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# POLICIES AND PROCEDURES

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## ACADEMIC INTEGRITY

Northeastern Seminary seeks to promote academic honesty within the seminary community. Academic writing requires a strong culture of careful documentation of the use of sources, both to ensure intellectual integrity and to provide the apparatus for scholarly work by others using your materials. Such honesty is fundamental to the principles of the Judeo-Christian tradition and education. To foster among students a spirit of honest intellectual inquiry, the Seminary has identified the following practices as unacceptable:

1. Cheating in its various forms, whether copying another student's work, allowing work to be copied, using unauthorized aids on an examination, fabricating research data, or submitting as your own another person's work;
2. Denying other students access to academic information whether in the classroom, library, or computer lab;
3. Destroying, altering, or tampering with another student's work to impede academic progress;
4. Plagiarizing (presenting as one's own the words or ideas of another person)—including inadequate documentation of sources and excessive dependence on the language of sources even when documented. As a guard against plagiarism, the student should learn how to document his or her sources. The NES faculty has adopted the Chicago style as described in *A Manual for Writers of Term Papers, Theses, and Dissertations* (Seventh Edition), by Kate L. Turabian. A writing guide prepared by the faculty is provided in the online orientation guide and on the NES syllabus website for downloading.
5. Submitting the same or similar work for more than one course or assignment without documentation and/or approval from the professor;
6. Copying of copyrighted materials, including computer software.

Students who knowingly violate the principles of academic honesty will be subjected to disciplinary action through the academic vice president and dean's office. Depending on the nature of the offense, the student's grade or credit earned may be affected. In serious cases, the student may be suspended or terminated.

## ACADEMIC PROGRESS COMMITTEE

Northeastern Seminary's academic vice president and dean will appoint an academic progress committee (APC) to review and act on a student's academic and/or professional progress as needed. The committee will be composed of the student's academic advisor, a representative from student services or the academic vice president and dean's office, and an additional NES faculty member, with the option of the student selecting an upper class student in good standing. The APC may, upon review of the student's record and a personal interview, place a student on probation, suspension, or in some cases, dismiss the student from the Seminary.

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## ACADEMIC STANDARDS

Students must achieve a cumulative grade point average of 2.7 in order to graduate. Students who receive a grade of “D+” in as many as eight credits of coursework will be placed on academic probation. Remedial work (repeating the course) is mandatory for all required courses receiving a grade of “F.” Field practice courses which receive less than a “P” will be referred to Northeastern Seminary’s Academic Progress Committee (APC) for special action which may include termination from the program. Students who are on academic probation for two consecutive semesters will have their registration terminated. At least one semester (excluding summer) must transpire before reapplying. For additional information, please refer to the “Graduate Student Termination Policy” section in this catalog.

Northeastern Seminary’s degree programs require a graduate-level proficiency in writing. A non-credit Practicum in Theological Writing (CMC 500NE) is required of all Core students and is taken concurrently with BHT/BIB/PSF 511NE. An additional course (CMC 501NE) is available for those students who need further assistance, and may be required of some as a condition of continued enrollment.

## ADMISSIONS CATEGORIES

Persons who wish to study at Northeastern Seminary will apply for admission in one of the following categories:

1. **Regular:** The student holds an earned baccalaureate degree from an accredited college or university with a 2.5 GPA or better on a 4.0 scale and is pursuing a graduate degree in the Seminary. (Note: A student who otherwise qualifies for regular admission but whose academic credentials are not strong may be admitted on probation. However, probationary status may not be extended beyond one semester.) In certain cases, and as space in a new cohort permits, a student currently enrolled in an accredited college or university and within six (6) semester hours of completing the baccalaureate degree may be accepted as a provisional regular student. The student must complete the baccalaureate degree within one semester of starting the Seminary, since this classification is temporary and cannot be renewed.
2. **Special:** As openings may permit, a limited number of students who do not hold baccalaureate degrees from regionally accredited colleges or universities may be admitted to pursue the M.Div. degree in the Seminary. No more than 10% of M.Div. students enrolled by the Seminary can be in this category. Applicants for this status must be of exceptional merit, and they must be 30 years of age or older. Those applying for admission as special students will be placed on a waiting list and ranked on the following considerations: whether they have earned baccalaureate degrees from non-accredited colleges or Bible colleges; if they do not have such degrees, the number and quality of years of their collegiate education; the quality of their ministry experiences and achievements; and letters of outstanding recommendation. Applicants under the Special Admissions category will also submit a 2,000 – 2,500 word essay (approximately 10 pages double spaced) on a theological topic that has been mutually agreed upon after consultation with a member of the admissions staff. This paper will be evaluated by the faculty as further evidence of the student’s readiness to do graduate-level work.
3. **Non-Matriculated:** A person who holds an earned baccalaureate degree from an accredited college or university and wishes to pursue studies for credit—but not a degree—at Northeastern may be

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admitted on a space-available basis by completing a part-time application form. A non-refundable deposit of \$50.00 is required for part-time students to hold their registration once accepted. This deposit applies to the cost of tuition once classes begin. Students who are in good standing and currently enrolled in an accredited graduate program may take classes at NES as non-matriculated students. All non-matriculated students will be limited to accumulating up to 12 credits.

4. **Cross-Registered:** A person who met the admission requirements for St. Bernard's School of Theology and Ministry or United Theological Seminary will, under the terms of the cross-registration program, be considered as admitted to Northeastern Seminary for enrollment.
5. **Audit:** A person who qualifies for regular admission may audit one or more courses. This privilege requires the approval of the academic vice president and dean's office and the instructors. (Note: Persons admitted as non-matriculated or audit students may not enroll in the Core curriculum.)

## **ADMISSIONS POLICY GUIDE**

Persons seeking admission to study for the M.A. or M.Div. degree programs at Northeastern Seminary must file a completed application form with the admissions office of the Seminary. Along with the form itself, applicants must also furnish:

1. Three letters of recommendation:
  - a. One from the minister or governing church body with which the applicant is affiliated who can evaluate aptitude for Christian service
  - b. One from someone who can judge the applicant's readiness for graduate-level work, such as a former teacher
  - c. One from someone who can objectively attest to the applicant's maturity, work ethic, and character, such as an employer
2. An autobiographical statement: In this statement the applicant will narrate his or her spiritual pilgrimage, personal history, and relationships; discuss core Christian beliefs and values, and how these address society's needs; assess personal strengths, weaknesses, and explain how a seminary education could contribute in this area; and outline vocational goals.
3. An official transcript of all college and graduate work to date: Before matriculating, those who do not possess a baccalaureate degree from a regionally accredited college or university at the time of applying must either submit a supplementary transcript indicating completion of the degree or be accepted as a special student. (Note below the additional documentation required, along with the application, for those seeking admission as special students.)
4. In the case of international students for whom English is a second language, an Internet-based TOEFL score of 79 or higher is required (or equivalent score of 213 for computer or 550 for paper-based TOEFL exams).

A person seeking admission as a non-matriculated student must complete the short application form, furnish official transcripts of his/her academic work, complete a registration form, and submit a deposit of \$50.00.

### **Admission to the Seminary**

Once an application has been favorably acted upon by the seminary admissions committee, the director of admissions will notify the applicant through an acceptance letter.

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Admission to the Seminary will be good for one year from the date of acceptance, that is, for the cohort currently being formed and for the next cohort. Persons who do not begin their programs within the year but still intend to study at Northeastern must resubmit their application, update letters of recommendation, and amend the autobiographical statement.

A deposit of \$350.00 is needed to secure a position in a cohort. This fee is non-refundable but will be applied toward tuition charges for the first course in the assigned cohort or the first classes. **(Note: The deposit may be moved once, to the next standing cohort. However, if the student fails to give at least 30 days notice of intent not to matriculate in the next cohort, or if the student does not matriculate within one year, the deposit will be forfeited.)**

All students, except for those classified as non-matriculated or audit, who accept admission to the Seminary will begin with a new cohort in the Core curriculum. If a student does not expect to do so, he or she must file a personal curriculum plan with a faculty advisor and have approval before registering for individual courses.

### **Theological Writing**

Effective writing skills are a critical part of a student's ability to succeed in any theological program. All entering students in the Core curriculum will be required to take CMC 500NE Practicum in Theological Writing I. This is a non-credit course designed to assist students in honing writing skills vital to their success at graduate theological education. Upon evaluation of student progress at the conclusion of CMC 500NE, some students may be required to enroll in CMC 501NE as a condition of their continued enrollment at NES.

## **ADVISEMENT PROCEDURE**

Advisement begins with the admissions process as prospective students are given materials and counseled on the degree options, contents, and requirements. During the student's first semester a faculty academic advisor is assigned to each student. At various times during the Core students will receive special group advisement on registration procedures or on field education preparation procedures and placements.

Faculty advisors assist students in developing a program of study. This program of study includes their electives (M.A.) and concentrations (M.Div.). It is the responsibility of graduate students to contact their faculty advisors to arrange meetings concerning program planning. Registration packets are sent to all enrolled students well in advance of each new semester via the student's campus email account.

In addition to academic planning, the advisor provides support to students concerning other issues such as personal problems, difficulties with other faculty members, grievance issues, etc. The faculty advisor can also assist a student in developing ideas for his or her research project (M.A.).

At the conclusion of their first semester, D.Min. students are assigned advisors who will assist them in future course selection and normally serve as chair of the dissertation committee.

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## ATTENDANCE POLICY

Attendance at all class sessions, field education hours, faith-sharing groups, community chapels for Core students, and retreats is expected. The adult learning model for curriculum delivery practiced by NES makes classroom attendance all the more important. Emergency situations are the only exception, in which case students are responsible to notify their instructors or supervisors in advance when possible. Students are responsible for all missed class material and must make up any time lost in field education and faith-sharing groups and students should not expect faculty to provide a review of material missed. A student who misses more than 20% of the class sessions for a course will receive a grade of "F." Students are also advised that excessive class absences, whether excused for emergency reasons or unexcused, may negatively affect evaluation and continuance in a given course.

### **Faith-sharing Groups' Attendance Policy for Master's Degree Students**

Faith-sharing groups are an integral part of the personal and spiritual formation program requirements at Northeastern Seminary. Northeastern takes seriously its mission to prepare men and women for Christian service spiritually as well as academically. Attendance at all faith-sharing group sessions (six in each Core course), including the opening Cohort spiritual retreat experience, is essential to a student's successful completion of the Core curriculum. Students cannot miss a faith-sharing group session and pass PSF 511—514NE. Tardiness will count against the attendance requirement.

The faith-sharing portion of PSF 511—514NE begins with the Cohort spiritual retreat. This is held on a Saturday (see your cohort calendar for date). The retreat begins at 8:30 a.m., includes lunch, and concludes at 3:30 p.m. Please note that failure to attend the Cohort retreat will result in delaying a student's entrance into the NES program. After the retreat, faith-sharing groups will meet six times in each Core course for the duration of the Core curriculum. A schedule of these as well as each Core class is provided in your cohort calendar in the online orientation guide.

If through an unavoidable circumstance a student must miss or will be late to his or her faith-sharing group, it is the student's responsibility to call his or her faith-sharing group facilitator and the personal and spiritual formation program office (585.594.6623) prior to the absence or as soon thereafter as possible. At that time arrangements will be made for the student to attend the generic group makeup session scheduled for the current semester. Written policies are on file regarding the consequence of failing to fulfill this or any other academic requirement at NES.

## AUDITS

A person who qualifies for regular admission may audit one or more courses at the rate of \$150 per course. This privilege requires the approval of the academic vice president and dean's office and the instructors. Registration for an audit course must be made via a hard copy registration form; it may not be done online. (Note: Persons admitted as non-matriculated or audit students may not enroll in the Core curriculum.)

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## COMPUTER INTEGRITY

Northeastern Seminary contracts with Roberts Wesleyan College for computing facilities for the benefit of students and faculty. The efficient operation of these facilities requires cooperation between users and the staff of Information Technology Services (ITS). The hardware and software in these facilities is the property of RWC; the files of users are individual property. All require respect. Use of the computing facilities is thus a privilege that can be withdrawn if users abuse the hardware or software, or violate the rights and needs of others.

The Roberts Wesleyan College/Northeastern Seminary assigned email account is the official means of electronic communication within the College and Seminary communities. Students are responsible for all information sent to them from faculty and administrative offices via their College or Seminary assigned email account. Students should check their campus email account on a daily basis.

### Unacceptable Computer User Policy

1. You may use and distribute copyrighted or proprietary material only with written consent of the copyright holder. Unless otherwise indicated by the author, you should assume that any software you did not create is copyrighted.
2. You may not use false identification or misleading information to gain access to computing resources nor use computing resources for which you are not authorized. You may use an account only for NES related activities, and not for others such as advertising for a commercial organization or endeavor, or running a business.
3. Your password should be kept private, even from faculty or staff members. If a need arises for another person to use your account, you need to receive approval by the systems administrator.
4. Access to the RWC system should be available for all NES campus members. Please refrain from disabling or crashing the system, playing games at inappropriate times, sending mass mailings or chain letters, and creating unnecessary multiple jobs or process names.
5. The RWC system has several security mechanisms in place to protect your files. Any attempt to circumvent data protection schemes or uncover security loopholes is prohibited. Only College or Seminary software intended to be user-customized can be modified.
6. You may not harass others or send obscene, defamatory, or threatening messages. This includes messages spoken, phoned, or sent via the computer.
7. Individuals are not allowed to set up a network server on the College network without prior permission from the CIO and the network administrator.
8. Network drives are provided for your use. You are responsible for adhering to the acceptable computer-use policy in regard to how you use the network drives.
9. If you violate any of the above policies, you may face one of the following penalties: Network/email account locked or disabled, restricted access to the computer labs/classrooms, loss of network drives, printing privileges revoked.

Specific Internet guidelines and an abstract from the New York State Computer Crime Statute are available on the RWC intranet home page or by calling the **IT Services Help Desk at 585.594.6898**.

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## ENROLLMENT EXPECTATIONS

M.A. and M.Div. students enrolled in the Core curriculum (36 credits) will be considered as full time for that year. Thereafter, their status will be dependent upon the number of credits for which they are registered. Full-time status is equivalent to nine credits in any given semester (not counting any repeated coursework).

Students will be expected to maintain continuous enrollment once admitted to NES. If it becomes necessary to leave for a semester or withdraw from the seminary, a change of status form must be completed by the student and approved by the director of communication and enrollment. These changes are not official and do not engage the "Refund Schedule" (see section in this catalog) until the change of status form, completed by the student, is processed by the appropriate Seminary officials and submitted to the office of registration and student financial services. Students without an approved leave of absence, who do not maintain continuous registration status (excluding summer semesters) will be responsible for remaining tuition costs as outlined on the "Tuition Refund Schedule" section in this catalog, and will be required to reapply for admission to NES. See "Change of Status" section in this catalog.

Students will be expected to complete their degree program within two years of its normal length. Thus, M.Div. students will be allowed six years, and M.A. students five years to complete their academic work.

## GRADING SYSTEM

### Introduction

NES faculty members approach grading with two concerns: the first is a general concern about grade inflation, which has become both widespread and problematic; and the second concern is specific to the NES curriculum, which seeks to be more holistic and integrated than the typical curriculum. Therefore, grades are secondary to the goals of a seminary education; the pursuit of excellence is primary.

### NES Grades

The following grading scale is used in all NES courses:

- A = 95—100% Unusually high quality, exceptional graduate work; represents not only industry, thoroughness, and correctness of detail, but also originality, natural ability, and no small degree of insight
- A- = 91—94% Far above average, fine graduate work
- B+ = 88—90% Above average for graduate work
- B = 85—87% Very good, average for graduate work; indicates that a student has intellectually fulfilled the requirements of a course, assimilating the subject matter with thoroughness and correctness (yet without distinctive ability and insight)
- B- = 81—84% Slightly below average for graduate work
- C+ = 78—80% Meets minimal requirements, but with noticeable inadequacies for graduate work
- C = 75—77% Meets minimal requirements, but with significant gaps for graduate work; represents work that may be mechanically or outwardly correct but which shows little reflection upon or assimilation of the material, or that is uneven, irregular, or fragmentary
- C- = 71—74% Meets minimal requirements, but with serious gaps

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- D+ = 68—70% Minimal work
- D = 65—67% Barely acceptable for graduate work; indicates work that is far inferior to the average both in quantity and in quality; represents either low potentiality or the lack of initiative and sense of responsibility
- D- = 61—64% Inadequate work
- F = 60% or lower Failure
- I = Temporary grade indicating that not all requirements for the course have been completed; all incomplete work must be completed per policy in current NES Catalog
- N = Indicates no credit and no quality points. It is assigned to allow extension of time for Independent Study and Directed Study courses or for research projects extending beyond one semester
- W = Indicates a student has withdrawn from the course. This grade has no effect on the grade point average.
- (AU) Audit
- [ ] Grades in brackets indicate course that was repeated.

## Grade Point Average

The grade point average (GPA) is the numerical average of the letter grades the student has received. It is determined by multiplying the quality points of each letter grade by the number of semester hours in that particular course, adding all such products, and dividing by the total number of semester hours. For example, the procedure for a student with 3 semester hours of A, 2 semester hours of B, and 3 semester hours of C is as follows:  $(3 \times 4) + (2 \times 3) + (3 \times 2) = 24$  quality points. Twenty-four quality points divided by 8 semester hours gives a 3.00 grade point average. Transfer credit is not used in computing a student's grade point average. Courses taken through cross-registration are used in computing the grade point average.

In order to graduate from Northeastern Seminary, a student must achieve a cumulative grade point average of 2.7, calculated by the system currently in place at Roberts Wesleyan College. Quality points per credit hour are assigned to each letter grade as follows: A=4; A-=3.7; B+=3.3; B=3.0; B-=2.7; C+=2.3; C=2.0; C-=1.7; D+=1.3; D=1.0; D-=0.7; F=0.00.

## Class Withdrawal Policy

If proper application is made to the office of registration within two weeks following the beginning of a 15-week course (no later than the date of session A-3) or within two class days following the beginning of a 5-week course (no later than the date of session A, B, or C-3), students may drop a course without receiving a grade or having the course noted on their transcript. As in all other changes of registration, the date the form is received in the office of registration is the official date of change. If students withdraw from a course during the 3<sup>rd</sup> through 12<sup>th</sup> week of a 15-week course (no later than the date of session C-1), or between the 3<sup>rd</sup> and 4<sup>th</sup> class session of a 5-week course (no later than the day before session A, B, or C-5), they will receive a "W," which will be noted on their transcript but have no effect on their GPA. Beyond this point, students cannot withdraw and will be assigned the grade they earn.

For additional information, see the section entitled, "Failure to Meet Academic Requirements."

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## Criteria for Grading Individual Papers

Three items are considered in the evaluation of the grade, two of them dealing with content and one dealing with writing style. When evaluating the content of papers, the professor considers (1) the degree to which students demonstrate an understanding, with fullness of detail and with accuracy of the materials read and discussed in class and (2) the precision and creativity students have shown in reacting to and applying these materials to the contemporary situation. The professor also considers (3) writing style. Consideration is given to such things as grammar, spelling, word choice, clarity of writing, organization, logic, and other such items. Students will want to consult *A Manual for Writers of Term Papers, Theses, and Dissertations* (Seventh Edition), by Kate L. Turabian and, if they have never purchased a simple book on writing, *The Elements of Style* by William Strunk, Jr. and E.B. White. Students should also make regular use of *Inclusive Language Handbook* by Donald Thorsen and Vickie Becker.

## Incomplete Grades

Students who are unable to complete their work for any Seminary course must submit a formal request to the professor no later than the second to last class session asking for an incomplete grade. Incompletes are only granted when work is delayed by serious illness or other sufficient reason, and it is the prerogative of the professor whether or not to grant an incomplete.

When an incomplete is granted, the student must submit all incomplete work within 14 days of the last class session. If incomplete work is not submitted within 14 days, the incomplete grade will be converted to an earned grade, including a possible "F" grade if that is what was earned, in which case the student will need to repeat the course.

## Special Note Regarding Incomplete Core Grades

In very rare cases, an additional grace period may be granted by consultation with the dean and course instructor. However, due to the intense workload of the NES Core courses, students will in no case be permitted to enroll in the next fall or spring semester's courses while still attempting to complete a Core course. A student who exceeds the 14-day grace period for completing a course and is asked to stop out due to incomplete coursework should work with his or her professor on a completion strategy prior to returning to active status.

## INTERNATIONAL STUDENTS

Northeastern Seminary is certified to enroll international students. All persons who do not hold United States citizenship are expected to comply with all appropriate U.S. Immigration Regulations. Following acceptance into a program, students must present a Certificate of Finance and I-20 documentation before they will be permitted to begin classes. Those persons found to be in non-compliance may be reported to immigration authorities. Additional information pertaining to student visas is available in the registration office. International students are responsible for keeping immigration papers current and with proper approval. International students are required to be enrolled in a health insurance program and to purchase supplemental repatriation and medical evacuation benefits. International students have certain restrictions and unique needs including employment restrictions. The College registrar is the advisor for international students. Contact the international student coordinator (585.594.6382), registrar (585.594.6472), academic vice president and dean (585.594.6807), or admissions office (585.594.6802) for assistance.

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## NEW YORK STATE IMMUNIZATION LAW

### **Measles, Mumps, Rubella (MMR)—REQUIRED FOR STUDENTS BORN AFTER 1956**

All NYS college/seminary students born after 1956 must provide proof of immunity to measles, mumps, and rubella. Proof can be demonstrated in the following ways: documentation of two MMRs given at least 28 days apart; two doses of measles vaccine and one dose each of mumps and rubella vaccine; physician documented history of the disease (not acceptable for rubella); or serologic evidence of immunity.

The first vaccine must be administered after the first birth date, and the second dose is generally given between the ages of four to six. Serologic evidence of immunity (positive titer blood test results for measles, mumps, and rubella) is acceptable as long as a copy of the lab results or signed document from your physician is submitted to the Health Center. Vaccines given before 1/1/68 must indicate “live” vaccine in order to qualify as proof.

Proof must be on file in the Health Center within 10 days of the start of the first class. Students failing to provide adequate documentation will be denied attendance at any NYS college or university.

### **Meningococcal Meningitis Vaccine or Declination—REQUIRED FOR ALL STUDENTS**

NYS requires all colleges to distribute information regarding meningococcal meningitis disease (see reverse side of immunization form). Although this vaccine is not required for college attendance in NYS, it is highly recommended, especially for undergraduate students.

To obtain MMR or meningococcal vaccines students should visit their physician or:

Monroe County Health Dept. 111 Westfall Road Rochester, NY 14692 585.274.6151	Office Hours: Monday—Friday / 8:30 a.m.—4:30 p.m. 1 <sup>st</sup> floor Walk-in clinic on Wednesdays 12 p.m.—7 p.m. Hours subject to change, call to confirm
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**NOTE: If the meningococcal meningitis vaccine is declined (see #2 on the immunization form), the appropriate line must be signed and dated by the student.**

### **Medical Health Insurance**

The Seminary strongly recommends that all students contract for medical insurance to cover possible severe illness or surgical needs while a student. This insurance offers very basic and limited coverage.

All non-traditional and graduate students are eligible to enroll in a health insurance plan offered through E. J. Smith and Associates. Booklets are distributed to interested students during orientation or are available by calling the Health Center.

There are two levels of coverage—Plan 1 (basic) and Plan 2. Plan 2 can be expanded to include catastrophic medical and dental coverage. Prescription discounts may be added to either plan for an additional small fee per year.

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An enrollment form is located in the back of each brochure. Students desiring coverage must enroll for a minimum of four months by completing the form and mailing the premium payment to the insurance company.

The address, website, and phone number follow, and are on the back of the brochure if students have additional questions not covered in the plan details. Sentry Insurance, Policy Benefits, PO Box 8025, Stevens Point, WI 54481, 1.800.426.7234, [www.ejsmith.com](http://www.ejsmith.com).

Graduate students who reside in RWC-owned housing are required to carry health insurance.

## **NON-DISCRIMINATION AND NON-HARASSMENT**

### **Non-Discrimination Policy**

Northeastern Seminary complies with all applicable non-discrimination and non-harassment laws. There shall be no discrimination against any student on any basis. This non-discrimination and non-harassment policy applies to all educational policies and programs.

### **Non-Harassment Policy**

It is the Seminary's policy that all employees and students should be able to enjoy and work in an educational environment free from harassment of any nature. Therefore, harassment based on race, ethnicity, gender, age, or any basis prohibited by applicable laws violates this policy. Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual and that has the purpose or effect of creating an intimidating, hostile, or offensive employment or educational environment, or has the purpose or effect of unreasonably interfering with an individual's employment or academic performance.

### **Definitions and Examples of Discrimination and/or Harassment**

#### **Discrimination/Harassment**

An intentional or unintentional act which adversely affects employment or academic opportunities because of race, color, age, sex, handicap, marital status, national origin, or any basis prohibited by applicable laws. Examples include verbal, non-verbal, written, and/or physical conduct which threatens, intimidates, or coerces another person. This includes taunting, degrading, threatening, or otherwise offensive or hostile remarks or behavior; including slurs, jokes, offensive stereotypes, or any kind of behavior which, in the individual's opinion, impairs his/her ability to perform his/her responsibilities.

#### **Sexual Harassment**

Sexual harassment is a specific form of sex discrimination under Title VII of the Civil Rights Act. Sexual harassment occurs when any of the following occur: unwelcome sexual advances, requests for sexual favors, and/or other physical or verbal conduct perceived to be of a sexual nature.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. An employee's conduct will be considered inappropriate and in violation of this policy when the employee knew or should have known it was unwelcome to the person subjected to it. Sexual harassment may take different forms as noted below.

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## **Examples of Sexual Harassment**

**Verbal/Written:** sexually suggestive comments, jokes of a sexual nature, sexual propositions, slurs, threats;

**Non-verbal:** sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures;

**Physical:** unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault.

## **Appointment of a Sexual/Racial and Ethnic Harassment Officer**

The Seminary appoints a sexual/racial and ethnic harassment officer who will be directly accessible to members of the faculty, staff, and student body. This individual's name can be accessed by calling the office of human resources. The harassment officer will work closely with the vice president for administration or director of employee relations on all harassment inquiries and investigations. He/she will investigate allegations of harassment and together with the vice president for administration or director of employee relations determine if harassment occurred or if the accusation was made in bad faith. The harassment officer will also assist the office of human resources in the development of communications regarding harassment and educational efforts to prevent harassment.

## **Reporting Incidents of Harassment and/or Discrimination**

Students who believe they are being subjected to harassment or discrimination should report the matter confidentially to the sexual/racial and ethnic harassment officer, associate vice president for student development, vice president for administration, or any member of the faculty or staff with whom they feel comfortable discussing the matter. If reported to a faculty or staff member, that member of the faculty or staff must report the harassment complaint to the harassment officer or the vice president for administration.

## **Investigating Harassment or Discrimination Allegations**

Every harassment complaint will be quickly and thoroughly investigated. Effort will be made to keep complaints as confidential as possible; however, in order to conduct an investigation, some disclosure of information is necessary. At the conclusion of the investigation, the complaining party will be notified of the results.

## **Dissatisfaction with Resolution of Complaint or Retribution for Reporting or Investigating an Incident**

Consistent with the applicable provisions of Seminary policy, the Seminary will take prompt, appropriate disciplinary actions, including possible suspension or termination, against any faculty member, staff member, or student who is deemed to have engaged in harassment or to have made a false accusation of someone.

Northeastern Seminary will not engage in any type of retaliatory action against an individual who brings a harassment or discrimination complaint in good faith. Furthermore, members of the faculty, staff or student body should contact the sexual/racial and ethnic harassment officer or vice president for administration immediately if they believe there has been retaliation against any person who reported or investigated an allegation of harassment or discrimination. In addition, anyone who believes that a

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complaint has not been resolved satisfactorily should contact the sexual/racial and ethnic harassment officer or vice president for administration.

## **PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974 extends the right of access of certain educational records maintained by Northeastern Seminary to all former and presently enrolled students. Student rights include:

- Inspection and review
- Explanation or interpretation of contents
- Duplication of the records at a standard fee
- A formal hearing, if necessary, to challenge the contents of any such record

Educational records include those records, files, documents, and other materials which contain information directly related to a student and which are maintained by this institution, or by a person acting for this institution. Files for students of Northeastern Seminary are kept in the following offices: student financial services, office of development, office of the registrar, and the office of the academic vice president and dean.

Not included in the term “educational records” are:

- Records in the sole possession of the maker thereof, which are not accessible or revealed to any other person;
- Records maintained by a professional or para-professional in medical or psychological treatment of the student and which are not available to anyone other than the person providing such treatment;
- Records of employees of this institution who are not presently in attendance and which pertain solely to their employment;
- Confidential letters and statements of recommendation placed in the student’s file prior to January 1, 1975;
- If the student first signs a waiver, the student will not have access to confidential recommendations subsequently compiled concerning: admissions to Northeastern Seminary, application for employment, or receipt of honorary recognition;
- Financial records of parents of students.

The following data, regarded as “Directory Information”, may be released by the Seminary to interested persons when a request is deemed appropriate:

- Full Name
- Campus or Local Address
- Campus Telephone Number
- Email
- Pictures
- Degree Program
- Major Field of Study
- Awards, Degrees, and Honors Received
- Class Level
- Date and Place of Birth

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- College of Enrollment
  - Most Recent Previous Educational Agency or Institution
  - Dates of Attendance
  - Dates of Graduation
  - Degree Awarded

Students have the right to refuse disclosure of these categories, but please note that refusal of disclosure applies to all categories (e.g., full name printed in commencement program). See complete policy at <https://rwc.roberts.edu/registration/documents/FERPAPolicyManualUPDATED.pdf> Requests for non-disclosure must be made in writing. Forms are available in the Northeastern Seminary office of the academic vice president and dean.

## **REGISTRATION**

Registration for BHT/BIB/PSF 511NE Core course will be completed for students by the Seminary staff. Registration for each subsequent Core class will be accomplished by completing the appropriate registration forms with the student's academic advisor. Most post-Core courses can be registered for online at R-Serve, after reviewing course selections with your academic advisor. Exceptions to this would be non-classroom courses such as independent or directed studies which can be registered for by completing the application for credit for non-classroom course form. Students wishing to audit a course should complete a hard copy registration form; registration for audited courses may not be done online. See "Tuition Refund Schedule" section in this catalog for courses dropped after registration.

A student at Northeastern is considered to be full time when enrolled for at least nine credits during any semester. The maximum load for any one semester (fall or spring) without petition is 15 credit hours. A student in good standing may petition the academic vice president and dean to take up to 18.5 credits in any one semester. Students enrolled in the Core and in good standing may, in special-need cases, petition to take up to nine additional credit hours of coursework per semester. These students will not be granted permission to take additional coursework at NES until after they have finished the first Core course—BHT/PSF/BIB 511NE. Students wishing to take post-Core courses prior to completing the Core should consult with their advisor.

## **STUDENT RIGHT TO ACCESS EDUCATIONAL RECORDS**

Requests for access to educational records should be submitted in writing directly to the school official responsible for the record's custody. A standard form, student request to review record, is available at the registrar's office. Consistent with time and record security limitations, access must be granted or permission denied and a reason stated within 45 days of the request to review the record. Access will be denied only for reasons specifically authorized by the act and applicable regulations.

An informal record review and resolution of conflict is urged. If this process does not prove satisfactory, the student may petition the academic vice president and dean's office for a formal hearing. If a formal hearing is requested the academic vice president and dean shall appoint an ad hoc committee (see "Graduate Student Grievance Policy" section in this catalog).

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An ad hoc committee will be appointed specifically to deal with student petitions under applicable federal laws and regulations, such as the Buckley Amendment. The student has the right to challenge the content of the record only on the ground that it is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. No challenges will be heard regarding the merit upon which individual grades have been based. The record may be amended, based upon the committee's findings, or the student may insert in the record a statement commenting upon or in rebuttal of a document.

All determinations of the ad hoc committee are subject to a final review by the president, if requested by the student in writing within two weeks of the committee's written decision.

## TEXTBOOKS

All returning students are responsible for purchasing their own textbooks. This includes all classes beyond BHT/PSF/BIB 511NE. This allows students to secure their books through the most convenient and cost effective way for them. Books can be ordered through the campus bookstore or an alternate provider (e.g., Amazon, Barnes and Noble, AbeBooks.com, etc.). Booklists are included in each syllabus (available via the NES eBoard) and may also be accessed through the R-Serve registration link.

Students may use the website below to have the campus bookstore place textbook orders for them and have them charged to a personal credit card when the books are shipped. A maximum of 4—6 weeks must be allowed for shipping. Orders can still be placed later, but without guarantee of receipt by the course start date. Students will have the option to pick up the books in the campus bookstore, have them delivered to the Seminary, or have them shipped to an alternate address. If shipping to an alternate address, a shipping fee will be added to the total price.

To order via online shopping:

1. Go to: [www.rwc.bkstr.com](http://www.rwc.bkstr.com)
2. Click on Textbooks & Course Material
3. Under Term, select NES Pre Sell
4. Select course and submit
5. Each book will offer the option to add it to the shopping cart (new/used/rent/e-book)
6. Continue with each course
7. Check out

Questions may be directed to the bookstore manager at 585.594.6140.

## TRANSFER AND ADVANCED STANDING TERMINOLOGY

1. **Transfer:** The use of this term at NES follows generally accepted practice. It describes the process of transferring graduate credits earned elsewhere and applying them to the student's program at NES. Course credits transfer without the grades.
2. **Advanced Standing without Credit:** This practice at NES follows guidelines established by the faculty in accordance with ATS standards. The terminology "without credit" describes the waiver of a specified course requirement in the NES curriculum based on undergraduate studies in the same area of study.

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3. **Advanced Standing with Credit:** This practice at NES follows guidelines established by the faculty in accordance with ATS standards. The terminology “with credit” describes a process by which students may be granted advanced standing in a graduate program at NES, based on evaluation of their competence by testing as described below.

## General Transfer Policies

Students who have prior graduate credit should take initiative upon enrollment to have transcripts evaluated to determine whether credit can be applied to their NES program.

1. In no case will transfer credits be accepted as a substitute for, or waiver of, the NES Core curriculum and capstone requirements (MIN 690NE, MIN 691NE, MIN 790NE). (Note: Rarely will Personal Spiritual Formation courses already completed at another seminary be transferred into an NES program. Previously taken courses must be exactly equivalent to PSF 611NE and 612NE to be transferable.);
2. Only credits eligible for graduate credit in the institution where they were taken will be considered for transfer;
3. Only credits earned at an institution accredited by a recognized accrediting body will be considered for transfer;
4. No graduate credits with a grade less than B (3.0 on a 4.0 scale) will be accepted for transfer;
5. Only credits earned in an ATS seminary/graduate school of theology may be applied against the required Ministry (MIN) courses at NES. In addition, no more than 50 percent of any ATS approved theological degree requirements may be met by transferring credit from another ATS approved theological degree. Such credits will be accepted as a substitution for, and waiver of, specific NES courses only on the basis of equivalency as determined by the academic vice president and dean’s office.
6. Graduate credits earned from a non-ATS graduate school of theology will be accepted as transfer only in meeting designated “elective” credits in the relevant NES degree program;
7. Normally, graduate credits earned within ten years of beginning an NES program will be considered for transfer. Students may petition for exceptions to this rule.
8. Transfer credits for the M.A. electives will be limited to eleven credits and must be ministry related;
9. Transfer credit for the M.Div. electives must be ministry related. Thirteen credit hours may be transferred in toward the student’s NES degree requirements.
10. Students with CPE (Clinical Pastoral Education) credits to apply toward field education requirements will be evaluated by the director of field education;
11. A student may transfer a unit of CPE for six credits (M.Div.) or three credits (M.A.) of field education. An M.Div. student may apply a second unit of CPE toward six credits of electives. An M.A. student may use the additional three credits from one unit of CPE towards the elective credits. Students pursuing the M.A. in Theology and Social Justice or M.A. in Transformational Leadership may not use CPE units toward their field education requirements, but they may be counted as free electives. In rare hardship cases, a petition may be considered for M.Div. students wishing to transfer additional CPE credits toward field education requirements.

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## **APPLICATION FOR ADVANCED STANDING WITHOUT CREDIT**

Accepted applicants and students may apply to the academic vice president and dean's office for advanced standing without credit per the following stipulations:

1. To qualify for consideration, the course(s) must meet the following conditions:
  - a. The undergraduate course appears to replicate a specific course requirement in the M.Div. curriculum;
  - b. It has a transcript listing at the 300 level or higher;
  - c. The recorded grade is B (3.0 on a 4.0 scale) or higher.
2. Advanced standing without credit will be limited to a maximum of twelve credits in the M.Div. program. In special cases, students in the M.A. in Theology and Social Justice and M.A. in Transformational Leadership programs may petition for advanced standing without credit for selected non-elective courses. (Note: Advanced standing without credit does not apply to the M.A.—Theological Studies curriculum.)
3. All students enrolling for a degree at NES must take the full Core curriculum as outlined in their degree program. No substitutions or waivers will be considered for these particular courses.

## **APPLICATION FOR ADVANCED STANDING WITH CREDIT**

Accepted applicants and students may apply to the academic vice president and dean's office for advanced standing with credit for course work taken as an undergraduate or from an unaccredited graduate program under the following conditions:

1. In no case will advanced standing credit be granted as a substitute for, or waiver of, the NES Core curriculum and capstone requirements (MIN 690NE, MIN 691NE, MIN 790NE);
2. Advanced standing with credit will be limited to a maximum of fifteen credits for the M.Div. and eight credits for the M.A.;
3. A separate test will be given for each course;
4. Each test will carry an administrative fee of \$50;
5. All tests will be given and graded by professors who have expertise in the areas tested;
6. The tests are evaluated as pass (80% or higher) or fail;
7. Students must take all advanced standing tests before they complete the Core curriculum.