deadlines

Students **must** request and receive approval for part-time status (if appropriate) or request and receive approval for an extension (if appropriate) AND register, OR, request and receive approval for a leave of absence or formally withdraw from the program by the end of general registration (no late fee), but no later than the late registration deadline with a late fee (See "Graduate Theological Union: Tuition and Fees" on the GTU website for a list of fees). Students should consult with the GTU Business Office with questions about fees. **Failure to register or receive an approved leave by the end of late registration means the student risks being terminated from the doctoral program.**

2. Registration Procedures

Instructions: A brief overview of the registration process is described below.

GTU Extended Calendar: GTU academic and administrative dates and deadlines can be found in the GTU Extended Calendar. The GTU Extended Calendar is published and posted on the GTU website.

GTU Course Schedule: The GTU Course Schedule for the next academic year is available on the GTU website in April. The Schedule lists course titles and descriptions, instructors, times and locations for all GTU classes. The course schedule is updated in real time.

Web Advisor: Web Advisor is a web-based interface to the GTU's information management system. You will be provided a login and password to access the GTU Web Advisor system. Students use Web Advisor to register and access information about their academic and financial profiles, registration status, financial aid and current contact information.

Cross-Registration: UCB cross registration procedures are included in the summer incoming student mailing and/or posted on the GTU website. UCB cross-registration deadlines are listed in the GTU Extended Calendar, also posted on the GTU website.

Students should consult the UCB Cross-Registration Procedures document for details. GTU students should keep in mind that the UCB semester starts earlier than the GTU semester. **Note that UCB deadlines are not flexible in any way.** The GTU also has cross-registration agreements with Mills College and Holy Names College. Students register for CDSP courses with an online form. For information, see the GTU Consortial Registrar.

Special Reading Course: Students can use a Special Reading Course to pursue independent study with a professor outside the conventional classroom setting. Students complete a Special Reading Course (SRC) form where they map out course goals, bibliography and other resources, and evaluation methods.

Students also use a SRC form to “level up” a course to a higher course number. For example, if a student plans to take a 1000, 2000, or 3000 level course, but wishes to level the course up to the 4000 level, she/he uses the SRC form to identify additional work proposed qualitatively and quantitatively to justify the increase in course number. Students should not register for the actual course, but attend and participate in the class albeit registering for a SRC.

Procedures: Students must use Web Advisor to complete their web-based registration. Students also need to use Web Advisor and GTU-Kaiser Student Net every fall semester to indicate and select their health insurance choice and submit special reading course forms (if relevant) to the Consortial Registrar by the registration deadline. Students submit cross-registration forms (if relevant) to the Consortial Registrar by the cross registration deadline. Every course, including special reading and cross-registered courses, must be listed in Web Advisor.

Detailed registration instructions area available at colleague.gtu.edu. These instructions include important information regarding deadlines, and requirements for signatures. Again, reading these pages very carefully can help students avoid mistakes in the registration process.

I.D./Library Card: Photographs for ID cards are taken during orientation. After they register, new students must get a registration sticker from the GTU Receptionist for the upcoming semester. The sticker is affixed to the upper left-hand corner of the card. Continuing students affix the sticker on top of the previous semester's sticker. Students then take the ID card to the GTU Library Circulation Desk where it is bar-coded. The GTU Consortial Registrar's office sends a sticker to returning students who request to receive it by mail; local students pick up their stickers from the GTU Receptionist.

An official GTU Library/I.D. card, with current sticker, is required to borrow books from the GTU Library and to secure UCB library privileges.

Registration Status and Change of Enrollment Procedures: Students should consult Web Advisor on the GTU website for information about their registration status. Students can also make changes and correct errors using Web Advisor. Each change and/or correction following the end of general registration is assessed a fee (See "Graduate Theological Union: Tuition and Fees" on the GTU website for a list of fees). Changes made after the late registration period require a Change of Enrollment form.

3. Tuition, Continuing Fees, and Other Payments

Tuition and Continuing Fees: Students pay full tuition during the first two years of full-time work in the program. Part-time students have their tuition payments reduced in proportion to the number of units they take during the semester (the semester tuition rate/12 units x units enrolled in the semester), though they must pay the equivalent of four semesters of full tuition before advancing to continuing fees. Students pay continuing fees

each semester they are registered after they complete the tuition phase of the program. During the continuing phase, any course over 12 units in spring and fall and all courses taken during intersession and spring will be charged at the per credit tuition rate listed for the tuition phase of the program.

Payment to the GTU Business Office: Students make their payment for tuition or continuing fees, GTU student health insurance, change of enrollment, late fees, and any other fees (e.g. leave of absence fee) to the GTU Business Office on or before the end of late registration each semester. Payment can be made online through WebAdvisor, by mail, or in person. **Failure to pay in full by the deadline will risk termination from the doctoral program.** Consult with the GTU Business Office if you have questions about the fees you owe. Students can also consult Student Web Advisor on the GTU website for information about the status of their account. Business Office staff can tell you about a payment plan available to assist you in meeting the costs of your doctoral education. See the GTU Catalog for information about tuition refunds.

Students in Arrears: Students in arrears with their financial obligations for a preceding term, to the GTU or one of the member schools or for library fines, **will not be permitted to register** for the subsequent term until they make satisfactory arrangements with appropriate offices. The GTU will not release transcripts for students in arrears until these students have made satisfactory arrangements with appropriate offices. The GTU will not release diplomas of graduating students until all financial obligations to the GTU and member schools are met.

Refund: Tuition or continuing fees will be refunded to students who withdraw from the program, with appropriate approval, on the basis of the following schedule:

- Prior to the end of general registration: *full tuition or fees;*
- During the 1st week of classes: *full tuition or fees less \$100 withdrawal fee;*
- During late registration (before 3rd week of classes): *80% full tuition or fees;*
- During 3rd 4th or 5th week of classes: *50% full tuition or fees;*
- After 5th week of classes: *no refund possible.*

Students should consult the section, GTU Financial Aid: General Policies, to assess how this change aligns with awarded GTU institutional aid.

4. Incompletes

To take an incomplete in a course, students must complete a "Petition to Take an Incomplete" form. This form is available from the Consortial Registrar's office or can be downloaded from the GTU website. The form must be signed by the faculty member teaching the course and the Consortial Registrar or Dean of Students. Students must submit the form to the Consortial Registrar no later than the last day of the semester and complete the course work within three weeks following the end of the semester. Students needing more than three weeks to complete a course must receive approval from the course instructor and Dean of Students and submit the incomplete form with the appropriate due dates (approval is not pro forma and faculty are not obligated to accommodate the request). An incomplete becomes a F grade if the work is not completed and/or the Change of Grade form is not submitted to the Consortial Registrar's Office by the agreed upon deadlines.

5. Grades

Grades for doctoral students are available by the end of January for the fall semester and the end of June for the spring semester. Students should consult Web Advisor on the GTU website for information about their grades each semester.

GTU uses the following grading system:

A	Excellent	I	Incomplete
B	Good	IP	In Progress
C	Acceptable	NC	No Credit Given
F	Failure		(for non-credit courses)
Pass	C or Above	NR	No Report
Fail	Below C		(no grade reported by faculty member)
AUD	Audit		

For "Preparation for Comprehensives" or "Preparation for Dissertation" units, doctoral students receive a grade of "IP" -- "In Progress." This grade is not changed upon successful completion of the exams or dissertation, but remains on the transcript permanently. Successful completion of the Comprehensive Exams is noted on the transcript. The dissertation title is listed on the transcript when a candidate successfully completes and files her/his dissertation.

Audits are permitted and are charged per unit. Students do not earn academic credit for an audit.

A cumulative average of "B" or better for all courses taken is required (*failure to maintain the requisite grade point average automatically warrants academic probation*).

6. Leave of Absence Policy

(Approved April, 1990)

Procedure: Students who are unable to continue academic work for personal, medical, or financial reasons may take a temporary leave from the program. Students submit their petition in writing, including specific reasons for the leave, to the Dean of Students using the "Leave of Absence Request for Doctoral Students" form. Students must submit a written request each semester if multiple leaves are necessary. Students interested in taking a leave must also complete **the Leave or Withdraw Checklist**. This form can be downloaded from the GTU website (click the Student Life link, "view more," then, the Forms, Guidelines, and Policy Statements for GTU Degree Programs link). The Academic Secretary will communicate the decision on whether a request is approved or denied via email with copies sent to the student's advisor and GTU Business, Financial Aid, and Registrar's Offices, and the Library. Requests for leave after the end of late registration will *not* be approved.

Students will be granted no more than four semesters of leave during the entire program and no more than two semesters consecutively. (Exception: see Extraordinary Leave-Medical Purposes). Students can NOT be approved for a leave if they have not: completed an exit interview with the Financial Aid Office, cleared outstanding debt with the GTU Business Office and Library, and paid relevant fees.)

Fees: Students on leave are not charged tuition or continuing fees. Students on approved leave are charged a records fee for each semester (See "Graduate Theological Union: Tuition and Fees" on the GTU website for a list of fees). Students applying for a leave after general registration, but before the end of late registration are also charged the late fee.

Extraordinary Leave-Medical Purposes: Unfortunately, some students face medical conditions that prevent them from working on their program for a significant period of time. Students may request a one-time extraordinary leave for medical purposes. Students must submit to the Dean of Students the Leave of Absence Request for Doctoral

Students form explaining the reasons for the leave and written documentation from the student's physician recommending the specific time frame away from the program (all preferably via email). The Academic Secretary will communicate the decision on whether a request is approved or denied via email with copies sent to the student's advisor and GTU Business, Financial Aid, and Registrar's Offices, and the Library. The deadlines and fees for a leave of absence apply. Students unable to continue their academic work in the program for more than four consecutive semesters should consider a student-initiated withdrawal.

Leave of Absence Regulations: For students who have not yet proposed their dissertations, a leave of absence entails a break in all academic work including coursework, exams, use of the library (a leave entails a break in library privileges and disqualifies a student from purchasing a GTU library card), and interaction with faculty.

Students who are actively preparing a proposal for comprehensive examinations or for the dissertation may not take a leave of absence.

For students who are in dissertation, a leave of absence entails a break in library privileges and the assumption that students will not be using faculty resources. In addition, while work on the dissertation may continue in a minor way, the assumption is that students on leave are unable to devote a major portion of their time to the dissertation.

Students are advised to consult with the Financial Aid officer about whether a leave is the best financial decision. Students with educational loans need to check carefully that a leave will not jeopardize their deferment of payment. Payments on all state and federal loans may go into repayment within six months.

7. Policy for Withdrawal/Termination from Program

(Approved April, 1990)

There are two ways in which a student is withdrawn from the doctoral program: 1) a student-initiated withdrawal and 2) an administrative withdrawal. Withdrawal severs the relationship between the student and the GTU. It is intended to be an irreversible decision.

- If a student withdraws,
 - the student loses the formal relationship with the faculty advisor; faculty committees are dissolved;
 - the faculty advisor, committee members and Area Convener are notified;
 - the student's files are kept for seven (7) years, after which they are destroyed. This includes placement files.

Student-Initiated Withdrawal: Students unable to continue their academic work in the doctoral program for an extended period of time may need to consider a student-initiated withdrawal. Students should notify the Dean of Students via email of their need to withdraw from the program, including specific reasons for the withdrawal and indicating their projected withdrawal date.

Administrative Withdrawal: Students who fail to register or receive an approved leave of absence by the late registration deadline will be administratively withdrawn and

their programs will be terminated. Students who fail to pay required tuition and/or fees by the end of late registration risk being terminated from the doctoral program.

Termination from the Program: Students may be terminated for failing to maintain good standing in their doctoral program. A student's good standing is based on the quality of his/her performance and the completion of requirements in the program by agreed upon deadlines.

Requests for Reinstatement: If a student is withdrawn or terminated, she/he may petition for reinstatement within two years of the withdrawal/termination date. Such petitions are extraordinary; there is no presumption of a right to reenter. **Students who withdraw from the program with outstanding debt with the GTU Business Office or Library risk good standing in the program and can be denied reinstatement on these grounds.**

- The student may request to be reassigned to the former advisor or to have a former committee reconstituted. Faculty members are under no obligation to return to these assignments.
- Language exams or comprehensives passed more than seven years prior to reinstatement will have to be revalidated; the faculty determine the revalidation process.
- A committee of faculty from the relevant Area will be asked to make a formal decision on whether or not to reinstate.
- The GTU assumes that the reinstated student will be bound by the catalog and policies current at the time of reinstatement. If the student wishes to follow policies current during the time of original enrollment, it must be indicated in the petition. The committee from the Area assigned to make a decision on reinstatement will also consider the protocol request.
- Students who initiate the withdrawal and are reinstated are liable for the leave of absence fees and late registration fees for the period of inactivity. Students who are terminated must pay a reinstatement fee and are liable for all late registration fees and intervening tuition or continuing fees during the period they are separated from their program (See "Graduate Theological Union: Tuition and Fees" on the GTU website for a list of fees).

Two years after having withdrawn, students requesting readmission must reapply through the doctoral admissions process. They will normally be required to redo or recertify all work more than seven years old.

8. GTU Health Insurance Requirement and the Health Insurance Plan for Students (HIPS)

The Graduate Theological Union and participating member schools and institutions sponsor a medical insurance plan designed to provide students with complete medical coverage at a very reasonable cost. The plan is with Kaiser Permanente, one of the largest health plans in California, with over 8,000 physicians at more than 150 locations in northern and southern California. The HIPS plan has a \$500/person, \$1,000/family deductible, 20% coinsurance after the deductible due for in-patient hospital care and out-patient surgery, and related tests and labs, and a \$40 co-payment. However, there is no charge for preventative care.

Students enrolled for nine (9) or more credits or units in any one semester must enroll in the GTU HIPS program, or secure and provide information about health insurance that has comparable benefits and costs. Students enrolled for six (6) or more credits or units in any one semester may enroll in the GTU HIPS program; these students do not have to provide proof of alternative coverage. Enrollment in the HIPS plan is for twelve months beginning on September 1 and ending on August 31. Unless eligibility to participate in the program changes, students are enrolled for the entire year. Premiums for the plan are paid in two equal installments at the beginning of each semester.

Students must enroll in or waive GTU HIPS at the beginning of fall semester, every year. Enrollments or waivers are only accepted during general and late registration periods in the fall and, if necessary, during general and late registration periods in the spring semester. For a list of rates, benefits summary, and information on enrollment or waiver procedures, consult the “Student Health Insurance” link in the “Students” section of the GTU web site or point your browser to <http://studentnet.kp.org/gtu>.

9. GTU Financial Aid: General Policies

The Director of Financial Aid and his/her staff adhere to the rules and regulations handed down from the federal and state governments.

- **Eligibility for financial aid is based, in part, on satisfactory academic progress (See the section on Satisfactory Academic Progress policies and procedures)**
- Students on a leave of absence during the academic year in review are not required to participate in the SAP process. The GTU will use the last SAP determination on record for students who wish to apply for financial aid when they return.
- Students who meet published application deadlines have priority over late applicants. Late applicants will be evaluated on a case by case basis as funds allow. Because financial aid funds are fully allocated, there will normally be no grants available to late applicants.
- Students must be registered in the semester(s) she/he wishes to receive aid.
- Full time students who drop to part-time status, but remain eligible for aid, will have their grant-in aid reduced in proportion to the reduction of their tuition charge. Federal Work Study, Federal Perkins Loan and Federal Stafford Student Loans will be reduced as required by federal law.
- Students registered less than half-time are **not** eligible to receive any financial aid.
- Students enrolled in summer school are **not** eligible to receive financial aid for summer coursework.
- Students receiving GTU grant-in-aid who withdraw from the doctoral program will have that aid reduced in proportion to the percentage of tuition or fees eligible for refund.
- Students receiving federal student loans and withdrawing from all classes before 60% of the term has been completed will have a “Return to Title IV” calculation performed by the GTU Financial Aid Office to determine if any federal loan funds must be returned to the lender.

- GTU financial aid will only be awarded for course-work registered for through the GTU Consortial Registrar's Office.
- Students receiving funds from non-GTU sources will **not** have their grants reduced **except in cases where total need is exceeded**.
- Members of religious orders who receive subsistence support are eligible to receive grants and Federal Unsubsidized Stafford Loans. These students should see the Financial Aid Director for detailed information regarding this policy.
- Annual awards will be disbursed equally between the fall and the spring semesters, except Federal Work Study earnings.
- Students are ineligible for grant-in-aid after the end of year five, and for all other financial aid (e.g. federal loans, federal work-study) after the eighth year of full-time registration.

E. Doctoral Program Policies

1. GTU Honor Code

The GTU doctoral program operates on an honor code. As responsible adults, students police the integrity of their own academic work. By virtue of registration in the program, students pledge to work in accordance with policies, procedures and expectations as defined in the Doctoral Program Handbook, the GTU Catalog and Area protocols. Students are required to observe rubrics of exams such as time limitations and closed-book requirements. On-campus exams are not proctored since it is assumed that students will comply with the honor code in good faith. Documented evidence that a student has violated the honor code may result in immediate expulsion from the program.

2. Attention to Paperwork

The requisite paperwork must be completed and on file with the Dean of Students' office in order for a student's accomplishment to be considered official and, when appropriate, recorded on the transcript. **This is the student's responsibility.** Students will receive email confirmation from the Academic Secretary when languages are certified, research readiness review is complete, examinations are passed, committees are officially formed and proposals have been received and approved. **The Academic Secretary requires up to 10 to 14 working days to process paperwork.** Failure to receive written confirmation means that paperwork is missing or incomplete.

3. Satisfactory Academic Progress (SAP)

(Approved, May, 1990; revised, August, 2007; 2nd revision January, 2009)

The purpose of the Satisfactory Academic Progress (SAP) review is to: provide information for the Dean of Students to determine academic standing and financial aid eligibility for students and help students critically self-assess their progress toward their degree each year.

Students are expected to make satisfactory academic progress every semester or year that they register in the GTU doctoral program. Satisfactory progress is important for at least three reasons: 1) developing scholarly knowledge and skills depends upon deep, sustained engagement in a course of study, 2) limiting the costs incurred during graduate study is key to limiting consequential financial burdens after graduation, and 3) expeditious program completion means that faculty advisors, coordinators, committee members, and other faculty mentors are available to work with other GTU students.

Academic Standing: Satisfactory Academic Progress brings to light problems with the quality of a student's work as well as pace in the program. Slow progress, numerous extensions and/or problematic professional relationships are examples of unsatisfactory progress, all affecting a student's standing in the program. A student's good standing in the program is required and it is based on satisfactory academic progress.

Financial Aid Eligibility: The federal government requires a report on satisfactory academic progress for all students receiving any sort of federal aid (work-study or loans). Federal standards require that our measures be quantitative as well as qualitative and include certification of completion of work within expected time frames.

GTU requires satisfactory academic progress of all students receiving grant-in-aid and all other GTU-sponsored merit and/or need-based awards, scholarships, or

fellowships. Finally, initial and continuing eligibility for many external sources of student funding or support require GTU verification of annual satisfactory academic progress.

a. Satisfactory Academic Progress: General Policies

Satisfactory Academic Progress is based on the following criteria and time line:

- A cumulative average of “B” or better for all courses taken (*failure to maintain the requisite grade point average automatically warrants academic probation*)
- Successful completion of program requirements within the expected time frames of the doctoral program (see below)
- A satisfactory annual review by the Dean of Students

b. Expected Time Frames for the Doctoral Program

- Successful Research Readiness Review by the end of the third semester (FTE)*
- Completion of language requirements by the end of the second year (FTE)*
- Approval of the comprehensive proposal by the end of the third year (FTE)*
- Completion of the comprehensives examinations by the end of the fourth year (FTE)*
- Approval of the dissertation proposal by the end of the fifth year (FTE)*
- Completion of the degree by the end of the seventh year (FTE)*

*In each of these cases “year” refers to full-time equivalent (FTE), or the combination of full-time/part-time enrollment equivalent to 2, 3, 4, 5, or 7 full-time years. Some Areas have slightly different expected time frames; students should consult their Area protocol to see if and where their Area deviates from this schedule.

Students who do not make SAP and need an extension will have their registration blocked and will not be permitted to register for the term. Students must resolve this issue before the end of the general registration period to avoid a late registration fee. Students must resolve the issue before the end of late registration to be able to register for the semester. Students will receive confirmation of an approved extension via email from the Academic Secretary.

c. Satisfactory Academic Progress Procedures

- Each June, the Dean of Students reviews the student's academic records and makes a decision regarding the student's progress in the program. The Dean of Students also notifies all CDF annually about the review process and invites them to share concerns they or their Areas might have with the quality and/or pace of their students' work. Students receive written confirmation of the results of their progress review from the Dean of Students in July with copies sent to the student's advisor, Area Convener, and the GTU Financial Aid Office.

Some Areas meet in April or May and collaborate together to review SAP for all the students in their Areas. The Dean of Students will work with these Areas to incorporate their feedback and, where appropriate, revise student progress reports.

d. Options for a SAP Decision

- yes, the student made satisfactory academic progress during the previous year;
- no, the student did not make satisfactory academic progress and will be placed on *financial aid probation* for the subsequent year. This status is a warning, aid will be awarded during the probationary period. The student can remove financial aid probation by successfully completing the requirements expected according to the normative time schedule and/or according to revised expectations outlined in the Dean of Students' written review;

- no, the student did not make satisfactory academic progress for two consecutive years (during the probationary period and the year before). This means the student is *ineligible for financial aid* during the subsequent semester or year. The student can regain eligibility by successfully completing the requirements expected according to the normative time schedule and/or according to revised expectations outlined in the Dean of Students' written review;
- no, the student did not make satisfactory academic progress for three consecutive years and risks being terminated from the doctoral program. This means the student is ineligible for financial aid during the subsequent semester or year and will be placed on *academic probation*. The student can regain good standing in the program and financial aid eligibility by successfully completing the requirements stipulated to remove the probation;
- no, the student did not make satisfactory academic progress, revealing a serious problem with the quality and/or pace of work in the program. This means the student will immediately be placed on *academic probation* and risks being terminated from the doctoral program. The student can regain good standing in the program by successfully completing the requirements stipulated to remove academic probation;
- no, the student did not make satisfactory academic progress, revealing a serious problem with the quality and/or pace of work in the program. The student will be *withdrawn from his/her doctoral program*.

Students on a leave of absence during some or all of the academic year in review will be held to the expectations in place at the time they took their leave upon their return. So, students on leave during the fall term, but registered for the subsequent spring term, or registered during the fall term, but on leave during the subsequent spring term are required to participate in the process. Though on leave, students are always invited to participate in the SAP review process.

e. Flexibility with Expected Time Frames: Appeal Process for an Adverse SAP Decision

If because of mitigating circumstances a student fails to make satisfactory academic progress and receives an adverse SAP determination, she/he may appeal that result. The student may not request that the GTU disregard the student's performance or eliminate a particular program requirement. The student may request that because of unusual circumstances the GTU suspend an expected time frame for SAP during the year in review and approve the student's request for a deadline extension and/or revised time frame.

A student choosing to appeal an SAP determination should submit a written petition to the Dean of Students by electronic mail within one month of the date of the final SAP review letter (typically, August). The email should explain the mitigating circumstances influencing progress in the program and outline plans to make SAP within the subsequent semester or year. In most cases, the plan should outline how the student plans to meet the requirement(s) due the previous year and the one(s) due for the upcoming fall and spring terms. That is, the student needs to make every effort to get caught up with the doctoral program normative time schedule in the year following the review. The email should also verify support of the plan by the student's advisor or committee coordinator.

Though not required, the student can ask her/his student's advisor or committee coordinator to write a memo of support for the revised plan. For example, the faculty member can verify his/her willingness to continue working

with the student for a longer period of time because of delayed and/or slower progress.

The Dean of Students will render a decision about the appeal in writing by email within one month of the date of the appeal.

- f. Flexibility with Expected Time Frames: Doctoral Student Parent Support**
Childbirth, new parenthood, or caring for ill or aged parents is a common experience for GTU doctoral students. These are time-intensive tasks. Students are often reluctant to ask for a special exception to deal with parenting demands. While doctoral student parents or parent care-givers are encouraged to fulfill program requirements within the normative time frame, they may need extra time. These students will be granted extensions based on parenting demands.

Any student who has taken time to accommodate childbirth or other serious parental demands, or to care for a parent who is ill or otherwise in need of support, may receive an extension of up to one extra year to complete a program requirement. The total additional time granted by this policy may not exceed two years during a student's program, regardless of the number of children and/or parents involved.

With the support of the advisor or committee coordinator, students must submit a request for an extension of a normative time deadline in light of the Doctoral Student Parent Support Policy to the Dean of Students. Students should submit the request via email, explaining the reasons for the extension and outlining a new timeline for completion of their program.

4. Probation Policy

(Approved, September, 1991)

a. Academic Probation
Reasons for Academic Probation

- Faculty discover in the diagnostic interview or in the course of a student's academic work that he/she has a gap in his/her academic background and thus needs to do remedial work in a specified area.
- The annual Satisfactory Academic Progress review or an Area review of students reveals a serious problem with the student's work and/or progress in the program.
- The student fails to maintain a 3.0 GPA or make Satisfactory Academic Progress for two to three years.
- The student's performance in a course, on a paper, and/or in the oral comprehensive examination; completing a language requirement, drafting a comprehensive or dissertation proposal, writing comprehensives, and/or writing the dissertation reveals a very serious problem.

Academic Probation Procedures: In most cases, a faculty member initiates academic probation procedures because of a problem with the student's diagnostic interview, Satisfactory Academic Progress review, or performance in some aspect of the program. The Area faculty or a committee designated by the Area makes a recommendation to the GTU Dean of Students who decides whether or not probation is warranted.

- If a faculty member initiates the process, the Area faculty or a committee thereof meet to review the student's work in light of the concern raised.
- If they decide probation should be recommended, the Area faculty or committee thereof draft a document specifying: the reasons for probation; the work required of the student to remove the probation; the evaluation procedure to review the work; the deadline by which the work should be completed, and the consequences for the student if the terms of probation are not met.
- The draft document is reviewed by the entire Area faculty and approved by the Dean of Students. The Area faculty must vote in favor of the probation procedures outlined in the document.
- An assigned faculty member (usually, the student's advisor) and Area Convener meet with the student and go over the probation document carefully, to ensure that the student understands the reasons for probation and the work needed to remove it. The student signs the document to say that he/she understands the document and the means to remove probation.
- The Area Convener sends a copy of the probation document to the Dean of Students who will update the student's record and confirm, in writing, the terms of the probation with the student.

In some cases, the Dean of Students automatically places a student on probation for failure to maintain the requisite GPA or make progress in the program.

- If the Dean of Students decides probation is warranted, he/she notifies the student, in writing, specifying: the reasons for probation; the work required of the student to remove the probation; the evaluation procedure to review the work; and the deadline by which the work should be completed. The student's advisor and Area Convener receive a copy of this notification.

By the deadline, for a faculty-initiated process, the Area faculty or a committee thereof reviews the student's work to determine whether to remove the probation. If the Dean of Students initiates the process, he/she verifies whether or not the student made the progress specified in the probation document.

If the student needs an extension, a request must be submitted in writing to the advisor, Area Convener and Dean of Students; the Area and Dean of Students must approve the extension.

Results of the Academic Probation Process: If removal of probation is recommended, the Academic Secretary will document the removal in the student's academic file.

If the Area faculty or a committee thereof feels that the work does not merit the removal of probation, they must state their reasons and make one of two recommendations, in writing: further remedial or preparatory work (with similar conditions to the original probation), or termination of the student's program. All recommendations must be approved by the student's advisor, Area Convener and the Dean of Students. If the Dean of Students places a student on probation and determines that he/she did not meet the conditions, the student will be terminated from the doctoral program.

If the decision is to terminate the student, and he/she has successfully completed the research paper for the special comprehensives, the student may petition to his/her comprehensive examinations committee for approval of a terminal M.A.

Appeal Process: The judgments of the Area faculty about the substance of the academic work are properly faculty judgments. Any student appeal has to be made directly to the faculty, but their judgments will be final. Students may appeal any breach of procedure, following the Academic Grievance policy, but an appeal of procedure does not challenge the substance of the judgment.

b. Advisability Probation

The GTU has a finite number of faculty and cannot advise students on every conceivable topic. The assumption at admission is that the student selected GTU, in part, because of the expertise of the faculty and that he/she will work with the faculty to tailor his/her interests to the interests and expertise of the GTU faculty. Doctoral students are expected to work with faculty to design suitable topics for research and to be open to faculty suggestions and advice, and achieve appropriate independence.

If a student's advisor leaves the GTU, goes on extended leave, or dies, the institution will make every effort to make it possible for the student to complete his/her degree. Completion is not guaranteed. Such changes may mean that appropriate faculty resources for the student no longer exist.

If faculty resources are not available and/or doctoral students are unable or unwilling to tailor their interests for the comprehensive exams and dissertation, advisability probation may result.

Reasons for Advisability Probation

- The faculty advisor withdraws and doubts whether the student is suitable for the program.
- Insufficient faculty resources are available and/or willing to chair or serve on the comprehensive examinations or dissertation committees.

Advisability Probation Procedures

- A faculty member notifies the Area that a student should be placed on Advisability Probation.
- The Convener acquaints him/herself with the student's record and interests.
- The Convener polls Area faculty on their willingness to advise, and, if relevant, their reasons for refusal.
- If no advisor can be found or committee can be formed, the Convener drafts a document stating the reasons; recommending what, if anything, the student can do to rectify the situation (change topics and/or methodological approaches; agree to the terms of a professor who is the logical advisor) with a deadline specified (usually within 4 months, typically no longer than one academic year); recommending if the student more properly belongs in another Area; recommending that the student withdraw from the program, possibly with a terminal M.A.
- The draft is reviewed by the Dean of Students for procedural correctness and consistency with the entire doctoral program. The draft document is also reviewed by the entire Area faculty, then, approved by the Dean of Students.

The Area faculty must vote in favor of the probation procedures outlined in the document.

The document is presented to the student and reviewed with him/her by an Area faculty member not involved in the original complaint and Area Convener. The Dean of Students will update the student's record.

F. Doctoral Program Requirements

1. Language Requirements, Policies, and Procedures

a. GTU Scholarly Research Language Requirement

Without linguistic skills, it is impossible to pursue academic theology in today's globalized world. Knowledge of multiple languages allows one to enter into different perspectives of theological thought which arise from differences of culture and philosophy.

All Ph.D. and Th.D. candidates are required to demonstrate proficiency in two scholarly research languages, not including the student's native language. This requirement must be met before the comprehensive examination proposal can be approved. Additional requirements and standards may be determined by the student's Area.

Doctoral students are expected to certify language proficiency during *the first four semesters* of residency (*Effective, fall semester, 1994*). Failure to do so will result in financial aid probation and may be grounds for academic probation.

If an area requires a student to certify proficiency in an ancient language (other than Latin), the area faculty will specify the means for demonstrating proficiency at the required level (e.g., by course work or by an examination administered by the area) and will be responsible for determining that the requirement has been met. Either the area convener or the advisor should notify the Academic Secretary when the requirement has been met.

Students should note that if their program requires research proficiency in a language beyond the standard language requirement, but not deemed by the faculty to be necessary for comprehensives, students may (with the permission of the Area) take and pass the comprehensives before that language proficiency has been certified. Such proficiency would have to be certified before the dissertation proposal could be approved. This policy should aid students whose dissertation topic requires extraordinary linguistic competence.

b. Modern Foreign-Language Certification Options

(Approved by the Faculty Council, fall semester, 2003; revised by the Faculty Council, spring semester, 2009)

Students can certify proficiency in a modern language in a variety of ways.

Modern Foreign Language Certification by Examination

One option is to successfully complete the modern foreign language exam offered by the GTU Dean of Students office. The purpose of this examination is to certify competency in the language's basic structures and grammar and in reading academic theological/religious research in a modern foreign language, and to demonstrate an accurate understanding of key sentences in a discussion by means of a translation.

Characteristics of the Exam Format: Students choose between two 600 word passages provided by a language examiner and must summarize the main ideas of the passage in 100-150 words, with attention to the coherence of its discussion. Students must also translate 200 words highlighted by the examiner in the passage; i.e. either a contiguous section of the passage or several key sentences. The exam is graded pass/fail and is three and one-half hours long. Printed dictionaries may be used during the exam. Grammar and verb charts and personal notes are not allowed. All electronic devices, including electronic dictionaries and computers, are also not allowed. GTU certifies proficiency in Chinese, French, German, Modern Hebrew, Italian, Japanese, Latin, and

Spanish. Students wishing to certify proficiency by examination in other languages must submit a petition to the Dean of Students at least two weeks before the exam including in their petition the name and contact information of a qualified, impartial examiner.

Registration for the Language Exam: The language exam is offered at a pre-arranged date and time every September, February, and May. Students should consult the GTU Extended Calendar on the GTU Web Site for the dates and times of the exams. Students must register for the exam ***no later than two weeks prior to the exam.*** Contact the Receptionist/Student Affairs Office Manager to register.

Off-campus Language Translation Exam: Off-campus language examinations may be arranged on a case-by-case basis to accommodate students who live more than a day's journey from the GTU. The student must live a sufficient distance from the GTU to make it impossible to travel to the GTU, take the exam, and travel home in one day. The student must request approval for an off-site exam from the Dean of Students and comply with the following procedures.

- The student must take the examination on the same day that the general exam is scheduled for all GTU students. The student must register for the exam no later than two weeks prior to the exam.
- The student should arrange for someone, such as a librarian or faculty member, to proctor the examination. The student is responsible to set up a testing situation similar to that of GTU students taking the exam on campus.
- The GTU sends the exam to the proctor via email, fax or overnight mail in time for the examination.
- At the completion of the examination, the student may send a copy of the exam to the Academic Secretary via email or fax. He/she returns the hard copy of the exam to the proctor, who should make a copy, place the original work and appropriate passage in an envelope, seal it, and sign across the seal. The student returns this, along with a statement signed by the student and proctor that the agreed upon procedures had been followed, to the Academic Secretary via surface mail. The proctor should keep a copy of the exam on file in case the original translation is lost or damaged in transition.
- The exam is graded by the appropriate examiner for that language along with all the other student exams.

Criteria For Evaluating The Language Examination: The language examiner uses the following criteria to judge proficiency:

- **Accuracy Of Comprehension:** The summary of the entire 600 word passage is intended to demonstrate **comprehension** not simply of what the passage is generally about (its topic), but what it says about the topic. In other words, it represents the level of comprehension required to be able to utilize the passage for research purposes: how would the student summarize the main points of the passage in a research paper he/she was writing?
- **Accuracy Of Translation:** Examiners are not looking for a polished translation, but expect to see that the student has adequately translated the selected text. Examiners are looking for an appropriate rendering of each word, proper spelling and verb tenses. Free paraphrasing is not the same as accurate translation.

The verification of a student's ability to translate the selected text involves an understanding of the context, i.e., the theological issues which the text addresses. A rigidly literal translation can indicate that the student does not understand the context. Although the choice of a word or a phrase in the translation may be found in a dictionary, the theological context might disallow that particular choice. The examiner must determine, on the basis of the translated text, whether the student has understood, at least in a general way, the theological context of the text.

- **Completion Of The Exam:** Any examination which is not completely summarized and/or includes an incomplete translation of selected text is considered a fail. Students must complete the entire exam within the specified time-frame. The exam must also be written in a legible form.
- **Evaluation Of Errors:** The examiner will indicate on each corrected examination the errors which she/he has found.

Students would fail if they make major errors. Major errors include:

- a) Consistent failure to correctly understand or translate key grammatical structures of the language;
- b) A misconstrual of a sentence (or its grammar) that leads to a domino effect of other misunderstandings throughout the passage;
- c) A failure to grasp either a major point of the passage, or the author's justification of that point.

Determination of the Final Grade: The pass/fail grade is determined on the basis of a cumulative judgment of all the errors as described above.

Students who pass the exam fulfill the GTU modern foreign language requirement, and the "pass" will appear on their transcript.

Multiple Attempts to Take and Pass a Modern Language Exam (*Effective, fall semester, 1994*): Students are permitted to take a given language examination three times. A student may petition for a fourth attempt, either on the basis of further and substantial study of the language, which must be documented; or on the basis that there were extraordinary conditions which caused the third failure. This, too, must be documented. Neither of these petition-situations are pro forma. The Committee considers each request on a case-by-case basis. If the request is rejected, the committee will provide the student with the reasons for the rejection. This decision is final.

Student Requests to Not Grade a Language Exam: On occasion, a student may take a language exam but not wish to submit it for grading. Students may exercise this option with a language no more than two times. Ungraded exams are not counted as attempts. Following 2 ungraded attempts, a student must submit his/her exam for grading.

Recourse By a Student in Case of an Exam Failure: A student may contest a grade within two weeks after receiving notice of the examination result. To do this, the student should contact the GTU Academic Secretary and make an appointment to see his/her graded exam. To petition for reconsideration, the student must submit in writing the reasons for contesting the grade to the Academic Secretary. The Academic Secretary assigns a second examiner to

review the exam, the first examiner's corrections and comments, and the student's petition. If the second examiner disagrees with the grade of the first examiner, a third examiner is selected, who will review all the material and make a final judgment. The decision of the third examiner will favor either retention of the original grade (failure) or a change of grade (pass).

Modern Foreign Language Certification by Coursework

Students may certify proficiency in a modern foreign language by coursework. Qualified courses should foster an understanding of the language's basic structures and grammar and develop reading, translation, and comprehension skills at the requisite level for GTU graduate programs.

Pre-Approved Courses: The GTU develops and maintains a list of pre-approved courses that are qualified to evidence proficiency in a modern foreign language. One set of courses on the list are the GTU summer intensive language courses. Students can certify proficiency in French, German, or Spanish by successfully completing one of the GTU summer intensive language courses and passing the examination at the end of the course, which is equivalent to the GTU Modern Foreign Language Examination. GTU summer intensive language courses are typically 4 weeks long during the last two weeks of July and first two weeks of August; GTU courses meet 5 days a week, Monday through Friday, for three hours each day (60 contact hours).

Summer intensive language course instructors notify the Academic Secretary by email with the names of students who successfully pass the course and examination; the Academic Secretary, then, will update each student's academic files.

Petition to use Other Previous or Current Coursework: other coursework taken before or during a student's doctoral program may be used to certify proficiency in a modern foreign language. Students must petition to use these or other methods, approval is not pro forma.

Graduate studies in a foreign language: If a student matriculated as a graduate student in a foreign university in which the requested language for certification was used for both lectures and written work, and the student received a B grade or equivalent for a minimum of one full-time semester, he/she may petition to accept this work as evidence of proficiency in that language.

Undergraduate studies in a foreign language: If, within the past five years, a student studied a language at the undergraduate level for four semesters or the equivalent and received in the fourth semester a B or better grade, he/she can petition the committee to accept this work **as evidence of proficiency in that language**. The request should also include evidence that the student continues to use the language.

Students should submit an email petition to the Academic Secretary, addressed to the Modern Foreign Language Committee, clarifying the language involved and describing how the student gained proficiency, including course titles and the dates and places where courses were offered. If official record of this work is not in the student's GTU academic file, the student must secure and submit documentation (e.g. for coursework, an official transcript is required). The student should ask the Academic Secretary to include appropriate records from her/his GTU file. The Academic Secretary will submit the petition to the Committee on the student's behalf. The Academic Secretary will notify the student by email of the decision, with a copy to the advisor.

c. Procedures for Non-Native Speakers to Certify English as a Modern Foreign Language

Non-native speakers of English may, with Area permission, certify English as one of their modern foreign languages. Certification is done one of two ways: 1) achieving a qualifying score on the TOEFL exam, taken as a part of the GTU admissions process or 2) submitting a term paper from a GTU course for certification by the course professor and GTU Dean.

- Doctoral students whose native language is not English may certify proficiency in English by achieving a score of 600 (paper-based) or 250 (computer-based) on the TOEFL exam or 80 (internet-based) on iTOEFL. During the student's first semester, the Academic Secretary checks the academic file of each entering graduate student for whom English is her/his second language for his/her TOEFL score and, where appropriate, certifies proficiency.
- Students may certify proficiency in English by submitting a graded term paper of at least 20 pages in length written for a GTU course, along with a written evaluation of the student's written and spoken English language abilities by the faculty member who taught the course, to the GTU Dean. The Dean will use the materials, and may also require a conversation, to judge the student's proficiency in English. Criteria for determining proficiency include the following: correct use of English grammar and idioms; correct sentence structure and appropriate paragraph divisions; smooth rhetorical flow; accurate spelling; proper form for documentation.

d. Biblical Hebrew and Greek Exams

At the time of entrance to the doctoral program, Biblical Studies students **must** take examinations in Hebrew and Greek to assess proficiency at the primary or secondary level. Returning Biblical Studies students, MABL students, or any other GTU students wanting to certify in biblical languages also take these exams. Exams are offered in late August; Biblical Hebrew on Tuesday and Biblical Greek on Wednesday of the first week of general registration. Exam dates are fixed and cannot be changed. Students should consult the GTU Extended Calendar on the GTU Web Site for the specific dates and times of the exams. Students should also consult the GTU Web Site about registration procedures (Students > Protocols and Other Area-Related Materials>Biblical Language Information Sheet); you can also consult with either the Biblical Studies Convener or GTU Academic Secretary.

e. Certification

Students will receive email confirmation of language certification, with copies sent to the student's advisor and the GTU Consortial Registrar, and a copy placed in the student's file. Language certification is noted on the transcript. If certification is not listed on the grade report or transcript and ought to be, students should see the Academic Secretary immediately.

If an area requires a student to certify proficiency in an ancient language (other than Latin), the area faculty will specify the means for demonstrating proficiency at the required level (e.g., by course work or by an examination administered by the area) and will be responsible for determining that the requirement has been met. Either the area convener or the advisor should notify the Academic Secretary when the requirement has been met.

2. Doctoral Student Review for Research Readiness

(Approved, April, 1993; Updated by the Faculty Council, April, 2003)

Purpose of the Research Readiness Review: The purpose of the Research Readiness Review process (RRR) is to aid the academic advisor and the Area in evaluating the student's current level of competence in research-writing and helping identify particular directions to follow for further growth. Research Readiness Review is both a diagnostic and evaluative assessment of student work, and may even be a component of a developmental process.

Elements of the Review: Research Readiness Review consists of three phases: phase one - two different professors evaluate the research papers written by a student for their courses, both in the context of the requirements for the course and for RRR; phase two - the student reviews the evaluations with his/her advisor; phase three - the advisor presents a summary of the student's evaluations to the Area and the Area decides whether or not the review is successful.

The two principal components of the paper review are the graded paper itself and the *Doctoral Student Review for Research Readiness* form.

Requirements

- 1) Students must submit **two different course papers, each at least 20 pages in length**, for review by the professors teaching the courses (Students may **not submit more than two papers** for review, unless directed to do so by the Area);
- 2) Students must submit a *Doctoral Student Review for Research Readiness* form with each paper;
- 3) The courses involved must be at the **4000 level or above** (The student and the student's advisor are responsible for making sure the student takes courses appropriate for this process. They are also responsible for making sure the student "levels up" a GTU or Cal course chosen for this requirement that is not listed at the 4000 level). See the section on Special Reading Course in the Registration section of the handbook for direction on leveling up a course);
- 4) Students must select **two different professors** for this phase of the review (The student's Area Convener can waive this requirement, unless the professor involved is the student's advisor);
- 5) Students are expected to submit papers for RRR during the first year of full-time study in the GTU doctoral program and complete the review process by the end of the 3rd semester in the program. In cases regarding students for whom English is their second language, facing heavy language requirements, and/or judged to require some remedial background work, the Area may determine to delay the review to the 4th or 5th semester. In these cases, the Area Convener or student's advisor must specify via email to the Academic Secretary whether an incoming student should, instead, be reviewed in the 4th or 5th semester. Failure to meet the RRR deadline will result in financial aid probation and may be grounds for academic probation
- 6) The student should decide early on in a course whether or not to submit a course paper for RRR. The student is advised to consult with the professor on the appropriateness of the course paper for this review process.
- 7) The student is responsible for securing a copy of the graded paper and written evaluation from each professor and passing these materials on to his/her advisor;
- 8) The student and the student's advisor are responsible for making sure the Area completes the review and reports the results to the Academic Secretary. Reporting includes submitting copies of the review forms to the Academic Secretary for the student's academic file.

Process, Tracking the Paperwork: The following description tracks the flow of paperwork from the beginning to the end of the review:

- 1) The student initiates the review when turning in the research paper, with the *Doctoral Student Review for Research Readiness* form, to the professor (the form should be included when the paper is submitted, the professor is not obligated to evaluate the paper for RRR outside the normal context of the course);
- 2) The professor grades the paper and completes the form and returns them both to the student;
- 3) The student makes a copy of the materials for her/his files and passes the original documents on to the advisor;
- 4) The student also sends a copy of the completed form to the Academic Secretary for the Doctoral Program;
- 5) The student repeats this process a second time for a different course, with a different professor;
- 6) The advisor maintains a RRR file for his/her student and keeps the materials in this file until the first phase of the process is complete;
- 7) The student initiates the second phase of the review by scheduling a meeting with the advisor to discuss the assessments rendered on the graded papers and RRR forms. (IDS has a slightly different protocol. IDS students should consult with the Area Convener for information.);
- 8) The advisor should write to the student to document what was discussed, specifically identifying strengths and weaknesses as well as recommendations for the student's continued work;
- 9) The advisor should schedule time with the Area in executive session to consider the student for RRR. The advisor should bring the graded papers, forms, and memo to the student to the Area meeting. Faculty are encouraged to coordinate a research readiness review with a discussion of the students' Satisfactory Academic Progress Report for the previous year;
- 10) The Area discusses the student's work and various assessments and makes a decision. For some students, the process may result in academic or advisement probation. The decision should be recorded in the Area minutes;
- 11) The student's advisor should report the results immediately to the Academic Secretary who will then submit official notification of the results via electronic mail to the student, advisor, and Area Convener. In the case where the review is unfavorable, the advisor should report whether the student should have another review, be placed on academic probation, or be terminated from the program. A copy of the Academic Secretary's email notification, as well as the advisor's written correspondence to the student, will be placed in the student's permanent file in the Student Affairs office.

3. Allied Field Certification (Approved, April, 2001)

One way for students to add an interdisciplinary component to their program and/or expand their areas of expertise for teaching or research (and, therefore, become more marketable when applying for jobs) is to pursue allied field status in a GTU Area other than their primary Area of study. Allied field status allows a student to establish a foundation of credentials in the second Area. Allied field requirements and application procedures vary across Areas, so students should consult allied field information on the GTU Web Site for details (Students>Protocols and Other Area-Related Material>Allied Field Information for all Doctoral Areas). **Applications must be submitted and approved according to the relevant Area's procedures within one month after successfully completing the research readiness review.** Each Area has specific protocols for the assignment of an allied field advisor to approved students. Students must submit written

proof that their allied field application was approved by the appropriate Area to the Academic Secretary for their file. They should update the Academic Secretary along the way about their progress, i.e. as they complete allied field requirements, and when they have completed the allied field requirements and process. Failure to do this means your allied field will not appear on your transcript.

4. Comprehensive Examinations

a. Goals for Comprehensive Examinations

(Approved, April, 1995)

Comprehensive examinations demonstrate:

- broad command of the field or discipline as a base for research, teaching, and/or professional activities,
- intellectually rigorous scholarship demonstrated through examination and papers,
- depth in some aspect of the discipline,
- linguistic skills appropriate for the student's program,
- critical analysis of the literature and issues in the discipline,
- critical engagement with a bibliography and the issues it reflects which open the student to perspectives beyond her/his own denominational and scholarly tradition.

b. Commonalities of Comprehensive Examinations

Five components of the comprehensive exam phase of doctoral study at the GTU are common to all students:

- Students are examined on topics and themes specific to their Area. It is critical that students consult their Area's protocol for information about the specific nature of their Area's comprehensive examinations.
- Some portion of all students' examinations is individualized (Special Comprehensives).
- All students must present a comprehensive examination proposal of their individualized exams for review and approval by their Area.
- **All students must include at least one paper (typically 30-40 pages long) as a part of their comprehensive exams.**
- All Areas conclude the comprehensives with an oral examination.

Administratively, any examinations taken at the GTU, in either the Library or LeConte building, must finish by 4:30 p.m.

Handwritten Exams: If a student writes an exam by hand, at the end of each exam period, the student must submit his/her work to the Academic Secretary who will copy the exam for the student's file. Students must then type their exams and return them to the Academic Secretary within seven days. Students are not allowed to make substantial changes to their work, but may edit the work to correct spelling and grammar (students

may use a dictionary; students for whom English is not their first or primary language may use a dictionary that translates their native terms into English). Students are not allowed to have their typed exams reviewed or revised by anyone else, e.g. an editor.

Computer Use: Students should consult with the Area Convener and Academic Secretary about using a computer for an exam. If a computer is allowed, students must complete the exam within the time allotted. At the end of each exam period, the student must submit his/her work as is to the Academic Secretary.

Record of Results: The Academic Secretary will inform students via email of the results as soon as they are returned by the examiners, with copies to the student's advisor and Convener. The results are recorded in the student's file. This phase is completed when the student has passed all general comprehensive examinations in the Area and is then allowed to proceed to special comprehensive exams.

c. Comprehensive Examinations: Committee Membership, Proposal, Oral Exam

Once the student has successfully met the GTU language requirement, completed other Area-level requirements, had a successful research readiness review, s/he can proceed to the comprehensive examinations phase of the doctoral program.

Comprehensives consist of a written proposal with bibliographies, written exams, and an oral exam, all approved and evaluated by a comprehensive examinations committee. The comprehensive exams proposal must also be approved by the Area. **Students have one year (year three on the normative time schedule) to form a committee and draft and receive approval of the comprehensive examinations proposal.** Students should complete the exams, including the oral examination, within a year's time, normally by the end of the fourth year in the program.

Committee Members and Their Roles

Students are required to have three members on their comprehensive exam committee who fulfill the roles outlined below. Students should begin forming their committee as soon as possible.

Students may have more than three committee members if they so choose. Students should be mindful of both the benefits and challenges of adding additional members, including having to negotiate many potentially disparate perspectives and accommodate several busy professionals when scheduling meetings and seeking feedback in a timely fashion. Additional members bring expertise and/or skill otherwise not represented by the first three committee members. They must be current in the relevant field and understand and have the capacity to support the standards and rigors of doctoral work, as judged by the student's coordinator and Area. In most cases, the additional member has a doctoral degree and otherwise has qualifications comparable to the first three members. When the member does not fit this profile, the coordinator and Area will decide whether or not he/she is appropriate for the committee. This means, though uncommon, a fourth or fifth committee member may be an adjunct faculty member, retired professor, and/or visiting scholar or faculty member with a temporary appointment. The committee coordinator will clarify the role of any additional members, including whether or not they must read and evaluate all of the student's work, attend the oral, and/or sign off on required documents and forms.

The Coordinator (Chair) of the Committee must be a member of both the Core Doctoral Faculty and the Area. If an exception is made to this rule, the Dean will seek

assurances from the Area that the Coordinator is well qualified to fulfill the following obligations:

- certify that the comprehensive committee meets GTU standards
- work with the student on the proposal draft
- ensure that all committee members agree on the proposal, including the format and purpose of each of the comps, questions for the timed exam(s), and topics for papers and courses
- attend the Area meeting when the proposal is discussed and approved
- coordinate the writing of questions for timed exams
- read all of the exams and comprehensive papers
- chair the oral examination and vote with other committee members on the evaluation of all the exams
- certify that the comps (when finally passed) have met the standards of the doctoral program and the protocols and standards of the Area
- ensure that GTU processes are followed and paper work is completed (Only one faculty person is responsible for advising a student through his/her course of study. The coordinator of his/her committee assumes this role.)

The **Second GTU Member** must be a consortial faculty member, normally from a GTU school **other** than that of the coordinator, in order to ensure a breadth of perspective in regard to religious tradition and institutional location. By way of exception, permission for the second member to come from the same school as the coordinator may be granted by the GTU Dean upon the recommendation of the area faculty. The second member should have scholarly expertise appropriate to the substance of the comprehensives. The second GTU member:

- approves the proposal **before** it is submitted to the Area, he/she may work with the student on the proposal draft
- usually participates in the drafting of questions, and may participate in the approval of paper assignments
- reads all of the exams and comprehensive papers
- attends the oral examination and votes with other committee members on the evaluation of all the exams

Third Member (Outside Reader): The third member of the committee varies according to degree program. The third member of a Th.D. student's committee is normally from the GTU and, like the other members, is responsible for maintaining the standards of the institution. Ph.D. students' committees must have a member from outside the GTU. Typically, the outside reader is a faculty member from UCB. If the Ph.D. student's third member is not from UCB, the student must submit a scholarly c.v. (including lists of degrees, teaching or professional positions, and scholarly publications) to the Dean with the proposal for review by the Area. This scholar must represent a university research discipline related to the topics of the exams, and not merely be someone who teaches/writes outside of the GTU.

The outside member is not expected to be familiar with GTU procedures or area protocols. In many cases, the outside reader approves only the final proposal, judges the written work, and participates in the oral examination. Outside readers may be more actively involved in the preparation of the proposal if circumstances and their relationship with the student warrant it. The intention is that the outside member enriches the student's work. The GTU members do the same, but they also are responsible for maintaining the standards of the student's work vis-à-vis institutional expectations.

The student may have more than three members on the comprehensive examinations committee. In the case of more than three readers, three individuals must be designated as the official committee of record. In the case of larger committees, the same procedure is required of additional committee members whose status is other than GTU or UCB faculty.

The Outside Reader:

- approves the proposal **before** it is submitted to the Area
- reads the student's written comps, focusing particularly on those items most related to his or her area of expertise
- participates in the oral examination, either by attending or through conference phone call
- votes with other committee members on evaluation of the comprehensives

The Comprehensive Examinations Proposal

By their nature, comprehensive exams are both Area-specific and individualized. There is no blueprint to follow, though some general guidelines for the proposal are available.

The comprehensive examinations should provide the student with both breadth and depth. By the end of the exams, the student should be prepared to teach a general course in his/her field, as well as have researched some topics in enough detail to lay a foundation for research for the next several years beyond the dissertation. The student does not want to be too narrow in focus so as to neglect the overview of her/his field or topics broader than the dissertation.

The comprehensive examination proposal includes a mixture of tests, papers and/or courses. Again, the student should refer to his/her Area's protocol for specific requirements. **At least one comp must be a paper; the typical paper length is 30 to 40 pages.** Some Areas require a timed, closed book test, usually 4 hours in length. Other comprehensive examination options include: 1) student designed and/or taught courses, 2) one or more 24-hour take-home exams and 3) a two papers-two courses format (*Approved by Core Doctoral Faculty, April, 1993*). Students should consult with their comprehensive exam committee and Area Convener for guidance on reasonable limitations/expectations.

Areas vary on the degree of consensus among Area faculty on comprehensive proposals. In some Areas it is wise to show the proposal to several Area faculty before the Area meeting to elicit initial feedback. Other Areas do not allow this. Some Areas have a "dry-run" procedure by which a student is allowed to present the proposal once for feedback and revision before the official presentation of the proposal on which the Area will vote. Again, the student should check with the committee coordinator and Area Convener for guidance on getting the proposal approved by the Area.

There is a difference between Th.D. and Ph.D. proposals. Due to the nature of the program, **Th.D. students should design a comprehensive exam proposal to include topics which are specifically theological, and which do not require use of the university research disciplines in a major way. Likewise, Ph.D. students should design a comprehensive exam proposal to include the contribution of a university research discipline.**

Student-Taught Course as a Comprehensive: Most GTU Areas allow a student-taught course as one of the comprehensive exams. The following guidelines must be followed if the student wishes to exercise this option. The course must be designed to require, and have evaluated, content and skills on the part of the student comparable to other examinations, with comparable faculty oversight and critical response.

- The student prepares a syllabus in consultation with a member of the comprehensive committee; the student's presentation and written explanation of the syllabus must demonstrate that the scope and content of the sections of the course for which the student is responsible are appropriate as the academic content and scope of a comprehensive examination. The student's explanation of the syllabus may include the extent of preparation for lectures and class sessions as well as the material actually presented, but the presentation must be specifically detailed in its demonstration of comparability. The syllabus must be approved by the entire comprehensive committee as satisfactory "as an examination".
- The student teacher, prior to teaching the course, must also identify and label the academic content and lesson plan for each of the class sessions for which she/he is responsible. The student must be responsible for at least a majority of the class sessions; the academic content necessary for the preparation of each session must be substantial and comparable to a comprehensive examination. The criteria for evaluation of the mastery of the academic content needs to be clarified before the course is taught.
- One member of the committee normally attends each session for which the student teacher is responsible, and writes a critique of that session which is shared with the student and comprehensive exams committee. This is roughly equivalent to the reader of an examination sharing comments with other members of the committee.
- All members of the comp committee must see the syllabus, lesson plans and faculty observer's comments before the oral examination so that the content of the course may be discussed during that examination.

Student-Designed Course as a Comprehensive: The Cultural and Historical Studies of Religions Area developed an alternative to actually teaching a course for a comprehensive exam that other Areas may wish to emulate. This examination consists of developing a full syllabus, with requirements, expectations, evaluation criteria, goals and objectives clearly identified, along with a list of readings. The syllabus is accompanied by a 10-20 page paper explaining the intellectual approach of the course and specifying the decisions made about both content and teaching approach. A student may choose to actually teach the course, but this is not required.

One Comprehensive Exam-Two Graduate Level Papers: If a student chooses to center one of the comprehensive examinations on a discipline outside of the her/his Area, the Area may allow the student to submit two graduate-level term papers evaluated and

graded by the professor (s) approved by the Area as competent in the discipline which the examination represents. The papers and the professors' comments and evaluation are submitted as the equivalent of the comprehensives paper, and the comments are duly noted by the comprehensives committee. The professor (s) need not serve on the committee. The comprehensives committee notes the professors' comments to certify that the work satisfies the standards of the discipline, and will in the oral examination ask questions relating that work to the central concerns of the Area and the comprehensives proposal. The Area must approve both the professor (s) and the courses for which the papers are written as appropriate, and the papers must be completed within two years prior to the oral examination.

Procedures for Comprehensive Examination Proposal Approval

- **"Proposal for Comprehensive Examinations" Form**

Students must complete the "Proposal for Comprehensive Examinations" Form. The form is available on the GTU website.

Language Certification: The Academic Secretary must sign the form verifying that the student has completed certification of his/her language requirements. This should be done before the student solicits signatures from his/her committee members.

Committee Members' Signatures: Committee members must sign the "Proposal for Comprehensive Examinations" form. Their signatures indicate their willingness to participate on the comps committee. Students may establish their committee before completing a draft of their proposal (though, many faculty need to review at least a preliminary draft of the proposal to decide whether or not to serve).

Students should be aware that the Area and/or GTU Dean may ask them to revise or add to the committee in order to meet the structural requirements of the GTU and/or to ensure its scholarly appropriateness for the comps proposal.

Both the Area Convener and GTU Dean must approve the committee before the proposal goes to the Area.

The entire comps committee must approve the proposal before it goes to the Area.

Convener's First Signature: The Area Convener must sign the "Proposal for Comprehensive Examinations" form after the committee members have done so, thus indicating that the committee is formally constituted.

Dean's Signature: The GTU Dean must also sign off on the committee. Only at this point does the formal academic process indicate that the student can begin work with the committee to create the comprehensive examinations proposal. If the outside reader (s) is/are not faculty at UCB, students must submit a copy of the outside reader (s) vitae to the GTU Dean for review before securing his/her signature. Students should attach the vitae(s) to an email to the GTU Dean that explains a) how the outside reader(s) represents a research university discipline and b) how each outside reader's expertise is relevant to the student's dissertation.

Area Approval of the Proposal: The comps proposal must be presented to and approved by the entire Area. The Area may approve the proposal contingent upon revisions to the document. **The student is responsible for getting copies of the form, proposal, bibliography, and outside reader c.v., if necessary, to all Core Doctoral Faculty in the**

Area well before the meeting. The student should check with the Area Convener or Area Assistant about procedures and deadlines for distributing materials in the Area.

Convener's Second Signature: Once your Area approves the proposal, the Area Convener signs the "Proposal for Comprehensive Examinations" form **again** to indicate the Area's approval.

Use of Technology in the Proposal Presentation to the Area: Occasionally, a student wishes to use audio-visual equipment for the presentation to the area. Such equipment is available, and the student must notify the Area Convener well in advance (at least six weeks) to assess if using such equipment is appropriate and if the assigned meeting space can accommodate the student's needs. The student should contact Consortial I.T. Services to arrange for the equipment.

The GTU expects the student and the coordinator to be physically present at the area meeting for the proposal presentation. Exceptions are rare, should only occur for good cause, must be approved by the Area Convener and Coordinator, and are only possible if technology to mediate the discussion is available.

Filing with the Academic Secretary: The student submits **two copies** of the completed form, comprehensives proposal, bibliography and outside reader's c.v., if appropriate, to the Academic Secretary. The student will not be officially "in comps," and the faculty will not be the official committee of record, until the student completes this step; however, **the timeline for completion of the exams begins on the date on which the proposal was approved by the Area.**

One copy of the proposal will be placed on file in the Reference section of the Library.

Confirmation Emails: Emails confirming the passage of the exam proposal are sent to the student and the committee members. An email is sent to the outside reader describing the expectations the GTU has for her/his participation in the comps process.

Timeline: The student has one year in which to complete the written exams and oral comprehensive exam from the date on which the proposal is approved. If the student needs additional time, he/she must request an extension from the student's coordinator and the Dean of Students.

Changing One or More Committee Members After Approval

A student may need to make a change in committee membership after Area approval because a faculty member leaves the GTU, has unforeseen personal or professional life changes that may limit the capacity to serve, or dies during the student's comprehensive examinations period. The student should identify a replacement and have a preliminary consultation with the faculty member to gauge interest and availability. The student should contact the Dean of Students about the need to make a change explaining the reasons, identifying the new committee member, and briefly explaining the fit between this new member and the student's project. If the change involves an outside reader, the student should include the new faculty member's c.v. and explain how she/he reflects a University research discipline. The Dean of Students will consult with the Area Convener and Academic Dean, if necessary, and make a decision regarding the change. The Academic Secretary will notify the student of the decision, sending a copy to the former and new faculty members and to the Area Convener.

On rare occasion, the student and a committee member decides that they are either not in alignment on the student's project or otherwise no longer wish to work together. The

student should contact the Dean of Students about the need to make a change, explaining the reasons. The Dean of Students will consult with the Area Convener and Academic Dean and decide whether or not a change will be allowed.

If a change is approved, the Academic Secretary will notify the student of the decision, sending a copy to the former faculty member and to the Area Convener. The student should follow the procedures described above to secure a new committee member.

Timed Exams

Non-native speakers of English are eligible for up to 50% additional time for the exam in accordance with the “Policy on Exceptions to Standard Examination Requirements”. Students who have medical issues or a learning disability that might have an impact on the exam should also consult this policy.

Exams must be typewritten.

- **Scheduling:** When a date is selected for a timed exam, the student contacts the Academic Secretary as soon as possible. The Academic Secretary reserves an exam room for the student, if appropriate (i.e. for time-limited, closed book exams). In some Areas, the student sets the date in conjunction with one or more committee members; in other Areas, the date is set by the Area and/or Area Convener. The student should urge the appropriate committee member to send the exam questions to the Academic Secretary several days in advance of the exam.
- **Limited-Time, Closed-Book Exam:** Normally these exams are four hours long. Students have an additional 15 minute “grace period” which they may use to take a break or continue working on the exam. The student should arrive to the Academic Secretary’s desk ahead of the time scheduled for the exam to begin. The Academic Secretary provides the student with the exam questions and direct her/him to where he/she will take the exam.
- **Handwritten Exams:** If a student writes an exam by hand, at the end of the exam period, the student must submit his/her work to the Academic Secretary who will copy the exam for the student’s file. The student must then type the exam and return it to the Academic Secretary within seven days. Corrections may be made only for spelling and grammar.
- **Computer Use:** Students should consult with the Area Convener and Academic Secretary about using a computer for the exam. The GTU does not have computers available, but students may use their personal lapto if computer use is allowed. If a computer is allowed, students must complete the exam within the time allotted. At the end of each exam period, the student must submit his/her work as is to the Academic Secretary.
- **24-Hour Take-Home Examination:** Students may propose a 24-hour take-home examination as one or more of their exams. On the day of the exam, the student picks up the exam questions from the Academic Secretary at the agreed upon time. Arrangements can also be made for the Academic Secretary to send the exam by email at a specified time. The student then has 24 hours to write and type the exam and submit it to the Academic Secretary.

Distribution of Exams to Committee Members

It is the student's responsibility to distribute copies of her/his exams to the committee members. The student should consult with the coordinator and other

committee members about their preference for distribution. Some faculty prefer to receive their copy of each exam as it is completed. Other faculty prefer to wait until the student completes all the exams and receive them all at one time. Students in Systematic and Philosophical Theology are required to submit all their exams as one packet to committee members. Students are also responsible for submitting one copy of each exam to the Academic Secretary for their academic files. (NOTE: every piece of work committed to in the student's comprehensive examination proposal, i.e. written exams, papers, and other options must be submitted to the Academic Secretary)

The Oral Comprehensive Exam

The comprehensive examinations, including the oral exam, may be judged:

- 1) *pass with distinction*
requiring a unanimous vote of the committee
- 2) *pass*
- 3) *fail with recommendation for re-examination**
- 4) *fail with recommendation for terminal M.A.**

The GTU will award a Master of Arts degree if the student has approval from the committee, based on the 30 to 40 page comprehensive examination paper.

- 5) *fail terminal**
- 6) *no decision.*

A no-decision requires that each committee member submit a letter to the Dean's Office within twenty-four hours, giving reasons for his/her vote. The Dean and the coordinator of the committee will then reach a decision based upon the letters submitted. If a re-examination is recommended, the re-examination date must be no more than three months from the date of the first examination. A terminal failure ends the student's program at GTU.

*If the result of the oral exam is fail, the committee and student should develop a process to, in person, debrief the exam and clarify the reasons for the failure. The process should be developed at the end of the examination period and the debrief should occur reasonably soon after the exam. At least two members of the committee should be present for the debriefing.

Scheduling: It is the student's responsibility to arrange a date and time for the oral exam that is agreeable to all of the members of the committee. Students should contact the Academic Secretary **four to six weeks ahead of the proposed date** to schedule a room for the oral. **This means that students should begin scheduling well in advance, to make sure a room is available and to avoid scheduling conflicts among committee members.**

Orals are generally scheduled between October 1 and April 1 of the academic year, between the hours of 9 a.m.-5 p.m., except with permission of all members of the committee. The oral examination may be scheduled **no earlier than two weeks** from the time that all written materials are in the hands of the committee. **Note:** The oral is scheduled for three hours, although normally it requires only two hours. If the examination is not satisfactory, the third hour is used by the committee to counsel the student and write a full report to the Dean.

The Academic Secretary sends written confirmation via email of the exam date and time to committee members, as well as other details that they will need (this information will include directions on how outside members can get parking spaces for the time of the exam.)

Use of Technology in the Oral Comprehensive Examination: Occasionally, a student wishes to use audio-visual equipment for the oral exam. Such equipment is

available, but the student must notify the coordinator to assess if using such equipment is appropriate, and consult with the Academic Secretary well in advance (at least six weeks) to see if the assigned meeting space can accommodate the student's needs. The student should contact Consortial I.T. Services to arrange for the equipment needed.

The student should do everything humanly possible including planning and consulting with committee members well in advance to make sure that she/he and all her/his committee members are able to be physically present for the oral exam. Normally, the student and his/her coordinator must be physically present for the oral comprehensive examination, and there should be at least two committee members (the coordinator and one other member) with the student in the room. Exceptions are rare, should only occur for good cause, must be approved by the Committee Coordinator and the GTU Dean of Students, and are only possible if technology to mediate the discussion is available.

Sometimes a committee member is unable to attend the oral exam, because they are on sabbatical or are otherwise not able to travel to the GTU for the exam. Under these circumstances, and with the coordinator's approval, a member of the committee may use technology (e.g. teleconferencing or skype) to attend the oral.

The GTU has only one exam room with the equipment needed (i.e. a conference phone with a speaker) to accommodate a conference call. If the student wants a committee member to attend the oral by teleconference, she/he should contact the Academic Secretary well in advance (at least six weeks) to reserve this room. The student is responsible for the phone charges. The Academic Secretary or Consortial I.T. Services can advise the student on conferencing services.

Currently, skype is only available over the GTU wireless system. However, the system in the GTU LeConte building (where exam rooms are located) is not reliable. If the student wants a committee member to attend the oral by skype, the student is responsible for making all skype-related arrangements and should consult with the Academic Secretary to find alternative space.

On rare occasion, a committee member is unable to attend the oral in person or with the help of technology. With the approval of the student's coordinator and the GTU Dean, a faculty member can send written questions and comments to the coordinator for presentation at the oral. This option is rarely used and is often not sufficient.

Taking the Oral Comprehensive Exam: On the day of the oral exam, the student should go to the Academic Secretary at least ten minutes before the time scheduled for the exam. The student is responsible for getting the key to the room where the exam will take place and the form entitled, "Report on Oral Comprehensive Exam."

Report on Oral Comprehensive Exam Form: This form is signed by the committee upon completion of the exam and reports the official result. The coordinator may sign the form on behalf of a committee member unable to attend the oral and/or attending by conference call. **The student must return the form and the room key to the Academic Secretary.**

Copies of the comprehensive examinations are kept in the student's exam file for the duration of her/his degree program and for three years after the student graduates. After that time, they are destroyed.

5. The Dissertation

a. Goals for the Dissertation

(Approved, April, 1995)

GTU Dissertations are a primary means for the student to achieve the skills and goals of the GTU doctoral program. A GTU doctoral dissertation:

- clearly states its thesis and significance;
- delineates a coherent scope and appropriate boundaries for a well-defined project;
- locates its project in appropriate scholarly literature;
- demonstrates intellectually and methodologically rigorous scholarship;
- supports the stated purposes of the project with a sound research method;
- analyzes its material critically;
- uses language which demonstrates command of the discipline, but is sufficiently jargon-free to be accessible to a broad range of theological scholars;
- engages bibliography and issues which open the project to perspectives beyond the author's denominational and scholarly tradition;
- employs successfully the linguistic skills appropriate to the project;

- **for Ph.D.:**
- critically engages a university research discipline of the research university to provide an additional theoretical or critical dimension to its work.

- **for Th.D.:**
- critically engages other theological disciplines or critical issues to situate the work within theological studies as a whole.

Students should review the Area's protocol for any specifications about approach, topic, method, etc.

b. The Dissertation Committee

Criteria for Forming the Committee

As soon as the student has a dissertation project in mind (and this should be as soon as possible after the comprehensive examinations are passed), it is time to construct a dissertation committee. The student should consult with his/her advisor and, may want to consult the Area Convener, about potential committee members.

The make-up of the Ph.D. dissertation committee is guided by two fundamental values: 1) the Ph.D. dissertation should demonstrate critical engagement with at least one discipline, theory, or methodology of the research university; and 2) the dissertation committee must include persons possessing the relevant competencies necessary to examine the substance of the dissertation. Competency is measured by demonstrable scholarly work in a given discipline, theory or methodology as evidenced, e.g., by advanced degrees, publications, and other recognized professional activity. Dissertation committees must include two members of the faculty of the GTU (see below). In most cases, the third member is from the faculty of UCB. It cannot be assumed, however, that the requirement of critical engagement with at least one discipline, theory, or methodology of the research university is covered simply by the inclusion of a UCB professor on the committee, or that a faculty member from outside the GTU is necessary in order for the requisite competencies to be present on the committee. For this reason, a premium is placed on 1) the advising responsibilities of the coordinator in shaping the committee in relation to the substance of

the dissertation and 2) approval of both the dissertation proposal and the dissertation committee by the Area.

It is also expected that Ph.D. dissertations will evidence engagement with the broader academic community. In most cases, this commitment is served by the inclusion of a faculty member from UCB (or other research university) on the dissertation committee. In the minority of instances where this is not the case, alternative mechanisms are possible -- e.g. using consultants in the process of research and writing, sending the completed dissertation to an external reader not on the committee, and so on.

Students may have more than three committee members if they so choose. Students should be mindful of both the benefits and challenges of adding additional members, including having to negotiate many potentially disparate perspectives and accommodate several busy professionals when scheduling meetings and seeking feedback in a timely fashion. Additional members bring expertise and/or skill otherwise not represented by the first three committee members. They must be current in the relevant field and understand and have the capacity to support the standards and rigors of doctoral work, as judged by the student's coordinator, Area, and Doctoral Council. In most cases, the additional member has a doctoral degree and otherwise has qualifications comparable to the first three members. When the member does not fit this profile, the coordinator and Area will decide whether or not he/she is appropriate for the committee. This means, though uncommon, a fourth or fifth committee member may be an adjunct faculty member, retired professor, and/or visiting scholar or faculty member with a temporary appointment. The committee coordinator will clarify the role of any additional members, including whether or not they must read and evaluate all of the student's work, attend the oral defense, and/or sign off on required documents and forms.

The coordinator of the dissertation committee must be a member of the Core Doctoral Faculty and of the Area. Any exception to this rule must have the strong support of the Area and will receive the very close scrutiny of the GTU Dean to ensure that the coordinator is qualified not only to maintain the standards of the Doctoral Program and of the Area, but also is sufficiently familiar with the Doctoral Program to ensure that correct procedures are followed.

The **Second GTU Member** must be a consortial faculty member, normally from a GTU school **other** than that of the coordinator, in order to ensure a breadth of perspective in regard to religious tradition and institutional location. By way of exception, permission for the second member to come from the same school as the coordinator may be granted by the GTU Dean upon the recommendation of the area faculty. Both the Area and the Dean must certify that this person has the appropriate scholarly qualifications to judge the specific content of your dissertation.

Third Member: Th.D. students must have a third member, normally from the GTU. Ph.D. students must also have a third member, normally from UCB. This scholar must represent a university research discipline related to the topics of the exams, and, if a non-GTU member, not merely be someone who teaches/writes outside of the GTU. If the Ph.D. student's third member is not from UCB, the student must submit a scholarly c.v. (including lists of degrees, teaching or professional positions, and scholarly publications) for review by the Dean and with the proposal for the Area and Doctoral Council.

The third member for Ph.D. committees, if an "outside reader," is typically not expected to be familiar with GTU procedures or area protocols. In many cases, the outside reader approves only the final proposal, judges the written work, and participates in the oral defense.

The student may have more than three members on the dissertation committee. In the case of more than three readers, three individuals must be designated as the official committee of record. In the case of larger committees, the same procedure is required of additional committee members whose status is other than GTU or UCB faculty.

Committee Members and Their Roles

Coordinator:

- ensures that all committee members agree to the proposal
- attends the Area meeting where the proposal is discussed and approved
- attends the Doctoral Council with the student, to help listen to and interpret for the student any suggestions raised by the Council. The Coordinator is not at the Doctoral Council to advocate for the proposal, but is there to support the student in his/her presentation and clarification of the proposal to the Council, and to help the student understand their responses.
- oversees the writing process, getting regular reports from the student and giving feedback along the way
- chairs the defense and the committee discussion thereafter and participates in the judgment of the dissertation
- certifies for the Dean and the Area that the dissertation, when approved, has met the general standards of the GTU doctoral program and the protocols and standards of the Area
- certifies for the Dean and the Core Doctoral Faculty that the procedures of the Doctoral Program have been correctly followed
- determines when drafts are in good enough shape for submittal

Second GTU Member:

- participates in the process of developing and approving the proposal
- reads the final draft. The extent to which the second reader gives input on drafts along the way may vary from situation to situation, and depends in large part on the relation to the student.
- attends the defense and participates in the judgment of the dissertation.

Third Member:

- must approve the dissertation proposal **before** it is submitted to the Area. This person may be more actively involved in the preparation of the proposal if circumstances and the relationship with the student warrants it.
- reads the final defense draft, focusing particularly on those items most related to his or her area of expertise. Whether this person helps with and/or reads draft chapters depends on the circumstances and the relationship with the student.
- attends the defense and participates in the judgment of the dissertation.

There are circumstances in which the second or third reader or an outside reader may have a special expertise in an area central to the intellectual substance of the

dissertation. Under those circumstances, that person should be considerably more active in the preparation of the proposal and the input on early drafts. The committee coordinator and student should be clear about each member's role. There must always be a coordinator who is familiar with the procedures and protocols of the GTU doctoral program. If there is another member of the committee whose scholarly expertise makes him or her vital to the approval of the substance of the dissertation, that must be made clear from the outset to all members of the committee and to the student.

The GTU Dean, Area, and Doctoral Council must all approve the committee, verifying both that its structure conforms to GTU guidelines outlined above, and that the committee members bring appropriate expertise for the specific dissertation project.

The Dean must approve the committee **before** the proposal goes to Doctoral Council (See the Request to Proceed to Dissertation form. It is preferable if the student receives the Dean's approval of the committee before the Area meeting.)

c. Human Subjects Protocol

Students who intend to use human subjects as part of their dissertation research (e.g. qualitative research, such as interviewing) must develop a "Human Subjects Protocol" to assure that human subjects will be treated in a manner consistent with their dignity and autonomy, that subjects consent freely and in an informed manner to participate in the research, and that human subjects are either not at risk or are protected from any risks or harms posed by the research. Students should consult the "Guidelines and Procedures for Review of Research Involving Human Subjects," available on the GTU website, for the criteria necessitating a protocol and details about the process.

If a protocol is required, students must receive approval from a member of the Human Subjects Protocol Review Committee. Students may submit a protocol for review after they successfully complete their comprehensive examinations. **Approval must occur prior to beginning the research and before students present their dissertation proposal to Doctoral Council.**

d. The Dissertation Proposal

The most helpful time to get feedback is at the proposal stage. If the proposal is informed on the topic, methodologically sound in the discipline, and clear and coherent, work on the dissertation is more likely to proceed steadily and without complications. One of the greatest concerns of faculty at all levels is to help students avoid going down blind alleys or falling into a black hole in research or writing because of lack of clarity in the proposal.

Due to the nature of the program, Th.D. students should design a dissertation proposal to include topics which are specifically theological, and which do not require use of the university research disciplines in a major way. Likewise, Ph.D. students should design a dissertation proposal to include the contribution of a university research discipline.

Proposal Design

The dissertation proposal design for committee, Area, and Doctoral Council review and approval should follow the form mandated by the Doctoral Council. The proposal should be **no more than 6 double-spaced pages with one-inch margins and 12 point readable type. Footnotes should appear at the bottom of the appropriate page(s), in the same 12 point readable type, and can take up to but not exceed 2 inches of space above the bottom margin. The footnote should be single spaced; the space between two footnotes should be double spaced. The proposal should include the following sections and accompanying headings in the following order:**

- **Scope and Nature of Dissertation:** Define what the project is about, the field in which it is located, background of the topic, outer limits (things that the dissertation will not cover that might be expected).
- **Thesis Statement:** In one or two sentences, state what the work will attempt to demonstrate or accomplish (that is, if not accomplished, the dissertation changes drastically). Put another way, explain where the weight of the dissertation lies.
- **Methodology:** Explain the theoretical frameworks and specific methodological tools that will be used for research and/or analysis. This is not a question about how the text/research will be organized.
- **Significance:** Discuss the significance of the work within the discipline and possibly other communities (religious, local, political, national, etc.) and possibly for the scholar. Clarify the distinctive contribution of this dissertation and the student's role as author.
- **Chapter Outline:** Give a clear indication of what each chapter of the dissertation will include. (NOTE: the chapter outline must comply with the spacing requirements of the proposal, i.e. that is it double and not single spaced text.)
- **Outside Reader:** describe how the outside reader represents the research university discipline and her/his expertise is relevant to the student's project.
- **Short Bibliography:** In addition to the 6 page proposal, the student must include a short bibliography consisting of the most significant works/materials that will be used in the research/work, preferably arranged according to some kind of topical headings. Students should include references in languages other than English when appropriate. (no more than 4-6 pages).

Required Documents for Committee, Area and Doctoral Council Approval

For Area and Doctoral Council approval, students must include the following forms and attachments with the proposal and bibliography:

- **"Request to Proceed to Dissertation" form:** completely filled out, as a cover sheet. The form is available on the GTU website
- **Outside Reader C.V.:** if the third member is not from UCB his/her c.v. must be included
- **Human Subjects Protocol:** the student must include the protocol and other required forms and documents, and an email from the Academic Secretary confirming approval of the protocol by the Review Committee

The student will also need to prepare an **extended bibliography** for possible reference at the Council meeting. This bibliography should be as complete as possible at the time of the proposal submittal. This bibliography is **not** to be submitted with the proposal.

Levels of Approval

There are three levels in the process of approving the dissertation committee and proposal, and they each function in a slightly different way, and reflect different aspects of the way in which the profession judges the work of its members.

The Committee: The student needs approval from the committee. These persons are, if the student has chosen them wisely, well informed in the field, and the most qualified to deal with the entire range of questions of substance about the proposal. If all goes well, the student will have a good working relationship with them, and can have frank discussions with them about the strengths and weaknesses of the work. These persons represent the kind of feedback the student will get throughout her/his career from close colleagues and supporters. On the one hand, they are the best informed, and thus know the strengths and weaknesses of the student's work the best. They are also close colleagues and friends, and will tend to share some of the student's unquestioned assumptions and methodological biases.

The Dean: Before the student moves forward to the next level, the GTU Dean must sign off on the committee (see the Request to Proceed to Dissertation form). If the outside reader (s) is/are not faculty at UCB, students must submit a copy of the outside reader (s) vitae to the GTU Dean for review before securing a signature. Students should attach the vitae(s) to an email to the GTU Dean that explains a) which committee member represents a research university discipline and how and b) how each outside reader's expertise is relevant to the student's dissertation.

The Area: The student needs to get the approval of the Area, which represents the professional guild (discipline) in which the student is being trained. Faculty in the Area may not be specialists in the topic, but they are well-versed in the issues, methods, and controversies of the discipline, and will tend to focus on such matters in discussing the proposal. Throughout the student's career, colleagues in the discipline will be asked to judge and evaluate his/her work; graduate school is the time to get training in how to negotiate the issues in the discipline.

The Doctoral Council: The student seeks the approval of the Doctoral Council, which is by its nature broader and interdisciplinary, but which represents the wider world of theological and religious studies. The Doctoral Council consists of the Dean, two faculty members and two doctoral students; faculty and students are elected by their peers. Doctoral student members serve two year terms. Because they are not necessarily experts in the specific topic or discipline, the Doctoral Council is more interested in the internal coherence and clarity of the proposal than its specific substance: are terms well defined? does the method seem appropriate to the issues presented? does the thesis look plausible? are there clear boundaries so that the topic under investigation is a manageable project? In the GTU the Doctoral Council represents the broader Doctoral Faculty, and its approval recognizes the unity of the doctoral program and the fact that the vast majority of proposals cut across Area lines in one respect or another. In professional terms, it represents the sort of interdisciplinary panels which award national fellowships, accept papers for national meetings, and oversee some of the main journals and book series in the profession. It also represents the range of scholars in a typical department or seminary as they hire new faculty.

A good dissertation needs to satisfy these three professional levels:

- specialists in the topic
- members of the specific discipline
- the range of scholars in the study of theology and religion.

Getting the Dissertation Proposal Passed

For the remainder of the discussion, when we refer to the "dissertation proposal," we include the "Request to Proceed to Dissertation" form, proposal and short bibliography, outside reader c.v. (if needed), human subjects protocol and other required documents (if appropriate), and email confirming approval of the Human Subject Protocol by the Review Committee (if appropriate).

- **The Committee:** The proposal must first be reviewed and approved by the faculty committee **before** it goes to the Area; the student should consult with the committee along the way to determine the direction of his/her (and their!) thoughts about what he/she wants to do. **The student must obtain the signatures of all committee members indicating their approval on the "Request to Proceed to Dissertation" form prior to submitting the proposal to the Area.**
- **The GTU Dean:** the GTU Dean must sign off on the committee **before** it goes to the Area. (see the Request to Proceed to Dissertation form). If the outside reader (s) is/are not faculty at UCB, students must submit a copy of the outside reader (s) vitae to the GTU Dean for review before securing his/her signature. Students should attach the vitae(s) to an email to the GTU Dean that explains a) which committee member represents a research university discipline and how and b) how each outside reader's expertise is relevant to the student's dissertation.
- **The Area:** Areas typically meet on the third Wednesday of each month, September through November and February through April. Once the proposal is approved by the committee, it is the student's responsibility to see that the Core Doctoral Faculty in the Area get copies of it in time to consider it before the appropriate Area meeting. The student should check with her/his advisor about Area meeting procedures and **consult with the Area Convener or Area Assistant about procedures and deadlines for distributing materials to the Area.**

The Area Convener will sign the "Request to Proceed to Dissertation" form after the Area approves the proposal.

- **The Doctoral Council:** Doctoral Council meets on the first Wednesday of every month, September through December and February through May (the Council does not review proposals at the September meeting). After approval of the proposal by the Area, the student must submit the proposal, short bibliography, outside reader's c.v. (if needed), and Human Subjects Protocol and approval email (if appropriate), and the Religious Studies Review form (one is submitted now, another one later when the dissertation has been successfully defended), along with the "Request to Proceed to Dissertation" form containing all the proper signatures, to the Academic Secretary. **This must be done by noon on Monday, 10 days before the appropriate meeting, so that it can be copied and sent to Doctoral Council members for their review.** If the student does not meet this deadline, the proposal will not be considered until the following month's Doctoral Council meeting. The Council cannot review an unlimited number of proposals, the schedule is arranged on a first come, first served basis. In order to make the schedule, students must submit all required materials by the deadline. The Council can typically review a maximum of 6 proposals during a session. The Academic Secretary will send the student and coordinator written confirmation of the meeting date, time and location shortly after all documents are filed.

Meeting with the Doctoral Council

There are two student representatives to the Doctoral Council who are always available to consult with you about the Doctoral Council experience (contact the Academic Secretary for student representative names and contact information). Talking to one or both of the student members of the Doctoral Council is a good way to get some helpful hints on how to prepare for the meeting.

Normally, the student and the coordinator are physically present to meet with the Doctoral Council. Sometimes the coordinator cannot attend the meeting (e.g. she/he is on sabbatical or otherwise is not able to travel to the GTU). Another GTU member of the committee can serve in place of the coordinator. There are also circumstances when either the student or GTU committee coordinator/member are not able to be physically present. Under these circumstances, and with the GTU Dean's approval, the student or a member of the committee may use technology (e.g. teleconferencing or skype) to attend the meeting.

If a committee member will attend the defense by teleconference, the student should contact the GTU Dean and GTU Dean of Students.

In preparation for the Doctoral Council meeting, the student should review the proposal with the coordinator and strategize how it should be presented, what questions or problems might come up, etc. The student will also need to bring a copy of the extended bibliography to the Council meeting.

Before the student and the committee coordinator are invited into the meeting room, the Dean initiates a preliminary discussion among the members of the Council regarding the proposal.

When the student and the committee coordinator come into the room, the Dean describes the steps that will be followed. The student is invited to give a brief (60 second) introduction to the dissertation topic. Questions from the Council members are then directed to the student about the proposal. The questions are intended to clarify the written document, the decision about approval of the proposal is based on the written document itself. While in most cases the student will answer the questions her/himself, the committee coordinator is present in support the student in this setting. It is helpful to many students to have discussed with their coordinators in advance how they both see their roles in the meeting. Admittedly, it can be an anxiety producing experience for the student, but with a clear understanding with the coordinator as to the roles each one is to take at this meeting, the process can go more smoothly. Typically, the coordinator does not speak while the student is in the room, but, occasionally, a phrase or two offered by the coordinator can jog the student's memory.

Once the questions about the written proposal have all been raised, the student is asked to leave the room. The committee coordinator remains in the room for the next stage of the discussion. The coordinator acts as the student's "ears" for this part of the discussion. When the Council is ready to vote on the proposal, the coordinator is also asked to leave the room. A faculty member of the Doctoral Council then comes out to notify the student and the coordinator of the results.

The Doctoral Council has six options for a decision on the proposal:

- 1) *approve as submitted*
- 2) *approve with friendly amendments*
- 3) *approve pending minor revision, specified by the Council and reviewed and confirmed by the coordinator, or by both the coordinator and Dean*
- 4) *approve pending major revision, delegated to a second member of the Council, along with the coordinator, to work with the student to ensure that a revised proposal addresses the concerns specified by the Council rather than have the proposal come back to the Council*
- 5) *withhold approval and ask for a re-submission on the basis of concerns specified by the Council*
- 6) *remand the proposal back to the Area for closer scrutiny of whether the student is prepared to advance to doctoral candidacy.*

Shortly after the meeting, the student receives an email from the Dean of Students on behalf of the GTU Dean confirming the results, with copies sent to each member of the student's committee. If the Doctoral Council asks for revisions of any kind in the proposal, the student's email will specify those revisions. If the Doctoral Council has determined that the proposal needs to come back to the Council as a whole, the problem areas identified by the Council are specified in the email from the Dean.

When the dissertation proposal is approved and/or revisions are on file with the Academic Secretary, the student is officially advanced to **doctoral candidacy**. The GTU Dean signs the "Request to Proceed to Dissertation" form signifying Doctoral Council approval. The Academic Secretary also sends an email to the student confirming candidacy. The student is only advanced to candidacy and the designated faculty become the official committee of record when the student has completed these steps.

e. Doctoral Candidacy and Library Privileges

When the dissertation proposal has been approved, candidates are permitted to check out books for a one-year period. When the candidate receives official notice of candidacy (an email congratulating the candidate on her/his success before the Doctoral Council), he/she should bring it to the circulation desk, and the computer record will be updated.

f. Doctoral Candidacy and GTU Dossier Services

GTU Dossier services include a dossier service, e-mail notification of job openings in religious studies, and a webpage with links to job search resources. These services are provided by the GTU Academic Dean's Office. Candidates should consult with the Administrative Assistant to the Dean for information.

Who Are These Services For: Dossier Services are tailored to GTU doctoral graduates, and doctoral students whose dissertation proposals have been approved by Doctoral Council, who are seeking teaching appointments in higher education in religious studies.

How To Get Started: To open a dossier file, candidates should call the GTU Dean's Office and request a Dossier information packet be sent to you, complete the "Request to Open Dossier" form and return it to that Office. The candidate's file will be opened and the candidate will be added to the e-mail list.

Dossier

General Information

The dossier will include transcripts and letters of recommendation. Once the file is complete, the candidate may request ten dossiers to be sent per academic year (September 1 - August 30), at no charge, to prospective employers. Requests ought to be sent by e-mail to the Administrative Assistant to the Dean.

For most candidates that do careful research on their match for a job, ten dossiers a year will be adequate. If one needs to send more than ten in a year, additional sets of ten may be purchased at \$25 per set. Send checks payable to "Graduate Theological Union" to the GTU Dean's Office.

Dossier Services requires ten business days to process a request and send dossier materials to a prospective employer. The Office may not be able to accommodate last-minute requests.

Dossier Contents

Transcripts

Dossier Services orders GTU transcripts from the Registrar for the file at no charge to the candidate. If the candidate wants transcripts from other institutions in the file, the candidate must arrange to have official transcripts sent directly from the institution(s). Dossier Services sends copies of these transcripts with the dossier, which means they are not official copies. If a job application requires official transcripts, the candidate must request them directly from the GTU or other institution's registrar.

Letters of Recommendation

Recommendation forms are provided by Dossier Services for the candidate's recommenders, upon which the candidate must first specify whether he/she wishes the letter to be confidential (forfeiting the right to see them) or non-confidential (maintaining right of access). Recommenders should use their own letterhead and must attach the recommendation form to the letter submitted to Dossier Services. Letters received on recommenders' own letterhead are considered confidential unless otherwise stated. It is the candidate's responsibility to be sure the letters arrive.

NOTE: the GTU does not keep curriculum vitae (c.v.) on file. The candidate should send her/his c.v. directly to the prospective employer with his/her letter of application (on high quality resume paper). The candidate is encouraged to tailor the c.v. according to the requirements of the particular job.

Ten-Year Limit

Dossier Services keeps the candidate's dossier in its files for ten years after the candidate's graduation. After ten years, it will be sent to GTU Archives, where it is kept for seventy-five years and then destroyed. This policy is based on the consideration that after ten years, the school dossier will not serve the graduate well professionally.

Job Listings and Notification: Dossier Services receives automatic e-mail notification of jobs in religious studies from the Chronicle of Higher Education, which is forwarded to everyone on the Dossier Services e-mail list (contact the Administrative Assistant to the Dean for instructions on how to subscribe to the list). Other job announcements come to the office on paper. They are also posted to the e-mail list, and on the bulletin board outside the GTU Dean's Office. You may request a copy of these announcements to be mailed or faxed to you. (Dossier Services cannot retype and e-mail

details of paper announcements.) AAR Openings, which is linked to the Dossier Service page on the GTU website, may have additional job listings in religious studies.

g. Writing the Dissertation

The student should keep in mind the following GTU policies and procedures while writing the dissertation:

- **Length:** The **maximum length** (including front matter and bibliography) is 700 pages.
- **Form (including footnotes) and Style:** The student should consult with the coordinator on what is appropriate; each Area generally has a preferred style related to its particular discipline(s). The reference librarians can assist in following a particular style, but they do not determine what form/style the student should use. If the Area does not specify a particular writing style, footnote form, and/or bibliographic format, the student should consult the *Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th edition, by Kate Turabian, published by University of Chicago Press (2013).

The student must also follow the GTU Master's Thesis and Doctoral Dissertation guidelines, available on the GTU website.

- **Tables, Charts, Photographs and Illustrations:** When developing tables, charts, or other material which require unusual formatting, the student should consider the feasibility of producing such material in the final copy. This is an issue because all dissertations are microfilmed and very small characters cannot easily be read in such a format. If the including photographs or illustrations in the dissertation, the student should be sure to contact the reference librarian for special formatting instructions. The student should also consult the GTU guidelines. **The student should address these matters well in advance of the filing deadline she/he intends to meet.**
- **Copyright Permission:** If intending to use **material already copyrighted by others** (beyond "fair use"), the student should plan ahead to get permission to do so. **All permissions must be obtained before the student may file the dissertation or graduate.**
- **Title:** The GTU Library requests that the title include key words (significant words) that clearly describe the content of the dissertation. This is critically important when the student is working on "emerging" topics for which there may not be adequate coverage by the Library of Congress subject headings. By providing descriptive words in the dissertation title, the student enhances the ability of other scholars to locate the work through key word searching of on-line catalogs, which bypasses the subject headings and searches titles. In this way, interested scholars around the world can more readily identify and find the work.
- **Inclusive Language Policy:** Note that in spring, 1988, the GTU developed a policy regarding the use of inclusive language in the dissertation. In essence, it expresses an expectation that GTU students use inclusive language with regard to human beings and to explain their decision on use, or lack of use, of inclusive language with regard to God.

- **Making copies of written drafts:** Too often, candidates tell stories about losing sections or full drafts of their dissertations because the electronic file gets corrupted or otherwise freezes and is not accessible or the laptop hosting the dissertation is lost or stolen. For these and other reasons, make copies of your evolving drafts as you go along. For one, do not wait until you have a complete draft to make a copy; make copies of your work as you go along. For another, make multiple versions in different formats, e.g. printed on paper (veteran faculty will tell stories about printing their drafts and storing them in the freezer!), saved on thumb or/and disk drives, uploaded to a website, an electronic draft emailed to oneself. The goal is to think of regularly producing back-up copies that are file corruption, fire, and robbery proof!

h. The Defense

- **How Final a Draft?** The student and the committee need to agree on how “final” the draft must be. In some cases, coordinators want the student to be able to incorporate minor revisions suggested during the oral defense into the (absolutely) final version; in other cases, they want the student to have as close to a perfect copy as possible for the defense itself.
- **Scheduling the defense:** The student is responsible for working with the committee members to schedule a defense date and time. It is helpful for the student to be in touch with committee members well in advance about the date, and somewhat in advance about the time of day. The student must contact the Academic Secretary four to six weeks in advance of the oral date to schedule a room.

The student should do everything humanly possible including planning and consulting with committee members well in advance to make sure that she/he and all committee members are able to be physically present for the defense. Normally, the student and his/her coordinator must be physically present for the defense, and there should be at least two committee members (the coordinator and one other member) with the student in the room. Exceptions are rare, should only occur for good cause, must be approved by the Committee Coordinator and the GTU Dean of Students, and are only possible if technology to mediate the discussion is available.

Sometimes a committee member is unable to attend the defense, because they are on sabbatical or are otherwise not able to travel to the GTU for the exam. Under these circumstances, and with the coordinator’s approval, a member of the committee may use technology (e.g. teleconferencing or skype) to attend the defense.

The GTU has only one exam room with the equipment needed (i.e. a conference phone with a speaker) to accommodate a conference call. If the student wants a committee member to attend the defense by teleconference, she/he should contact the Academic Secretary well in advance (at least six weeks) to reserve this room. The student is responsible for the phone charges. The Academic Secretary or Consortial I.T. Services can advise the student on conferencing services.

Currently, skype is only available over the GTU wireless system. However, the system in the GTU LeConte building (where exam rooms are located) is not reliable. If the student wants a committee member to attend the defense by skype, the student is responsible for making all skype-related arrangements and should consult with the Academic Secretary to find alternative space.

On rare occasion, a committee member is unable to attend the defense in person or with the help of technology. With the approval of the student's coordinator and the GTU Dean, a faculty member can send written questions and comments to the coordinator for presentation at the defense. Again, this option is rarely used and is often not sufficient.

Occasionally, a student wishes to use audio-visual equipment for their defense. Such equipment is available, but the student must notify the coordinator to assess if using such equipment is appropriate, and consult with the Academic Secretary well in advance (at least six weeks) to see if the assigned meeting space can accommodate the student's needs. The student should contact Consortial I.T. Services to arrange for the equipment needed.

The committee must have the final draft of the dissertation in hand at least four weeks prior to the defense date.

A word about timing: it is to the student's advantage to defend the dissertation early in the semester, if at all possible. **If the student successfully defends the dissertation (minor revisions or less) on or before the last day of late registration (consult the Extended Calendar for the exact date) and files the final copies by the filing deadline of the same semester (again, consult the Extended Calendar for the exact date), the student does not have to register and pay fees for that semester (unless the student was on a leave of absence in the previous semester).**

Warning: This will effect student loan repayment. If the student does not register for the final semester, the last month of the previous semester marks the end of student status regarding loans. The six month grace period before repayment of loans will begin at that time, not at graduation. Contact the Financial Aid Office for more information.

- **Format of the Defense:** The student should check with the committee coordinator about the **format for the defense:** what will happen, the order of events, etc. Generally, three hours are allowed, but unless there are problems requiring extended discussion, the defense itself usually takes about two hours.

The student must meet with the Academic Secretary a few minutes before the defense to pick up the "Oral Dissertation Examination Results" form.

- **Defense Result:** The dissertation committee has four dissertation defense options:
pass, no revisions necessary
pass, minor revisions necessary
pass, major revisions necessary (All committee members must read final draft, but no second oral is required; the student must register for the semester);
fail, major revisions necessary (all committee members must read final draft and a second oral is required; the student must register for the semester)
terminal fail.
- After the defense, the coordinator and committee members complete the "Oral Dissertation Examination Results" form. The coordinator may sign the form on behalf of a member that cannot attend the defense in person. **The prospective graduate must return the form immediately to the Academic Secretary.** The defense is not official until this form has been filed. The Academic Secretary then gives the prospective graduate a graduation packet with instructions on filing the dissertation.

- **Title Pages:** We suggest that the prospective graduate take two copies of the title page on archival bond “official” paper to the defense, to collect the committee members’ signatures while they are all gathered in one place. The prospective graduate should consult the GTU Master’s Thesis and Doctoral Dissertation Guidelines document for title page formatting guidelines. If the prospective graduate passes with minor revisions, s/he might get the signatures of the members at this time, except for the coordinator, who will sign once the revisions have been accepted.

i. **Final Format of the Dissertation**

Prospective graduates must follow the guidelines outlined in the "Graduate Theological Union Master's Thesis and Doctoral Dissertation Guidelines" to produce the final dissertation draft. Copies of the GTU guidelines are available on the GTU website. If this document does not address a particular component of the dissertation, prospective graduates should consult the "Guidelines for Submitting a Doctoral Dissertation or a Master's Thesis from the University of California at Berkeley and discuss the issue with a GTU reference librarian. The UCB Graduate Division office has copies of the guidelines or prospective graduates may access the information on the Graduate Division section of the University's web site.

j. **Filing the Dissertation**

Prospective graduates should consult the GTU Extended Calendar for fall and spring semester filing deadlines. **These deadlines are absolute.** Prospective graduates must submit two final copies of the dissertation, in separate boxes, with title pages signed with original signatures (not copies) and abstracts, with each dissertation to the Academic Secretary. If the dissertation is over 350 pages, it will be bound in two volumes, so each copy must be split into two boxes.

Prospective graduates are also required to pay a dissertation filing fee (See "Graduate Theological Union: Tuition and Fees" in the appendix for the current filing fee).

Prospective graduates are required to fill out several **forms to complete the filing process**, available from the Academic Secretary (Prospective graduates receive these forms when they submit their defense result sheet to the Academic Secretary). These forms must be turned in **at the same time** the prospective graduate files the dissertation. The dissertation cannot be filed until he/she returns these completed forms. The forms include:

- **GTU Alumnae/i Data Form**
- **Proquest Forms:** Proquest publishes all dissertations and makes copies in both microfilm and paper formats, and returns this material to the GTU Library. Proquest also publishes the prospective graduate's abstract in "Dissertation Abstracts International" and, if the prospective graduate chooses, registers the copyright for the dissertation with the Library of Congress (note that the fee for this last service is not included in the GTU filing fee). The prospective graduate may also order prepublication copies for personal use, at an additional cost, on these forms. A copy of the signed title page and abstract (which must be **350 words or less**) should be attached to the “Doctoral Dissertation Agreement Form.”
- **Survey of Earned Doctorates:** A “Survey of Earned Doctorates” form is used by federal government agencies to gather data about doctoral graduates.

- **Graduation Check Sheet:** A completed “Graduation Check Sheet” indicates certain information about the degree and shows that the prospective graduate is “free and clear” with certain GTU agents. The prospective graduate must obtain signatures from all of the following offices on the Graduation Check Sheet before s/he is allowed to file:

A *reference librarian*, who certifies that the physical format of the dissertation is acceptable. All formatting, including that of any illustrative material, must be acceptable before one obtains this signature.

The *GTU Financial Aid Office*, which certifies that the prospective graduate who has Perkins or Stafford Loans has attended an exit interview. Whether or not the prospective graduate has such loans, he/she must see the Financial Aid Office for a signature.

The *GTU Business Office*, who certifies that the prospective graduate has paid the filing fee (prospective graduates pay the fee at this time) and has no other financial obligations to the GTU (see "Graduate Theological Union: Tuition and Fees" in the appendix for the current filing fee).

The *Library Circulation Desk*, who certifies that the prospective graduate has no overdue books and/or outstanding fines. Circulation will also require the prospective graduate to turn in all outstanding library books. The prospective graduate may continue to enjoy GTU Library borrowing privileges by purchasing an alumnae/i library card for a fee (see "Graduate Theological Union: Tuition and Fees" in the appendix for the current fee).

- **Religious Studies Review:** this form facilitates our listing the dissertation in the *Religious Studies Review*.
- **Special Abstract Form:** The Dean of Students office uses this form to develop the "Graduate List," which the GTU Board of Trustees uses to confer degrees, and produce the GTU Commencement program. Prospective graduates are required to write a 60 word abstract and list detailed information about their dissertation and committee.
- **Graduating Student Questionnaire.**

6. Graduation and Commencement

a. Meeting Deadlines for Graduation

The candidate must file with the Dean of Students office a **“Statement of Intent to Graduate”** form prior to the beginning of the semester in which s/he intends to graduate. This form is available on the GTU website. The candidate must file by **September 1** for Fall graduation and by **January 15** for Spring graduation. Candidates should file if they think that there is a reasonable possibility that they will graduate in a given semester, even if they are not certain at the time the form is due. If a candidate previously filed a Statement of Intent and did not graduate, s/he must file a new form for the new semester in which the candidate plans to graduate.

It is very important that the candidate keep the Dean of Students office informed of his/her progress towards graduation. If the candidate finds that s/he will not be able to graduate in a given semester after filing a Statement of Intent, he/she should inform the Dean of Students office.

- The defense and filing of the dissertation are only a couple of the steps leading to graduation. The awarding of the degree must be voted upon by the full Core Doctoral Faculty, the Academic Committee of the Board, and the GTU Board of Trustees. Thus it is crucial that the Academic Secretary has the form that certifies the prospective graduate has passed the defense, in addition to the final copies of the dissertation, by the deadline published in the Extended Calendar, so that the prospective graduate is included on the graduation list, and so that the prospective graduate goes through the process of approval. Because of these meetings the deadline is not flexible, so plan ahead to ensure that the defense can be scheduled in a timely manner and allow enough time for revisions prior to filing.

b. Commencement Exercises

Commencement is held in May of each year for the graduates from that month and from the previous October. Both doctoral and MA graduates are invited to participate. We encourage graduates to attend commencement since this is the community's celebration of the graduates and of their achievements! The graduate may also attend the commencement ceremony of his/her school of affiliation.

In February of each year, commencement information is sent via email to all graduates whose degrees were conferred the previous October, and candidates who have filed "Statements of Intent to Graduate" forms for the following May. **If the candidate intends to graduate in May and does not receive this information from the Dean of Students office in February, please contact the office right away.** The candidate should not neglect this information while working to complete the dissertation. The Dean of Students office must place orders and make arrangements early to be prepared for commencement, and, therefore, must have the information requested in this mailing by the deadline specified.

Hooding: It is traditional for coordinators, if available, to hood their graduates at graduation. Graduates should ask their coordinator to do so, but be sure that the Dean of Students is informed in advance, because this will affect his or her place in the faculty processional.

Regalia: The GTU Ph.D. or Th.D. hood must be borrowed or purchased directly from the GTU. Hoods are sold to graduates at cost. Graduates can check with the Academic Secretary for details.

Graduates may rent a cap and gown through the Dean of Students office. Graduates may also purchase a GTU custom made cap and gown from the vendor of their choice. Cap and gown information is included in the February commencement e-mailing.

c. After Graduation

The graduate's file is kept permanently at the GTU. However, comprehensive examinations are destroyed after three years.

Transcripts: Transcript requests must be made in writing to the Consortial Registrar. (See "Graduate Theological Union: Tuition and Fees" on the GTU website for a list of fees). The GTU does not issue Certificates of Graduation or electronic copies of official transcripts.

A transcript will not be issued for any student, candidate, or graduate who has not met the financial obligations incurred in pursuit of a degree program at GTU. These obligations include tuition and fee payments, room and board payments to the GTU or one of the member schools, library fines, and timely repayment of federal or institutional educational loans.

Transcripts of credit earned at other institutions will not be issued by the Graduate Theological Union.

INSTITUTIONAL POLICIES

A. Crime Awareness and Campus Security Policy

The federal government passed *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in 1998, formerly Public Law 101-542, the *Student Right-to-Know and Campus Security Act*, as amended by Public Law 102-26, the *Higher Education Technical Amendments of 1991* and by Public Law 102-325, the *Higher Education Amendments of 1992*. One aspect of the law requires colleges and universities receiving federal funding to disclose the reported instances of criminal activity on their campuses. The law specifically requires the reporting of violent crime, simple assault, burglary, and motor vehicle theft, as well as a summary of arrests and disciplinary referrals for liquor law violations, drug abuse violation, and weapons possessions. As of 2002, the act now requires the reporting of all employee disciplinary actions or arrests for liquor law and drug abuse violations, and for weapon possession. In addition, the GTU is required to separately report hate crimes where bodily injury occurred and there was evidence that the victim was intentionally selected because of the victim's race, gender, religion, sexual orientation, ethnicity or disability. The GTU publishes these statistics in the annual Campus Crime and Safety Report and makes it available to all registered students, faculty and staff in early fall. The GTU also publishes the information on the web.

The GTU does not have a campus law enforcement staff. No employee of the GTU has police authority, including the authority to arrest individuals, within his or her scope of employment. Law enforcement is the province of the Berkeley Police Department. It is the responsibility of each member of the GTU community to be alert to the potential for criminal activity on the campus. All students, faculty, staff, administration, and tenants are expected to participate actively in maintaining the best level of security possible and to be aware of security at all times. Each individual is responsible for accurate and prompt reporting of criminal activity or of an emergency.

Any questions regarding this policy, and requests for information, should be directed to the GTU business office or the Dean of Students.

B. Non-Discrimination Policy

The GTU is a community where all persons are entitled to equal treatment and opportunity, and does not discriminate against employees, faculty, students, or applicants because of race, color, religious affiliation, age, gender, marital status, veteran status, national origin, sexual preference, or disability.

The GTU does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquires concerning the application of Title IX of the Education Amendment of 1972, 20 U.S.C. 1681 et seq. and its implementation regulations, 34 C.F.R. Part 106 are referred to the GTU Title IX coordinator or to United States Department of Education Office for Civil Rights.

C. AIDS Non-Discrimination Policy

Unfortunately we are still living with the tragedies caused by the AIDS epidemic. Because of controversies and complaints in a number of other institutions, the GTU Board passed a statement of non-discrimination in 1987.

The Graduate Theological Union, because epidemiological data indicate that the AIDS virus is not spread by casual, person-to-person contact and that persons with AIDS, AIDS Related Complex, or a positive HIV antibody test do not pose a health risk to others, does not discriminate against faculty, students, or staff with AIDS, ARC, or a positive HIV antibody test. There will be no screening of faculty, students, or staff for AIDS, ARC, or a positive antibody test and no consideration of the existence of AIDS, ARC, or a positive antibody test shall be made in decisions for admissions to or employment with the GTU. The Institution reserves the right, in consultation with the person and his or her physician, to determine his/her ability to complete the requirements of the academic program or to discharge assigned duties as members of faculty or staff.

D. Drug-Free Environment

Federal regulations and concern for student welfare have impelled the GTU to establish itself as a drug-free environment.

E. Student Files

Students have a right to review their academic file in accord with the GTU FERPA policy. Successful application becomes the base of the student academic file, with the exception of the letters of recommendation solicited for the application. In accordance with GTU policy, these letters are shredded upon matriculation. The sole purpose of letters of recommendation is to assist the Admissions Committee in assessing an applicant's skills and fit with the GTU program. After admissions decisions are made, this purpose has been served and letters for admitted applicants are destroyed.

F. Academic Grievance Procedures

(Approved by the GTU Board, May, 1990)

Academic Grievance Procedure

The Core Doctoral Faculty and doctoral students elect a Standing Academic Grievance Committee to hear grievances about the implementation of policies and procedures of the Doctoral Program. The Committee consists of three faculty and two doctoral students, with at least two alternates appointed at the same time as the regular members (one faculty member; one student). If any of the members of the Committee are party to a particular grievance they must disqualify themselves from hearing that case, ceding their place on the committee to one of the appointed alternates.

A student with a grievance should first approach the Area Convener who should make a formal decision in writing. If the Convener is unable to resolve the grievance, the student and/or Convener should bring the issue to the GTU Dean. If the student wishes to appeal the Convener's decision, he or she can submit a written appeal to the Dean within ten days. The Dean will work with the Convener and the faculty involved to clarify GTU policy and procedures in regard to the issues and to try and resolve them.

If the student is still not satisfied, he or she should submit a formal written Grievance to the Dean, who will refer it to the Grievance Committee, along with all documentation of efforts to resolve the grievance. It is not appropriate for a student to approach members of the Grievance Committee before completing the regular channels of appeal outlined above. The committee will submit its formal recommendations to the President of the GTU, who will make the final determination on the issue.

G. GTU Statement on Inclusive Language

For at least twenty years, the women's movement has sought to sensitize Western culture to the misogynist implications of gender-exclusive language. Many women find such language deeply offensive. It has become difficult to defend logically the use of male language when referring to manifestly mixed groups of persons. Just as it would be inappropriate in professional or scholarly discourse to use language which conveys a racial or ethnic slur, so it is not acceptable to use language which demeans or ignores an entire gender. Many professional associations have adopted policies on gender-exclusive language, and a number of presses will no longer accept for publication work which is insensitive to these issues. Thus, it has become a part of professional training to learn to use language forms which are explicitly inclusive with regards to human groups or communities comprised of both males and females.

The GTU affirms the policy on inclusive language adopted by the American Academy of Religion as appropriate to all scholarly and written work within our common programs. The AAR statement and policy is as follows:

"For the purposes of this policy, *exclusive language* is defined as a consistent pattern of English usage where the male is taken to be the normative human person, i.e., the "man" connotes both the male and the human being as such. The term "woman" and female pronouns are never used as generic references for human beings, but are exclusive to females. This definition is adopted from *The New Dictionary of Liturgy and Worship*, J.G. Daves, SCM Press, 1986.

It shall be the editorial policy of the publications of the American Academy of Religion to avoid the use of the term "man" (including also "men," "mankind," "family of man," "brotherhood," and the compounds "chairman," "clergyman," etc. as a *generic* term, and to use *inclusive* terms (e.g., "human being," "human," "humanity," "humankind," "people," "minister," etc.) to designate both individuals and groups.

Consistent with this policy, the pronoun "he" is not regarded as generic. Editorial policy is to use appropriate pronouns when the antecedent is known, and to duplicate pronouns (e.g., "he or she," "him or her," etc.) or to employ the plural when the antecedent of the pronoun is not known. It shall be regarded as consistent with this policy if the pronoun use is alternated (e.g., "she" in one sentence, alternating with "he" in the next), or the pronoun "s/he" is used consistently. More experimental terms (e.g., "hir") are to be used at the discretion of the editor upon consultation with the author. Recommended as a guide to good inclusive style for both editor and author is: Casey Miller and Kate Swift, *The Handbook of Nonsexist Writing*, (New York: Barnes and Noble, 1980)."

There is also, of course, the issue of exclusive language in reference to God, in translations of scripture, or in formal liturgy. The GTU as an interdenominational institution respects the fact that different communities have taken different stands on these issues; it intends to enforce no orthodoxy on any religious community. However, in scholarly writing about the theology, scriptures, and liturgies of the communities, it is at least appropriate to note the dimensions of the controversy. Whether inclusive language should be adopted in reference to deity, scripture, or liturgical language depends upon the topic under discussion and the tradition out of which the student is writing. If there are viable reasons why inclusive language is not appropriate, it is well to note them, at least in a footnote or aside.

H. Policy on Military Activation of Students

It is GTU policy that students in the military reserves who are called to active duty not be penalized academically. Depending on the circumstances, the GTU Dean will arrange for them to complete the work of the semester on their return or to apply tuition credit to another semester of work so that they will be able to advance toward their degree without penalty.

Any loans of students called to active duty go into immediate military deferment. The student will fill out a form at the time of activation; the length of the deferment will be determined by the legislature in terms of the military situation. It is the student's responsibility to contact the GTU promptly after they have been deactivated to reestablish student status.

In the unfortunate event of a student's death or disability prohibiting return to the program, the student or his/her estate will receive a tuition rebate for the portion of the semester for which he or she was absent.

I. GTU Plagiarism Policy

(Approved by GTU Core Doctoral Faculty, October, 1993.)

The Context for a Policy

Plagiarism is a crime set within the context of the contemporary academic community. For many in this community, one's words and thoughts are one's property. To use someone else's words and thoughts without ascription is theft and misrepresentation, for the assumption is that the work is the writer's/speaker's own, unless a citation is given. But the issue of plagiarism may be construed outside the discourse of private property. It may be seen within the context of honest scholarship, in which honor demands that one identify (as much as possible), the traditions, communities and individuals from which one's own work derives.

There are many aspects of contemporary scholarship which complicate any attempt to pin down the parameters of the act of plagiarism. The multi-cultural context of the academy reveals certain Western culturally determined presumptions about originality in one's work. In Asian cultures, there may be a tendency to view words in writing as public property that is open, indeed auspicious for one's use. Particularly with regard to religious subjects, one's work may be considered better for belonging to the tradition. This conception of scholarly work may help to balance the Western focus on originality, for scholarly work is both one's own thinking and the result of one's engagement in a particular history of discourse. The key, in order to avoid plagiarism, is to cite the tradition and the scholars invoked.

Keith Miller in the essay "Redefining Plagiarism: Martin Luther King's Use of an Oral Tradition" (*Chronicle of Higher Education*, 1/20/93, p. A60), points out how borrowed language may be the accepted tradition among folk and seminary-trained preachers, for they "strive to deliver the same Gospel message, not an original world view." He lifts up the constraints minority scholars may work under who, in order to be heard in mainstream society, have problems "sound[ing] like themselves." The case of the 17th century New Spain intellectual, Sor Juana Inés de la Cruz, is a case in point. Her works are studded with Latin citations—the authorities—giving her work the clout that she, as a woman, could not claim for herself. Indeed, she was not to speak from her position as a woman. In cases where borrowed language is the accepted tradition, the assumption is not that the work is one's own, but that of the tradition, so this may not fall under the category of plagiarism.

In cases where minority voices are attempting to be heard within mainstream discourse, the key to avoiding plagiarism lies in citing those whose voices are used as authorities.

In the arts, quoting others without citation may be commonly acceptable. Can the listener, reader, viewer catch the quote, remember the context and discern hidden meanings? Even without catching the reference, some allusions are so embedded in the culture that they speak without conscious registering and this adds to the subtlety and artistry of a piece. In this context, the quotes may not be considered plagiarism, unless the artist is not using the quote as quote or allusion, but passing off the material as his/her own.

Lectures and oral presentations at professional meetings pose other problems. Here endless citations might seem to clutter up the talk and consume too much time. Yet, work presented as one's own scholarly advance must distinguish itself from its sources while situating itself within the tradition. Classroom lectures have the added weight of a professor's modeling of honest scholarship. Citing the main sources of a lecture helps to underscore to students that teachers depend on other's work, are not shy to highlight this and express their gratitude for the work of other scholars. This makes new scholars aware of their own responsibility and dependence on others.

Technology is also changing the face of scholarship today. With increasing use of CD-ROM and electronic mail as tools for research and collegiality, it may grow increasingly cumbersome and nearly impossible to sort out the threads of one's own research and thought. The computer's capacity to assist in the creation of texts will surely challenge any paper-oriented definition of plagiarism. As access to information increases, information itself may come to be viewed more as public property. Yet acknowledgment of one's web of sources and networks is necessary.

It is also important to consider the issue of power. One must be particularly careful not to use the work of students or employees as one's own. Those who are under another's authority may have to submit their work to a professor or employer, but it constitutes an abuse of power and status for it to be used without acknowledgment. The GTU does not tolerate such abuses of power.

The charge of plagiarism is extremely serious in today's world. Penalties can be harsh and public. Therefore, the GTU must have a policy that sets a standard against plagiarism, despite the complexity of the situation in the contemporary academy. This contextualization is an attempt to clarify the limits against which the policy holds itself.

The Definition

Plagiarism is the presentation of another's ideas, methods, research or words without proper acknowledgment. It runs the gamut from failing to cite a reference (sloppy scholarship), to passing off another's work as one's own. It includes close paraphrasing as well as lifting of entire lines nearly verbatim without acknowledgment. As the effects of the plagiarism will be the same regardless of intent, intent will not be construed as essential to the act, although it may be considered in determining whether the charge of plagiarism should be pursued or what the penalty may be.

For general requirements for proper acknowledgment in written work, see the most current edition of Kate Turabian, *Manual for the Writers of Term Papers, Theses, and Dissertations* and *The Chicago Manual of Style*.

Examples of Plagiarism

Examples of Faculty Plagiarism

- **Lecture:** A faculty member delivers a lecture to a doctoral seminar describing a new methodology in the field. The faculty member does not claim the method as her own, but neither does she credit another source. Students ask for a copy of the presentation following the class. The faculty member seems reluctant to give a copy of the presentation but agrees. In doing research on the presentation, a student discovers the entire lecture and methodology published in a journal article by another scholar earlier in the year.
- **Written Article:** A faculty member leading a doctoral seminar requires that students write papers on various topics. During the following semester, students from the seminar discover a newly published article by the faculty member which borrows extensively from several students' papers without attribution, although in the introduction the professor gives a general acknowledgment to the seminar participants.

Examples of Student Plagiarism

- **Exam:** In formulating an answer for a take-home exam in Church History, a student borrows heavily from an encyclopedia article on a given topic. Although a bibliographic citation for the article appears at the end of the examination paper, the analysis offered is in fact that of the article's author. There is no direct citation of the original author's work, and she presents the analysis as original.
- **Dissertation:** In the dissertation a student employs the same methodology in analyzing a text that was formulated by another scholar, but does not cite that original work. Even though the texts being analyzed are different, the student is still required to give proper credit when his own analysis borrows from another scholar's work. Methods of analysis, and not just interpretations and conclusions, require proper citation when they are the creative contribution of another.

Actionable Plagiarism

As specified in the "Procedures for Resolving a Charge of Plagiarism," members of the Grievance Committee will determine if a charge of plagiarism is actionable—that is, if proven, is it sufficiently serious to be punished by institutional sanction. The considerations listed here to help determine whether a charge is actionable should also guide those who are considering bringing a charge of plagiarism.

A charge of plagiarism is judged actionable if the alleged infraction involves serious levels of the following components:

- misuse of power—was the perpetrator in a position of power over those whose work was plagiarized?
- extent of claim by perpetrator—was the plagiarized material used to make an original claim or to offer original analysis, OR was it used to offer a general statement of an issue or summary of scholarship?
- intent/extent of plagiarism—as difficult as it is to determine another's intention, was there a distinguishable pattern of plagiarism throughout a work with intricate efforts to mislead the reader, OR were they isolated instances that could have been accidental or due to sloppy scholarship?
- "verbatim quality"—was the plagiarized material taken virtually word for word OR were general ideas expressed in broad statements?
- instance—is there confirmed or confirmable evidence of a previous instance of plagiarism OR is this an isolated incident?

If the alleged infraction involves only one or two of these components but does so to an extreme degree, it may well be judged actionable. If, however, another alleged infraction involves one or two of them but only to a very minor degree, it may be dismissed.

Reporting Complaints of Plagiarism

This plagiarism policy applies only to the GTU doctoral program and thus only to Core Doctoral Faculty (hereafter, CDF) and to doctoral students. The reporting procedures are distinguished along these lines. The person making the charge addresses the complaint according to the alleged offender's status.

Core Doctoral Faculty Member

- **Plagiarism of Another Scholar:** In cases where plagiarism of published/unpublished work of another scholar is detected in a Core Doctoral Faculty member's scholarly work:
 - report the complaint either to the GTU Dean or the dean of that faculty member's school; in either case, the dean who receives the report will notify the other dean immediately.
- **Plagiarism of a Student:** In cases where plagiarism of published/unpublished work of students of the GTU is detected in a Core Doctoral Faculty member's scholarly work:
 - If the plagiarized work is that of a doctoral student: report the complaint to the GTU Dean (who will inform the Core Doctoral Faculty member's school dean)
 - If the plagiarized work is that of a GTU MA student: report the complaint to the dean of the student's school of affiliation (who will inform the GTU dean and the dean of the Core Doctoral Faculty member's school)
 - If the plagiarized work is that of any other GTU student: report the complaint to the dean of the student's school of affiliation (who will inform the dean of the Core Doctoral Faculty member's school and the GTU Dean)

Doctoral Student

In cases where plagiarism of published/unpublished work of another scholar or of other students is detected in a GTU doctoral student's scholarly work:

- report the complaint to the GTU Dean. The Dean then informs the student's advisor and Area Convener.

For the manner in which to bring a complaint of plagiarism to the GTU Dean, see "Procedures for Resolving a Charge of Plagiarism, Charges".

Procedures for Resolving a Charge of Plagiarism

Charge: Persons wishing to bring to the GTU Dean a complaint of plagiarism against a Core Doctoral Faculty member or a Doctoral Student shall file a formal, written statement of the charges with the GTU Dean within one month after discovery of the evidence, naming the person so charged and stating the nature and circumstances of the alleged violation.

Notification: As soon as possible, the person charged with plagiarism should be provided with a written statement concerning the charges as well as a copy of the procedures governing the investigation and the range of possible penalties. At this time the person charged is invited to submit a written response to the charges.

Determination of Disposition: The GTU Dean will receive complaints of plagiarism and determine whether the GTU is the appropriate venue for action (in the case of a member school faculty member). If GTU is the appropriate venue, the GTU Dean appoints two members of the Grievance Committee to assess the evidence and determine whether the case is actionable. These two Grievance Committee members should not be from the same member school or Area as either party to the complaint.

- **Not Actionable:** If the Grievance Committee members determine that the complaint is not actionable, the issue is settled unless the party bringing the charges wishes to appeal this determination and requests a formal hearing by the full Grievance Committee.
- **Actionable but minor:** If the Grievance Committee members determine that the complaint is actionable, but minor, they may instruct the GTU Dean to issue appropriate warnings, if both parties (the accused and the person bringing the charge) accept the judgment. If either the accused or the person bringing the charges do not accept this judgment they may request a formal hearing by the full Grievance Committee.
- **Actionable and serious:** If the Grievance Committee members determine that the complaint is actionable and may be serious, they alert the GTU Dean to initiate a formal hearing by the full Grievance Committee to investigate and resolve the case.

Actionable and Serious Charge

- **Dean Initiates Hearing:** If the alleged infraction is judged to be serious, or if either the person charged or the person(s) bringing the charge have appealed the preliminary determination of disposition, the GTU Dean will initiate a formal hearing by the full Grievance Committee.
- **Grievance Committee Charge:** The GTU Dean will convene the Grievance Committee, a standing committee of the GTU Doctoral Faculty, and charge them with investigating and resolving the complaint by conducting a formal hearing. The GTU Dean will apprise the Grievance Committee of GTU policies, procedures and precedent. While continuing to act as consultant to the Grievance Committee on matters of procedure, the GTU Dean turns over responsibility of resolving the complaint to whomever is elected chairperson of the committee's formal hearing process.
- **Composition of Committee:** The Grievance Committee will elect from among its Doctoral Faculty members a chairperson for the formal hearing of the complaint. Any members of the Grievance Committee who are associated with the member school or the Area of any party to the complaint should dismiss themselves from the entire formal hearing process. This committee should have a minimum of three members, two faculty and one student.
- **Statement of Charges:** As soon as possible the chairperson will send committee members a copy of the formal statement of charges and a copy of the procedures governing the investigation and the range of possible penalties.
- **Scheduling Pre-hearing Conference:** The chairperson will arrange a date and place of the pre-hearing conference (if such is deemed necessary, see below), to be held within two weeks of the convocation of the Grievance Committee by the GTU Dean. The chairperson will notify the participants of the pre-hearing conference.

Pre-hearing Conference

- **Reasons for Holding Pre-hearing Conference:**

- to make sure that the person charged fully understands his or her rights, the charges against him or her and the nature of the supporting evidence
- to clarify for all parties the procedures to be followed by the committee in hearing and deciding upon the case
- to obtain from the parties involved 1) a list of any witnesses who may be called to give testimony and an indication of the relevance of their testimony; and 2) copies of any material evidence pertaining to the alleged plagiarism.
- **Attendees:** The pre-hearing conference will be attended by the chairperson of the Grievance Committee, at least two other members of the committee, the person charged and any advisor he or she wishes to bring, the person bringing the charges and any advisor he or she wishes to bring, and any other persons the committee may invite. If the person charged or the person(s) bringing the charges wishes to bring a lawyer to this conference, they must inform the chairperson one week prior to the conference so that the GTU might also have legal counsel present.
- **Dispensing with Pre-hearing Conference:** If there is good reason, namely that the clarification of rights, charges, witnesses, evidence and procedures has been otherwise assured, the chairperson may judge the pre-hearing conference unnecessary and may dispense with it.
- **Distribution of Evidence:** The chairperson will also see that copies of the list of witnesses and copies of the material evidence are distributed to the committee members and all parties in the case.

Hearing

- **Closed Session:** The hearing will be a closed session unless the person being charged requests, and gives good reasons for, an open session. The committee will rule on any such request.
- **Attendees:** Present at a closed hearing will be the members of the Grievance Committee, the person charged and any advisor he or she wishes to bring, the person(s) bringing the charges and any advisor he or she wishes to bring, any witnesses and any other persons the committee may invite.
- **Presider:** The chairperson of the Grievance Committee shall preside at the hearing and is responsible for its orderly conduct.
- **Questioning of Person Charged and One Bringing Charges:** The person charged and the person(s) bringing the charge may be questioned by the members of the committee and by the other parties in the case. The person charged may decline to answer questions without prejudice.
- **Questioning of Witnesses:** All witnesses may be questioned by all parties in a case and their advisors and any member of the committee. The chairperson may rule any question out of order.

- **Evidence:** All material evidence pertaining to the alleged plagiarism shall be formally introduced and its credibility may be challenged by any party in the case.

Judgment

- **Basis for Judgment:** The judgment of the committee shall be based entirely upon testimony and evidence presented formally during the course of the hearing. The person charged shall be presumed innocent until the committee is convinced beyond a reasonable doubt by the evidence presented during the hearing that he or she is guilty. In determining innocence or guilt the committee will disregard any previous history of disciplinary action with respect to the person charged. If the person charged is found guilty, the committee may, in determining a penalty, take into account any previous disciplinary action.
- **Reaching Judgment:** After the party charged in the case has had a reasonable opportunity to present his or her arguments and question opposing witnesses, and the committee has completed its questioning, the committee shall meet in private to reach a decision and, if it finds the charges to have been sustained, to assign an appropriate penalty.
- **Quorum:** Three members of the committee shall constitute a quorum. All decisions shall be made by a majority of those present.
- **Notification:** When the committee has reached its decision, the chairperson will notify the GTU Dean who will in turn notify the parties in the case. The Dean may request a meeting with the chairperson of the Grievance committee to ask questions about the report and the committee's procedures in hearing the complaint. The chairperson must see that an official report of the hearing, including its vote and a majority opinion, is submitted to the GTU Dean, who in turn should insure that copies are placed on file and sent to the parties in the case.
- **Review and Approval:** The Dean refers the Grievance Committee's report to the GTU President and the Academic Committee of the GTU Board for review and approval. When the Academic Committee approves the decision, the Grievance Committee is relieved of any further responsibility in regard to the complaint.
- **Appeals:** Appeals of the Grievance Committee's decision may be made to the GTU Dean and may be made only on the basis of violations of procedures.

Penalties

Rationale: Penalties should be assigned relative to the seriousness of the infraction. This should be determined in light of those criteria used to judge whether the plagiarism is actionable.

Penalties are assigned primarily to protect: 1) the integrity of the doctoral program and its degree, 2) the integrity of the Core Doctoral Faculty, and 3) in certain cases the students in the doctoral program. In determining the type of penalty, those assigning the penalty should be guided by concerns for rehabilitation and deterrence.

Levels of Penalties

- **“Minor”**
for faculty: a formal reprimand from the GTU Dean with notification sent to the appropriate Area Convener and to the Dean of his/her school
for students: a formal reprimand from the GTU Dean with notification sent to his/her advisor
- **“Serious”**
for faculty: removal from the Core Doctoral Faculty for three years, with notification sent to the CDF members, the students in the faculty member’s area and any other students on whose committee the faculty member serves.
for students: academic probation for 2 years with notification sent to advisor and Area Convener
- **“Extreme”**
for faculty: permanent dismissal from the Core Doctoral Faculty, with notification sent to the CDF members, the students in the faculty member’s area and any other students on whose committee the faculty member serves
for students: expulsion from doctoral program
- **After completion of the dissertation:** the penalty for serious and extreme infractions—removal of degree and withdrawal of dissertation from GTU records; written notification to employer; suspension of placement services; notification on transcript.

J. Exceptions to Standard Examination Requirements

If a student has a diagnosed disability or is one for whom English is not the student’s primary or first language, the student may qualify for up to 50% additional time to write her/his examinations. The degree of time extension should be based on the student’s facility in English or the nature of his/her disability. The purpose of this extension is to remove or lessen the disadvantage of non-native speakers having to write lengthy examinations in a foreign tongue. It is also to provide students with comparable educational experiences when their disabilities do not accommodate time-intensive evaluations.

K. Accommodations for Differently-abled Students (Students With Disabilities)

The GTU participates in a consortium-wide “Students with Disabilities” policy which benefits from a collaborative arrangement with the University of California, Berkeley (*effective, fall, 2006*). The policy strives for consistent and equitable student access to educational opportunities throughout the GTU. In particular, it addresses a differently-abled student’s ability to fulfill degree and certificate course and program requirements. The policy covers GTU library use, student advising, GTU classroom activities and requirements, program exams, and capstone experiences such as theses and dissertations. It does not address extracurricular events sponsored by GTU member institutions, student housing, and administrative activities (e.g. registration, access to facilities, etc.).

The GTU Dean of Students serves as the Disabilities Resource Officer (DRO) for the consortium. The DRO serves as a consortium-wide resource to develop expertise, provide information and consultation, and answer questions. The DRO works with Students With Disabilities Program staff at UCB who verifies accommodation eligibility and recommends accommodation options. While eligibility verification and recommendations for accommodations are centralized, implementation of accommodations reflects individual institutional resources and cultures.

Student Request: The student is responsible for fully participating in the process and exercising due diligence to ensure that the provision of accommodations is successfully accomplished. The differently abled student who wishes to request accommodations with her/his academic work submits a request form to the GTU DRO (the form is available on the GTU website). The student needs to include official written documentation with the form from a professional who has the credentials and expertise to diagnosis the student's condition (a form for this step is available on the GTU website). The student is responsible for incurring any cost associated with the documentation. The DRO informs the student's institutional contact that a request has been made and forwards the form and supporting documentation to the UCB Students With Disabilities Program office for review. The UCB office judges whether or not the student's disability is eligible for accommodation and recommends a variety of possible accommodations.

Accommodations are not intended to give differently-abled students an unfair advantage, but to remove barriers that prevent differently-abled students from learning and from demonstrating what they have learned, in the context of their formal degree or certificate program.

The Timing of a Student Request: The differently-abled student should request accommodations in advance of when the accommodation is needed. The student needs to factor in the amount of time required to secure written documentation from an appropriate professional. She/he needs to appreciate that the DRO and institutional contact person have other responsibilities and require a reasonable amount of time to integrate student requests within their workload. He/she also needs to appreciate the time required for GTU to collaborate with UCB on the verification and recommended accommodations process.

Students eligible for academic accommodations will normally have their request reviewed and, if appropriate, approved no more than three weeks after submitting the request.

Decision: The DRO works with the institutional contact to consider UCB's decision. This gives individual GTU institutions the opportunity to participate in the decision-making process, particularly if UCB rejects a student request. If UCB recommends approval, the DRO works with the institutional contact to finalize accommodation options in the context of institutional resources and culture and to assure consistency and equity across the consortium. An accommodation is not "reasonable" if it will necessitate modifications of the essential nature of a program or activity or would place undue financial or administrative burdens on the institution.

Next, the institutional contact works with the student and appropriate faculty to make sure recommended accommodations can be implemented and do not compromise the academic integrity of the educational opportunity (a form for this step in the process is available on the GTU website).

The DRO conveys the official decision and, if appropriate, recommended accommodations to the student by email, who then uses written confirmation to work with appropriate staff and faculty on the implementation of accommodations.

Implementation: Accommodations will apply to all educational events described in the DRO's email for up to three years. Students should use the DRO's email to work with faculty and staff to arrange accommodations as needed.

Appeal: The differently-abled student and/or faculty involved with the student may not agree with the DRO's decision for accommodations. If a faculty member disagrees with

and/or refuses to provide the recommended accommodations, the DRO and institutional contact should work with the faculty member to resolve her/his concerns. The DRO can consult with UCB's Students With Disabilities Program and their section 504 compliance officer for advice on ways to resolve the conflict with the faculty member. If a resolution is impossible, the differently-abled student can seek remedy from the faculty member's school's academic grievance policy.

If a student disagrees with the DRO's decision and/or recommended accommodations, he/she can appeal the decision through her/his own school's academic grievance policy. Again, the DRO and institutional contact should work with the student first to find ways to resolve her/his concerns.

L. Procedures for Disciplinary Action for Sexual Assault and Rape

A victim of a sexual assault (including rape, acquaintance rape, or other forcible or non-forcible sex offenses) at the GTU should first get to a place of safety and obtain necessary medical treatment. The school strongly advocates that a victim of sexual assault report the incident to the Berkeley Police Department in a timely manner. The school will assist the student in making this notification if the student requests assistance. Time is a critical factor for evidence collection and preservation.

An assault of a GTU doctoral student by another student in the consortium should also be reported to the GTU Dean of Students. When a student reports being sexually assaulted or raped, the Dean of Students shall conduct a timely investigation of the allegations in the case, including interviewing any witnesses as needed. The Dean of Students will determine whether to proceed with charges in a sexual assault or rape case. If formal charges are brought against the accused student by the GTU, the case shall either go to a hearing for adjudication, or be disposed of administratively in a settlement agreement.

The student charged with sexual assault or rape is entitled to due process and will be given notice and a full opportunity to respond to the allegations. The student can seek representation, have the same opportunity as the student who reported being assaulted to have a non-participating observer present during the proceedings, and is entitled to information about the school policy on sexual assault and rape, and the procedures that the GTU will follow to address the charges.

If formal charges are brought against the accused student by the GTU, the Dean of Students will notify the accused in a written statement outlining the charges. The student charged will have seven working days to respond in writing. The Dean of Students may then seek a settlement that is mutually agreeable to the person making the allegations and the student charged. The Dean of Students and students involved will have 10 working days after receipt of the charged student's response to negotiate an administrative settlement agreement. If no such agreement is reached after 10 working days, the incident shall proceed to a hearing for adjudication.

If a hearing is required, the Dean of Students shall, within 15 working days, appoint a committee composed of three GTU staff members who hold the title of Director or higher, one from the accused student's GTU institution. The committee will, within 30 days of being appointed, hear evidence presented by the accuser and accused, and/or their representatives, and may interview any witnesses as needed, and review any other available evidence. The committee will vote, with a majority having final authority, on whether to sustain the charges. The committee will notify the Dean of Students, the student bringing charges, and the student charged, of the outcome of its vote within 5 working days of voting. If the charges are sustained, the committee will recommend disciplinary action, up to and including dismissal from all academic programs at the GTU, to the Dean of

Students. The Dean of Students may act on the recommended disciplinary action, or take other action, up to and including dismissal from all academic programs at the GTU. The Dean of Students will inform the student charged of disciplinary action within 10 working days of the committee notification.

The student charged may appeal the outcome of the disciplinary action within 10 working days of being notified, in writing. The appeal is to be directed to the President of the GTU, who will review the case. The President will make a decision on the disciplinary action recommended by the Dean of Students within 10 working days and will inform the charged student. The decision of the President is final and no further appeal is allowed.

M. GTU Consortium Protocols for Responding to Student Complaints

Cross-registration of students in courses within the consortium is a valuable feature of the Graduate Theological Union. The GTU and all the member schools are committed to ensuring that students have appropriate recourse in the event that they have a complaint about some aspect of their experience while taking courses at a school other than their own. The following protocol is to be followed in any such cases, including but not limited to complaints concerning unfair discrimination, cultural insensitivity, sexual harassment, and disputes over grades and other forms of academic evaluation.

1. Each school of the GTU is committed to giving students from all other schools access to its normal complaint process whenever they are taking courses or studying with faculty at the host school.
2. Students are encouraged to attempt to resolve the complaint directly by raising the issue with the individual at the host school whose conduct is the focus of the complaint.
3. If the matter cannot be resolved directly, the student should bring the complaint to the attention of the Dean of the student's own school.
4. The Dean of the student's school will contact the Dean of the host school in order to help the student determine which policies and procedures at the host school are relevant in the situation.
5. The normal policies and procedures of the host school will be followed, with the added proviso that the Dean of the student's school will be kept informed of the progress made in addressing the complaint.
6. At the conclusion of the complaint resolution process, the Dean of the host school will report the outcome in writing to both the student and the Dean of the student's school.

For "community life" rather than "academic" complaints the GTU and all the member schools will use this same protocol, substituting the Dean of Students or staff person responsible for student services for the Academic Dean at each institution.

LIFE AT THE GTU

A. Resources for Students in the Doctoral Program

1. The Faculty

a. Core Doctoral Faculty

The Core Doctoral Faculty was established in order to formalize the structures for faculty working directly with doctoral students. Beyond this, the Core Doctoral Faculty is a group appointed by the GTU Board and reviewed by their peers to establish and maintain the standards and procedures of the doctoral program, as well as to serve as qualified and committed resources for the doctoral program. The member schools have agreed to credit service on the Core Doctoral Faculty as 25% of their teaching/service load.

These faculty commit themselves to be active in the governance of the doctoral program and to maintain the research and professional ties which will help doctoral students establish themselves in the profession. They are the governing core of the doctoral program, and they are the group to which the GTU Dean goes for clarification and development of policies, procedures, and standards for the program.

Only Core Doctoral Faculty can serve as doctoral student advisors and coordinators of comprehensive examinations and dissertation committees. It is important to know that all faculty who work in the disciplines and methods of an Area may attend Area meetings and be active in the life and discussions of the Area. However, the Core Doctoral Faculty takes primary responsibility for issues of doctoral faculty policy and decision; and this includes students' comprehensive and dissertation proposals as well as any policy issues related to the doctoral program.

Another benefit for doctoral students is in the number of doctoral level courses offered, since Core Doctoral Faculty are expected to teach at least one doctoral level course every two to three years.

In principle, any member of the Core Doctoral Faculty should be available to doctoral students for their work. Remember however, that faculty members' sabbatical leaves are arranged according to criteria set by their own seminaries and are not generally coordinated with leaves taken by other Area faculty. Thus it is most important to know who will be on leave when so that the persons the student wants to work with (or suitable substitutes for them!) are available when the student needs them. Also remember that faculty members are not obliged to work with a particular student if they feel the relationship will not be successful or that the match of interests is not appropriate.

b. Consortial Faculty

The overwhelming proportion of GTU faculty are employed by and obligated primarily to the GTU member seminaries; they are also involved in and committed to many programs and projects both in their respective churches and in the academic world.

Faculty that hold a regular appointment with the GTU or a member school and, therefore, teach classes, advise students, regularly attend faculty meetings, serve on committees, etc. are members of the GTU Consortial Faculty. Consortial faculty classification is left to the faculty member's employer (the GTU or a member school) or, in the case of faculty from some of the Centers and Affiliates, to the GTU.

Doctoral work with GTU students is an additional responsibility taken on by consortial faculty members, because of their desire to work with students at that level. Comprehensive exams or dissertation committee members, other than the coordinator,

need not be on the Core Doctoral Faculty, but they have to be approved by the Area and the Dean, as appropriate. **Normally, only consortial faculty are eligible to serve on doctoral student committees.** In 1989-90 the current doctoral faculty clearly reaffirmed the principle that all GTU faculty working in relevant fields are resources for the doctoral program; they are not only invited but encouraged to be active in the Areas and to serve on doctoral student committees.

Forming student committees depends upon the students presenting themselves and their work well--upon convincing faculty members that they will be working with a competent and dedicated scholar whose work is important and interesting enough to merit their participation! Students should undertake this task boldly. **Student should choose faculty they believe are most qualified to guide their work, and convince them to do so.** Sometimes students find themselves reluctant to ask a particular faculty member who seems too eminent and/or too busy. Remember though, that these persons are often the ones who can help the student the most; they may be able to give the student more valuable information and guidance in short discussions and meetings than others could give by taking more time. On the other hand, faculty who are able and willing to take that extra time can be quite valuable in helping the student explore ideas and in explaining aspects of the program.

2. Academic Staff

This section is intended to introduce students to the people who work both on the Student Affairs Staff and in the Dean's Office of the GTU and to offer them a brief description of their responsibilities. This will help the student to determine who best can answer their questions.

The staff is located in two different offices: The Office of Student Affairs is located in the LeConte Building, 2465 LeConte Avenue (the same building that houses the student lounge and mailboxes); the Dean's Office is on the third floor of the GTU Flora Lamson Hewlett Library.

For staff telephone phone numbers and email addresses, students should consult the GTU Directory.

- a. Student Affairs Office** (LeConte Building, 2465 LeConte Avenue, 2nd and 3^d floors, 8:30 a.m. – 5:00 p.m.; examinations in this building must finish by 4:30)

Dean of Students and Vice President for Student Affairs (649-2464)

- Supervises all offices and programs relating to doctoral program, common MA, and consortium-wide academic activities (Financial Aid, Consortial Registrar, Doctoral Student Professional Development)
- Answers questions about policies and protocols of the doctoral program
- Oversees implementation of area protocols and procedures
- Grants student leaves, program and comp exams extensions, part-time status
- Oversees language certification procedures, certifies MA and doctoral language proficiency
- Oversees administration of research readiness review process
- Ascertains Satisfactory Academic Progress
- Manages Human Subjects Protocol review process
- Certifies graduation for MA and doctoral candidates
- Collects copies of Area minutes for official record
- Receives and maintains historical files of Area protocols and minutes
- Helps with Area initiatives, projects

- Plans and coordinates annual MA and doctoral student and consortial faculty summer mailings
- Maintains Doctoral Program Handbook
- Publishes Extended Calendar
- Attends Doctoral Council, CDF, Faculty Council meetings
- Assist in planning and implementing new doctoral student orientation
- Organizes GTU Commencement
- Works with Student Advisory Committee on institutional issues relating to students
- Advises GTU-wide student organizations
- Oversees management of doctoral student support and professional development workshops
- Oversees elections to determine doctoral student committee assignments
- Responds to student problems and manages probation process
- Manages international doctoral student issues, produces I-20s for F visas
- Serve as GTU doctoral program ADA compliance officer
- Manages the health insurance program for students (HIPS)

Receptionist/Student Affairs Office Manager (649-2400)

- Answers switchboard and directs traffic
- Takes messages
- Distributes student I.D. cards
- Manages doctoral and Common MA student address changes
- Takes transcript requests
- Distributes information and routes questions regarding financial aid, graduation, language certification, etc.
- Maintains housing book
- Keeps items to be picked up by students
- Maintains bulletin board in student lounge
- Manages sign-up for biblical and modern language exams
- Updates student address list and GTU mailbox list
- Helps receive and process graduation paperwork

When going to the Student Affairs Office, it is good to check in with the Receptionist first to determine who can help quickly and effectively.

Academic Secretary (649-2461)

- Answers questions about procedures of the doctoral program
- Maintains paper and computer files on students
- Communicates with students about status of student leaves, program and comp exams extensions, part-time status
- Maintains lists of advisors
- Implements language certification procedures, communicates with students about certification of MA and doctoral language proficiency
- Administers research readiness review process
- Distributes and collects doctoral student forms
- Schedules oral and written examinations and oral defenses
- Receives written comprehensive questions
- Collects proposals to be presented to the Doctoral Council
- Receives completed dissertations for filing
- Receives and processes graduation paperwork

Director of Admissions (649-2465)

- Answers questions regarding admissions policies and procedures
- Arranges visits for prospective students (may ask current students to meet them)
- Implements recruitment strategies for the M.A. and doctoral programs
- Coordinates doctoral and master's admissions process and follow-up
- Coordinates new student orientation
- Handles new international student I-20 status issues
- Contact for information on GTU Admissions web page

Consortial Registrar (649-2462)

- Designs and implements the registration process
- Assists with technical cross-registration problems and certifies cross-registration applications with UCB, Holy Names and Mills College
- Handles difficult registration issues
- Processes student loan deferment certification; resolves requests for incompletes and late registration, and changes in enrollment (pass/fail; drop-add; withdrawal; etc.)
- Produces schedule of classes
- Assigns and reassigns classroom spaces
- Issues transcripts, I.D. cards
- Complies and maintains GTU Directory of Faculty, Staff, and Students
- Certifies students who qualify for VA benefits

Director of Financial Aid (649-2459)

- Manages the development of and answers questions related to financial aid policies and procedures
- Ensures institutional compliance with the U.S. Department of Education's Federal Student Aid regulations
- Plans and coordinates the annual financial aid application and awarding process
- Determines annual cost of attendance (student budget)
- Determines student eligibility for federal and institutional aid
- Oversees federal student loan processing
- Oversees the administration of the Federal Work-Study program
- Manages the development institutions' default prevention policies and procedures
- Responsible for the administration, oversight and coordination of scholarship resources
- Counsels students on financial aid eligibility and planning
- Assists students with the completion of financial aid requirements
- Maintains student financial aid files and records

Assistant Director of Financial Aid (649-2463)

- Assists in the development of and answers questions related to financial aid policies and procedures
- Examines changes to current regulations to maintain institutional compliance with the U.S. Department of Education's Federal Student Aid program requirements.
- Determines student eligibility for federal and institutional aid
- Assists with the federal student loan processing
- Assists in overseeing institutions' default prevention programs
- Assists in the administration of the Federal Work-Study programs
- Counsels students on financial aid programs and eligibility
- Assists students with the completion of financial aid requirements
- Provides student loan debt management and repayment counseling
- Maintains student financial aid files and records

Financial Aid Advisor (649-2469)

- Counsels students on financial aid programs and eligibility
- Ensures the completion of student financial aid files
- Determines student eligibility for federal and institutional aid
- Assists students with the completion of financial aid requirements
- Assists with the federal student loan processing
- Assists in the administration of the Federal Work-Study programs
- Provides student loan debt management and repayment counseling
- Coordinates on-campus financial aid events
- Publishes the Financial Aid E-Newsletter
- Maintains student financial aid files and records

Administrative Assistant to the Dean

- Organizes the GTU Fall Welcome Reception
- Organizes Distinguished Faculty Lecture
- Publishes the Dean's Newsletter
- Schedules appointments with the Dean
- Supervises Newhall Award Competition, Essay Contests, Student Travel Awards
- Oversees Dossier Services
- Manages J visa process (for Visiting Scholars)

It helps if the student states his/her business so that the Administrative Assistant can determine whether the student needs to see someone else before seeing the Dean. In most circumstances, the Office of Student Affairs is able to assist the student most expeditiously.

Academic Dean and Vice President for Academic Affairs

- Handles governance issues of Core Doctoral Faculty
- Coordinates Council of Deans
- Represents GTU in academic relations with UCB and other institutions
- Serves as Accreditation Officer
- Appoints and reviews Core Doctoral Faculty
- Works with Student Advisory Committee on institutional issues relating to students
- Chairs Admissions process
- Authors Dean's Newsletter
- Approves comprehensive examinations and dissertation committees
- Supervises Core Doctoral Faculty, Areas, and Doctoral Council

Students normally see the Dean for specific issues involving academic aspects of their program, or after being referred for a complex problem or special issue by the Dean of Students, advisor or Area Convener.

3. Financial Resources

All Doctoral students are responsible for their educational and living expenses and for seeking financial aid. The financial aid programs offered at the GTU are designed to support students in meeting the cost of tuition during the first two years of the doctoral program and to augment the student's efforts during the continuing fee years. Sources of aid at the GTU include merit-based awards, GTU Grant in Aid, a limited number of endowed scholarship funds, teaching awards and other funding opportunities, federal student loans and work-study. All students are encouraged to seek financial resources

including scholarships, dissertation-writing grants, travel grants and other such opportunities provided by organizations and foundations outside the GTU. Information on such opportunities may be sought through the Financial Aid section of the [GTU website](#).

a. The GTU Consortial Financial Aid Office

The Consortial Financial Aid Office, located in the GTU Student Affairs Office on the top floor of 2465 LeConte, administers all financial aid programs of the GTU. Walk-in hours are Monday through Thursday, 10:00 a.m. - 4:00 p.m. Fridays are reserved for appointments. For all programs described below, please contact the Consortial Financial Aid Office for more information. To contact the office, call 510-649-2469 or send an email to finaid@gtu.edu.

General Policies Guiding GTU Financial Aid: The Financial Aid Office adheres to institutional policies, rules, and regulations of the federal government in administering all financial aid programs. This includes the Satisfactory Academic Progress requirements for the GTU doctoral program. See section 9, “GTU Financial Aid: General Policies” in section D, “Registration, Enrollment Status, Health Insurance, and Financial Aid” and section 3, “Satisfactory Academic Progress” in section E, “Doctoral Program Policies” to learn about these important and necessary policies.

b. GTU Financial Aid Programs

Grant-In-Aid (GIA): All doctoral students in the first two years of study are encouraged to apply for tuition grants (GIA). Grants are available to students in tuition status based on need and/or academic credentials. Grants to assist with the continuing fee are made annually on the basis of need, the availability of funds, and satisfactory academic progress. Students in years three through five may submit a Financial Circumstances Appeal for grants (GIA) and funds are awarded to students beyond year two of study, as funding allows.

Presidential Scholars: Each year during the doctoral admissions process, eight Presidential Scholars are named. This award offers two years of full tuition each year to incoming students, and is the highest award that the GTU offers. Presidential Scholarships are entirely merit-based. All doctoral applicants are eligible and are, by virtue of their application to the program, considered for the award. At the end of the Admissions process, the Admissions Committee reviews the files of all nominees, and selects eight. By policy of the Core Doctoral Faculty, at least one of the eight must be a racial-ethnic applicant. If a Presidential Scholar wishes to defer matriculation for a year or more, she or he loses the scholarship, but may be considered by the Admissions Committee along with the following year’s pool of applicants.

Other Awards: The President and the Dean of the GTU have a limited number of special research and project awards that become available to students from time to time, particularly in the early stages of the program.

Federal Work-Study (FWS): Federal Work Study (FWS) is a limited form of need-based aid designed to grant students priority access to on-campus employment. The award is earned through employment and paid through an hourly wage or stipend. A work-study award may also be earned off-campus, through a local not-for-profit organization. The federal government and the student’s employer jointly fund work-study earnings. U.S. citizens and eligible non-citizens who are not members of a religious order or society may apply for Federal Work-Study (FWS) funds. Award amounts vary from year to year.

Federal Loan Programs

Federal Perkins Loans: A Federal Perkins Loan is a low-interest (5 percent) loan for students with exceptional financial need. The borrower is not charged interest while

enrolled in school at least half time and during grace periods and deferment periods. Federal Perkins Loans are made through the GTU Consortial Financial Aid Office. The GTU is the lender, and the loan is made with government funds. Borrowers must repay this loan to the GTU, through the GTU Federal Perkins Loan Servicer, ACS, Inc. Perkins loan awards of \$3,000 to \$6,000 are granted to a limited number of eligible students in the first two years of the program and to a limited number of students in the final stage of the program. The loan is disbursed in two, equal installments after the borrower meets the following requirements: completion of Perkins Entrance Counseling through the Financial Aid Office and completion of the Master Promissory Note through the Business Office. A borrower has a nine-month grace period after graduating, leaving school, or dropping below half-time status before repayment begins. At the point of repayment, interest of 5% begins to accrue and a minimum, monthly payment of \$50 is due. Students have a maximum of ten years to repay a Federal Perkins Loan. Deferment and cancellation provisions are available.

Note: The Budget Control Act of 2011 eliminates the in-school interest subsidy for graduate and professional students beginning July 1, 2012. As of the 2012-2013 year, the Direct Stafford Subsidized loan program will not be a financial aid option.

Students with education expenses that will not be met other aid may borrow an unsubsidized loan. A student is not required to demonstrate financial need to receive a **Direct Stafford Unsubsidized Loan**. The Financial Aid Office will determine the amount a student is eligible to borrow. The annual unsubsidized loan limit is \$20,500. The aggregate, lifetime Stafford Subsidized loan borrowing limit for a graduate student (inclusive of subsidized loans borrowed at the undergraduate level) is \$65,500. The aggregate combined subsidized and unsubsidized loan borrowing limit for a graduate student (inclusive of Stafford loans borrowed at the undergraduate level) is \$138,500.

Interest accrues (accumulates) on an unsubsidized loan from the time it is first paid out. The interest may be paid while the borrower is in school and during grace periods and deferment or forbearance periods, or the interest may accrue and be capitalized (that is, added to the principal amount of the loan). Choosing not to pay the interest as it accrues will increase the total amount a borrower will have to repay as interest will eventually be charged on a higher principal amount, once that interest is capitalized. Accrued interest is capitalized once the loan enters repayment.

President Obama signed into law the **Bipartisan Student Loan Certainty Act of 2013**. The new law amends the Direct Loan interest rate section of the Higher Education Act of 1965, as amended (the HEA). Under this law, interest rates will be established **each year** for Direct Unsubsidized and Direct PLUS loans for which the first disbursement is on or after July 1 through the following June 30. For more detailed interest rate information, visit: <http://studentaid.ed.gov/About/announcements/interest-rate>

An additional loan provided under the Direct Loan Program is the **Direct PLUS Loan** for graduate and professional degree students. The terms and conditions include: a determination that the applicant does not have an adverse credit history and a fixed interest rate determined annually for Direct PLUS Loans. Before a student will be considered for a PLUS Loan, the Financial Aid Office must have determined the maximum eligibility for Direct Unsubsidized Stafford Loans. The maximum PLUS Loan amount an eligible student can borrow is the cost of attendance minus any other financial assistance received.

For the 2014-15 year, the fixed rates for graduate/professional students are as follows:

Direct Unsubsidized Loan: 6.21%
Direct Graduate Plus Loan: 7.21%

The Direct Loan Program offers several repayment plans that are designed to meet the different needs of individual borrowers. Generally, borrowers have 10 to 25 years to repay a loan, depending on the repayment plan that is chosen. A borrower will receive more detailed information on repayment options during the required student loan entrance and exit counseling sessions. More information about Direct Loan programs and repayment options may be found online at <http://studentloans.gov>.

c. Applying for and Maintaining Eligibility for Financial Aid

To be considered for financial aid, students must submit a complete application for aid *each year* by the GTU priority deadline date, February 1 for entering students and February 15 for continuing students. For Domestic Students, a complete application includes the submission of the Free Application for Federal Aid (FAFSA) and the GTU Domestic Student Financial Aid Application. International students must submit the International Student Financial Aid Application along with copies of bank statements. For complete application instructions and to access the forms, visit the Financial Aid page of the GTU website.

To maintain eligibility for financial aid a student must be enrolled at least half time and must maintain satisfactory academic progress as outlined in the following policy:

GTU defines and evaluates satisfactory academic progress according to two standards: good academic standing and progress toward a degree. Ph.D./Th.D. students in course work must maintain a cumulative GPA of “B” or better. Ph.D./Th.D. students submit an annual progress report that is reviewed annually by the advisor and the Dean of Students. Standards of progress include the passing of language requirements, specific course work, comprehensives, and dissertation proposal.

The expected time frame for the completion of a Ph.D. is **seven years**. The time limit from acceptance of (special) comps proposal to completion of comps is one year (see also Section II.A.7.f. for a description of normal time frames for the completion of the program).

After the seventh year of the program, doctoral students are ineligible for financial aid. Students may appeal to the Dean of Students Office for an extension in their financial aid eligibility for an eighth year.

Students who do not maintain satisfactory academic progress will be placed on financial aid probation for one year. During this time period financial assistance continues, allowing the student the one-year opportunity to demonstrate sufficient progress so that financial aid eligibility continues. However, if a student does not regain satisfactory progress, no further financial aid will be awarded after the probationary year.

If there are exceptional circumstances, a review may be requested by the student who must provide the details of the circumstances. The Dean of Students will review such appeals and determine if the SAP policy may be waived.

Questions regarding this policy should be taken to the Dean of Students.

Refund/Repayment of Federal Aid: GTU adheres to federal regulations with regard to repayment of Federal Stafford and Federal Perkins Loan proceeds to the student’s lender. Therefore, if the student should withdraw from school or drop below at least half-time status during any period in which s/he is receiving a student loan, a portion of any refund due the student from the school must be returned to the student’s lender.

Deferment of Prior Student Loans: To defer student loans, students must be enrolled at least half-time. The GTU submits current enrollment information to the National Student Loan Clearinghouse each term. This information is accessible to all lenders and loan servicers. To ensure current deferment status, please respond to any mail directed from the lender or servicer. It is the student's responsibility to verify deferment procedures with your lenders/servicers, and to comply with your lenders/servicers deadlines to avoid defaulting on loans. Likewise, it is the student's responsibility to give the appropriate deferment forms to the Registrar in a timely manner, along with an appropriately addressed mailing envelope with each form.

d. Additional Sources of Financial Aid and the GTU Refund/Repayment of Federal Aid

On an annual basis, the GTU offers the following non-need based funding opportunities:

Chan Prize in Religion and Economics: All students in the GTU and its member schools are eligible to submit work for this prize of around \$2500, established in 1987 by the Lionel Chan Family Endowment. Submissions are due by September 15, and the topic alternates from year to year. In the fall semester of odd-numbered years, the topic is "Identity and Practice across Religious Boundaries: exploring a particular concept, theme, or practice that is common to two or more religions (e.g., Buddhism, Christianity, Hinduism, Islam, Judaism, etc.)" In the fall semester of even numbered years, the topic is "Religion and Economics." To enter, students submit an original essay, a term paper for a course, or a chapter of a thesis or dissertation with an introduction and conclusion to frame it as an independent essay. The GTU Dean and Core Doctoral Faculty Awards Committee select recipients for this award. There is no application form.

GTU Student Travel Grant: Students who have papers accepted for the program of the Annual Meeting of the AAR, SBL, or other comparable national meeting or conference may compete in the GTU Student Travel Grant competition. Winners are given cash awards to support the costs of attending the meeting. Please submit a completed GTU Student Travel Grant application form, précis of the paper, and documentation of the section/group/ etc. at which it will be presented. There are two awards cycles for the GTU Student Travel Grant with deadlines in early fall semester and early spring semester. For the exact deadlines, check the GTU Student Travel Grant application form available on the GTU Website. To be considered by the Awards Committee, the application and supporting materials must be submitted by the deadline. Late materials will not be accepted.

These are the criteria for evaluating entries:

- *Level of Competitiveness for the program slot:* Different program categories of the AAR or SBL, for example, represent different levels of competition. These are ranked from easiest to most competitive along these lines: round tables, consultations, seminar, group, section. The higher up the "competitiveness scale," the more points awarded to the proposal.
- *Clarity and coherence/scholarly substance:* Is the proposal well formed and clear; is it accessible to an audience outside of a very small cadre? Is it scholarly sound? Does it offer a fresh perspective or creative contribution?

The Dean and Core Doctoral Faculty Awards Committee select recipients for this award. The amount for each award has varied from year to year. In recent years the typical award has been about \$250.

Outstanding Dissertation Proposal Award: Each year the Doctoral Council selects one of the dissertation proposals approved that year to receive a \$3000 Dissertation Award that is given in recognition of the excellence of the proposal itself, as well as the promise of the scholarship of the project.

Guild Scholarship Fund: Provided funding is available, the GTU Guild Scholarship is given to one or more students who plan to work in ministry and service fields (including teaching) after graduation. This award is granted in response to a special circumstances: emergency medical bills; final typing and duplication of a dissertation; unexpected baby expenses; a brief and healing respite from years of subsistence living.

Eligibility Requirements: The student must be:

- Enrolled in a Ph.D./Th.D. program at the GTU.
- Able to demonstrate financial need as determined by the GTU Financial Aid Office (whenever possible the receipt of this scholarship will replace loan or work-study eligibility and not reduce grant eligibility except when required by federal regulation).
- Demonstrate need as outlined above.

Application Requirements: Interested applicants are encouraged to contact the Director of Financial Aid prior to applying for this award, to determine the fund's availability. To apply, a student must complete an application for financial aid. Extraordinary circumstances and expenses should be described on a separate letter to the Financial Aid Office. This information will be reviewed by the Director of Financial Aid and the Dean of Students.

In the event of an emergency circumstance as outlined above, any doctoral student may apply for the Guild Scholarship at any time of the year, without having demonstrated need for federal aid programs.

Applications will be reviewed on a case-by-case basis.

Awarding Procedure: A letter from the Director of Financial Aid will be mailed to the recipient. A copy will be provided to the Advancement Office to allow the donors to be notified.

The scholarship may be awarded in two equal disbursements and will be first applied to any outstanding balance at the GTU.

Newhall Awards: Newhall Awards are competitive awards for GTU doctoral students engaged in collaborative teaching or research with faculty mentors in the belief that such that such collaborative work contributes to the professional development of the students and the mission of the GTU. Awards are given for fall, spring or both semesters, but the application process takes place only in the Fall. (If you apply for funding for two semesters, please note that the Awards Committee will fund projects only for the one semester in which the course is to be taught or the research conducted.) Generally, awards are at least \$3000 per semester. The design of the project should require the student to spend only about 5 - 10 hours per week. The Newhall applications must come from both the student and the professor for a project involving both of them. The awards are designed to support both students (through grants) and faculty (through offering assistance to their research and teaching).

Criteria for Receiving a Newhall Award:

- the qualifications of the persons involved
- the quality and nature of the project
- the level of mutual collaboration
- the extent to which the project as described would be educational and beneficial to the student
- in the case of courses or curricular projects, whether they strengthen academic cooperation at the GTU, either through the doctoral program, through inter-school courses at any level, by offering a unique course which would enhance curricular offerings significantly, or by enhancing the diversity of curricular topics or pedagogical approaches
- contributions of faculty members involved to the doctoral program and other consortial programs are considered in determining awards
- preference will be given to students who have not received a Newhall previously
- students may receive Newhall Awards for no more than two years
- each member school and the GTU may nominate one student each year to serve as a teaching assistant or instructor under faculty supervision
- nominations must be received by the second Friday in November
- all other requirements of the application process will apply as usual, except that the mutual collaboration will not be required as long as the proposed course is deemed of value to the nominating school's curriculum.

Proposal Guidelines: When students submit a proposal for Newhall Awards, the following items should be included and these issues should be addressed.

- For Research Assistants: specific content of research and its end goal
- For Teaching Assistants: specific information on course content, learning outcomes and student's role
- For students teaching courses under faculty mentorship: draft syllabus with course title (29 characters maximum including spaces and punctuation), field codes, course level, course description, student learning outcomes, reading assignments, assessment methods, and outline of class sessions
- Substantial letter of recommendation from faculty nominator outlining student excellence in study and qualifications for teaching or research assignment
- Suitability of proposed project for advancing student's professional development
- Record of faculty member's involvement in doctoral program or consortial-wide cooperative teaching and research
- How the project enhances the goals of the consortium in promoting excellence in research and teaching among faculty and students
- For all applicants: Student's current C.V.

Newhall committee members rank applications on the merits of the written proposals. Outstanding persons with poorly developed proposals will not receive an award.

Applications (inclusive of the Newhall Award application form available in the GTU Academic Dean's Office or online at the GTU Web Site, and all supporting materials) are due in the Dean's Office the second Friday in November! The Dean and Core Doctoral Faculty Awards Committee select recipients for these awards.

Students should take the initiative in finding out which professors would be interested in providing assistance--especially when the student thinks such a working relationship would be beneficial to both the professor and student. Even if the student does not have a particular professor in mind, it is a good idea to make known (perhaps through the Area Convener) what his/her interests and qualifications are. Often the professors themselves are looking for capable students to work with them, but they don't know the students well enough to seek out those best suited for their projects.

One of the stipulations of the Newhall fellowship is that the recipients write a brief report and description of the work accomplished. This report should be submitted to the GTU Dean's office by the end of May of the year for which the fellowship was awarded.

Teaching and Research Assistantships: some of the GTU member schools provide **other teaching and research opportunities**. Some schools hire teaching assistants (and less commonly, research assistants) directly. PSR, in particular, has regular teaching assistantship opportunities; it also has research assistantships, which are easier for doctoral students to get and which may help the student later receive a T.A. position. Core doctoral faculty may also apply directly to the GTU Dean for a Research Assistant, but these are shorter term awards than the Newhalls.

Student Employment Procedures: If a professor is hiring the student as an R.A. or T.A. through the GTU Dean's Faculty Research funds and not through the Newhall program, there are a number of steps to follow.

- The Professor writes the GTU Dean a memo requesting a faculty research award to hire the student as an R.A. or T.A. for a certain number of hours at a certain rate. The Dean will act on the request in writing.
- The student brings the award letter to the Director of Financial Aid. Please call the office in advance to verify the documentation (i.e. driver's license, social security card, or valid passport) needed for this visit. The Director will ask the student to fill out a W4 for tax purposes, an I9 to conform with immigration laws, and a work authorization form. The latter will specify start and duration of employment, number of hours, and rate of pay. The Work Authorization Form must be signed by the Director of Financial Aid and by the faculty member. When these forms are received for completion by the Financial Aid Office, the student takes all forms to the Business Office to be placed on the payroll. Time sheets and a pay schedule are available in the Business Office. The time sheets are due on the 10th and 25th of each month and must be signed by the faculty member.

Emergency Student Loans: Currently registered doctoral students may apply for emergency student loans from the GTU when faced with a short-term financial emergency. Students may be eligible during Intersession or summer if they were registered during the immediately preceding semester and will be registered during the immediately following semester. Emergency student loans are interest-free and are to be repaid within 90 days. Applications are made to the Financial Aid Office. Criteria for approval will vary with each case, but include such factors as need, ability to obtain funds elsewhere, ability to repay, etc. Students who have not repaid a previous GTU emergency loan are no longer eligible. Once the loan has been approved, the Business Office will issue a promissory note that must be signed by the student before a check is issued. Payment will be made to the Business Office.

4. Health Resources

a. Health Insurance Plan for Students (HIPS)

The Graduate Theological Union and participating member schools and institutions have created a medical insurance plan designed to provide students with complete medical coverage at a reasonable cost. The plan is with Kaiser Permanente, one of the largest health plans in California, with over 8,000 physicians at more than 150 locations in northern and southern California. The HIPS plan has a \$500/person, \$1,000/family deductible, 20% coinsurance after the deductible due for in-patient hospital care and out-patient surgery, and related tests and labs, and a \$40 co-payment. However, there is no charge for preventative care. Details about the plan and all applicable forms are located on the GTU website: click on “Current Students,” then on “Student Health Insurance.”

This health insurance plan is available to students enrolled for at least six or more credits or units per semester at one of the following institutions:

American Baptist School of the West
Church Divinity School of the Pacific
Dominican School of Philosophy and Theology
Graduate Theological Union
Institute of Buddhist Studies
Pacific School of Religion
Patriarch Athenagoras Orthodox Institute
San Francisco Theological Seminary
Starr King School for the Ministry
School of Applied Theology

If the student enrolls in nine (9) or more credits or units in any one semester, he/she must enroll in the GTU HIPS program, or provide proof of health insurance that has comparable benefits and costs. Enrollment in the HIPS plan is for the academic year beginning on September 1 and ending on August 31. Unless the student’s eligibility to participate in the program changes, she/he will be enrolled for the entire year. Premiums for the plan are paid in two equal installments at the beginning of each semester. The monthly and semester rates for the HIPS plan are posted on the GTU website.

Kaiser enrollment applications are accepted only during these periods: August 1 to September 30, and January 1 to February 28. However, in order to register by the GTU deadline, students must enroll in the HIPS-Kaiser plan or provide proof of comparable insurance on or before the late registration deadline, which is usually the second Friday of September or February. This means that in order to comply with the registration requirements and deadline, students typically cannot take advantage of the full Kaiser enrollment period.

For further information, contact your Business Office or your Office of Student Affairs.

b. Counseling

While there are many Bay Area resources for counseling services, two Counseling Centers address their services to the GTU community.

The Interfaith Counseling Center offers a variety of services to promote healing, growth and wholeness of individuals, couples and families. Members of our staff are Certified Pastoral Counselors, Marriage and Family Therapists, Psychologists and Spiritual

Directors. People of any or no religious persuasion are welcome. *Reduced fees are available to GTU member school students, faculty, staff and families.* The main office is located at the Durant House on the campus of the First Congregational Church of Berkeley: 2345 Channing Way in Berkeley, 94704. Phone: 510-225-5595.

The California Counseling Institute has an office at All Souls Episcopal Church at 2200 Cedar Street, Berkeley. The institute provides psychotherapy for people facing a variety of life situations, including relationship and family concerns, career choices, depression, anxiety, financial pressures, life transitions, losses and grief. The Institute is dedicated to the healing transformation that the disciplines of psychotherapy and religious spirituality can offer. The Institute has its roots within the Judeo-Christian heritage of the Episcopal Church. For information call 510-704-8046.

5. Library Resources

The Library Web Site

<http://library.gtu.edu>

Information about our hours and other services may be found on the GTU Library web site. From the home page, you may link to GRACE, the GTU Library catalog, to electronic resources available via the Internet, to tutorials and handouts on a variety of research topics, or to other useful sites on the Internet. Notices regarding special closings or other news will also appear on the library's home page.

How To Get A Library Card

<http://library.gtu.edu/services/borrow.html>

New students should bring their GTU ID card with the current semester's registration sticker to the library. The ID card will be bar-coded; you can then use it as your library card.

The GTU Library card may be used for borrowing materials from both the Hewlett Library in Berkeley (commonly called "the GTU Library") and its branch library at the San Francisco Theological Seminary (the SFTS Library). The GTU Library card is what you present at the Special Privileges desk at the Main Library at UCB to get a library card there.

Fines are charged on overdue, lost, or damaged materials. For more information about recalling materials, placing holds, or other borrowing procedures, see the web page listed above.

GRACE, The Library Catalog

<http://grace.gtu.edu/>

You can see what materials the library owns by searching GRACE, the library's online catalog. Books may be looked up by author, title, subject, keyword, or call number. Books in the GTU Library are arranged on the shelf according to the Library of Congress call number system, the system used by all academic libraries in the U.S.

Research Databases

<http://library.gtu.edu/databases.html>

The GTU Library subscribes to several databases that are available via the Internet. Databases include journal indexes, full-text journal articles, electronic encyclopedias, and art images. Anyone may access these databases while in the library, but remote access from home is restricted to GTU students, faculty, visiting scholars and staff.

Reserve Books

<http://grace.gtu.edu/search/>

Books or articles placed on reserve for a class are shelved at the Circulation Desk. To request an item on reserve, you must know its call number. Look up the call number on GRACE, either by the course number or the professor's name. See the special link to course reserves on GRACE.

Research Assistance

<http://library.gtu.edu/reference/index.html>

The Reference Desk is located on Level 2 of the GTU Library. Reference Desk staff is ready and willing to help library users. For example, we can show you how to:

- use GRACE or electronic databases
- find a book or journal article
- decipher a journal citation
- get started on a research project.
- P.A.T.H. (Paper and Thesis Help) is a one-on-one consultation with a Reference Librarian for getting started with research on a particular topic. This service is available by appointment during Reference Desk hours.

Workshops

<http://library.gtu.edu/reference/workshops.html>

Library workshops, conducted in the Teaching Lab on Level 2 of the GTU Library, are offered throughout the school year. Topics include: searching the library catalog, using indexes to find journal articles and book reviews, and getting started on Biblical research. See the current semester's schedule and a full description of each workshop at the web page noted above.

Interlibrary Loan

<http://library.gtu.edu/services/ILL.html>

Materials not found at the GTU Library or at the UC Berkeley Library may be obtained from another library through Interlibrary Loan (ILL). ILL requests may be made at the Reference Desk. This service is only available to GTU students, faculty, visiting scholars, and staff.

Audio-Visual Media

The Library has a variety of non-book materials: videos, DVDs, CDs, audiocassettes, filmstrips, kits, and slides. To see if we have a specific title, look it up on GRACE. Most materials circulate, but they may also be viewed or listened to in the Audio-Visual Room on Level 2 of the GTU Library.

Computers In The Library

At the GTU Library, four GRACE stations are located around the circular atrium. Five stations on the east side of Level 2 are for the Library's CD-ROM databases and other research purposes only. The five stations on the west side of Level 2 are general-use Internet stations; use is limited to 30 minutes per day (see <http://library.gtu.edu/services/internet.html>). The Teaching Lab is reserved for class and workshop use only. There are no facilities for word processing, reading files on disks, or viewing personal CD-ROMs.

At the Branch Library at SFTS, computers in the public areas may be used for searching GRACE, databases, or Internet searching. A computer lab adjacent to the library is available for additional use.

The University Of California, Berkeley Library And Stanford University Library

<http://library.gtu.edu/services/ucb.html>

Pick up a handout at the library or see the web page, "The University of California, Berkeley Library and Stanford University Library: A Guide for GTU Students, Faculty, and Visiting Scholars," for a description of the resources available to GTU students at these libraries. GTU students may borrow materials from these libraries at no charge.

The libraries of the GTU and UCB have a cooperative agreement for purchasing materials: UCB depends on the GTU Library in some fields, and the GTU Library depends on the UCB Library in others. Depending on your interests and the courses you take, the collections of the UCB Library may be an important part of your work.

6. Student Participation in GTU Governance

The official documents and established traditions of the GTU provide for ample student representation in GTU governance.

Below is a list of student committees. Students receive a request for nominations from the Dean of Students office in early February where they can submit the names of individuals they feel are a good match for the positions available. Students in good standing in the program and interested in service on these committees may nominate themselves. Nominations are followed by a slate of candidates for a general election. Each year's representatives are published in the April and September Dean's Newsletters.

Doctoral Student Liaison to the American Academy of Religion (AAR) and to the Society of Biblical Literature (SBL) (one student for each group, two year terms):

One student serves as a liaison to AAR; one student serves as a liaison to SBL. The students attend their national conference annually, meet with other student liaisons, orient new and continuing GTU students about AAR or SBL, alert them to AAR or SBL activities including Call for Proposals, and actively participate in the annual AAR or SBL regional conference. The student liaisons should have at least one year of AAR or SBL membership prior to being elected.

Student Advisory Committee (six students, two year terms): The Student Advisory Committee meets at least several times a semester (starting early in each semester) for 1 ½ hours with the Academic Dean and Dean of Students. The Student Advisory Council advises the Deans and pro-actively advocates on behalf of student needs/concerns/issues. Specific duties include: formally participating in the incoming doctoral student orientation; hosting at least one open meeting with students per semester (the meeting is held early in the semester to leave time to follow-up on issues raised); collaborating with the Deans to develop accountability procedures to make sure student concerns are addressed; working with the Deans to make sure the composition of the Committee addresses the diversity among the students.

Board of Trustees (one student, two year term): one doctoral student representative works with the Board of Trustees to support the mission and goals of the GTU and to insure its financial viability. The entire board meets three times a year, while members also serve on Board committees.

Doctoral Council: (two students, two year terms): The Doctoral Council, which votes on all doctoral dissertation proposals, consists of the GTU Dean, two faculty members selected by the CDF, and two student representatives elected by their doctoral student peers (non-voting). The GTU Dean chairs the meeting, the Dean of Students is also in

attendance. The Council's task is to help assure that students are successful in completing their work as well as maintain a standard of excellence for dissertations.

Student representatives read, analyze and critique proposals from all GTU Areas; participate in discussions about the proposals during the meetings; raise student concerns about the dissertation process or Area protocols; and are available for questions from students before they appear before the Council.

Library Committee (one student, one year term): The Faculty Library Committee consists of representatives from a cross-section of institutions and Areas within the GTU consortium and the doctoral student body. Its monthly meetings oversee the development and implementation of policy for the GTU Library and its relationships with associated institutions.

Grievance Committee (two students, two year terms): The Grievance Committee meets as needed to hear complaints brought by students concerning misapplication of GTU policies and procedures. The committee consists of three Core Doctoral Faculty and two doctoral students.

7. Professional Development for Students

Most GTU doctoral students come to doctoral work with a great deal of professional experience. Students spend their time developing themselves professionally, not just by getting a doctorate, but also by engaging in other activities that improve their chances of using the degree effectively. For most doctoral students this means teaching, usually in a college, university, or seminary; but it may also mean doing research or taking up an administrative or consultant position. In any case, the activities the student engages in will both increase her/his skills and knowledge and enhance the appeal to prospective employers.

Doctoral Student Professional Development Program

Purpose: The Doctoral Student Professional Development Program is designed to support students' transition to a graduate academic setting, particularly as this is impacted by cross-cultural and adult learning issues. The program aims to help students perform successfully within the GTU and to develop the skills necessary to support transition to professional careers. Further, the program supports students' transition to post-graduate academic careers through workshops and other events which help students to hone job search, interviewing, and longer-term career development skills.

Audience: Doctoral Student Professional Development Program resources are available to students in all GTU and consorcial school degree programs, however the curriculum is designed to address doctoral student needs in general as well as those of students with more particular needs in common, including International Students and Second Career Students.

Professional Associations: Students should join professional associations, both at the regional and national levels, and attend their meetings whenever possible (e.g. American Academy of Religion, Society of Biblical Literature, Society of Christian Ethics, etc.). Students can ask the Area faculty which professional associations are most relevant. This will allow others to get to know students and will acquaint them with the procedures, people, and general "workings" of such groups. Presenting papers and/or participating on panels at such meetings is an especially good opportunity to achieve these goals.

Students should apply to give papers at regional, national, or international scholarly meetings. In order to encourage such applications, the GTU sponsors an annual competition for AAR/SBL travel grants.

Although the GTU does not have a fund for student travel, students should contact the Dean's Office if they have a scholarly paper accepted by a professional association through competition. The GTU will celebrate the achievement and try, depending on budgetary constraints, to award the student some help toward travel costs.

GTU Awards-Fellowships: Students may compete for other awards, grants, and fellowships. The mere process of applying is an education in itself, and winning any competitive award adds weight to the student's c.v.

Teaching Opportunities: Look for teaching and research opportunities at the GTU and elsewhere (e.g. UCB). The experience one gains is invaluable when applying for positions--not to mention when one actually secures one! Schools, churches, and related organizations are constantly looking for qualified doctoral students to give workshops, lectures, and even courses. They can then provide students with valuable references and contacts for the future.

Denominational/Religious Affiliation: If a student thinks she/he will be interested in a position at an institution affiliated with a particular religious denomination, he/she should consider affiliation as a doctoral student with the GTU member school of that denomination. Such affiliation can prove quite valuable in that professors and administrators get to know students and can perhaps provide contacts and references when they are job searching.

8. Consortial Events

There are few consortial-wide events during each academic year, but they are important moments for building the community and ritually reaffirming the ideals of the consortium. Each of them has its own special charms and traditions, doctoral students should plan to attend them.

Opening Fall Reception: Watch the Dean's Newsletter for an announcement about this event. The reception is open to students, faculty and staff throughout the consortium and is traditionally held **the third Wednesday in September.**

The GTU Academic Dean introduces new faculty and acknowledges the many new students at this event.

Surjit Singh Lecture on Religion and Culture: Watch the GTU Dean's Newsletter for an announcement about this event. The lecture is usually held the **1st Wednesday of November.**

This endowed lectureship brings to the GTU a distinguished scholar/church leader to address religion and culture from a cross-cultural perspective. This is one of the major inter-religious or "broader ecumenical" events of the GTU year.

GTU Distinguished Faculty Lecture: Watch the Dean's Newsletter for an announcement about this event.

This is a well-established tradition of the GTU. Each year the faculty of each of the member schools nominates distinguished faculty from outside their school who they feel embody the scholarly standards, teaching excellence, and commitment to ecumenism

which defines the GTU. The nominations are considered by the Council of Deans, who elect the next year's lecturer. The Faculty Lecture is well attended, and the lectures have been of exceptionally high quality. There is a formal faculty respondent, some time for questions, and then a reception to honor the lecturer. It is one of the academic high points of the year.

GTU Commencement: The first annual GTU commencement was held in 1987, but the ceremony becomes bigger and better each year. This is the time when the GTU puts on the most pomp and circumstance including a formal academic procession with school banners, music, distinguished speakers, and a celebration of the achievements of GTU graduates. Students are encouraged to attend commencement to celebrate the culmination of fellow students' work. **(Generally the second Thursday of May)**

9. Communications

The Extended Calendar: Each year the GTU publishes an extended calendar which lists major administrative and academic deadlines, and dates and times of major events and lectures. The Extended Calendar is found on the GTU website.

Dean's Newsletter: The GTU Dean's Office issues a Newsletter the first week of September, October, and November, and the first week of February, March, and April, **posted on the GTU website.** The Newsletter is an attempt to maintain communication about significant consortial events and activities, issues and developments in the Dean's Office and Student Affairs Office, and fellowship and award opportunities.

GTU Currents: This publication by the GTU Office of Institutional Advancement includes feature articles about various aspects and personalities of the GTU as a consortium. This publication is an excellent way to get a feel for the consortium and where it is headed, and also to expand one's general knowledge of the richness and vision of the GTU. *GTU Currents* is published three times a year and is available in several locations in the LeConte and Library buildings and is posted on the GTU website.

Newsletters of Member Schools, Affiliates, and Programs: Each of the schools, affiliates and programs has its own publications and newsletters which offer a wealth of information. If their background and professional direction create a special interest in certain specific schools, affiliates or programs in the consortium, students should visit them and get on their mailing lists. It is a good way to keep informed about events and opportunities.

Bulletin Boards: There are a number of Bulletin Boards in the GTU which contain key information, or on which students can post information or messages for others.

- The Dean's Office Bulletin Board posts job and fellowship opportunities, reminders about workshops and conferences, and other student-related announcements. It is located on the wall in the corridor outside the Dean's Office.
- Student Affairs has two bulletin boards located in the GTU building at 2465 LeConte. The board on the third floor, across from the receptionist's desk, posts notices that have been approved by the Dean of Students on classes and other academically-related events and services at GTU. The second bulletin board is located in the student lounge in the LeConte building basement and has a variety of notices about events and services of interest to students.

- The Library Bulletin Board at the end of the circulation desk has a detailed posting of events for the GTU community.
- The Library Bulletin Board near the Author-Title Catalog lists events in the Bay Area.
- The Library Bulletin Board on level one near the lockers, behind the stairwell, lists art and music events.

(The three library bulletin boards are maintained by the Reference Desk staff. Students should consult with the staff about posting information in the library.)

Mailboxes: GTU doctoral students can have a mailbox located in the basement of the GTU LeConte Building. If mailboxes are available, GTU CJS and CIS students, GTU special students and MA students who are affiliated with SFTS, but who live in Berkeley, may request a mailbox. Contact the Student Affairs Office Manager at 649-2400.

10. Internet Resources

Electronic Mail (Email): Your GTU email address is an important communication link at the GTU. Your email address will be assigned to you; you will receive notice from GTU Tech Support concerning how to log in to and set up your account at the email address you gave us when applying for admission. Students must log into this account at least once a year to keep it active. Go to <http://www.gtulink.edu/Home/student-email-accounts> for more information. The GTU Dean of Students Office will use your email account to communicate with you about information you will not receive by any other medium. It is one of the ways to notify you of upcoming events, policy and procedure changes, and other important information. It is important that you set up your account and check it regularly.

The GTU uses a 3-tiered strategy to communicate with students:

- 1) Messages from the Dean of Students will usually only pertain to specific academic program issues. All doctoral students are required to receive and review these messages in a timely fashion;
- 2) Messages from the PDP coordinator usually pertain to professional development opportunities. All doctoral students are required to receive these messages and encouraged to review them in a timely fashion.
- 3) Messages from the SAC secretary usually pertain to “community life” opportunities. Students are encouraged to review these messages in a timely fashion.

Wireless: Wireless networks are available at all of the member schools for use by GTU-Consortium faculty, staff and students. Be aware, however, that not every building is fully covered. All use of these networks must be conducted in accordance with the [Wireless Networks Acceptable Use](#) policy. Go to <http://www.gtulink.edu/Home/wireless-internet-access> for more information.

The Gtulist: In November, 1993, a GTU student - now alumnus - started an electronic listserv for students, faculty, staff, and alumni of the GTU, to help share resources and information. Often found on the list are conference announcements and calls for papers, upcoming events, services for students, announcements of other bulletin boards of interest, and casual conversation between GTU members. To subscribe to the list, go to <http://lists.gtulink.edu/mailman/listinfo/gtu-list>

GTU Alert System

The member schools of the GTU-Consortium share an alert system to provide a notification and warning system to alert members of the campus community in the case of an emergency. This system, called **GTU-ALERT**, is available to all faculty, staff, and students as an opt-in system. It is used to provide alerts related to any immediate and life threatening event or other critical situation that affects all of our campuses. Alerts can be sent out utilizing SMS Text Messaging, email and voice messages, as deemed necessary. In order to participate in this system, you will need to sign up at: <http://www.e2campus.com/my/gtu/index.htm>

Accounts remain active as long as your current contact information is in the system, unless you choose to log in and delete your account. Twice yearly tests will be sent out to all subscribers. If you need assistance with your GTU-Alert account, please contact Consortial IT Service staff at techsupport@psr.edu.

B. Student Community Life

GTU doctoral students are mostly in their thirties and forties, although they range in age from the mid-twenties to early seventies, and have families and/or extensive obligations within their communities, denominations, and/or professional networks. Not all live in Berkeley or the immediately surrounding communities, and many find it necessary to work one or more jobs to support their doctoral studies. Under these circumstances “community” is neither residential nor natural; it must be built intentionally.

The extent of interest in a GTU student community varies considerably from student to student and from era to era. The desire for community tends to grow at the “pressure points” in the program: it is nice to have the moral support of peers when one is going through language examinations, comprehensive proposals, orals, dissertation proposal development, and the like. Student community provides an avenue for sharing resources, learning about faculty, getting help. However, if connections have not been made prior to crisis moments, they are not easily made under pressure.

Students are encouraged to organize support groups and the Dean’s Office is happy to help publicize their formation and meetings through the Dean’s Newsletter.

As indicated in the introductory reflections, connections between doctoral students in the programs are likely to become some of the most profound and important professional connections in the lives of the graduates. Hence the GTU stands ready to encourage student interest in community.

1. Student Lounge

All students are invited and encouraged to use The GTU Student Lounge. This lounge space is located in the GTU building at 2465 LeConte Avenue. The lounge is available from 9:00 a.m. through 5:00 p.m. Monday through Friday when the GTU is in session.

The student lounge is primarily for unscheduled, casual use, although it is possible to reserve the space for events (we commit to no more than one reserved event per week). The lounge has wireless access for all students in the consortium.

The basement of the GTU LeConte Building, 2465 LeConte Avenue, has additional lounge space and a kitchen area including a refrigerator and microwave oven. This lounge is

available from 9:00 a.m. until 5:00 p.m. Monday through Friday when the GTU is in session. Students can access the LeConte building through the front door during business hours (9 a.m. until 5 p.m.). Student mailboxes are located in the basement, as are bulletin boards where information on upcoming events is posted.

2. Parking

As with housing, parking is at a premium in Berkeley. Pacific School of Religion (PSR) provides limited parking for a fee, check with PSR for more details. All street parking near the GTU is either metered or requires a residential permit in order to park for more than two hours. There is limited unrestricted street parking at some distance from the GTU. If you must drive, try to carpool and be prepared to park and walk at some distance. (Remember that we are located on a hill.) If you can take public transportation, we encourage you to do so.

GTU and member school staff and faculty members pay for parking spaces in the lot behind/to the north of the GTU LeConte Building. Three spaces are reserved for vans that shuttle between GTU and SFTS. The parking lot spaces are never available to other constituencies, including students. Please beware that an empty space, even if it is empty repeatedly or over the summer, is not available for parking. GTU Facilities will “boot” an authorized vehicle in the lot and will, then, have the vehicle towed.

BART (Bay Area Rapid Transit) is the local light rail system. If you live along the BART line or can drive to a nearby station, BART is easy to use and the most efficient way to get to Berkeley. Get off at the Downtown Berkeley Station. You can then either walk up the hill, a fifteen-minute walk, or take the bus. The bus system in the East Bay is AC Transit. For information on bus routes in the East Bay, contact AC Transit at 510-839-2882. Bear Transit Perimeter Shuttles (UC Berkeley’s campus shuttle) stops in front of Bank of America on the northeast corner of Shattuck at Center, diagonally across from the main exit Berkeley BART station.

3. UCB Services

GTU doctoral applicants are reviewed by UCB as part of the admissions process. This review means that students are academically qualified to cross-register for classes at UCB. It does not entitle students to any special privileges, and there are certain services of which you can take advantage. Not all of these services are permanent or guaranteed, but previous students have been able to use them, and it is worth the effort to avail yourself of them. Unless otherwise noted, these services are available without cross-registering for classes at UCB.

Housing

- Access to CalRentals as a Newcomer/Affiliate student
 - See <https://calrentals.housing.berkeley.edu/>
 - There is a fee for access
- Eligible for housing at International House – ihouse.berkeley.edu

Teaching (Graduate Student Instructors)

- Teaching Assistants at UCB fall under the Graduate Student Instructor (GSI) category, which is further subdivided. While GTU students are officially only permitted to serve as Readers, it is up to individual faculty members to determine the level of participation of the Reader. When teaching and lecturing

is a significant portion of this participation, the GTU encourages students to list the appointment on their C.V. in an appropriately descriptive manner (ie. Instructor of Record, Teaching Assistant, etc.). Appointments to positions of Readers are handled by each department.

- GTU students, whether teaching or not, have access to *GSI Teaching and Resource Center* workshops and classes through cross-registration
 - <http://gsi.berkeley.edu/> GSI Teaching and Resource Center, 301 Sproul Hall.
 - Classes on Teaching, Mentoring, Writing, Syllabus Design, Pedagogy, etc.
 - Resources for Teaching Assessments, Pedagogy, etc.

Writing

- Eligible to cross-register for GSPDP320: Academic Writing for Graduate Students through GSI Teaching and Resource Center
- Eligible to take Summer Courses on Writing (tuition must be paid by student) – <http://writing.berkeley.edu/summer/courses.html>

ESL and International Students

- All students have access to *International House's* workshops, housing, and meal events
 - See <http://ihouse.berkeley.edu>
- The *Visiting Scholars and Postdoc Affairs* website at UCB has many helpful resources on integrating into American Academic life.
 - See <http://vspa.berkeley.edu>
- *Berkeley International Office* is specifically designed for international students and faculty and has excellent information on every aspect of life as an international student. They have especially good information about visas and offer workshops on a regular basis.
 - See <http://internationaloffice.berkeley.edu>

Disabled Students Program

- See <http://dsp.berkeley.edu> , also speak to Kathleen Kook for more information

Cal Rec Club

- GTU students are considered “associates” and may join the Rec Club at considerable savings.
 - See <http://calbears.berkeley.edu>

Night Escort Service

- The UCB Night Escort Service will walk students to their car, a shuttle bus, public transportation, or home if they live nearby. Call 642-WALK from 6:00 p.m. to 2:00 a.m. The boundaries are: Cedar (north), Parker (south), Shattuck (west), and Prospect (east).

****CALNET IDs**

- Calnet IDs are powerful but mysterious things that are technically available once (and only if) you are cross-registered for that semester, through the UCB Registrar's Office. The process for obtaining one is, to date, variable and

not always successful. Be aware, however, that in some cases Calnet IDs have been known to not arrive until November for GTU students. If you are lucky enough to get one, take full (and prompt!) advantage of it, as it will be disabled when the semester is over. The UCB Registrar's office is open Mon-Fri, 9-12 and 1-4, at 120 Sproul Hall, #5404.

The Student Advisory Council Presents

An Insider's Guide to Cross-registering at UC Berkeley

Congratulations! You've been accepted to the Graduate Theological Union, which allows you to cross register at UC Berkeley, consistently rated one of the top graduate institutions in the United States. This guide below will walk you through the cross-registration process:

1. Start NOW! UC Berkeley's semester starts several weeks before the GTU. UCB's fall semester begins the first day of classes on the 4th Thursday of August, and the spring semester begins on the 3rd Tuesday of January. If you wait until Orientation to cross-register, it will be too late.

2. Find a class. To do that, visit <http://schedule.berkeley.edu/> and explore the offerings. Often, however, graduate seminars don't come with descriptions. In that case, see which professors are offering seminars and check out their interests on their department website. That will give you a good indication of what their seminar is about.

3. Email the professor. Ask about the course; see if you can get a syllabus and see if the course is actually something you are interested in.

4. Email the professor again. This time ask, if you can join their course. THEY ARE UNDER NO OBLIGATION TO ACCEPT YOU – registration is often limited, and priority goes to UCB students. So, be polite and deferential, explain why you want to take the course and what you will bring to the discussion. Basically, seduce them with your academic awesomeness.

5. If you are successful, email them a third time several weeks before class. Just because the professor has said you can join the class, doesn't mean you can. Professors are obligated to give preference to UC students first so, if the class fills up, you will be the first bumped out. Always have a plan B.

6. Go to the GTU consortial registrar. Take the "UC Berkeley cross-registration form" from him/her and bring it with you to class the first day for the UC professor to sign.

7. Return it to the GTU consortial registrar. Duh.

8. Attend the class. And make sure to do your best when you do. You can take classes at UC Berkeley because previous students blazed the path and left a good impression. Don't mess it up.

Frequently asked questions:

1. *It sounds like I am begging my way into a course.*
That's because you are.

2. *But I have this fancy letter from the UC Regents!*

All that letter means is that you have been deemed academically qualified to take a UCB class, it doesn't obligate them to let you.

3. *I keep getting rejected, what should I do?*

Talk to your advisor to see if they have any connections. Find out who your fellow students have taken classes from and see if they can put in a good word for you. Nepotism is your friend.

4. *This all seems like a lot of work, are there any other perks?*

While registered at UCB, you will receive an email from the Registrar giving you a Calnet ID, which will enable you to access otherwise unavailable resources on the UCB website. You will also be able to obtain a Cal ID by bringing proof of your registration to Lower Sproul Plaza. If you are very lucky, you may even get an AC Transit pass sticker, which is available only to actual UCB students.

5. *This isn't working, should I give up?*

NO! Try again next semester!

CONSULT THE GTU WEBSITE FOR COPIES OF THE FOLLOWING

Doctoral Student Review for Research Readiness

Proposal for Comprehensive Examinations form

Guidelines and Procedures for Review of Research Involving Human Subjects

Request to Proceed to Dissertation form

Master's Thesis and Doctoral Dissertation Guidelines

Statement of Intent to Graduate form

Leave of Absence Request for Doctoral Students form

Graduate Theological Union: Tuition and Fees