



# 2018-2019 Policies

Claremont School of Theology  
[www.cst.edu](http://www.cst.edu)

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## FINANCIAL AID

The costs associated with pursuing graduate education are considerable. Claremont School of Theology offers a variety of financial aid services aimed to assist students in making informed financial decisions that allow each to pursue graduate education in a responsible way. The Office of Financial Aid aims to connect students with the resources necessary to help make pursuit of graduate study financially possible. Resources offered are not solely monetary, but also informational and educational in nature and made available to students through a variety of financial literacy programs. The Office of Financial Aid assists students regardless of race, gender, age, religious tradition, national origin, physical disability, or sexual orientation.

### **APPLYING FOR FINANCIAL AID**

Generally, financial support for graduate study comes through federal loans, institutional scholarships & grants, and scholarships from entities outside the school. While the Office of Financial Aid can help guide students to resources in the third category, it focuses primarily on the first two. A student's financial aid package can include funds from all three sources, and is outlined in the financial aid award letter.

**Applying for Financial Aid:** Students must complete a Free Application for Federal Student Aid (FAFSA) annually, which is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our school code (Title IV code) is G01288.

**Accepting/Declining Award(s):** After filing a FAFSA, you will receive a Student Aid Report (SAR) and the Institution will receive an Institutional Student Information Record (ISIR). Both the SAR and ISIR will be used to determine your financial aid awards. Once your Financial Aid award has been determined, you may accept and/or decline your award(s) by logging into the CST student portal. You will receive access to your CST portal from the Admissions Office once you are accepted.

**Understanding Your Financial Aid Award Letter:** The funds outlined in the financial aid award letter are usually based on enrollment of 12 units for the Fall Semester and 12 units for the Spring Semester. If a student registers for fewer units the financial aid award will be adjusted. The number of units in which a student is enrolled on the day following the published last day to add or drop a class, will be used as the official enrollment date for financial aid purposes. If the total amount of financial aid awarded exceeds the cost of attendance (COA), the financial aid awards will be reduced so that the total aid does not exceed the COA.

**Cost of Attendance:** The Cost of Attendance (COA) is also known as the student's financial aid budget. The COA is an itemized list of total expenses associated with your annual enrollment for the academic year (Fall and Spring semesters). Federal regulations require the College to provide students with not only the direct expenses that will appear as billable items on your student tuition bill (Direct Cost of Tuition) but also indirect expenses allowances that are not billed (Indirect Costs). You are eligible to borrow up to the maximum of your COA budget minus all forms of financial aid listed on your award letter and outside scholarships reported. To reduce the overall loan indebtedness, we recommend borrowing only what you need for the academic year. You should decide early whether or not you will borrow to cover indirect costs.

### **INSTITUTIONAL GRANTS & SCHOLARSHIPS**

Incoming students are reviewed for eligibility for available scholarship funds in the year s/he is admitted. Students are automatically considered for any funds for which s/he is eligible at the time of admission. The number of scholarships given and the value of each can change annually, and doctoral scholarships are allocated at the discretion of the faculty in that particular discipline. Scholarship awards are made in writing and recorded in a student's financial aid award letter. A scholarship is an agreement entered into by the school and the student, and is governed by the policies noted on the scholarship letter and the financial aid handbook as well as this catalog. Students must complete a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) if they wish to be considered for need based aid. To retain all scholarships, students must have and maintain a Satisfactory Academic Progress (2.8 for M.A., 3.0 for Ph.D/DMin) and register for 6 or more units each semester. If a student plans to enroll in the Winter and/or Summer sessions, they must inform financial aid.

The following are the merit-based scholarships you may have been awarded:

Merit-based:

- Trustees Award
- Presidential
- Deans' Award
- Claremont Scholarship

Need-based:

- Claremont Grant - This is a need-based grant. It was designed to provide additional grant aid to students who demonstrate exceptional need. Need is determined by completing a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You must apply each academic year. As with all types of need-based aid, these awards are renewed annually and adjusted in line with changes on the FAFSA.

United Methodist:

- United Methodist Scholarship - The scholarship is awarded to students upon entering CST. Renewal of this scholarship is only provided to certified candidates of ordination. Proof must be submitted to the financial aid office prior to 3rd semester.

Disciples Seminary Foundation (DSF):

- DSF and CST will provide all incoming Master of Divinity (MDIV) students a combination of scholarships from both parties that will cover full tuition. CST guarantees a minimum of 60% tuition (but students are still eligible for Trustees, Presidents, and Deans scholarships). DSF pays 40% tuition.

The following are the requirements:

- Must be Disciples students affiliated with the Disciples Seminary Foundation
- Master of Divinity Students only, not awarded to M.A., D.Min., or PhD
- 3.0 GPA or higher

Endowment Scholarships:

- Students who are recipients of a scholarship fund established by a specific donor will be expected to submit a letter of appreciation to the scholarship fund contact. Failure to submit a letter of appreciation will result in forfeiture of the awarded scholarship. Additionally, if invited to the annual Scholarship Luncheon, student participation is mandatory.

## **RENEWAL OF INSTITUTIONAL GRANTS & SCHOLARSHIPS**

**Enrollment:** Your institutional scholarship is awarded upon admission and is renewable up to the total number of units as defined by your degree program. There are four terms for which you can register for courses: Fall, Spring, Winter, and Summer. For each of these four terms you are eligible to receive your scholarship if you register between 6 to 12 units. Any units taken in addition to 12 units per term are not covered. The number of units in which a student is enrolled on the day following the published last day to add or drop a class will be used as the official enrollment date for financial aid purposes. Please note: You must inform us of any changes to your enrollment or program of study. If you make a change to your enrollment or program of study, it may affect your scholarship amount and eligibility. You must contact the office of financial aid if you plan on enrolling for Winter and/or Summer courses.

**Changing Degree Programs:** Students who change degree programs are not guaranteed the same amount of scholarship assistance they received under their original program nor are they guaranteed additional scholarship assistance if the new program is longer than the previous program. All students who wish to change degree programs should consult with the Director of Financial Aid regarding their scholarship eligibility.

**Duration of Scholarship:** In order to receive the full value of the tuition scholarship, students must complete the degree in the time given as stated in the catalog of matriculation. Scholarship support is not available beyond those limits. Ph.D./D.Min. scholarships are awarded for coursework only. Scholarship support is not available beyond those limits.

**Withdrawal or Dismissal from the School:** Students who withdraw from the School, become inactive or are dismissed from the School (and its Divisions) will forfeit their scholarship award. If a student chooses to withdraw from the School, any institutional scholarships that are applied to his or her account will be revoked, and full tuition will be owed if the withdrawal date is after the refund deadline.

**Leave of Absence:** Students with a scholarship who take an institutionally approved leave of absence may retain their scholarship when they return. This applies to all students, regardless of program or degree. The various components of the original scholarship letter will still stand, such as amount, terms, etc. Scholarships will be retained for one (1) leave of absence

only; if a student chooses to take a second leave of absence during his or her program that student will forfeit his/her scholarship. In the case of medical or family emergencies, please see the Petition process below.

**Satisfactory Academic Progress:** Students must achieve satisfactory academic progress as defined in this Catalog. See Satisfactory Academic Progress for Institutional & Federal Aid.

## **FEDERAL AID**

**Federal Work Study:** The Federal Work Study program provides jobs for graduate and professional students with financial need, allowing them to earn money to help pay educational expenses. Students may work up to 20 hours per week. The amount of the award is based on a student's need as determined by the financial aid office and available funds. All student employment jobs are located on campus. Please note that most employment opportunities are filled at the beginning of the Fall semester. Please contact the financial aid office to determine if you are eligible to participate in the Federal Work Study program.

**Federal Direct Loans:** The Federal Direct Loan (Direct Loan) Program is the largest federal student loan program. Under this program, the U.S. Department of Education is your lender. The loans available to graduate and professional students are the Direct Unsubsidized Loan and the Grad PLUS Loan.

1. Direct Unsubsidized Loans are loans made to eligible graduate, and professional students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan.
  - Annual Loan Limit is \$20,500.
  - Aggregate Loan Limit is \$138,500
2. Direct Grad PLUS Loans are loans made to graduate or professional students to help pay for education expenses not covered by other financial aid.
  - Annual Loan Limit is up to cost of attendance minus financial aid awarded
  - Grad PLUS Loan does not have an aggregate limit

### Processing your Loans

1. Accept – in the student portal – the loan you wish to borrow and the amount.
2. Complete the following:
  - **Direct Unsubsidized Loan:** Complete a Master Promissory Note (MPN) and Entrance Counseling on [www.studentloans.gov](http://www.studentloans.gov). Log in to [www.studentloans.gov](http://www.studentloans.gov) to check the status of your MPN and other necessary documentation.
  - **Direct Grad PLUS Loan:** To apply, log in to [www.studentloans.gov](http://www.studentloans.gov). Please note, when you apply for a Direct Grad PLUS Loan, the Department will check your credit history. To be eligible to receive a Direct Grad PLUS Loan, you must not have an adverse credit history. If you are determined to have an adverse credit history, you may still receive the loan if you obtain an endorser who does not have an adverse credit history. An endorser is someone who agrees to repay the Direct Grad PLUS Loan if you do not repay the loan. In some cases, you may also be able to obtain a Direct Grad PLUS Loan if you document to their satisfaction that there are extenuating circumstances related to your adverse credit history. After you apply, within 48 hours you will receive a credit check correspondence letter approving or denying your loan. You must provide a copy of the credit check letter to the Office of Financial Aid.

**Outside Funds:** Funds secured from outside the institution are applied to a student's account upon receipt of appropriate documentation. This includes a letter indicating the recipient's name, the value of the scholarship in US dollars, the time frame the scholarship is available, as well as any other pertinent terms governing the allocation and distribution of the funds. Students who bring in "outside" scholarships will have the funds added to their award package; this may allow us to reduce a student's loans.

## **FINANCIAL LITERACY**

Participation at a minimum of one financial literacy workshop per academic year for the duration of a student's degree program is a requirement for all students. In the Financial Aid Office, we're dedicated to assisting you in your financial education. To that end, we've partnered with Financial Avenue to offer a range of online courses intended to help students gain knowledge about the basics of personal money management. Each academic year, there will be one required course for all students. You must log onto [www.financialavenue.org](http://www.financialavenue.org) and click on the Sign Up button. First time students will use the code: 69o0sk to set up their

account. Once your account is set up, you'll be able to complete the required workshops. If you have any questions, please contact Financial Avenue by calling 888-454-4668 or via email at customerservice@financialavenue.org.

## **SATISFACTORY ACADEMIC PROGRESS (SAP) & INSTITUTIONAL RENEWAL REQUIREMENT**

The Higher Education Act and California state government require that in order to receive any Title IV Aid (Federal Direct Stafford Loan, Federal Direct GRAD PLUS Loan, Federal Work Study), a student must maintain satisfactory academic progress towards a degree. All academic semesters are utilized to determine Satisfactory Academic Progress (SAP). Claremont School of Theology evaluates the Satisfactory Academic Progress (SAP) of each student who receives financial aid. Students need to maintain the following three (3) mandated criteria to continue to receive financial aid in future semesters.

1. **Qualitative (GPA):**

Qualitative standard is determined by the student's earned Grade Point Average (GPA). At the end of each academic semester:

Students must maintain the following cumulative GPA:

M.A. or M.Div. = 2.8 GPA

D.Min. or Ph.D. = 3.0 GPA

2. **Quantitative Percentage Standard (QPS Ratio):**

The satisfactory academic progress policy must also include a quantitative measure to determine the number of credit hours attempted and percentage of credit hours completed (passed). The minimum percentage of work a student must successfully complete by the end of each term is 67% of all attempted credit hours. Students receiving a calculated QPS value below 67% are not meeting the satisfactory academic progress requirement.

3. **Maximum Time Frame (150% Rule):**

Students are required to complete their degree or certificate within 150% of the credits required for a program of study. A student's record will be evaluated to determine if they are able to complete a degree within the maximum time frame allowed. When it is determined a student will not complete their program within the 150% credit limit, the student will be suspended from receiving financial aid.

For example:

M.Div. Program credits required = 72 credits

Maximum Time Frame Allowed = 72 credits \* 150% = 108 maximum credits.

Students who fail to meet the requirements will result in becoming ineligible to receive federal and institutional aid. Students who have not achieved satisfactory academic progress will be placed on financial aid warning for one semester. This warning semester immediately follows the semester in which satisfactory academic progress was not achieved. The student will be required to meet with the Dean to develop an academic plan for meeting SAP by the end of that semester. During the warning semester a student is eligible to receive federal financial aid. However, if at the end of the warning semester the student has not met the requirements of SAP, the student will become ineligible to receive federal financial aid and/or institutional funds.

**Financial Aid Warning:** Students who have not achieved satisfactory academic progress will be placed on financial aid Warning for one semester. This Warning semester immediately follows the semester in which satisfactory academic progress was not achieved. The student will be required to meet with the Dean's Office to develop an academic plan for meeting SAP by the end of that semester. During the Warning semester a student is eligible to receive federal and institutional aid. However, if at the end of the Warning semester the student has not met the requirements of SAP, the student will become ineligible to receive federal financial aid and/or institutional funds.

**Petitions:** In rare cases where a student has suffered undue hardship such as death of an immediate family member, or injury or illness of the student, petitions for accommodation can be submitted for reasons outlined below. Petitions will be reviewed on a case-by-case basis by representatives from the Dean's Office, Registrar, and Financial Aid. In some instances a student may be asked to meet with the committee to answer any questions. Additionally, any information mentioned in the petition is subject to verification. Once a decision has been rendered, no further information will be considered.

**Inability to Meet Satisfactory Academic Progress (SAP):** If, as a result of inability to meet SAP, a student has been placed on financial aid warning and the student does not achieve the required number of units or the required grade point average (GPA) in the following Warning semester, the student may submit a petition to retain his/her federal or institutional funds for an additional semester.

If a petition is granted, the student will be placed on Financial Aid Warning for a second semester and will be expected to achieve a cumulative grade point average of 2.8 (masters students) or 3.0 (doctoral students) at the end of the following semester. Failure to achieve the aforementioned cumulative grade point average at the end of the second Warning semester will result in the forfeiture of federal and institutional aid. Please note, students will not be able to be on Financial Aid Warning for more than two semesters.

## **DISTRIBUTION OF FINANCIAL AID FUNDS**

Federal Loans and Institutional aid will be disbursed to your student bill to cover tuition, fees and housing (if applicable) in two equal amounts in the beginning of each Fall and Spring semester. Please note, awards will be adjusted for any changes in enrollment immediately after the last day of the drop/add period.

Disbursement - credit your Fall or Spring financial aid award amount to your student account assuming you have:

- Accepted your financial aid award
- Completed a Master Loan Promissory Note (one time only)
- Completed an Entrance Counseling (one time only)
- Have met Satisfactory Academic Progress (SAP) requirements
- Have no holds on your student account

Refunds – return of excess payment (financial aid disbursement amount exceeds applicable student account charges due). You will receive an email from the Business Office when a refund check has been processed and available.

## **Withdrawal, Drop or Dismissal from a Class**

Withdrawal from a class will impact one's overall Financial Aid package, which includes changes to:

- Institutional Scholarship
- Federal Financial Aid
- Outside Scholarships

### **Title IV (Federal Aid) Refund Policy**

Students who withdraw after the drop/add deadline will still be required to repay the federal government for any monies received to fund that course. Since the amount of credits taken will be less, the scholarship will be adjusted accordingly.

Federal "Return of Title IV Funds" (R2T4) formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the student and the school if the student withdraws. The withdrawal date for calculating R2T4 will be determined as the date the student officially withdraws per CST's procedures.

For determining the percentage of Title IV aid to be returned to the DOE, the number of calendar days remaining in the semester is divided by the number of calendar days in the semester. Schedule class breaks of five consecutive days are excluded. If a student withdraws after the 60% point in the semester, the student will have earned all of their financial aid and there will be no liability by the student or CST.

Type of Title IV financial aid included in Title IV refunds are the Federal Direct Student Loans for Graduate/Professional Students. Refunds are allocated in the following order: Unsubsidized Federal Stafford Loan and Federal (PLUS) Loan. Online Return of Title IV (R2T4) Worksheets are used to determine the amount of the refund of Title IV aid. Worksheets are available upon request from the Financial Aid Office.

## TUITION AND FEES 2018-2019

Below is a sample nine-month budget for the 2018-2019 academic year. The amounts listed below are estimates and your individual expense budget may differ.

|                  | M.Div., M.A.    | D.Min.          | Ph.D.           |
|------------------|-----------------|-----------------|-----------------|
| Tuition          | \$24,000        | \$12,800        | \$34,080        |
| Student Fees     | (24 units)      | (16 units)      | (24 units)      |
| Books & Supplies | \$1,620         | \$810           | \$1,620         |
| Room and Board   | \$14,400        | \$14,400        | \$14,400        |
| Transportation   | \$1,800         | \$900           | \$1,800         |
| Miscellaneous    | \$3,000         | \$1,500         | \$3,000         |
| Fees             | \$500           | \$250           | \$500           |
| <b>Total</b>     | <b>\$45,320</b> | <b>\$30,660</b> | <b>\$55,400</b> |

### Tuition

|  |                      |
|--|----------------------|
| M.A., M.Div., Non-Degree, Certificate      | \$1,000 per unit     |
| D.Min.                                     | \$800 per unit       |
| Ph.D.                                      | \$1,420 per unit     |
| Advanced Course of Study                   | \$220 per unit       |
| Continuous Registration Fee (M.A./M.Div.)  | \$1,000 per semester |
| Continuous Registration Fee (D.Min./Ph.D.) | \$1,420 per semester |
| Dissertation Research Fee                  | \$1,420 per semester |
| Continuing Education Units (CEU)           | \$100 per CEU        |

### Application and Admissions Fees

|                                |       |
|--------------------------------|-------|
| Application for Admission      | \$50  |
| Admission Confirmation Deposit | \$200 |

### Audit Fees

|  |                |
|--|----------------|
| Regular Audit Fee                        | \$200 per unit |
| Special Audit (Alumni, Seniors, Spouses) | \$100 per unit |
| Employee Audit                           | Free           |

(Individuals auditing classes must pay the appropriate Audit and other Fees, as appropriate.)

### Course Laboratory Fees:

|   |                |
|---|----------------|
| Preaching Lab   | \$50 per class |
| Supervision in the Pastoral Counseling and Pastoral<br>Psychotherapy tracks (billed for TSC3041, TSC3042,<br>TSC3044, TSC3045, TSC4044, TSC4045,<br>TSC4047, and TSC4048) | \$1,300        |

### Housing Fees

|                                    |               |
|------------------------------------|---------------|
| Housing Application                | \$60          |
| Pet Fee                            | \$250 per pet |
| Lost Apartment Key Replacement Fee | \$20          |

### Transcript Fees

|                        |                     |
|------------------------|---------------------|
| Official Transcripts   | \$10 per transcript |
| Unofficial Transcripts | \$5 per transcript  |

### Other Fees

|   |                             |
|---|-----------------------------|
| Late Tuition Payment Fee                              | \$100 per week, 3 weeks max |
| Tuition Deferred Payment Agreement Fee                | \$35 per semester           |
| Identification Card Replacement                       | \$15                        |
| Late Registration Fee                                 | \$75                        |
| Returned Check Fee                                    | \$35 per returned check     |
| Other Banking Fees: Wires, International Transactions | \$35 each                   |

A \$75 Late Registration Fee will be charged to all continuing students who register after the scheduled preregistration period. All fees are nonrefundable.

### **Payment Policy for Tuition and Fees**

All tuition is payable in full by the first day of class each semester, each Winter Term and each Summer session. A \$100 Late Payment Fee will be charged to all students who have not paid their tuition and fees by the end of the third week of class for each semester or by the end of the first week of class for the Winter Term and Summer Session. Tuition is the same for resident and nonresident students.

Students have several payment options. Payments may be made by check, credit card (Visa, MasterCard, American Express) online, or with a Deferred Payment Agreement. Documentation of government loans, Claremont School of Theology scholarships or grants, outside scholarships and loans can be used to comply with the tuition payment policy. Students should consult the Business Office for details.

Approved Visiting Scholars, Library Scholars and Adjunct Faculty (during the semesters they are teaching) may have audit and library privileges without tuition or fee charge.

### **Delinquent Accounts**

Students whose accounts are not paid in full are not eligible to register for the next semester or to receive transcripts, grades, enrollment verifications, or diplomas. This applies equally to students who fail to pay, on or before established dates, loans granted or guaranteed by or through Claremont School of Theology, or to pay fees such as those incurred for on-campus housing, library fines, etc. A \$100 late payment fee will be charged to all students who have not paid their tuition and fees by the end of the third week of class for each semester or by the end of the first week of class for the Winter Term and Summer Session. A monthly late charge of \$10 or three-quarters of 1 percent, whichever is higher, will be assessed for delinquent accounts. In the event that Claremont School of Theology deems it necessary to employ a collections agent or attorney to enforce payment, the student will be responsible for all reasonable collections costs and attorney's fees.

### **Refunds**

Students who withdraw or fail to complete the period of enrollment may receive a refund. Any student withdrawing from the School for medical reasons is required to submit a written statement from his or her medical doctor when requesting a refund. If the student received any federal funds, the Financial Aid Office will determine the refund based on the number of days/weeks remaining in the semester and the student's withdrawal date and/or last day of attendance.

A student receiving federal aid who is attending the School for the first time and leaves the School on or before the 60 percent point in the enrollment period for which s/he has been charged will be subject to a Statutory Pro Rata Refund. A student remains eligible for the Statutory Pro Rata Refund until the student withdraws, drops out, takes a leave of absence, is expelled after attending at least one class, or completes the enrollment period.

All other students who do not meet the requirements for the Statutory Pro Rata Refund will be subject to either Claremont School of Theology's institutional refund policy or the requirements of the Federal Refund Calculation, whichever policy allows for the larger refund.

### **Claremont School of Theology Refund Policy**

Tuition refunds for students dropping or withdrawing from classes during the semester are made according to the following schedule:

First and Second weeks: 100 percent refund  
Third and Fourth weeks: 50 percent refund

No refund will be given if a student drops or withdraws from classes after the fourth week of class in a given semester. Refunds requested for medical reasons must be supported by a statement from the attending physician. Refunds for students receiving financial aid may vary from the School's policy depending upon current federal regulations. A refund schedule listing amounts and cutoff dates is available from the Business Office. These rules also apply when a tuition-deferred payment plan has been signed. Generally, fees are not refundable and any financial aid is prorated in accordance with the refund schedule.

Tuition Refunds for students dropping classes during the Winter Term or Summer Session are made according to the following schedule:

|             |   |
|-------------|---|
| 100% Refund | By the First Class Meeting less \$50 deposit  |
| 75% Refund  | By the Second Class Meeting less \$50 deposit |
| No Refund   | After the Second Class Meeting                |

**Federal Refund Calculation**

For first-time students receiving federal aid in the first semester, the School will refund 100 percent of tuition charges if the student withdraws within the first two weeks of classes, and at least 50 percent of tuition charges if the student withdraws between the second and fourth week of the enrollment period.

## ACADEMIC POLICIES AND PROCEDURES

### Academic Form and Style

All papers, projects, theses, and dissertations must follow proper academic form and style. Except where other academic forms are specifically allowed, the faculty requires that all work submitted follow the Chicago notes-bibliography style. Students are encouraged to use the current edition of *A Manual for Writers of Research Papers, Theses, and Dissertations*, by Kate L. Turabian. The current edition of *The Chicago Manual of Style* may also be used.

### Inclusive Language

Inclusive language is strongly encouraged of all members of the School community and is considered the standard for written work, classroom discussion, worship, and common discourse. Inclusive language refers to language that refers to God and humanity in terms that are not solely male, language that deals with color in ways that does not foster racism (i.e. equating “black” with “evil”, “white” with “purity or goodness”), and sensory language (“paralyzed,” “deaf,” “blind”) in ways that does not equate persons with disabilities and evil.

### Academic Honesty

All students are expected to adhere to basic standards of academic honesty and integrity. All work submitted is expected to be the student’s own thought and expression unless another source is acknowledged and appropriately footnoted. Violation of academic honesty is regarded as an extremely serious offense. Discovery of such a violation may result in an “F” grade for the course, and possible termination as a student at the School, or revocation of a degree previously granted. In any case, faculty members are obligated to report all apparent violations of academic honesty to the Dean.

### Plagiarism

Plagiarism is literary theft, or offering the words or ideas of another as if they were one’s own, with no acknowledgment of the source. Whenever the ideas or words used are taken from a source, this source must be given credit. This applies not only to direct quotations, but also to indirect quotations (in which the original statement is paraphrased). Sources that must be given credit include not only published books, journals, magazines, newspapers, etc., but also other types of media, such as electronic resources (CDROM, Internet, etc.), film, television, radio, and cassette recordings, as well as lectures and the work of other students. The principle also holds true for less direct borrowings, if the ideas in question are distinctive to the source as opposed to being considered common currency. (This is often a matter of judgment; when in doubt, students are advised to err on the side of giving too many citations, rather than too few.) The prohibition of plagiarism applies to dissertations, theses, projects, term papers, class reports, take-home examinations, and any other work (whether in writing or in another media for communicating ideas) intended to fulfill requirements for a class or degree program.

The School recognizes that plagiarism is culturally defined. Consequently, students not experienced in the U.S. educational system may be asked to rewrite plagiarized work without the assumption of dishonest intent on the student’s part. Nevertheless, under no circumstances is plagiarized work acceptable, and all students are expected to learn what constitutes plagiarism in the U.S. educational context.

Cheating involves the use of any kind of assistance (e.g., written, oral, aural, or visual) that has not been specifically authorized. In regard to take-home examinations, students are not to receive assistance from others unless it has been clearly specified that a certain form of assistance is permissible (e.g., in the preparation for, as distinct from the actual writing of, the examination), or that the exam is to be a cooperative effort.

**Consequences:** If it is determined that cheating or academic dishonesty has taken place, the minimum consequences are as follows:

- The professor will report the student’s name to the Dean’s Office so repeat offenses can be tracked.
- A letter regarding the academic dishonesty will be issued by the Dean. It will be placed in the student’s official file in the Registrar’s office and a copy will be sent to the student.
- The student will be penalized:
  - For the first offense, the student will receive a grade of F for the assignment from the professor. The student will be referred to the Writing Center for further education on plagiarism.
  - For the second offense, the student will fail the course. The Dean will report this failure to the Registrar, the professor involved and the student as soon as a determination has been made.
  - For the third offense, the student will be dismissed from the School. The Dean will inform the Registrar’s Office, the student and the professor involved.
- Stricter penalties can be imposed by the professor in consultation with the Dean.

**Appeal Process:** Any appeal must be made in writing to the Committee on Academic Procedures (CAP) within two weeks of notification. The decision of the Committee on Academic Procedures is final. If the professor involved is currently serving on

CAP, the Dean will appoint another faculty person to replace the professor involved for the discussion and vote on the appeal. The Dean may be present during CAP's deliberations as an ex-officio member.

### **Grading Policies**

The School grades on a four-point system as follows:

|          |          |
|----------|----------|
| A+ = 4.0 | C = 2.0  |
| A = 4.0  | C- = 1.7 |
| A- = 3.7 | D+ = 1.3 |
| B+ = 3.3 | D = 1.0  |
| B = 3.0  | D- = 0.7 |
| B- = 2.7 | F = 0.0  |
| C+ = 2.3 |          |

Other grade field codes that carry no grade points are:

|     |  |
|-----|--|
| W   | Student withdrawal from a course           |
| UW  | Unauthorized withdrawal                    |
| I   | Incomplete Grade requested by student      |
| AU  | Audit                                      |
| CR  | Credit on basis of Credit/No Credit        |
| NC  | No Credit on basis of Credit/No Credit     |
| CEU | Continuing Education Credit                |
| P   | Passing Grade for examinations             |
| CP  | Conditional Passing Grade for examinations |
| U   | Unsatisfactory/Fail Grade for examinations |

### **Credit/Unit Policy**

A credit hour is an amount of work that reasonably approximates 1) not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 14-15 weeks for one semester, or the equivalent amount of work over a different amount of time; or 2) at least an equivalent amount of work as required above through other academic activities as established by Claremont School of Theology leading to the award of credit hours. For example, for a 3 credit semester course, the student will have faculty instruction for 3 hours a week for 14-15 weeks and will be required to commit 6 hours a week to reading, research, writing, and consultation for that class, or a reasonable equivalent.

### **Credit/No Credit**

Students in good standing (not on academic probation) in the M.Div., M.A. and M.T.S. programs may take elective classes either on a letter grade basis or on a credit/no credit (CR/NC) basis. Required classes and repeated courses must be taken for a letter grade, with the exception of Field Education internships, which are offered only on a credit/no credit basis. In no case can more than 20 percent of the total degree units be taken credit/no credit. Credit (CR) will be given only for work which is of average quality or better (C through A). Credit will not be given for work that is merely passing (D through D+). All coursework in the Ph.D. and D.Min. programs must be taken for a letter grade, with the exception of courses that are offered only on a CR/NC basis.

### **Grade Requirements for Required Courses**

Students in the M.Div., M.A. and M.T.S. programs must take required classes on the letter grade system (A through F), with the exception of Field Education internships, which are offered only on a Credit/No Credit basis. M.Div., M.A. and M.T.S. students may take non-required classes (free electives) either for a letter grade or on a Credit/ No Credit (CR/NC) basis. At the time of registration, the student must elect which grading system will be used. All course work in the Ph.D. and D.Min. programs must be taken for a letter grade, with the exception of courses that are offered only on a CR/NC basis.

### **Minimum Grade Requirements**

In the M.Div., M.A. and M.T.S. programs, the minimum grade acceptable for a required class is C- (1.7). Only free electives will be acceptable for graduation credit at a grade in the D range. In the D.Min. programs, coursework must be completed at the B-level (2.7) or above to meet degree requirements. In the Ph.D. programs, coursework must be completed at the B level (3.0) or above to meet degree requirements. For all degree programs students may not earn credit more than once for the same class. Students receiving Veterans' benefits should contact the School Certifying Official.

### **Repeated Course Policy**

Students are allowed to repeat courses. Students may have to repeat a class for several reasons:

- They received a grade of "D+" or lower in a required master's-level class.
- They received a "C+" or lower in a required doctoral-level class.

- They received an “F” in a class.
- They had an Incomplete for the class and did not submit their work by the deadline and the Incomplete reverted to a grade of “F,” or the student stopped going to class but did not officially withdraw from the class and received a “UW” (Unofficial Withdrawal) on their transcript.

Although the original grade will remain on the permanent record, only the most recent grade will be considered in computing the cumulative grade point average (GPA). The additional hours of credit for repeated courses will not be counted toward a degree or the total number of credits completed. Repeated courses must be for a letter grade and at regular tuition rates. Financial Aid cannot be applied to repeated courses. Financial Aid cannot be given to a student whose cumulative grade point average has dropped below 3.0 for master’s students and 3.3 for Doctoral students.

### **Minimum Grade Point Average for Graduation**

The minimum cumulative grade point average required for graduation from the M.Div., M.A. and M.T.S. programs is 2.25; for the D.Min, 2.7; and for the Ph.D. program, 3.0.

### **Change of Grade Option**

With the permission of the instructor, grade options in eligible classes may be changed from Letter Grade to Credit/No Credit, or vice versa, through the end of the third week of class. The student must complete the appropriate form in the Office of the Registrar to finalize the grade option change. At the discretion and initiation of the Field Education director, a student may submit a petition request for a letter grade for Field Education. The request must be made at the beginning of the semester s/he is taking the Field Education course.

### **Change from Audit to Academic Credit**

An audit can be changed to academic credit on or before the last day of class in the semester for which the audit was registered, with permission of the Dean or Registrar, provided that:

- The instructor approves the change and certifies the satisfactory completion of all the requirements for the course by the submission of a grade or Credit/ No Credit. (After the deadline for Change of Grade Option has passed, students changing from audit academic credit must register for a letter grade.)
- The required tuition is paid.
- The change in course status is processed by completing an Add/Drop form.

Students who are registered to audit courses as auditors, alumni, seniors, staff and spouses may not change an audit to academic credit.

### **Change from Academic Credit to Audit Status**

Registrations may be changed from academic credit to audit through the end of the eighth week of the semester by completing an Add/Drop form, dropping the course for credit, and adding the course for audit. The instructor of the course must sign the form.

### **Grade Reporting Policy**

All grades must be submitted to the Registrar two weeks after the last day of final exams during Fall and Spring semesters. During the Summer and Winter Terms, instructors have two weeks after the end of the term to submit final grades to the Registrar. If the instructor grants an Incomplete, the grade submitted will be recorded as an “I”. If not, the grade will be based on work that was completed for the course in consideration of the grading option chosen by the student.

### **Change of Grade**

Once a grade is assigned for a course, no change of grade is possible on the basis of additional work. Faculty may change a grade in a case of a recording error or grade miscalculation, or in exceptional circumstances, on the basis of a reevaluation of work already completed if this change is made within two months of the time the grade was assigned. Students with grade disputes should submit a petition to the Registrar who will take it to the Committee on Academic Procedures for final determination.

### **Incompletes**

Taking an Incomplete in a class has academic and financial ramifications. Students receiving institutional scholarships are limited to one incomplete in a semester in order to maintain their scholarship. Taking an Incomplete also impacts one’s Satisfactory Academic Progress (SAP) for receiving Federal financial aid. Patterns of Incompletes can also result in a student being placed on academic probation. Therefore, Incompletes will be granted only when there are extenuating circumstances, such as illness, death in one’s family, etc. The granting of an Incomplete is for emergency situations and is not automatic, but is at the discretion of the professor. Incompletes are not granted merely for the convenience of the student who is concerned about his or her workload. To request an incomplete, the student must fill out an Incomplete Grade Request form, have it signed by the Financial Aid officer first, then seek the permission and the signature of the professor of the course, and return the form to the Registrar’s office by the

last day of the semester. An Incomplete may entail a grade reduction. Students should check this with the professor at or before the time the Incomplete is requested.

All work for incomplete courses from the Fall semester must be submitted for a grade by the last business day before the first day of classes of the following Spring semester. All work for incomplete courses from the Spring semester must be submitted for a grade by the last business day before the first day of classes of the following Fall semester. All work for incomplete courses of the Winter Term must be submitted for a grade by the last day of classes of the following Spring semester. All work for incomplete courses of the Summer Session must be submitted for a grade by the last day of class of the following Fall semester. The faculty may require students to turn in work by an earlier date, but the faculty will be responsible for enforcing deadlines other than the one described above. If outstanding work is not submitted by the due date, the student's grade for the course will be assigned by the instructor based on prior submitted work only (usually an F or No-Credit depending on the grade option of the student). Once a grade has been entered by the instructor, it cannot be changed. Faculty are expected to turn in grades for Incompletes no later than two weeks after receiving the work from the student.

CST students are required to follow the CST Incomplete Policy and meet CST deadlines for submitting work for incompletes for all enrolled classes including classes taken at CGU, AJR/CA, University of the West, ACTS, ETSC/Bloy House and the Claremont Colleges. Please note that a reasonable accommodation, even when it involves a later due date for an assignment, does not include an Incomplete.

A student may submit a petition to the Registrar to extend the incomplete for one semester with work due no later than the final day of class in that semester. The petition must be in the Registrar's office no later than one week prior to the day before the semester begins. The Registrar will consult with the faculty involved and the Dean's office will adjudicate all petitions when the Committee on Academic Procedures (CAP) is not active. If granted, this extension is final. Students taking such an extension may be placed on academic probation. Failure to complete the course within the deadline will result in an automatic For No-Credit entered on the official record. In all cases, the Incomplete will be noted on the transcript until a final grade is entered. All students who wish to request grades of Incomplete and are currently receiving scholarships or financial aid are required to consult with the Financial Aid office. Grades of Incomplete do have an effect on a student's satisfactory academic progress and eligibility for scholarships and financial aid. All work for incomplete courses should be submitted to both the instructor and to the Registrar.

### **Waivers for Special Circumstances**

When a grade of "Incomplete" has reverted to a grade of "F" because the student failed to submit the incomplete work by the deadline, the student may petition the Committee on Academic Procedures (CAP) to have the "F" revert back to an "Incomplete". CAP will only consider petitions that are related to medical conditions or death in the family.

In the case of an extenuating medical condition, all petition forms must be accompanied by the following documentation:

- A letter of explanation from the student to CAP as to why the student did not complete the work by the deadline, why the student did not submit a petition to extend the deadline, and why the student believes the problem that caused the initial Incomplete and subsequent deadlines to be missed will not recur.
- A letter from a physician or other certified medical professional attesting to the student's treatment under the medical professional's care during and/or after the period in which the student failed to meet the Incomplete deadline.
- Support for the petition from the professor in the course.
- Support for the petition from the student's academic advisor.

If a student believes the School has erred in some way, the petition must be accompanied by a letter of explanation that describes and documents in what way(s) the School erred and the time frame involved, in relationship to the date when the Incomplete work was due.

### **Adding a Course**

Students may add Fall and Spring semester courses up until the end of the second week of the semester. Students must add Winter Term and Summer courses by the end of the first day of the course. To attend a course without officially adding the course does not constitute registration for the course. No course additions will be processed after the add deadline for any term.

### **Dropping and Withdrawal from a Course**

Students may drop Fall and Spring semester courses up until the end of the eighth week of the semester. Winter Term and Summer courses must be dropped by the deadline posted in the Academic Calendar and in the course schedule for the term. Any student who drops a course after the drop deadline for any term but before the last day of the term will be withdrawn from the course and be given a grade of "W". To not attend or stop attending a course does not constitute a drop or withdrawal. Students who do not officially drop or withdraw from a course in which they are enrolled but not attending, will receive a non-passing grade of "UW" (Unofficial Withdrawal) in that course. This action will be noted on the transcript and will count the same as a grade of "F" in the student's cumulative grade point average. Students with a pattern of incomplete or dropped courses will be subject to academic probation or termination. Students receiving Veterans' benefits should contact the School Certifying Official

before dropping or withdrawing from a course. Students may receive a full refund, a partial refund, or no refund of tuition depending on the date the course is dropped. Students should consult the Academic Calendar.

### **Cross Registration – Non-Degree, Audit, Transient**

Those enrolled as non-degree students, auditors, or transient students may not cross-register for courses at Claremont School of Theology partner schools, the Claremont Graduate University, or Claremont Colleges. Such students may enroll only in courses with a prefix beginning with T or B.

### **Academic Progress for Receiving Veterans' Administration Benefits**

In accordance with V.A. Regulation 14235 (D) (3), no student who is receiving V.A. Benefits will be considered to have made satisfactory progress when s/he fails or withdraws from all courses undertaken (except where there are extenuating circumstances) when enrolled in two or more subjects for which there is unit credit.

### **Academic Probation**

Students will be placed on academic probation (a) if their cumulative grade point average drops below 2.25 in the M.Div., M.A. and M.T.S. programs, 2.7 in the D.Min. program, or 3.0 in the Ph.D. program, or (b) if the combined number of "F" and "No Credit" grades exceeds one-fifth the total number of classes they have completed, or (c) if they extend an Incomplete to a second semester, where an automatic F/NC would place the student in category (a) or (b) above. In order to be removed from academic probation, students must obtain a cumulative grade point average of at least 2.25 in the M.Div., M.A. and M.T.S. programs, 2.7 in the D.Min. program, or 3.0 in the Ph.D. program upon completion of (a) 15 units of letter grade work after being placed on academic probation or (b) two semesters, whichever comes first.

Students who are on academic probation must take all course work for a letter grade (the only exceptions are those courses offered only on a Credit/No Credit basis). A student who remains on academic probation for two consecutive semesters may face dismissal. The faculty, upon recommendation of the Dean or the Committee on Academic Procedures, makes dismissal decisions. A student who is receiving VA benefits, and who is placed on academic probation, is subject to dismissal after one semester in compliance with VA Regulation 14235 (D) (3).

### **Mid-semester Warning for All Students with Serious Academic Problems**

The Dean will ask professors to provide written warnings for any student appearing to have serious academic difficulties. Professors are expected to structure their courses so that they will be able to evaluate students' work by mid-semester. At mid-semester, the Registrar will send forms to professors. At their discretion, the professors can identify any students having serious academic problems and can specify the particular types of problems. The professors shall return these forms to the Registrar, who will forward them to the student's advisor, the Associate Dean, and the Associate Dean for Community Life who will determine the appropriate course of action.

### **Attendance and Participation Policy**

A student's attendance and participation are important components in assessing student progress and accomplishments in a course. Students are expected to attend all classes in their entirety. Faculty members have the authority to set attendance and participation policies for particular courses and those policies will be included in the course syllabus. CST does not differentiate between excused and unexcused absences. When physical presence or online participation is required, faculty will indicate in the course syllabus that student behaviors (such as absences, inability to perform classroom assignments, failure to participate in regular online assignments, etc.) may result in a grade reduction or failure of a course. If for any reason a student fails to attend and/or participate in at least 80% of the required instruction time, a student may not be able to pass the course.

### **Review of Student Status**

At the request of the Dean, the Committee on Academic Procedures (CAP) is charged to consider whether (1) a student's enrollment may be discontinued; (2) a student may be given an institutionally-initiated Leave of Absence; (3) a student's enrollment may be continued under specified conditions; or (4) formal liaison with a mental health professional may be established for the purpose of diagnosis and intervention. All committee recommendations are to be brought to a full faculty meeting for discussion, recommendation, and/or ratification.

### **Leave of Absence**

In the event of physical or emotional health problems, military service, financial hardship, familial issues or other unexpected events, a student may request a leave of absence. During the period of the leave, which cannot extend beyond 180 days in any 12 month period, the student will remain in good standing and will not be charged Continuous Registration fees. An approved leave of absence extends the time limit to complete the degree by an amount of time equal to the leave.

A request for a leave of absence must be made in writing and include the date, reason for the student's request and the student's original signature. Because an approved leave of absence is dependent upon the school's reasonable expectation that the student will return from the leave, it is recommended that the student's petition include a timetable for return. Normally, a leave of

absence is granted for a maximum of one semester. Leave of Absence request forms may be obtained from the Office of the Registrar. The request must be submitted to the Associate Dean.

The Associate Dean's decision to grant the student's request will be made in writing and will include a statement reminding the student of federal regulations requiring that if she or he is a Title IV loan recipient (Federal Perkins or Stafford Loan), failure to return to school at the expiration of the student's leave of absence will result in the student's withdrawal from the school as of the date the student began the leave of absence. As a result, the student may be required to return some or all of the Title IV loan funds disbursed to him or her in the semester s/he began the leave. It is also possible that the student's grace period for repayment of other Title IV loans may expire. Additionally, any institutional scholarships will be forfeited and any scholarship applied to the student's account in the semester s/he began the leave will be reversed. Any tuition owed for that semester will then become payable by the student.

Students with a scholarship who take an institutionally approved leave of absence may retain their scholarship when they return. This applies to all students, regardless of program or degree. The various components of the original scholarship letter will still stand, such as amount, terms, etc. Scholarships will be retained for one (1) leave of absence only; if a student chooses to take a second leave of absence during his or her program that student will forfeit his/her scholarship. Exceptions may be given for medically-based extenuating circumstances and may be sought through the leave of absence petition process.

A student returning from a leave of absence must notify the Associate Dean and Registrar in writing prior to registering for classes. When returning, the student must complete the coursework that s/he began prior to the leave of absence. The student will not incur any additional institutional charges nor is the student eligible for additional Title IV assistance in order to complete this work.

Students who are withdrawn from the school because they failed to return from the leave may re-enter within two years of their withdrawal date upon written notice to the Associate Dean, and Registrar of the student's intention to return. After two years but no longer than eight years from the withdrawal date, the student may apply for reinstatement with the Admissions Office by submitting an application form, fee, personal statement, a minimum of two additional references, and transcripts of any additional coursework.

### **Involuntary Leave of Absence**

The School will place a student on Involuntary Leave of Absence if an apparent medical or psychological condition poses a threat to the student's physical or psychological wellbeing, or that of any other member of the School or community, or a threat of destruction of property. This policy applies to medical and psychological problems only, and not to matters solely of a disciplinary or academic nature.

An Involuntary Leave of Absence is the expulsion of a student and restriction of that student from entering the Claremont School of Theology campus or participating in any Claremont School of Theology courses or services. In instances where the student lives in student housing, departure from campus housing will be determined by the Dean. As a private institution, it is possible for the School to contact the appropriate law enforcement agency to enforce these restrictions.

### **Withdrawal or Transfer**

A student who wishes to transfer to another school or otherwise withdraw from enrollment must notify the Registrar by turning in a completed Withdrawal Form signed by the Associate Dean, the Business Office, and the Financial Aid Director. Withdrawal forms are available in the Office of the Registrar.

### **Statute of Limitations for Completion of Degrees**

Degree requirements must be completed within specified time limits. For every nine units of academic credit transferred into the School from another institution for a master's degree, the time limit for completion of the degree will be reduced by one semester. (See p. for School policies on transfer of academic credit.) In extenuating circumstances, students may petition the Committee on Academic Procedures for an extension of one year.

The statutes of limitations for each degree program offered are as follows:

|  |         |
|--|---------|
| Master of Divinity                                     | 6 years |
| CST/ETSC Master of Divinity                            | 7 years |
| Master of Arts/Master of Theological Studies           | 4 years |
| Concurrent/Dual Master of Divinity/M.A./M.T.S.         | 7 years |
| Mentoring Doctor of Ministry                           | 5 years |
| Doctor of Ministry in Practical Theology of            |         |
| Healing, Reconciliation, and Transformation            | 5 years |
| Doctor of Ministry in Spiritual Renewal, Contemplative | 5 years |
| Practices and Strategic Leadership                     |         |

|   |         |
|---|---------|
| Ph.D. in Practical Theology (48 units)* | 7 years |
| Ph.D. in Religion (48 units)*           | 7 years |

\* *Ph D students have 4 years to complete the requirements for Advancement to Candidacy, and 3 years to complete the dissertation.*

If after Advancement to Candidacy, a Ph.D. student has exceeded the time limits and been terminated, the student may petition the Dean for readmission with the presentation of an acceptable first draft of the dissertation and the payment of Continuous Registration fees for all intervening semesters.

When a student transfers from one academic program to another academic program of the same status, the statute of limitations is the full number of years of the program to which the student has transferred minus the number of years the student has been enrolled in the previous program. (For example, if a student who has been enrolled for three years in the M.Div. program then transfers into the M.A. or M.T.S. program, that student's new statute of limitations would be one year.)

### **Graduation Applications**

All students are required to submit a completed and signed graduation application to the Office of the Registrar in the Spring semester before their final year of study. No student will be allowed to register for his or her final year without submitting a graduation application. No student will be allowed to graduate or participate in the commencement ceremony without submitting a graduation application. Additionally, no student will also be allowed to graduate or participate in the commencement ceremony unless all academic work is complete, including Masters' theses and Doctoral dissertations.

### **Appeals for Exceptions to Academic Policies**

Students are expected to be aware of and abide by the faculty's standing rules and policies. The Catalog provides the necessary information. If a student can demonstrate a compelling reason for special consideration, s/he may appeal to the Committee on Academic Procedures for an exception to the faculty's academic policies. Students' failure to inform themselves of policies, procedures, deadlines and requirements for their degree programs is not considered a compelling reason for special consideration. There are some policies to which the Committee does not have the authority to grant exceptions. Appeals of this kind will not be considered. Students should consult the Catalog for information on the procedures for requesting exceptions to the academic policies of Claremont School of Theology.

It is the responsibility of the Committee on Academic Procedures or the Dean to determine whether an exception shall be made to the faculty's standing rules and policies. It is the most basic role of the Committee on Academic Procedures to supervise the carrying out of policy legislated by the faculty. If the Committee determines that a petition raises a general problem of policy, they shall propose to the full faculty a revision of the policy, rather than grant special petitions. The Committee on Academic Procedures and the Dean have the authority to introduce some flexibility into the administration of standing rules, so as to help students accomplish that which is intended by the faculty. For example, they may: grant extensions of deadlines in case of genuine hardship, such as personal illness or family crisis; in consultation with faculty of the field concerned, approve substitution of an alternative way of meeting a requirement; offer a special examination to students who believe they have acquired the requisite knowledge in prior study; deal with minor or emergency problems not covered by existing policy. The discretion of the Committee on Academic Procedures or the Dean is not unlimited. Neither has the authority to alter the fundamental rules of the faculty or to compromise policies or procedures dictated by the School's three accrediting bodies: the Association of Theological Schools (ATS), the Western Association of Schools and Colleges (WASC), and the University Senate of the United Methodist Church. For example, they may not: excuse any student from general curricular requirements; grant petitions to increase the number of allowable transfer units; reduce the number of units required for the degree; fundamentally alter the sequence of degree programs where educational principles are at stake; consider a petition where the faculty has previously decided that exceptions will not be considered. Neither the Committee on Academic Procedures nor the Dean has the authority to consider appeals for exceptions to the financial policies of the School.

### **Policy on Student Evaluation of Courses and Faculty**

At the end of each semester, students complete a Course Evaluation. Using this evaluation, students assess how well the course helped them to achieve the Student Learning Outcomes for the class, and how well the course addressed the broader Institutional Learning Outcomes. Students also evaluate the class content and organization, as well as the professor's knowledge of course material, accessibility to students, and teaching skills. During annual evaluations of the faculty, the Dean consults these evaluations to assess faculty performance and promotion. The evaluation results are also made available to faculty for their own use in improving their courses and teaching. The Institutional Learning Outcome results from the Course Evaluations are tabulated and included in the yearly assessment report that is disseminated at the Faculty Retreat every August where it is discussed and ideas for improving academic programs are recommended.

### **Transcript Requests**

Requests for transcripts should be submitted in writing to the Office of the Registrar and include the following: name, dates of attendance, address where the transcript is to be sent and signature. Upon payment of the current fee for transcripts, transcripts

will be sent to another institution or made available for the student's personal use. Transcript requests will not be honored if a student owes the School a balance not accounted for through a Deferred Payment Agreement or is currently in default on any federal student loans.

Copies of transcripts contained in the student file from other institutions should be requested directly from those institutions.

### **Replacement Diploma Policy**

Requests for replacement diplomas should be submitted to the Registrar, who is responsible for processing the order. The Registrar is authorized to order replacement diplomas under the following conditions:

- The graduate's claim to have received a degree from the School can be verified unambiguously.
- There are no institutional actions limiting the request (for example, unpaid accounts, library fines outstanding, disciplinary actions pending or taken against the individual, etc.)
- The circumstances related to the replacement request warrant School action. Graduates must certify in writing the loss of the original and must provide detailed written information about the manner in which the loss was incurred.

The Registrar will order replacement diplomas along with the regular graduation order each year. Persons who request replacement diplomas either before or after the relevant graduation deadlines may have their requests processed if the circumstances seem to justify an emergency order. In all cases, the graduate bears all costs involved in processing and printing replacement diplomas. These costs will vary according to the precise circumstances of the request. The replacement diploma will be ordered in the same style as the diplomas currently in use at the School. Current officers of the institution will sign for the Board of Trustees and for the President.

### **Name Change or Correction**

Currently enrolled students who wish to change their names must present in writing to the Registrar the reason(s) for the change and two legal documents (e.g., a marriage license or a court document) to substantiate the change. The change of name will be recorded on the student's academic record. Graduates who wish a name change on their diploma must submit a written request to the Registrar. The letter must contain a sufficient reason for the change and be supported by legal documents. The old diploma and an appropriate fee are required before a new diploma may be issued.

## ADVISEMENT AND REGISTRATION

### **Faculty Advisement**

Each new student is assigned a faculty advisor. These assignments are made in consideration of the student's interests and faculty load. The advisor's main responsibility is to guide students through their program.

### **Change of Advisor**

When students wish to change advisors, they seek agreement to this change from both their present advisor and the faculty member they desire to have as advisor. When agreement has been secured from the faculty members, students complete the Change-of-Advisor Request Form and submit it to the Registrar. Factors such as the number of advisees a faculty member has and extracurricular responsibilities that the faculty member holds may prohibit a faculty member from agreeing to serve as advisor. The Dean generally regulates the institutional expectations of the faculty and may request that a faculty member not accept further advisees.

### **Full-Time and Part-Time Enrollment**

During the Fall and Spring semesters, 9 units constitute full-time enrollment. However, master's students will often take up to 12 or 15 units per semester to make timely progress toward degree completion. Registration for the D.Min. professional project is considered full-time enrollment and is limited to two semesters. Ph.D. students registered for Continuous Registration or Dissertation Research will be considered enrolled full-time for up to three years after the completion of coursework. Students who elect Continuous Registration before completion of required coursework are not considered enrolled either full or half-time.

### **Registration Limits**

In the Fall and Spring semesters, registration is limited to 16 units. In the Summer Term, registration is limited to 9 units. In the Winter Term, registration is limited to two courses.

### **Registration Periods**

Continuing students register beginning on a designated date in November for Spring semester and beginning on a designated date in April for Fall semester. New students will receive information from the Admissions Office regarding registration.

### **Registration Procedures:**

Students should begin the procedures outlined below well in advance of the registration period.

- All students must discuss their course selections with their academic advisor. The advisor must approve of the student's plan for registration.
- Select courses from the class schedule.
- Secure pin number and other faculty permissions as may be required. These requirements are detailed on the semester class schedule.
- Clear all holds.
- When a student has obtained their pin number and all required faculty permissions, the student may register in the Student Portal during the designated registration period.
- Pay tuition and fees. Students will not be permitted to attend class or register for the next term unless tuition and fees are paid.

### **Cross-Registration for Graduate Courses (also referred to as "Cross-Enrollment")**

Claremont School of Theology has cross-registration agreements with Claremont Graduate University (CGU); the Academy of Jewish Religion, California (AJRCA); the St. Athanasius and St. Cyril Coptic Orthodox Theological School (ACTS) and the University of the West (UW). All cross-registration courses are billed by the student's "home school" at that school's rates. Financial aid is available for all cross-registered courses. These agreements apply to regularly-scheduled courses, not Directed Studies. The dates as well as the courses offered by the Academy of Jewish Religion and the University of the West are posted on the CST website. Since these schools may have different beginning and end times, students should carefully consult the academic calendar of the school in which they are enrolling.

Students may register for courses at the Episcopal Theological School at Claremont (ETSC) and transfer the units into a CST M.A., M.T.S. or M.Div degree program with the permission of the ETSC Dean. Financial aid will not apply to the units taken at ETSC.

All courses taken through institutions with cross-registration privileges require the signed approval of the faculty person teaching the class, it is important that students check the detailed instructions in the registration packet of materials every semester.

Doctor of Ministry students who want to take a class that is only offered at the 3000 level class must make arrangements for additional work with the instructor to receive doctoral credit.

Those enrolled as non-degree students, auditors, or transient students may not cross-register for courses at Claremont School of Theology partner schools, the Claremont Graduate University, or Claremont Colleges. Such students may enroll only in courses with a prefix beginning with T or B, and are not eligible for financial aid.

### **Cross-Registration for 200-level Courses at The Claremont Colleges**

With the permission of the advisor and the class instructor, Master's degree students may take a maximum of 8 units of free electives from 200-level courses. At this time, Claremont School of Theology has a cross-registration agreement with Pomona College. All courses taken at Pomona College require the permission of the instructor and the student's advisor.

### **Transient Registration for Fuller Theological Seminary Students**

Claremont School of Theology has a Memorandum of Understanding with Fuller Theological Seminary (FTS) which allows FTS students to enroll in United Methodist courses at CST. Students who meet eligibility criteria may enroll under Transient Student status, whereby they can take a course or courses at CST and have credit transferred to FTS towards an FTS degree. Students agree to pay CST's prevailing published tuition and fees rates for degree-seeking students. A Transient Student is not eligible for Financial Aid from CST.

### **Course Numbering System**

The place of a course in the curriculum is indicated by its number. The first letter indicates which institution is offering the course. The second and third letters indicate subject matter. The digits represent the level of the course. Prerequisite courses are numbered between 2000 and 2999 and carry no unit credit toward a degree. Master's level courses are numbered between 3000 and 3999 and are usually 3 units. Most fields distinguish between the basic course and more advanced 3000-level. In most cases, the basic courses are a prerequisite for more advanced work in a given field. Students may be admitted to advanced master's level courses without taking the basic courses at the discretion of the instructor. Doctoral level courses are numbered between 4000 and 4999 and are 4 units. While Ph.D. and D.Min. students receive first priority in terms of 4000-level courses, master's students may be admitted at the discretion of the instructor.

### **Upgrading Master's Level Courses for Doctoral Credit**

After consultation with the advisor and with the permission of the professor, doctoral students may register for courses only offered at the master's level (3000-level) at the 4000 level. The academic requirements for these courses must be upgraded to doctoral level. Normally this will involve reading, research, and/or writing beyond that required for master's level students, though the specific requirements are set by the professor, according to the student's areas of interest. D.Min. students may upgrade no more than two-thirds of their courses; Ph.D. students are limited to two upgraded 3000-level courses. Master's level students may not upgrade 3000-level courses to 4000 level.

### **Auditing Courses**

Students wishing to audit classes may do so only with the professor's approval and upon payment of the applicable fee. Having paid a reduced fee, an auditor does not have participating privileges in the class except by arrangement with the professor. Individual faculty members set audit requirements for their courses and are not expected to read an auditor's written work if they have not required it. All full-time degree students may audit one course per semester without charge. Students enrolled for less than 9 units will be billed for the standard audit fee at the time of registration. Ph.D. students maintaining Continuous Registration after completing all required coursework may audit courses free up to a maximum of 32 units of audit credit. Students must be current on all financial accounts with the School in order to take advantage of free audits.

Claremont School of Theology alumni/ae, persons over the age of sixty-five and spouses/partners of a degree candidate who are not also enrolled in a Claremont School of Theology degree program or enrolled as a non-degree student, may register as auditors in on-campus courses with the payment of the current special audit fee and all other required fees, with the approval of the instructor and up to a limit of five such registrants in any one course.

Persons currently serving as Teaching Pastors (or Supervising Mentors) in Claremont School of Theology Field Education programs may register as auditors without charge in on-campus courses, subject to approval of the professor. In the semester in which they are teaching, Adjunct Faculty may also audit an on-campus course at no charge with instructor approval.

Auditors may not cross-register for courses at Claremont School of Theology partner schools, the Claremont Graduate University, or Claremont Colleges. Such students may enroll only in courses with a prefix beginning with T or B.

Online courses must be taken for academic credit, and are not available to students as auditors or for Continuing Education Units.

### **Continuing Education Units**

Claremont School of Theology offers Continuing Education Units (CEUs) in accordance with national standards and guidelines for measurement (one CEU for 10 hours of instruction). The institution maintains records which describe the nature, level, and quantity of service provided through non-credit instruction and awards CEUs on that basis. Continuing Education Units are ordinarily offered when the course, workshop, or other program is an approved program of the School. Affiliated institutions requesting Claremont School of Theology CEUs must submit a curriculum description or design to the Dean at least 60 days before the CEUs are desired. Such a proposal should include the number of contact hours and a designated registrar for the program who will provide the School with attendance records for all registrants.

### **Continuous Registration**

Students must be registered every semester during each academic year from the date of initial enrollment until graduation or termination. If no courses are being taken in a semester, students must register for Continuous Registration. Students who do not register for courses or for Continuous Registration will be terminated from their program unless they have an approved Leave of Absence. Nonpayment of Continuous Registration fees constitutes non-enrollment and terminates the student's status at the School. Students are not charged Continuous Registration fees after their work for the degree is completed when this occurs between scheduled graduations.

### **Distributive Learning and Course Modalities**

**Distributive learning** - an educational and formational model that allows a member of a learning community (students, faculty, and staff) to access content and community life while being located in different, non-centralized locations. Elements may occur synchronously (at the same time from either the same or different places/spaces) and/or asynchronously (at different times from the same place or different places/spaces).

**On-campus Courses** – a course where instruction takes place with student and instructor physically present in the room, face-to-face. The course may use web/technology enhancements, but will be primarily classroom-based. When online resources are used they do not reduce classroom time.

**Intensive Courses** – a course where classes gather face-to-face over a short period of time, usually 1 or 2 weeks. Almost all instruction is classroom-based, engaged in these intensive periods. Web and technology enhancements will probably be used, along with a small amount of instruction done online.

**Online Courses** – a course where instruction and learning take place online. There are no class sessions with students and instructor physically present in one room, face-to-face. Learning may be synchronous or asynchronous.

**Hybrid Courses** – a course with a week of intensive sessions plus online learning.

**Blended Courses** – a course that meet 3 to 7 times on campus, on different days, plus online learning.

### **Directed Studies**

Students wishing to engage in study in a subject not offered through scheduled courses may consider enrolling in a Directed Study with a School faculty member at the discretion of the Dean. A Directed Study is a coherent, well-defined, and substantive reading and research project oriented course supervised by a faculty member, usually resulting in a major written document. It offers the student the opportunity to explore in detail a carefully defined area of special concern, as well as a chance to work under the close supervision of a faculty member.

Except for denominational studies, Directed Studies are not available through adjunct faculty. No Directed Studies will be offered on a subject similar to that being taught in a regular course during the same academic year. Directed Studies may not be used to meet required courses in the degree; they may only be used for free electives. In consultation with the faculty member directing the study, the student must complete a Directed Study Proposal form available from the Registrar.

Guidelines for Directed Studies include the following: the student shall be expected to complete a minimum of 135 hours of reading and consultation for 3 units of credit and a minimum of 180 hours of reading and consultation for 4 units of credit; students should meet four to six times for seminar sessions with the professor of record; a major paper should be required in connection with the study, or a series of critical reviews of reading material should be required (in some cases instructors may want to require both). Total units and distribution of Directed Study are limited within programs as follows:

|        |  |
|--------|--|
| M.Div. | 9 units; no more than 6 in a single area |
| M.A.   | 6 to 8 units; in one or more areas       |
| M.T.S. | 6 to 8 units; in one or more areas       |
| D.Min. | 8 units                                  |
| Ph.D.  | 8 units                                  |

### **Minimum Enrollment in a Course**

Classes must generally have five students enrolled for credit. If there are not five students enrolled at the end of the registration period, the Dean may cancel the course.

### **Clinical Pastoral Education (CPE)**

Clinical Pastoral Education (CPE) is offered through the Association for Clinical Pastoral Education, Inc. (ACPE) throughout the U.S. and in several other countries. Information about these Centers is available at <http://www.acpe.edu> and from the professors of Spiritual Care and Counseling. The application and acceptance process is the student's responsibility and occurs independently of the academic program at CST, though faculty in Spiritual Care and Counseling are available as needed for consultation. Clinical Pastoral Education can be undertaken independently of a student's degree program, i.e., for no academic credit.

M.Div. students who do not intend to enter parish ministry may choose, with the approval of their advisor, the Director of Field Education, and one of the professors in Spiritual Care and Counseling, to take one unit of CPE (6 units of academic credit) to satisfy their field education requirement. M.A. students who wish to take CPE or other field-based learning for elective credit should consult with their faculty advisor. They must also have permission of one of the professors of Spiritual Care and Counseling on their registration form. For more information, see M.Div., and M.A. degree program information and the procedures detailed below. Except for students in the clinical spiritual care track, no academic credit is granted to Ph.D. students for CPE. Students seeking ordination should check with the appropriate denominational body regarding CPE and Field Education requirements.

If a student desires academic credit, one successfully completed basic unit of CPE (400 hours in a Center accredited by ACPE) is awarded up to six (6) units of academic credit; the student determines how many units of academic credit (0-6) they wish to earn. No academic credit is granted for CPE units completed in non-ACPE accredited centers. Successful completion is determined by a member of the Spiritual Care and faculty upon receiving copies of the final evaluations completed by the ACPE supervisor and the student. Normally, the ACPE supervisor's certification of a unit as successfully completed will earn the student academic credit. CPE is evaluated only on a CR/NC basis.

Prior to applying for CPE, the student is responsible for consulting the ACPE website to determine that the CPE center is accredited by ACPE and thus eligible for academic credit. Faculty in Spiritual Care and Counseling are available for consultation as needed to determine this eligibility. Prior to enrolling in CPE, students are responsible for providing to the Registrar a letter from the ACPE Center that documents the student's acceptance into the CPE program and that the program's accreditation by ACPE is current. Students pay Claremont School of Theology tuition for up to six units of academic credit and the School pays a CPE Center's fees out of the tuition paid by the student.

### **Summary of Procedure for Enrollment in CPE**

- Students may substitute one unit of CPE to meet the field education requirement if it is vocationally appropriate. Students considering this must first meet with the Director of Field Education to discern the appropriateness of such a substitution. Those considering ordination should also check with their ordaining body to make sure this plan is acceptable to the denomination. Students must also gain the approval of one of the professors of Spiritual Care and Spiritually Integrative Counseling. Students register for TSC3000, not for the field education class. CPE must be taken for 6 units of academic credit to fulfill the field education requirement.
- M.A. students who wish to take CPE or other field-based learning for elective credit should consult with their faculty advisor. They must also have permission of one of the professors of Spiritual Care and Counseling on their registration form.
- Prior to application and enrollment, all students (doctoral-level and master's level) must consult the ACPE website to identify accredited Centers. Faculty in Spiritual Care and Counseling are available for consultation as needed.
- Students must apply for and be accepted by an ACPE-accredited CPE Center in order to receive academic credit. The application and acceptance process is the student's responsibility and occurs independently from the academic program at CST.
- If accepted for training, the student submits a copy of the letter documenting their acceptance and the program's ACPE accreditation to the Registrar and fills out a Registration Form. CPE is evaluated only on a CR/NC basis. The student must register at the School before beginning CPE if the student desires academic credit. The Registrar assigns one of the Spiritual Care and Counseling professors to be faculty of record.
- The student requests their ACPE supervisor to send copies of the final supervisor's evaluation and the student's self-evaluation to the Office of the Registrar as soon as they are completed. When the evaluations are received by the Registrar, they are read by the faculty of record to determine whether or not academic credit shall be granted. Normally, the ACPE supervisor's certification of a unit as successfully completed will earn the student academic credit.
- The evaluations become part of the student's restricted record and are kept in the Registrar's files. Academic credit can be issued for up to 6 units in the following areas:
- For any student, up to 6 units of Electives as approved by appropriate faculty

- For M.Div. students, 6 units of Field Education or Advanced Field Education elective (approved by the Director of Field Education and Contextual Learning)
- For master's or doctoral students specializing in clinical spiritual care, 6 units of required clinical education

## POLICY STATEMENTS

### **Student Records and The Family Educational Rights & Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, (a) establishes a postsecondary student's general right to inspect and review his or her education records, and (b) generally prohibits outside parties from obtaining the information contained in such records without the student's written consent.

**Confidential Student Records:** Confidential information is information accumulated in confidence, within limits established by law either upon specific promise of nondisclosure or in the context of a confidential relationship. The law provides that the following items may be included in this category: personal records and notes of administrative officers and faculty; medical and mental health records; financial information from parents of students; letters of recommendation for which a student has waived right of access; confidential letters of recommendation placed in the record prior to January 1, 1975. Items in the category of "confidential information" will not be released to the student; they may be released to non-authorized School personnel or persons outside of the School only with the written consent of the student and the Dean who is in charge of the record, except as required by law. Medical and mental health records may be reviewed by a physician or other appropriate professional of the student's choice, as approved in writing by the student.

**Restricted Student Information:** This category contains the educational records of the student, that is, those records not included in the two categories above that contain information directly related to the student and are maintained by the Registrar. Included, for example, are the transcript, courses elected each semester, grades and other evaluations, academic and disciplinary actions, financial arrangements, and letters of recommendation received in the student's record after January 1, 1975 (unless the student has waived the right of access to those letters). With the exceptions noted in "Exceptions to Restrictions on Release of Information," restricted information may be released only at the student's specific written request, which must name the records to be released, the reasons for release, and the persons to whom the release is authorized.

**Exceptions to Restrictions on Release of Information:** The law authorizes the release of restricted information without the student's written consent as follows: to school officers and faculty with legitimate educational interest; to individuals and offices as needed in connection with a student's financial aid; to parents of dependent students; to accrediting organizations; to individuals as needed in an emergency situation to protect health and safety; and to selected research workers with stated precautions as to confidentiality. Information may be released to officers of institutions to which the student is applying for admission if the student is notified that it is being sent and is given an opportunity to review it. The student must also be notified before information is furnished in compliance with a judicial order or subpoena. Except as specified above, release to federal, state, or local officials is limited to information relating to audit or evaluation of federally-supported education programs. Where the student has signed the appropriate consent form, the evaluation written by the student's Field Education Teaching Pastor (or Supervising Mentor) may be released to church or denominational judicatory officials upon request of those officials.

**Directory Information:** The law also provides that information known to be generally available from a variety of sources may be included in the School's Directory: name, address (including home, mailing, billing, campus and email address), telephone listing (including home and cell phone), date and place of birth, dates of attendance, degrees and awards received, photographs, and most recent previous educational agency or institution attended by the student. The School will make public without student consent only the information listed above. A student who prefers that some or all of such Directory Information not be made public must notify the Registrar in writing by the close of registration each semester.

**Student Recruitment Information:** When requested, the School will provide contact information to the US Military branches from the Directory Information, unless a student who prefers that some or all of such Directory Information not be made public and has notified the Registrar in writing by the close of registration each semester.

**Students' Waiver of Access to Confidential Records:** A student requesting recommendations in respect to admission to an educational institution or an application for employment or the receipt of an honor may waive his or her right of access to these recommendations. Any student requesting a letter of recommendation may be asked to indicate to the writer whether s/he has waived right of access. The decision whether to write a letter of recommendation is an individual and voluntary one. Faculty and students, however, should be familiar with the provision in the law, which states that "waivers may not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from such institution."

**Students' Right to Inspect Their Records:** Within the limits of the law, students may inspect information contained in their restricted records. By law, students may not inspect those materials in their confidential records.

**Exceptions to Students' Right to Inspect Their Records:** If any material or document in the educational record of a student includes information on other students, the School will not supply the actual material or document. Instead, the School will provide only the specific information contained therein which directly relates to the student seeking access.

**Procedures for Students' Inspection of Their Records:** The procedure by which students and former students may review their restricted records is as follows:

The student gives a 24 hour written request for such a review to the Dean.

The Dean reviews the file in order to place in sealed envelopes marked either "Confidential information to be opened only by the Dean" or "Restricted information to be opened only by the Dean" any material described under "Confidential Students Records" or "Restricted Student Information."

The student may then review his or her file in the Dean's Office. In no case will access be withheld more than 45 days after proper request has been made. If the student wishes, the School will also supply copies of material in the file. The student will pay for the cost of this copying.

**Student Challenge of the Content of Record:** A student who questions the content of his or her record should indicate this to the Dean. If the question is not satisfactorily settled, the Dean will be requested to establish an appropriate committee which will hold a hearing at which the student may present evidence in support of the contention that the record contains inaccurate or misleading information.

**Retention and Disposal of School Records:** Records fall into two retention categories: permanent and limited. Permanent Retention Records are those records that the School is obligated to maintain permanently either directly by law or indirectly by the need of supporting documentation. These records are to be maintained in hard copy (in fireproof cabinets) and in an appropriate electronic format.

Permanent records include the following:

- Claremont School of Theology transcripts
- Class lists
- Grade reports
- Change of Grade forms
- Enrollment reports
- Course schedules and addenda
- Degree statistics (lists of approved graduates and their degrees, dates of conferral, type, etc.)
- Catalogues

Limited Retention Records are those records which the School is obligated, either directly by law or indirectly by the need for supporting documentation, to maintain on a limited basis. The length of time each type of document is to be retained is indicated.

- Admissions Documents, to be maintained separately in alphabetical order:
  - Files of those who applied but did not attend (either because they were denied admission or because they rejected our offer of admission): three years.
  - Incomplete admission files: three years.
  - Files of those who were admitted, granted a loan, and then either withdrew the first semester or did not attend at all: five years.
- Financial Aid Records, to be maintained separately in alphabetical order:
  - Files of those who were admitted but did not attend: five years.
  - Files of those who were admitted, granted a loan, and then either withdrew within the first semester or did not attend at all: either five years, or five years from the date on which the entire amount of the loan has been repaid, canceled, or assigned in accordance with pertinent provisions of the Perkins Loan program, Section 144.18 (c) (3), and/or relevant Stafford Loan provisions, whichever is greater.
  - Files of all others including those attending students who were granted Perkins Loans or Stafford Loans at any time during their course of study: either five years, or (in the case of Perkins and /or Stafford loan recipients) five years from the date on which their entire loan amount has been repaid, canceled, or otherwise lawfully terminated, whichever is greater.
- Registration Records and Certification Documents, to be maintained separately in alphabetical order:
  - Files of those who were admitted and attended classes for at least one semester (including those who complete programs and graduate and those who withdrew or are terminated at any point after one semester): five years from date of departure.

## **COPYRIGHT POLICY**

It is the policy of Claremont School of Theology to uphold and comply with the U.S. Copyright Act. Copyright is a special protection, granted by law, for original works of authorship that exist in a fixed, tangible form, whether published or unpublished, including books, textbooks, journals, articles, songs, videos, games, software, and other creative content. The Copyright Act gives copyright owners specific exclusive rights (namely the rights to make copies, distribute the work, display or perform the work publicly and to create derivative works). Unauthorized copying or unauthorized distribution of copyrighted material is a violation of the U.S. Copyright Act. Claremont requires all faculty, students and staff to honor copyright and not copy or share protected materials in any way that would violate the law. Consistent with this law, Claremont policy prohibits the unauthorized copying or unauthorized distribution of copyrighted works, and prohibits the unauthorized distribution of copyrighted works through peer-to-peer file sharing. This unauthorized use may also violate civil or criminal law. Claremont's Technology Acceptable Use Policy (AUP) extends this policy to Claremont's computing resources and states that all users of the School's network must not use the campus network to engage in any illegal downloading, emailing, or peer-to-peer file sharing of copyrighted works. Claremont is required by law to take steps to prevent illegal copying or distribution, and to respond appropriately to all complaints regarding copyright infringement.

There are certain allowable exceptions for U.S. academic institutions that permit a limited amount of copying without permission, if specific criteria are met. The five exceptions to the exclusive rights of copyright holders are the principle of fair use, the face-to-face teaching exception, the distance learning exception articulated in the TEACH Act, the first-sale doctrine, and the library and archives exception. For more information on these exceptions, see [Fair Use of Copyrighted Materials](#), developed by the University of Texas.

Claremont students, faculty and staff must have permission from the copyright holder, or a determination that "fair use" applies, before files are copied, made available, or shared on networks.

- For the full text of the copyright law, and related laws, read [U.S. Copyright Law](#).
- For a wealth of information about copyright, see the [U.S. Copyright Office](#).
- For a clear explanation of copyright law, take the [Crash Course in Copyright](#), developed by the University of Texas.

## **INTELLECTUAL PROPERTY POLICY**

Unlike employees in many firms, faculty at a graduate school retain much of their creative work as their own intellectual property. Claremont School of Theology faculty retain the copyright to books and articles that they publish, classroom materials they produce, music or art works they compose, and lectures that they deliver in the community, professional settings, and the world at large.

Faculty own the Intellectual Property Rights to their own Scholarly and Artistic Works, subject only to the School Use Rights. Likewise, students own the Intellectual Property Rights to their own Scholarly and Artistic Works, subject only to School Use Rights. CST owns Intellectual Property Rights to the Work of staff that is produced in the performance of their regular duties; these Works are considered School-Commissioned and Administrative Works.

Faculty own the Intellectual Property Rights to their own Sponsored Works, subject only to the School Use Rights, in the absence of an express agreement provided otherwise. Students own the Intellectual Property Rights to their own Sponsored Works, subject only to the School Use Rights, in the absence of an express agreement providing otherwise.

CST owns the Intellectual Property Rights to all School-Commissioned and Administrative Works, subject only to the applicable Faculty, Staff or Student Use Rights, in the absence of an express agreement providing otherwise.

The School owns the Intellectual Property Rights to all Administrative and Other Works, subject only to the applicable Faculty or Student Use Rights.

## **CLAREMONT'S COMPLIANCE WITH THE HIGHER EDUCATION OPPORTUNITY ACT (HEOA) PEER-TO-PEER FILE SHARING REQUIREMENTS**

The Higher Education Opportunity Act requires all U.S. colleges and universities to comply with its new regulations, which deal with issues surrounding the distribution of copyrighted materials, particularly through peer-to-peer file sharing. These new regulations require Claremont to take four actions: an annual disclosure regarding unauthorized distribution, a plan to combat unauthorized distribution, a disclosure of alternatives to illegal downloading, and a review of the effectiveness of the plan to combat unauthorized distribution. What follows below is the action Claremont has taken to implement each of these requirements.

### **Annual Disclosure**

Claremont is required to issue an annual disclosure to all students, informing students that the unauthorized distribution of copyrighted materials may subject students to civil and criminal penalties. Claremont is also required to disclose the steps it will take to detect and punish copyright infringement.

Annually, during the Fall Semester, the Chief Information Officer will distribute a communication to all students regarding Claremont's policies on copyright and peer-to-peer file sharing, the steps the School will take to enforce its policies, and the legal penalties for copyright infringement. This communication will also remind all students of our Acceptable Use Policy and the procedures Claremont will follow in responding to DMCA notices.

### **Plan to "Effectively Combat" the Unauthorized Distribution of Copyrighted Material by Users of the Claremont Network**

Claremont must certify to the Secretary of Education that it has implemented a plan to effectively combat the distribution of copyrighted materials through its network. Claremont's plan must include the following components:

#### *I. Community Education and Information*

Consistent with the value we place on our educational principles, we view education as the most significant measure we can take to combat illegal file sharing at Claremont. We use several mechanisms to inform and educate our community regarding copyright and related issues.

**The Copyright at Claremont Web Page** is maintained by the Office of the Chief Information Officer, and provides information concerning copyright law, and consumer information and disclosures that are required by the Higher Education Opportunity Act.

**The Claremont Digital Millennium Copyright Act (DMCA) and Notification Procedures** describe the procedures and disciplinary action that the School will use for handling cases of alleged copyright infringement, illegal downloads, and illegal peer-to-peer file sharing. Claremont will respond firmly and appropriately to all instances of alleged copyright infringement on its network, as well as instances in which Claremont students have allegedly engaged in illegal activity on the networks of the Claremont University Consortium and the Claremont Colleges.

**Claremont's Acceptable Use Policy** describes acceptable and unacceptable use of Claremont's computing resources and network.

**New Student Orientation on Copyright and Peer-to-Peer File Sharing** is a required tutorial for all new students. Included in this tutorial are the techniques students may use for [Disabling Peer-to-Peer File Sharing](#) (developed by the University of Chicago).

**New Student Orientation Letter** on safe and legal computing will be included in the information packets for new students at the start of each academic term.

#### *II. Technology-Based Deterrents*

Claremont's network infrastructure includes the means to track and to block network traffic to specific computers, and from sites known to distribute unauthorized copyrighted materials.

## **Legal Alternatives to Unauthorized Downloading and Illegal File Sharing**

Claremont is required to disclose legal alternatives to unauthorized downloading and illegal file sharing.

Educause maintains a comprehensive list of [Legal Sources of Online Downloading](#), and the Association of American Publishers provides a list of [Sources for Legally-Available Digital Versions of Textbooks and Other Written Works](#). Claremont encourages its community to make use of these resources.

## **Reviewing the Effectiveness of this Plan to Combat Unauthorized distribution of Copyrighted Materials**

Claremont will review the effectiveness of its *Plan to Combat the Unauthorized Distribution of Copyrighted Material by Users of the Claremont Network* annually. This review will be managed by the Chief Information Officer, assisted by Information Technology Staff and the Institutional Research Council. Instances of alleged copyright infringement will be tabulated annually and longitudinally, and this data will be compared with that of peer institutions.

## **SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## **CLAREMONT'S DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA) NOTIFICATION PROCEDURES**

DMCA (Digital Millennium Copyright Act) Notifications (sometimes called "Takedown Notices") are formal complaints delivered to the School, giving notice of an alleged copyright infringement on the network. This complaint will typically indicate the name of the file, the date and time this alleged infringement occurred, the specific IP address of the offending computer, and it will demand that the materials and/or access to the materials be removed from the computer. When a DMCA notice is received, Claremont will respond quickly to remove or disable access to the material for which an infringement has been claimed. Specifically, the School will:

*For a first offense:*

- Forward the DMCA Notification to the person who is responsible for the computer mentioned in the notice.
- Request that the user contact the Chief Information Officer within 5 days of receiving this notification.
- Ask if the user has downloaded or shared this copyrighted material without permission.

*If the user acknowledges unauthorized downloading or sharing, we will:*

- Request the user to remove the materials.
- Request that the user disable file sharing of all copyrighted materials on his or her computer.
- Require the user to read the Acceptable Use Policy and Claremont's information regarding copyright and peer-to-peer file sharing.
- Require the user to submit a written statement that confirms this infringement, acknowledges violation of the Acceptable Use Policy, and promises not to repeat this activity.
- Deny network access to this user for 5 days.
- Inform the claimant that the matter has been resolved.

*If the user denies unauthorized downloading or sharing, we will:*

- Require the user to submit a written statement denying this copyright infringement claim;
- Inform the claimant that this claim has been denied;
- Inform the user that under the DMCA the claimant may pursue a subpoena to obtain the users identity and may file a lawsuit against this user.

*For a second or repeating offense:*

- Forward the DMCA Notification to the person who is responsible for the computer mentioned in the notice.
- Request that the user contact the Chief Information Officer within 5 days of receiving this notification.
- Ask if the user has downloaded or shared this copyrighted material without permission.

*If the user acknowledges unauthorized downloading or sharing, we will:*

- Request the user to remove the materials for his or her computer.
- Request that the user disable file sharing of all copyrighted materials on his or her computer.
- Require the user to re-read the Acceptable Use Policy and Claremont's information regarding copyright and peer-to-peer file sharing.
- Require the user to submit a written statement that confirms this second alleged case of infringement, acknowledges violation of the Acceptable Use Policy, promises not to repeat this activity, and recognizes that any further violations will result in disciplinary action being taken against the user.
- Deny network access to the user for 5 days.
- Inform the Academic Dean and the Dean of Students of actions taken.
- Inform that claimant that the matter has been resolved.

## **CLAREMONT'S TECHNOLOGY ACCEPTABLE USE POLICY**

### **Purpose**

In support of its mission to instill students with ethical integrity, religious intelligence and intercultural understanding, Claremont provides access to its technological resources to its employees, students and other authorized users. These resources include electronic media and services, computers, email, telephones, voicemail, fax machines, computing and telecommunications networks, software, databases, intranet, Internet and the World Wide Web. The purpose of these resources is to strengthen the various research, teaching, learning, and administrative functions that fulfill the School's mission.

Claremont encourages innovative use of technology in the pursuit of educational excellence, as well as effective and efficient use of technology throughout all academic and administrative departments. But all users must bear in mind that these electronic resources (including software, hardware, network equipment and capability) and all data stored in the School's facilities are the property of the institution, and that the use of these resources is a revocable privilege, and not a right of employment or matriculation. All use of these resources must be responsible and lawful, and in compliance with institutional policies.

One of the main characteristics of Claremont's computing systems is that they are shared resources. There are many computing activities that can occur on a network which interfere with, or undermine the work of others. Some of these activities may be illegal and malicious, while others may be merely accidental or uninformed. The following policy defines user responsibilities, acceptable use, unacceptable use and its consequences. It is applicable to all users of these systems: students, faculty, staff, and administrators of Claremont and its affiliated centers; and users who connect personal laptops to the School's wired and wireless networks.

### **User Responsibilities**

The use of technology at Claremont is a privilege, and all users must act responsibly. Users must:

- Respect the rights of other users of Claremont's networks,
- Respect the integrity of these computer systems, and observe relevant laws,
- Become familiar with, and abide by, all applicable institutional policies, and
- Practice responsible computing (such as backing up data, protecting against the intrusion of computer viruses, safeguarding passwords and network security, and taking reasonable steps to minimize the influx of spam).

### **Acceptable Use**

Acceptable use includes, but is not limited to:

- Electronic communication that is used for the academic and business purposes of the institution.
- The use of computing and networked resources for faculty and institutional research, classroom teaching, student learning, publishing, and accessing Library resources.
- The use of technology to help fulfill the business functions of the institution and its affiliated centers.
- Approved use of Claremont's web sites for public education, institutional promotion and fundraising, and to encourage research.
- Using online databases to retrieve relevant information for academic, administrative, or professional use.
- Because these computers, technology services, and telecommunication networks are primarily for the academic and research use of students and faculty, and for the administrative use of employees, limited, occasional, and incidental use for personal or non-business use is permitted. However, such use must be done in a manner that does not interfere with the user's employment, the proper functioning of equipment, or the proper functioning of a department or other institutional obligations, and in a manner that does not incur additional costs for the institution.

## Unacceptable Use

Unacceptable use includes, but is not limited to:

### 1. Unacceptable Electronic Communication

- The use of electronic communications (such as email, messaging, chat rooms, electronic discussion groups, newsgroups, listservs, and social networking tools) to knowingly transmit messages or materials that are discriminatory or harassing, intimidating, derogatory, obscene, defamatory or threatening, libelous, slanderous, fraudulent, or that use vulgar or abusive language.
- Forging electronic messages, or transmitting disinformation.
- Transmitting unauthorized bulk mail, mass email, junk email, sending or forwarding chain email, sending excessive messages, or any transmissions that consume substantial computing resources or bandwidth.
- Unauthorized interrupting or monitoring of electronic communications.
- Communicating in ways that imply institutional endorsement, unless authorized to do so.
- Any use of Claremont's computers, networks, or web sites for personal advertisements, solicitations, promotions, personal gain, business ventures, or private profit.

### 2. Unacceptable Computer Use that Undermines System Integrity

- Modifying, damaging, removing, or stealing computing resources, equipment, software, cables, networks, or furniture that is owned by Claremont. (Calif. Penal Code § 502.)
- Any attempt to intercept, monitor, tamper with, read, copy, alter, or delete a file or program belonging to another person or office, without authorization of the owner.
- Any connectivity to a network that poses safety or electrical hazards.
- Knowingly performing any activity that interferes with the normal operations of any computers, components or networks.
- Using services or computer systems or the Internet in such a way as to cause network congestion.
- Deliberately wasting computing resources.
- Excessive printing.
- Developing, installing, transmitting, delivering or running any program that is intended to cause damage to a computer system, or place a heavy load on a computer or network (including computer viruses, Trojan horses, worms, and other malware).
- Installing unauthorized software or equipment on School-owned computers.

### 3. Unacceptable Access

- Using a computer account that is assigned to someone else.
- Disclosing one's assigned password to another person, without authorization.
- Obtaining a password for an account without authorization.
- Using the Claremont's networks to gain unauthorized access to any campus system, program, database, or file.
- Any attempt to circumvent security and data protection schemes, or to discover security loopholes, or decrypt secure data.
- Masking the identity of an account, a computer, or a transaction.
- Unauthorized breaching, probing, testing, or monitoring computer or network security.
- Use of campus computing resources by any user younger than 18 years of age.

### 4. Use that Disrupts or Disrespects Others

- Any use that does not respect the rights and needs of others.
- Violating the privacy of other users.

- Disseminating confidential personnel or student information without authorization, or distributing proprietary financial information.
- Any activity that creates a hostile study or working environment, including sexual harassment.

#### 5. Violations of Copyrights, Contractual Agreements, and Licenses

- Distributing or making copies of software, unless permitted by copyright law or software license agreements.
- Distributing or making copies of documents, works of art or other intellectual property, unless permitted by copyright law.
- Using peer-to-peer file sharing protocols or programs to download or distribute unauthorized copies of copyrighted materials.
- Having more simultaneous users (e.g., in a department) than permitted by software license agreements.
- Using copyrighted material without proper attribution.
- Violating terms of software license agreements, or copyright laws.

### **Additional Use Policies**

Users must also comply with additional applicable computer and network use policies, such as Computer Lab Policy, departmental policies, etc.

#### Warnings

- Though Claremont does not routinely monitor and evaluate every electronic transaction, document, file, or communication, it reserves the right to monitor access and use of its computing and networking resources to insure the security and optimal performance of its network, to enforce its policies, to investigate possible violations of its policies, or to comply with civil authority. Claremont's IT staff have the right to examine systems and files that might be damaged or corrupt, as well as files associated with suspended computer accounts.
- The School reserves the right to limit or curtail access and computing privileges when state or federal laws or institutional policies are being violated.
- Though the School may authorize confidential passwords and secured access to resources, users of Claremont's network and systems have no expectation or guarantee of privacy in any communication sent or received over the Claremont network, or over the Internet.
- The computing and telecommunication systems log many user transactions: such as telephone numbers dialed, call length, Internet sites visited. Claremont reserves the right to gather and monitor this data for cost analysis, resource allocation, optimum technical management of information resources, troubleshooting computer problems or compromises in network security, detecting patterns of use that might indicate unacceptable use of the system, and investigating allegations of unacceptable use.
- Claremont is not responsible for lost or corrupted personal files or data, or for any financial loss as a result of personal information that a user discloses across a network (such as a credit card number).
- Claremont does not assume any responsibility for the content a user may discover on the Internet, newsgroups, or other online services. Some of this content may be objectionable, offensive, inaccurate, or dated. Claremont also does not endorse any content that may be accessible through its computer networks and services.

### **Consequences of Unacceptable Use**

Consequences of unacceptable use may include any or all of the following: informal email or conversation when infractions appear to be accidental in nature, verbal warnings, suspension or revocation of access privileges to technological resources (including passwords and email accounts), the suspension or revocation of Library privileges, formal disciplinary action as authorized by institutional policies (up to, and including, suspension or termination from employment, or, in the case of students, dismissal), and, in cases when law has been allegedly violated, referral for criminal or civil prosecution.

Reproduction or distribution of copyrighted works, including images, text, and software, without permission of the owner is a violation of U.S. Copyright Law, and is subject to civil damages and criminal penalties.

### **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY**

Claremont School of Theology celebrates the diversity of the members of our community and is firmly committed to maintaining a learning and work environment that is free of all forms of discrimination and harassment

The School prohibits discrimination in the administration of its educational policies, admission policies, financial aid, employment or any other School program or activity based on an individual's race, color, creed, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and expression), age, sexual

orientation, national origin (which includes language use and protected use of a driver's license issued to undocumented persons under California Vehicle Code section 12801.9), ancestry, religion (including all aspects of religious belief, observance, and practice including religious dress and grooming practices), marital or registered domestic partner status, military and service/veteran status, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics, ), genetic information, or any other legally protected class (collectively referred to as "protected characteristics" or "protected class").

The School also does not tolerate harassment of any kind based on any of these protected characteristics and prohibits discrimination and harassment based on the perception that someone is a member of a protected class.

The School makes good faith efforts to recruit, employ and promote qualified minorities, women, individuals with disabilities, and veterans. It admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students.

Consistent with these commitments, the School adheres firmly to all federal and state equal opportunity and civil rights laws, including but not limited to, California Education Code sections 200, et seq.; California Sex Equity in Education Act, California Education Code sections 66250, et seq.; California Education Code section 94385; California Fair Employment and Housing Act, California Government Code sections 12900, et seq.; Age Discrimination in Employment Act of 1967, Title 29 of the United States Code, section 621; Title VI of the Civil Rights Act of 1964, Title 42 of the United States Code, section 2000d; Title VII of the Civil Rights Act of 1964, Title 42 of the United States Code, sections 2000e, et seq.; Section 504 of the Rehabilitation Act of 1973, Title 29 of the United States Code, section 794; Americans with Disabilities Act of 1990, Title 42 of the United States Code, sections 12101, et seq.; Title IX of the Education Amendments of 1972, Title 20 of the United States Code, sections 1681, et seq.; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, Title 20 of the United States Code, sections 1092(f), et seq.; and Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4).

Inquiries concerning the School's equal opportunity policies, compliance with applicable laws, statutes and regulations (such as Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973), and complaint procedures may be directed to the Title IX Coordinator, Ann Hidalgo at (909) 447-2518 or [ahidalgo@cst.edu](mailto:ahidalgo@cst.edu) (office located on the first floor of the CST Library) or Diversity Officer, Christine Kang at (909) 962-6741 or [ckang@cst.edu](mailto:ckang@cst.edu) (office located on the first floor of the Colwell Building). To the extent such inquiries and complaints pertain to employment-related matters, they should be directed to the Director of Human Resources at [humanresources@cst.edu](mailto:humanresources@cst.edu) (office in the Business Office – located on the second floor of the Butler Building).

## **POLICY ON HARASSMENT, INCLUDING SEXUAL HARASSMENT**

The School is committed to providing an educational environment free of unlawful harassment, discrimination, sexual intimidation, hostility, and coercion. Harassing behavior toward others may be offensive, demeaning or disruptive to relationships and constitute a hostile environment. School policy prohibits unwelcome harassment based on race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, age, physical or mental disability, or any other basis protected by federal, state or local law or regulation. A specific kind of violation of individual rights is sexual harassment, which can occur in situations where one person has power over another, but can also occur between equals. Sexual harassment violates the individual's right to a safe environment.

The anti-harassment policy of the School applies to all persons involved in the operation of the School including faculty, staff, work supervisors, and students.

Prohibited harassment includes, but is not limited to, the following behaviors:

- Any unwelcome sexual advances, requests for sexual favors, or other unwelcome written, verbal or physical conduct of a sexual nature
- Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's grade, advancement, or employment
- Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions or employment affecting such individuals
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or other work, or creating an intimidating, hostile, or offensive environment
- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments are used
- Visual conduct such as derogatory or sexually-oriented posters, photography, cartoons, drawing or gestures are used
- Threats and demands to submit to sexual requests as a condition of a grade, continued employment, or to avoid some other loss, and offers of grades, employment, or other benefits in return for sexual favors;
- Retaliation for having reported or threatened to report harassment.

A student who believes s/he has been harassed or subjected to any form of unlawful discrimination should promptly report the facts of the incident or incidents and the names of the individuals involved to the Title IX Coordinator, Vice President for Academic Affairs and Dean of Faculty, or the Associate Dean for Student & Community Life.

## **SEXUAL HARASSMENT AND TITLE IX COMPLIANCE POLICY**

Title IX of the Education Amendments of 1972 (“Title IX”) states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Title IX prohibits gender discrimination in all programs and activities of a University such as the Claremont School of Theology (“CST”). Although two of the most common applications of the law are athletics and sexual harassment, Title IX also applies to admissions, financial aid, academic matters, career services, counseling and medical services, and all other programs and activities available to students at the CST. If you have additional questions or concerns about Title IX, you can contact Meagan Wood, the Title IX Coordinator.

CST prohibits sexual misconduct. Consistent with its commitment to addressing sexual misconduct, CST complies with Title IX of the Higher Education Amendment of 1972 and the California Sex Equity in Education Act, which prohibit discrimination on the basis of sex in education programs and activities.

Sexual misconduct comprises a broad range of behaviors, including but not limited to sexual harassment, sexual assault, dating and domestic partner violence, stalking (including cyber-stalking), and sexual exploitation. Sexual misconduct that is not sexual in nature but is based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation also violates CST policy. Such behavior is also prohibited by law.

This policy applies both to on-campus and off-campus conduct. In particular, off-campus behaviors that have an actual or potential adverse impact on any member of the CST community or CST fall under this policy.

Anyone who believes they have been subjected to sexual misconduct is encouraged to report these incidents. Upon receiving a report, CST will respond promptly, equitably, and thoroughly. In addition, CST will take steps to prevent the recurrence of the alleged sexual misconduct and correct its effects, if appropriate.

Claremont School of Theology not only complies with the letter of Title IX’s requirements, but also endorses the law’s intent and spirit.

Alleged incidents of sexual harassment will be investigated under the procedures set forth in the “Claremont School of Theology Title IX Complaint, Investigation and Resolution Procedures (Including Sexual Misconduct)” document on file in the Dean’s Office and with the Title IX Coordinator.

Claremont School of Theology has appointed Ann Hidalgo, Acquisition Librarian, as the current Title IX Compliance Officer. The Title IX Compliance Officer is responsible for educating the Claremont School of Theology community, developing initiatives, and responding to incidents of gender inequality.

## **WHISTLEBLOWER POLICY**

All School employees have a responsibility not only to follow all the School rules and regulations, but also have a positive duty to report to the School management any information known to them concerning an actual or potential violation the School’s policies and/or applicable state and federal laws, in accordance with the Whistleblower Policy.

The School is committed to complying with all state and federal requirements, and, in compliance with the California Whistleblower Protection Act, the School has provided the following guidance with regard to reporting actual or suspected violations.

### **Filing a Report or Reporting a Violation**

The School encourages all students and employees including faculty, full- and part-time workers, student workers, and volunteers, based on good faith, to report suspected violations of School policy and applicable state and federal laws, or the misuse of public resources. Violations are preferably reported in writing. They may also be reported orally to:

- A faculty member
- An immediate supervisor
- Any member of Executive Management
- Human Resources

- Any Member of the Board of Trustees
- Appropriate law enforcement agencies if any of the previous steps has failed to reasonably correct the matter.

### **No Retaliation**

No employee who in good faith has raised a complaint against any practices of the School shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

This Whistleblower Policy intends to encourage employees to raise serious concerns with the School before seeking resolution outside of the School. Such reports protect the best interests of the individual employee, as well as the School, and concerns should be made clear whenever possible.

### **Good Faith Report**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith based upon reasonable evidence. Any allegations proved to be maliciously or knowingly false will be treated as a serious disciplinary offense.

### **DRUG-FREE CAMPUS POLICY (STATEMENT REQUIRED BY 34 CFR PART 86)**

Claremont School of Theology is a drug-free campus. The School believes that illegal drug use by any student or employee, whether or not on the campus, is inappropriate and incompatible with the mission and values of its community members. Pursuant to federal law, each student and employee is hereby notified that the unlawful manufacture, distribution, dispersing, possession or use of a controlled substance is prohibited on the Claremont School of Theology campus. Violation of this prohibition may result in the referral of the violator to an appropriate treatment center for drug counseling, rehabilitation, or other assistance, or reporting of the violation to law enforcement authorities for such action as they deem appropriate. Student(s) may be referred to the Dean for possible disciplinary action. Federal law requires Claremont School of Theology to provide each student and employee a copy of this statement and that each student and employee agrees to (a) abide by the terms of the statement, and (b) notify the School of any criminal drug statute conviction no later than five days after such conviction. Health Risks Associated with Alcohol-Drug Abuse: Certain health risks are known to be associated with the use of alcohol or controlled substances: (a) There is potential for abuse and (b) abuse of alcohol or controlled substances may lead to physical and/or psychological dependency.

### **TOBACCO AND SMOKE FREE CAMPUS ENVIRONMENT**

Smoking is prohibited anywhere on CST's campus. This includes, but is not limited to;

- The interior of all CST owned buildings.
- All outside property and grounds of CST.
- All residential facilities owned and operated by CST.

This policy applies to all faculty, staff, students, visitors and contractors.

For the purposes of this policy, smoking means inhaling, exhaling, burning, carrying or possessing any lighted tobacco product including cigarettes, cigars, pipe tobacco, e-cigarettes, hookahs, and any other lit tobacco products. For the purposes of this policy, tobacco products means all forms of tobacco, including but not limited to, cigarettes, cigars, pipes, e-cigarettes, smokeless tobacco, snuff, chewing tobacco and any non-FDA approved delivery device or product.

Anyone attending CST events such as conferences, lectures, social events, etc., are required to abide by the CST policy. Therefore, organizers of such events are responsible for communicating to attendees the policies of CST and for enforcing this policy.

The responsibility for the enforcement and communication of this policy rests with all members of the CST community.

Visitors, contractors and other individuals on campus who are in violation of the policy should be reminded of the policy and asked to comply with our smoke-free campus policy. All faculty, staff and students who are in violation of this policy should be reminded of the policy and asked to comply.

- Non-compliance of students in public areas will be referred to the Associate Dean of Community Life.
- Non-compliance of residents (students and non-students) will be referred to their Resident Assistant.
- Non-compliance of staff and faculty will be referred to the appropriate supervisor or responsible office.
- Non-compliance by visitors will result in a request to leave campus

### **Smoking cessation programs**

Coverage of smoking cessation programs is now required by the Affordable Care Act. Students, staff and faculty requiring smoking cessation assistance should first meet with their medical provider to discuss the options available to them under their insurance plan.

A list of smoking cessation support groups and services will be made available through Human Resources and the website.

### **Exceptions**

Ceremonial smoking protected by Federal Law.

### **FIREARMS AND WEAPONS POLICY**

The possession, carrying and/or use of weapons, firearms, or explosives is prohibited on CST Property for any reason. The only exception to this policy is for authorized law enforcement officers, or others who must do so as a condition of their employment which has been specifically pre-approved and authorized by the School in writing.

Persons who must carry weapons as a condition of their employment are authorized to carry weapons only when on-duty on CST campus and only use it in conjunction with their license/CST requirements.

Persons who are not on-duty, or any other person, who maintain a concealed weapons permit or license are not authorized to carry a weapon or firearm on CST campus or other CST Property.

Possession, use or transportation of firearms, weapons or explosives are prohibited on the property of the School. According to the California Penal Code, Section 626.9(h), any person who brings or possesses a loaded firearm upon the grounds of, or within, a private college institution is guilty of a felony which is punishable by imprisonment for a minimum of 16 months.

The City of Claremont, as well as CST, prohibits bringing or using firecrackers, fireworks, rockets or other explosives of any kind onto CST campus, including outdoor spaces, or into buildings. This includes combustibles in containers such as gasoline cans. Also, gasoline-powered scooters and motorcycles cannot be stored indoors within CST housing buildings (see Vehicle Policy for vehicle storage).

Other items that are prohibited on CST campus are:

- Illegal knives, switchblades and other blades longer than 2 ½ inches in length.
  - Note: fixed blade knives longer than 2 ½ inches are permissible only for lawful use in food preparation or consumption.
- Collectible and/or inoperable firearms
- Bladed weapons and sporting blades (e.g. machetes, swords, daggers, spears, arrows, etc.)
- BB guns, pellet rifles, sling shot, air gun, airsoft gun and other weapons that propel projectiles

CST will uphold all federal, state and municipal laws regarding restricted firearms, weapons and explosives.

Sikh Kirpans are permitted on CST campus as a religious exemption under the Religious Freedom Restoration Act (RFRA).

Any questions about whether an item is covered by this policy should be directed to the Vice President for Academic Affairs prior to bringing it onto CST Property.

### **Enforcement/Consequence**

CST reserves the right at any time and at its discretion to search all CST Property, all Company-owned or leased vehicles and all vehicles, packages, containers briefcases, purses, lockers, desks, enclosures and persons entering its Property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Persons who fail or refuse to promptly permit a search under this policy will be subject to disciplinary action.

If a person becomes aware of anyone violating this policy, he/she should report it immediately to the Vice President for Academic Affairs.

Violation of this policy by any member of the community may result in confiscation of the firearm/weapon/explosive by a School official or law enforcement officer. Individuals are liable for failure to comply with all School policies and lawful directions issued by official representatives of the School acting in their official capacities or by a law enforcement officer and may be subject to disciplinary action and a person who violates this policy may be considered in criminal trespass and be removed from CST Property.

**Disclaimer:** CST reserves the right amend weapons policy with Board approval at any time. The list of items above is not meant to be exclusive.

## **STUDENT JUDICIAL REVIEW POLICY**

Violation of standards of academic responsibility, integrity and truthfulness are subject to separate disciplinary policies.

Claremont School of Theology places high value on, and is diligently committed to, the preservation of academic freedom. The basic significance of this commitment lies in the protection of intellectual freedoms: the rights of professors to teach, of scholars to engage in the advancement of knowledge, and of students to learn and to express their views, free from external pressure or interference. These freedoms can flourish only in an atmosphere of mutual trust, honesty, civility, and respect among teachers and students, and only when members of the community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom extends to all who share these aims and responsibilities. They cannot be violated by any who would subordinate intellectual freedom to any cause or ideology, or those who violate the norms of conduct established to protect that freedom. Moreover, willful disruption of the academic process simply cannot be tolerated. The School has a right to defend itself against any intrusions on the rights and privileges of the community of scholars and persons at the School.

- Individuals are liable for failure to comply with all institutional policies and lawful directions issued by official representatives of the School acting in their official capacities.
- Theft or damage to the School premises or property, or theft of or damage to property of any person on School premises is prohibited. Permission from appropriate School authorities must be obtained for removal, relocation and use of school equipment, supplies, books, papers and research materials. Also, unauthorized use or examination of confidential records is prohibited.
- Forcible interference with the institution's educational process or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services is prohibited. Any sort of abuse, physical, or otherwise, is also prohibited.

Any member of the community engaging in any manner of conduct as outlined above shall be liable to actions by the School. A copy of the student judicial review procedure and applicable forms are available in the Colwell Administration Building and on the CST website.

## **STUDENT COMPLAINT POLICY**

Claremont School of Theology is committed to treating all students justly and fairly. The School does not discriminate on the basis of race, color, religion, gender, marital status, identity, sexual orientation, national origin, disability, medical condition, veteran status, or any other status protected by law. To this end, Claremont School of Theology strives to promote and maintain an environment in which students are protected from misconduct by any department or member of the School community.

A student complaint may arise out of any perceived act or decision by a member of the faculty or staff, or another student at the School, which in any way appears to adversely affect the status, rights, or privileges of any student. Such a complaint must be filed in writing within 30 days of an alleged incident.

All conversations and proceedings are confidential where possible and will not be shared with any person or party not involved in or witness to the incident, or are part of the official investigation. The School will not tolerate retaliatory or punitive action against a student who files a complaint.

Complaints not covered by this policy include:

- Grade disputes, academic evaluations disputes, and other matters related to a faculty member's assigned duties. The process for these disputes is administered by the Committee on Academic Procedures (CAP). Students should contact the Office of the Dean to file a petition with CAP.
- Issues of sexual harassment should be referred to the Title IX Officer.

Student complaints should be submitted to the Vice President of Academic Affairs and Dean of the Faculty. Should the complaint be against the Vice President of Academic Affairs, submit the complaint to the President.

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at:

2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
<http://www.bppe.ca.gov>  
Telephone: (916) 431-6924  
FAX: (916) 263-1897

## **SERVICES FOR STUDENTS WITH DISABILITIES**

Claremont School of Theology is committed to providing educational opportunities and access to persons with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990, the Rehabilitation Act of 1973 (Section 504), and applicable local, state and federal antidiscrimination laws.

Requests for reasonable accommodations will be considered on an individual basis. Students with documented disabilities are encouraged to contact the Disabilities Officer as early as possible in their academic career in order to alert the institution about disabilities for which they may want to request accommodations. Students must self-declare and have accommodations documented before making any formal request.

Prior to each semester, students with approved accommodations need to contact the Disability Services Officer to inform the Office of Student and Community Life of their class schedule in order for accommodations to be communicated to instructors in a timely fashion. Students taking courses at institutions with which CST has cross-registration agreements need to include these courses in their class schedule, as well as complete and submit a release of information form. Disability Services may then contact the appropriate school's disability services office and faculty of record regarding approved accommodations for those students.

## **CAMPUS ANIMAL POLICY**

### **Definitions:**

**Animals:** For purposes of this policy, animals that fall into the following three categories—pet, service animal, and assistance animal.

**Pet:** Any domestic animal, bird or fish that resides with the student, staff or faculty member that is often kept for companionship and/or enjoyment. In most cases, pets stay within a residence and do not accompany individuals to work or school.

**Service Animal:** In the United States, a service animal is a dog that has been trained to perform a specific task. In some cases, a miniature horse will be considered a service animal. Service animals are covered by federal ADA and HUD regulations and do not require a request for reasonable accommodations on our campus.

**Assistance Animal:** An assistance animal includes any type of domestic animal that provides comfort, emotional support, etc. and is not trained to perform a specific task for the activities of daily living. Student, staff or faculty who wish to request reasonable accommodations to bring an assistance animal to class or other buildings not already permitted animal access, must register with the Disability Services through the Office of Student and Community Life and request such accommodation.

### **Animal Policy:**

Animals are permitted on all the grounds of the Claremont School of Theology campus, except for playground facilities associated with on-campus housing. With the exception of service animals and assistance animals that are part of a reasonable accommodation, animals are prohibited in CST buildings other than individual housing units with a pet agreement on file, all outdoor community or public events, and any location that threatens the safety of the animal or the individual it is accompanying. The CST Animal Policy will be in force in locations where CST is using classroom facilities in other off-campus locations, unless that facility's policy has stricter guidelines in place.

Animals must meet the following expectations:

- Animals must be leashed while on the campus grounds or inside buildings when permitted (Or if a service animal is not leashed, within 2-3 feet of the owner/handler or performing a task).
- Animals must be under control of the owner/handler at all times.
- Animals must not be disruptive to others, such as barking, whining, growling or initiating contact with other people.
- Animals must not interfere with the instructional or business operations of CST.
- Animals must be housebroken.
- Animals must be healthy and free from fleas, ticks, other parasites, and disease.
- Animals waste must be immediately attended to and removed by the owner/handler.
- Animals must conform to the regulations set forth by the City of Claremont and the State of California (<http://www.ci.claremont.ca.us/government/departmentsdivisions/code-enforcement>), (<http://www.qcode.us/codes/claremont/>) (<http://www.ivhssPCA.org/animal-care/licensing/licensing-services.html>)
- No more than three adult dogs or cats are allowed in residences.

- Dangerous or exotic animals must be approved by the City of Claremont.
- Dogs must be leashed outside your fenced yard.
- Dogs over the age of 4 months must be vaccinated against rabies and be licensed (Inland Valley Humane Society).
- No large animals, fowl, pigeons, or doves may be maintained in any residence in the city other than a single-family residence.

#### *Visitors*

These guidelines are for students, staff, and faculty of the Claremont School of Theology as well as visitors to the campus.

#### *Animals at Work*

Animals are not permitted at work unless they are service animals or are assistance animals on campus as part of a reasonable accommodation for a documented disability.

#### *Emergencies*

In the case of emergency, the owner is responsible for the well-being and safety of the animal. First responders should be trained to recognize service animals and every care should be maintained to keep the animal with its owner.

#### **Service Animal Policy:**

Service animals are permitted on all the grounds and in all the buildings on the CST campus in accordance with the federal regulations in the Americans with Disabilities Act (ADA) and outlined by the Department of Housing and Urban Development (HUD) for on-campus apartments. If it is unclear what service an animal provides, staff or faculty of CST may ask only the following two questions: 1) Is the animal a service animal required because of a disability? And if so, 2) What work or task has the animal been trained to perform? If the answers to the questions indicate that the animal is not a service animal or if the answers make that determination unclear, please contact the Disability Services Officer at 909-447-2590.

All service animals must adhere to all the behavior expectations outlined in the CST Animal Policy. Should a service animal need to be removed because it cannot adhere to the behavior expectations, the student, staff or faculty member may return to the CST campus without the service animal.

CST students, staff, or faculty who are training a service animal, must contact the Disability Services Officer to register the animal. While an animal in training is not covered by the ADA, CST will support the presence of a service animal in training in all locations on campus if the animal adheres to all of the behavior expectations of a service animal and is registered with Disability Services.

When the presence of a service animal conflicts with the needs of another student, staff or faculty member with a registered disability, the situation will be handled on a case-by-case basis and may include adjusting seating arrangements within the classroom, changing a class schedule, modifying a graduation requirement, etc. Considerations related to religious requirements and the challenges created by the presence of an animal will be handled on a case-by-case basis.

#### *Animals in Housing*

Pets, Service Animals and Assistance Animals that reside in housing apartments with their owners, must adhere to the expectations of animals on campus. In addition, the following guidelines are in place that meet both ADA and HUD regulations.

- Owners are responsible for animals in their care. This includes the regular upkeep, feeding, and medical care of individual animals including vaccinations.
- Owners are financially responsible and liable for any damage that their animal may make to the person and/or property or possessions of others.
- Owners must pay a pet fee (outlined in the Pet Agreement), unless the animal is a service animal. Owners of service animals do not pay a pet fee for housing.
- Owners are responsible for the clean up of animal waste created by their animal both inside the apartment as well as outside in any common area.
- No one may regularly feed or provide care for stray, feral, or wild animals.
- CST and pet owners will comply with any and all regulations or requests from the County of Los Angeles Department of Public Health, the City of Claremont, and/or the Inland Valley SPCA.

#### **Enforcement and Consequences:**

All members of the campus community are responsible for enforcing the Animal Policy.

Concerns regarding the enforcement of the Animal Policy may be directed to Senior Director of Administrative Services, the Associate Dean for Student and Community Life, the Academic Dean, or the Facilities Administrative Assistant. The following consequences have been established for failing to keep the guidelines outlined above:

1. Verbal warning.
2. Written warning.
3. \$100 fine.
4. Revocation of Housing Pet Privileges. Students with service animals are permitted to remain on campus in the event of the removal of a service animal in their care.

## **CAMPUS VEHICLE POLICY**

Vehicles driven or parked on campus must have the appropriate motor vehicle registration and insurance required for such a vehicle. The City of Claremont recommends registering bicycles with the National Bike Registry at [www.nationalbikeregistry.com](http://www.nationalbikeregistry.com) as this is the registry that the Claremont Police Department uses to help recover stolen bicycles.

All vehicles, including but not limited to bicycles, motorized scooters, motorcycles, automobiles and trucks, accessing CST campus roads and parking lots must abide by the State of California and municipal code of the City of Claremont rules of the road and applicable laws, (e.g. parking in designated stalls, yielding the right of way to pedestrians in marked or unmarked crosswalks at intersections, and respecting emergency vehicles) and additional CST and Claremont University Consortium (CUC) regulations (e.g. following posted signage and speed limits, staying clear of designated fire lanes, and not blocking access to driveways, stairwells, loading areas, etc.) Vehicles must adhere to all posted signs, speed limits, and parking notices.

No vehicle repairs, storage, or washing are allowed on the premises (including the use of mobile car detailing services). Non-operating vehicles must not be left anywhere on the CST campus. No house, camping, cargo, or other type of trailer shall be parked on any part of this facility, including the parking lots.

Please note for city streets (**not** including North College Ave. and the Foothill Blvd. frontage road adjacent to the CST campus, which are private property), permits must be obtained through the Claremont Police Department for an overnight parking exemption on the city streets. (See the following information: <http://claremont.parkingexemptionapp.com>) (Claremont Municipal Code 10.32.210)

### Vehicles in Campus Housing

Please refer to the section entitled Vehicles on Campus.

### Campus Parking

Residents, students, staff, faculty, trustees, affiliates, visitors and guests of CST may park in designated parking areas on campus during normal operating hours. Public parking is prohibited. Unauthorized vehicles are subject to tow at vehicle owner's expense. To locate a motor vehicle that has been towed, please contact Pomona Towing Company: 909-623-1487.

### Vendor Services Parking

Delivery and vendor vehicles needing access to the interior campus thoroughfares must contact the Facilities Department for access.

### Accessible Parking

CST has designated 16 ADA Accessible Parking stalls on campus near various campus buildings. Vehicles parked in these parking stalls must display a valid California Disabled Parking Placard.

### Overnight parking--Campus Housing

There is no overnight parking on the CST campus, unless you live in a campus residence and have registered your vehicle with the Housing Office. Guests of campus residents may park their vehicles on campus for up to 72 hours. Between 72 hours and 14 days, Housing guests must display a Guest Parking Permit on the dashboard of their vehicle. This overnight exclusion includes overnight parking in accessible parking spots located around campus, unless a Disabled Parking Placard is appropriately displayed.

Residents and their guests are prohibited from camping in their vehicles on CST campus property unless they have a recreational vehicle and have registered for a Guest RV Parking Pass during a designated intensive educational program (e.g. travel trailers, campers, and motorhomes are considered recreational vehicles for this policy). Guest RV Parking Passes must be obtained from the Housing Office for short-term use during a designated intensive educational program.

### Overnight Parking--Other

In the unusual instance where a staff or faculty member who does not live in CST Campus Housing, needs to leave their vehicle overnight on the CST for official school business (e.g. attending an out of town conference), such individuals must request a Guest Parking Permit from the Housing Office Department 3 business days prior to parking the vehicle.

Students enrolled in a campus intensive educational program who bring their motorhomes or other appropriate RV vehicles to campus may request a Guest RV Parking Permit. Students wishing to stay in a motorhome, or house trailer for the duration of a short-term intensive program only (including Course of Study and Licensing School), must register their vehicles with the CST Housing Office and receive at Guest RV Parking Pass. There are a limited number of such permits available for each intensive program and are only valid for the length of the educational program plus 72 hours.

#### Pedestrians

Pedestrians have the right-of-way on interior campus thoroughfares. Bicycles, scooters and skateboards are permitted as long as they do not prevent the safe passage of pedestrians.

#### Campus-Owned CST Facilities Vehicles

CST Facilities Vehicles may drive on any roadway on the perimeter or interior of campus without notice. These vehicles are subject to all city and state traffic laws and all CST and CUC rules and regulations.

#### Personal Property

CST is not responsible for the personal property left in any vehicles parked on campus. Individuals who suspect theft of their property should complete a Campus Incident Report and may contact the Claremont Police Department to report the incident.

#### Inoperable Vehicles

All vehicles that are parked on the CST campus must be operable.

#### Uses of Parking Areas

There will be no repairing or washing of motor vehicles on campus property (including mobile car detailing services). Trailers may not be parked or stored in parking areas.

#### Storage

Parking areas are not to be used for storage. During the move-in and move-out process, CST residents may contract with an appropriate mobile storage company for delivery of a portable storage unit. Pods and other types of storage are only permitted on a temporary basis with express written consent by the CST Housing Office.

#### Disclaimer

CST reserves the right to limit campus parking or void guest parking at any time. CST may close, either temporarily or permanently, designated parking areas, or may change parking designations, with advance notice when possible.

### **POLICY FOR RESEARCH WITH HUMAN PARTICIPANTS**

Three values govern this policy:

1. The imperative that scholars in religion engage in ethical research that enriches human understanding for the benefit of individuals, faith communities, cultures, and all creation;
2. The ethical requirement that the interreligious values of engaged compassion, respectful hospitality, mutuality, and justice for all participants be evident in research conducted under the auspices of Claremont School of Theology (CST); and
3. The pedagogical importance of ensuring that students and scholars in religion understand the importance and processes of ethical research with human participants if they are to be effective as leaders in an increasingly diverse world.

The faculty of CST seeks to create a reasonable balance among these values and to minimize risk for participants and researchers in all cases. Further, we seek to provide adequate protection, responsibility, and mutual accountability for all persons at CST involved in gathering, evaluating, and publishing data from research with human participants. This is particularly important when research involves intercultural and interreligious understandings, given the gaps between human values, commitments and experiences. For these reasons an Institutional Review Board (IRB; detailed below) will guide the institution's efforts to provide this protection and accountability.

All students, staff, and faculty of CST who conduct research with human participants are required to demonstrate that they have adequately considered the following issues:

1. All methods and procedures to be employed are safe and involve no undue risk to life, health, safety, or well-being of participants;
2. Any risks to participants, which must be delineated in the informed consent document signed by participants, are clearly outweighed by potential benefits to them and to religious leaders, faith communities, cultures and societies;
3. Methods and procedures reflect respect for the dignity and privacy of participants and avoid unwarranted invasion of privacy or disregard for anonymity;

4. Participants are informed in writing of the study's objectives, methods, risks, and issues related to data collection, storage, and disposal, and give in writing informed consent about their participation in the study;
5. If minors or other vulnerable participants are included in the research, they are given opportunity to make informed assent, but that consent in writing will be obtained from the legal parents or guardians;
6. Data collected is used only for the purposes for which consent is obtained and then appropriately reported, stored, and/or destroyed as described in the research plan.

These criteria govern all plans for research with human participants submitted to the Institutional Review Board (IRB; described below) and are the minimum standards by which research plans will be assessed.

**Institutional Review Board (IRB):** This board, a permanent review board of CST apart from standing committees, shall consist of three faculty members; one doctoral student; and at least one member from outside the CST faculty, staff and student bodies (emeriti and alumni may be included). IRB members are appointed by the dean for three-year staggered terms. One of the faculty members shall be designated chairperson by the Dean. The IRB shall meet as necessary during the Fall and Spring semesters. All decisions made by the IRB will be recorded and kept on file. A copy of the research plan and action by the IRB shall be kept in a permanent file of the IRB.

The complete policy for research with human subjects is included in the Degree Program Handbooks.

### **STUDENT GIFT POLICY**

Claremont School of Theology recognizes that gift-giving is an important part of many cultures and religious traditions, and we honor this spirit of generosity. At the same time, we are cognizant of various ethical and legal pitfalls that can arise in connection with receiving gifts from students. In order to forestall even the appearance of impropriety or quid pro quo, however unintentional, we respectfully ask current and former students to refrain from giving employees (staff, faculty or administration) gifts of significant value. Should you wish to thank an employee for something, a short note would be much appreciated. If you wish to express your generosity for a faculty or staff member, a donation of any amount may be given in their name through the Advancement Office, and the employee will be notified of your gift to the school.

Please note that employees are obliged to follow the following rules with respect to gifts that have a monetary value:

- Employees should not accept gifts with an estimated monetary value over \$30 per student per semester, or from former students who have graduated within the past two years. This includes gifts or honoraria from student organizations.
- In the event that employees receive gifts with an estimated monetary value over \$30:
  - Non-perishable gifts shall be returned to the gift-giver.
  - Perishable gifts that can be shared by all shall be placed in common areas to be enjoyed by all (e.g., if the gift is an expensive bouquet of flowers or a gourmet basket of goodies, such items might be placed in the Edgar Center or the Faculty Mailroom with a note specifying that they are to be enjoyed by all.)
  - Gifts that are not returned or cannot be enjoyed by all shall be reported to the Dean's office, which shall keep a log of such gifts.