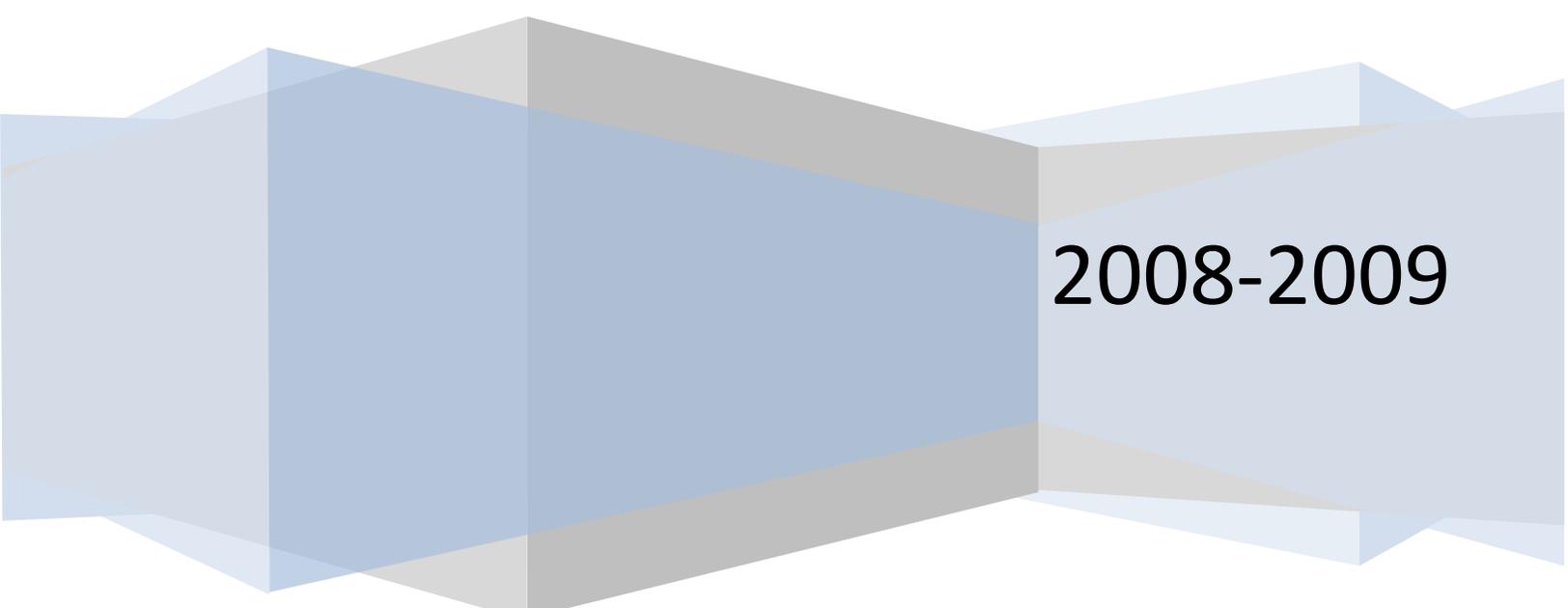


Student Handbook

New Geneva Theological Seminary

Preparing Servants of Christ for a Lifetime of Ministry



2008-2009

Welcome to New Geneva Theological Seminary for the 2008-2009 academic year! We are thankful that the Lord has directed you to New Geneva for your preparation as a servant of Christ.

The intent of this handbook is to give you a quick reference for some of the more common policies and procedures you will encounter at New Geneva. It is not meant to take the place of the New Geneva Course Catalog, and it does not contain all of the information you will find in the catalog. If you have questions that are not answered in this handbook, you should look first at the New Geneva Course Catalog, which is available on the New Geneva web site, www.newgeneva.org. If you still have unanswered questions, one of the New Geneva staff will be happy to help you.

Academic Registration

Students are required to register during designated registration periods, which normally end approximately two weeks prior to the start of classes; students may register after that date but will be assessed a \$25 late registration fee. New students who register after the first day of class will also be assessed a \$25 late fee. Late registrants may find that classes have been cancelled due to insufficient enrollment. Anyone dropping a class after the normal registration deadline but prior to the second week of class will be assessed a \$15 drop charge. Guidelines for tuition refunds beginning the second week of class are provided in the section on Tuition and Fees.

Course Syllabuses and Books

Course syllabuses are posted on the www.newgeneva.org web site as soon as they are received from instructors. To download a syllabus, click on the relevant course on the course schedule on the web site.

Information on required books is included in course syllabuses, as well as in a composite book list available each semester through a link on the home page of the www.newgeneva.org web site. Students will obtain their own books unless specifically instructed otherwise in a syllabus. Links for a number of book vendors are provided on the web site. This information is provided solely for the convenience of students, and New Geneva does not endorse any particular vendor or web site.

Adding and Dropping Courses

Students enrolled in a program may add a course or change a course from audit to credit within the first two weeks of the semester or within the first two days of modular courses.

Students may drop a course or change a course from credit to audit by securing permission from the instructor and completing the appropriate form, available in the Registrar's office. When permission to drop a course is granted within the first four weeks of a term, students are dropped from the course without academic penalty or record. When permission is granted during weeks 5 through 10, students will receive a "WP" or "WF," depending on their status at the time of the withdrawal. A course dropped after 10 weeks of a semester term carries the letter grade "F," unless the instructor and the Academic Dean deem the cause for withdrawal permissible.

During modular courses, students may withdraw without academic penalty during the first two days or with a "WP" or "WF" before the last day of class.

Class Absences

A student should email his instructor if he knows he is going to be absent from a class and follow his instructor's instructions concerning any assignments that are due the night of his absence. It is the student's responsibility to keep an instructor informed and to make arrangement for completion of course requirements.

Incompletes

The Seminary recognizes that students may be providentially hindered (e.g., by extended illness, death in the family) from completing a course on time. In such cases, an incomplete ("I")

grade may be awarded. To receive an "I" grade, students must secure the instructor's approval before the last day of the class. If approval is granted, students will ordinarily be required to submit the late work no later than the end of the fifth week following the last day of final exams. Instructors will use a grade sheet to provide written notice of this approval to the Registrar, along with the due date for the late work.

To have an "I" grade removed from their record, students are responsible for submitting late work within the required time limit and for securing approval for a grade change from the instructor. Instructors will notify the Registrar of the grade change. If the work is not completed, the "I" will be changed to a "UI" (unauthorized incomplete), which has the same impact as an "F" on a student's GPA.

Academic Probation

Students in a masters-level program whose cumulative GPA falls below 2.5 will be placed on academic probation. If, after being placed on academic probation, they do not raise their GPA to 2.5 after completion of 12 additional credits or two semesters, whichever comes later, they will be disqualified from pursuing the program in which they were enrolled. (All units taken in the term in which the twelfth unit is completed will be used in computing the GPA.) If disqualified from a masters-level program, a student may be admitted to another program only on the recommendation of the Academic Affairs Committee and with the approval of the Academic Dean.

Doctoral students will be placed on academic probation if their cumulative GPA falls below 3.0. They must raise their GPA to at least 3.0 by the completion of their course work to continue in the program.

Leave of Absence and Withdrawal from the Seminary

Repeated or extended discontinuities in an academic program have a deleterious effect on the ultimate educational outcome. It is in the best interest of students to maintain matriculation until they attain their educational goal. Consequently, students in degree programs are expected to enroll in and complete at least one course for credit each fall and spring semester for the duration of their academic programs. Students not intending to take a class for credit during a fall or spring semester must notify the Registrar's Office and request to be put on a leave-of-absence (LOA). Students may accumulate up to one continuous year of LOA, whether formally requested or not, before they are classified as withdrawn by the administration, after which they must reapply for admission and pay the application fee.

When students are considering withdrawing from the seminary, they should confer with the Academic Dean, report the intent to withdraw to the Registrar in writing, and schedule an academic records review with the Registrar. Additionally, he should schedule a financial review with the Business Administrator. Refund guidelines are provided above.

Financial Obligations

Students are responsible for all tuition, charges, and fees related to their seminary education. Tuition is due by the Friday prior to the start of classes. Those who depend on support from a local church, individual, or other organization are still responsible for ensuring their financial obligations are met when due.

New Geneva Seminary understands that circumstances may occur which cause financial hardship. If tuition payment cannot be made in full at registration, a minimum of 25% is due at the time of registration, with a maximum of three additional payments to be received by New Geneva by the 5th calendar day of each of the following three months. This arrangement must be approved by the business office in advance of registration, and a non-refundable deferred payment fee of \$10 per term will be assessed.

Past due accounts are subject to a finance charge of 1% per month on the outstanding balance.

Students may not register for a new semester or receive transcripts until all financial obligations from the prior semester have been met.

Tuition and Fee Schedule

Master's and Certificate Level	
Tuition per semester: full-time (12-18 credit hours)	3300.00
Tuition per credit hour	275.00
Each credit hour over 18 hours	275.00
Modular per credit hour	275.00
Senior citizens, 55 or over, per credit hour	210.00
Audit fee per credit hour.....	50.00
CEU per CEU	60.00
Doctoral Level	
Tuition per credit hour	275.00
Audit fee per credit hour	140.00
Application fee for advanced standing (per credit hour) Non-refundable	25.00
Late registration fee	Non-refundable25.00
Drop fee (per course)	Non-refundable15.00
Deferred payment fee (per term)	Non-refundable10.00

Tuition Refund Policy

Students who withdraw from the seminary or from individual courses receive a tuition refund based on the following schedule:

Week of Class	Percentage Refund
1	100% (- \$15 charge)
2	80%
3-4	60%
5-6	40%
After 6 weeks	none

For modular courses, withdrawing students will receive 100% refund less the \$15.00 drop fee after the first day of class and 60% less the \$15.00 drop fee after the second day. No refund will be returned after the third day of attendance of a modular course.

Students who change from credit to audit after the first week will receive a percentage refund based on full tuition charges.

The policy for students receiving VA educational benefits differs from the policy stated above. For information on that policy, please consult the New Geneva Course Catalog.

Applying for Financial Aid

Students in need of further financial assistance (after checking with their church and other potential sources of support) are encouraged to apply for scholarship aid. NGTS is committed to helping those who have sought financial assistance but still are unable to pay for their education. Need-based or work-study scholarships may be awarded toward tuition.

The deadline for new students to submit a completed financial aid application is 3 weeks prior to starting their first semester. Returning students desiring consideration for continued financial assistance must resubmit an application no later than 3 weeks prior to the start of each academic year. *No financial assistance can be awarded without reapplication.* For further information, contact the business office.

Weather Cancellations

When weather conditions necessitate the cancellation of classes, the seminary administration will make this determination as early as possible. They will then post notification of the decision to cancel on the home page of the www.newgeneva.org web site as soon as that decision is made. A number of radio and television stations will also be notified. Students should check these sources for information. Please do not call the seminary unless you are unable to monitor these source.

Library

To check out a book, a student will write his or her name, the date, the title of the book, and the barcode from the sticker on the book on the clipboard in the library. If anyone has difficulty locating a book, they can fill out an assist form by the clipboard, and the librarian will provide assistance when he is able.

Two computers are provided for student use. Students are welcome to use them do Internet research and to edit and print off papers on the printer also located in the library. Students should pay for the pages they print off as posted on the printer. (Please do not store your computer files on the library computers.) In addition, the computer near the window has a version of the Logos Bible Library system for student use, and the other computer has the Athena library software with which students can search for books.

A portable cassette recorder is available in the upper cabinet by the refrigerator, in order for a student to record a class at the request of another student who is absent. Cassette tapes are available for sale in the same cabinet. Please return the recorder to the cabinet after use, so others can find it when needed.

Food and Drink

Due to the schedule of classes through the dinner hour, students are permitted to bring food and drink into the classroom, as long as they are not disruptive to the class. There are also snacks available for sale in the refrigerator in the library. Please make sure you clean up after yourself, to insure the classroom provides the proper learning environment for the next students who use the facilities.

Returned Assignments

When instructors return student assignments to the seminary after the end of a class, the papers are filed in the credenza at the south entrance to the library. The left file drawer holds the papers for credit students filed in folders and envelopes for each student. The right file drawer holds assignments submitted by audit students, filed alphabetically according to the students' last names.

Transcripts

Students who would like copies of academic transcripts, either for personal use or to be sent to another school, presbytery, etc., must fill out a request form available in the seminary office and on the www.newgeneva.org web site. The cost for an official transcript is \$5.

Academic Honesty

As part of our purpose to train servants of the triune God to walk with God in all of life, we expect godly integrity in all areas of academic work. God's covenant with His people calls for commitment to truth (in the ninth commandment). Because we live in that covenant and in community with one another, we are obligated to uphold truth as an essential duty. Applied to academic labors, this means that we accurately represent our work to others. Neither cheating nor plagiarism will be tolerated.

In an academic community cheating means violating the rules under which papers, projects, and examinations are to be completed. Examples of cheating include, but are not limited to: using unauthorized sources for help on an exam, turning in the same paperwork for credit in different courses without the professor(s)'s knowledge and approval, or taking answers or work from fellow classmates with or without their consent.

The first violation of these standards in any class will result in failure, which is a score of zero, of the assignment or test in question and could, depending on the work, result in failure of the course. A second violation will result in dismissal from the institution.

Anyone wishing to view the whole policy for seminary action in case cheating is suspected may request a copy of the policy in the seminary office.

Cheating

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The Seminary's action in response to an established occurrence of cheating will be based on factors such as the egregiousness of the offense and the previous history of the individual with respect to this issue, but it will range from failure of an assignment to dismissal from the seminary. Anyone wishing to view the whole policy for seminary action in case cheating is suspected may request a copy of the policy in the seminary office.

Plagiarism

Plagiarism is defined as "using another person's ideas or expressions in your writing without acknowledging the source." (Joseph Gibaldi, MLA Style Manual and Guide to Scholarly Publishing, 2nd ed. (New York: The Modern Language Association of America, 1998) 151.) The same reference delineates different forms of plagiarism as failure to give appropriate acknowledgement when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking.

Plagiarism strikes at the heart of academic honesty, one of the most fundamental tenets of higher education. The awarding of academic credit, and ultimately of a degree, must be based on an accurate evaluation of a student's own work or it means nothing. Even more fundamentally, plagiarism is the claiming of someone else's work or ideas as your own, effectively stealing credit for them, and, therefore, a violation of the eighth commandment.

As such, New Geneva Theological Seminary views plagiarism with the utmost seriousness and reserves the right to respond to established cases of plagiarism with action ranging from failure of an assignment, to failure of a course, to expulsion from the seminary or revocation of an awarded degree.

Plagiarism can be committed over a continuum of degrees, from inadvertent omission of a limited number of attributions to the intentional inclusion of a small number of unattributed verbatim phrases, to the intentional use of others' work or ideas for a substantial portion of an assignment or even the complete submitted work. The Seminary's action in response to an established occurrence of plagiarism, then, will be based on the degree of severity of the offense.

Anyone wishing to view the whole policy for seminary action in case plagiarism is suspected may request a copy of the policy in the seminary office.

Style Manual for New Geneva Assignments

In order to assist students in preparing properly constructed and documented assignments, New Geneva has adopted The SBL Handbook of Style as the common style manual for masters-level work. All written assignments will be completed in accordance with the guidance in this reference. A student supplement to The SBL Handbook of Style, available at http://www.sbl-site.org/assets/pdfs/sblhs_ss92804_revised_ed.pdf, will provide most of the guidance for common assignments, and a copy of the full handbook is available in the reference section of the library for guidance beyond what is included in the supplement.

Student Right to Privacy

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the New Geneva Theological Seminary receives a request for access. Students should submit to the registrar, dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Seminary official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Seminary official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students should write the Seminary official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Seminary decides not to amend the record as requested by the student, the Seminary will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Seminary in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the Seminary has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Seminary discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Additionally, the Seminary considers a student's telephone number, degrees and awards received, and dates of attendance as directory information and will disclose this information upon request unless a student refuses to let the Seminary so designate it.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by New Geneva Theological Seminary to comply with the requirements of FERPA.

Student Discipline

Student conduct is under the supervision of the faculty, acting through the Academic Dean. The Seminary assumes that its students will conduct themselves as mature Christians. The Seminary reserves the right to dismiss a student whose conduct is found to be in violation of the moral, spiritual, and ethical principles found in Holy Scripture as interpreted by the Seminary's confessional standards, including gross inconsistency and/or lack of conscientiousness in academic effort.

Student Concerns

If New Geneva Theological Seminary is to accomplish its mission, it is important that the seminary be a family where information flows freely, with good will, in terms of our vision and theological perspective.

The vision of the seminary is this: "A transformational life-giving educational ministry based upon the truth of God's Word and for His glory alone, reaching around the world—to anyone, anywhere, anytime."

Our theological perspective is derived from the Westminster Confession of Faith and Catechisms. This is the perspective that is taught in the seminary because we confess these documents to be faithful to the Scriptures. The Scriptures are the inerrant Word of God and are the final appeal in matters of controversy.

In order to attain our goal it is important that a spirit of brotherhood be inculcated and maintained in an atmosphere of freedom and good will. In the spirit of Matthew 18:15ff, we encourage communication between students and faculty and between students. Toward this end the following procedures are recommended.

Procedures.

1. Our desire is to take all concerns under fair consideration. If a student has concerns about the substance of instruction in a class in the seminary, or about the policies and procedures in force in a class, the student should take up those concerns with the professor of that class. If the student believes that these concerns have not been addressed satisfactorily by the instructor, the student should then make this known in writing to the Dean of Students. If the student's concern is about the policy or philosophy of New Geneva Theological Seminary, the student should, in writing, address the Dean of Students directly.
2. The Dean of Students shall meet with the student in order to understand the nature of the concern. This meeting may consist of a phone conversation or conversations with all the parties involved.
3. If that matter is not resolved, the Dean of Students will submit a report to the Academic Affairs Committee, along with documents submitted to the Dean by the student. The Academic Affairs Committee may wish to meet with the student, and shall do so, if requested by the student. If warranted, the Academic Affairs Committee shall make a report of the matter to the Board of the seminary.
4. The decision of the Board of Directors is final. Both the faculty member and the student shall submit to the decision of the Board and seek the peace of the institution.

Dear New Geneva Student,

The Student Handbook has been issued as a quick-reference guide to help ensure your success at New Geneva Theological Seminary. It is not intended to be a duplication of the entire catalog but a summation of policies and procedures. The handbook provides helpful information regarding academic policies, student concerns, and financial obligations. Keep it available as a reference throughout the year.

Please read, sign and date this form and return it to the seminary office by the second week of the semester for filing in your student records. Your signature verifies that you have read and agreed to abide by these stated procedures.

If you have any questions regarding the handbook, please contact me.

Thank you for your cooperation.

God bless you.

K. M. Dieter
New Geneva Theological Seminary
(719) 573-5395
sdieter@newgeneva.org
www.newgeneva.org

I have read and agree to abide by the policies in the Student Handbook of New Geneva Theological Seminary.

Printed Name

Signature

Date