This Catalog outlines the basic policies and procedures of The General Theological Seminary. In the event of a conflict between this Catalog and other resources (supplemental documents, website pages or postings, etc.) the terms of this Catalog shall govern. All information is current as of the latest update, written below. However, updates can be made at any time and this Catalog is subject to change without notice. It is, therefore, each individual’s responsibility to keep well-informed of changes.

Catalog last updated: Oct 4, 2022
AFFILIATION AND ACCREDITATION

ACCREDITATION

General Theological Seminary is accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada, and the following degree programs are approved:

- Master of Divinity
- Master of Arts in Spiritual Direction
- Master of Arts (Academic)
- Master of Sacred Theology
- Master of Arts in Ministry
- Doctor of Ministry

The Commission contact information is:

The Commission on Accrediting of the Association of Theological Schools in the United States and Canada
10 Summit Park Drive
Pittsburgh, PA 15275 USA
Telephone: 412-788-6505
Fax: 412-788-6510
Website: www.ats.edu

All of the degree programs comply with the standards of the New York State Education Department and are officially listed by the department's Office of College and University Evaluation as meeting or exceeding its "minimum quality standards." Degree programs offered by The General Theological Seminary are registered with the New York State Department of Education under the following classifications.

<table>
<thead>
<tr>
<th>Code</th>
<th>Program Title</th>
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The Department contact information is:

Office of Higher Education
Office of College and University Evaluation 5 N. Mezzanine, Education Building
89 Washington Avenue
Albany, New York 12234
Telephone: 518-474-1551
Fax: 518-486-2779
STATEMENT ON EDUCATIONAL EFFECTIVENESS

The General Theological Seminary is committed to assuring and enhancing the quality of teaching and learning. We believe that the process of gathering assessment data, analyzing this data, and acting in ways that respond to assessment data is an integral part of our collective vocation. Assessment and evaluation are the means by which we will:

- Equip students to self-reflect on their progress toward program-level student learning outcomes (through the portfolio, thesis, substantive paper or project);
- Demonstrate, through direct and indirect means, that student learning has occurred, as measured against student learning outcomes (portfolio, course evaluation and faculty review of portfolios);
- Ensure the quality of educational offerings (questionnaires, course evaluations, and outcomes assessment) and;
- Pursue ongoing quality enhancement of programs by providing better access to assessment and evaluation data and facilitating conversations about this data within the community.

At General, we use the following four instruments as the key means by which we assess and evaluate student learning:

- **ATS Questionnaires (ESQ and GSQ surveys):** A set of two questionnaires provided by ATS which are administered by the Registrar to students upon entering (Entering Student Questionnaire), graduation (Graduating Student Questionnaire).
- **Course Evaluations:** An electronic evaluation of all courses which is administered by the Registrar and used to both ascertain student satisfaction and student self-reporting of learning outcomes engagement.

In addition to the above, broad measures, such as graduation and placement rates are also tracked along with various financial aid indicators.
In 1814, the Diocese of South Carolina, with a burst of national vision, proposed the founding of a theological institution that would serve the entire Episcopal Church. Dioceses would collaborate in maintaining one institution of learning that would facilitate links among students from all parts of the country. Thus, it was hoped, a *general* seminary for the whole church would strengthen bonds between its dioceses. Bound up in its very name, service to The Episcopal Church nationwide became central to the Seminary’s mission.

In May of 1817 the General Convention met in New York City and passed two resolutions establishing The General Theological Seminary. Location in New York City was a major asset for the new venture. First, parishioners of Trinity Church on lower Broadway generously supported the new General Seminary and then, in 1821, Jacob Sherred, a vestry member of Trinity, provided $70,000 in his will to endow “a General Episcopal Seminary in New York City.” This was enough to make General Seminary one of the best-endowed seminaries in the nation.

Throughout its history and today, General Seminary has sought to be a seminary for the entire church. Today, this desire is reflected in a renewed commitment to serving as a resource for the whole Church. From the perspective of our Episcopal identity and in the context of an urban community, General serves as a resource for the whole Church. We invite all of God’s people to come, pray, learn and be transformed in this unique learning and living environment.

**MISSION, VISION, AND ETHOS**

Welcome to The General Theological Seminary of The Episcopal Church. We are the original seminary of The Episcopal Church, founded in 1817 in New York City, by an act of General Convention. For over 200 years, the mission of General Seminary has involved:

*“Educating and Forming leaders for the church in a changing world.”*

As we enter into our third century, General Seminary seeks to live-out this historic mission in a new and more radically inclusive way. In this new phase of our mission, our vision is to become:

**A Seminary for the Whole people of God**

This vision will be accomplished by engaging in strategic and faithful partnerships that support the creation of comprehensive, accessible, and inclusive resources for Anglican theological education, spiritual formation, and vocational training for the Episcopal Church and Beyond.

As we engage this work, we seek to do so in a way that is consistent with the four facets of our ethos:

**Anglican | Benedictine | Urban | Contextual**

*Anglican: Anglicanism is the tradition that nourishes us, the worldwide communion which orients us, and the theological waters in which we swim. Our faithful, progressive context in the Episcopal Church has allowed General to lead within our fellowship in scholarship and spiritual practice.*

*Benedictine: In today’s hyper-connected world, sorting through the daily disruption of natural and political forces, the Benedictine model for faith formation is as vital as ever. General’s rhythms of prayer, study, generosity, and worship serve*
as a reminder that rooting our work in community ensures that we are strengthened as individuals and ready for the bold, collective demonstration of our faith for those in need. General continues to invest in practical resources and compassionate mentors and teachers that ensure the spiritual wellness of our community.

**Contextual:** God is at work in the lives of our students long before they step through our gates. The context our seminarians arrive from and return to requires that we have a keen awareness of the spiritual and material needs necessary for all of our communities to thrive. To that end, General provides the tailored education needed to address what they need to authentically and powerfully meet the needs of their callings. New York City is more than just our mailing address; it is our mission field.

**Urban:** “Blessed are they that enter in through the gates and into the city” is carved into the steps of the Chapel. While faded, it remains visible. The etching expresses a fundamental orientation of this community in the direction of God’s mission in, with, and for the City of New York. As our identity, here in our third century, emerges, we seek to become a site from which God’s reckless, abundant, and life-changing love can be poured out to the city.

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**Degree Programs**

The General Theological Seminary offers theological degrees, certificates and programs, which form and educate students for lay and ordained ministries. Through these programs, students will learn theology by diving deeply into Scripture and the theological heritage of the Church, as shaped by the Anglican Tradition. Students will become wise and reflective practitioners, who are able to integrate theology within the context of their life and work. The curriculum is taught with a ministry-horizon in mind, meaning that students are given ample opportunity to put into practice the skills needed to thrive in ministry today. Finally, through prayer, worship, and life together, students are transformed as they discern what it means for them to know and love God more deeply.

First theological degrees include the degrees that are designed to prepare students to serve in diverse forms of ministry and leadership (M.Div., M.A. in Spiritual Direction, M.A. in Ministry, and academic M.A.), to equip students for further theological study or to bring a deeper theological perspective to a student’s life and work (M.A.).

We offer two advanced degrees: a Master of Sacred Theology (S.T.M.) and a Doctor of Ministry (D.Min.). The S.T.M is particularly well suited for students who wish to engage in a sabbatical project or who are discerning the possibility of a research doctorate. The D.Min is designed to provide mid-career clergy with an opportunity for intellectual, spiritual, and vocational renewal within a cohort-based hybrid learning environment.

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**The Community on Chelsea Square**

When you come to study at General, whether for a single course or for a complete degree, you are joining a learning centered around prayer, study and common life. Our home, “The Close” on Chelsea Square was designed to facilitate a unique pattern of common life. The centrality of the Chapel (spiritually and geographically), the availability of common spaces for study, meals, fellowship, and even the single path that runs through the campus, all contribute to a truly unique living and learning environment.

When Dean Hoffman designed the 20th century layout of our current campus, his intent was to create an almost cloistered-like space that fostered a tightly-knit community for the Seminary’s students, faculty and staff of the Seminary.
As we move into our third century of mission, we seek to create a community that is intentionally open, fluid, and multi-faceted.

It is an open community because it is welcome to all. The Close on Chelsea Square frequently plays host to film-shoots, weddings, external events, neighbors and visitors who may want to enjoy a quiet break from the hustle of the city, or who are looking for a truly unique location to host a special occasion.

We are a fluid and multi-faceted community because there is an ebb and flow to the population of students, faculty, staff, and community members who live on the Close. Some of our faculty and staff live on the Close as their primary residence as a requirement of their job. Many more students and faculty reside on the Close for week-long intensives as part of their degree programs. Other members of the Community on Chelsea Square live here in order to participate in a faith-based community in the Heart of New York City, and contribute to the common life and mission of the institution in a number of important ways. Whether here for a class, a week, a term, or several years, we are a community in motion which ebbs and flows with a spirit of welcome and sending, consistent with our Benedictine Ethos.
**ACADEMIC PROGRAMS**

**2022-23 ACADEMIC CALENDAR**

The current academic calendar is found on the General Seminary website at: gts.edu>Academics>Academic Calendar 2022-2023

**MASTER OF DIVINITY**

The primary focus of the Master of Divinity curriculum at General Seminary is to educate and form students for the vocation of ordained ministry, and primarily ordained ministry in the Episcopal Church. Our curriculum emphasizes integration (between theological disciplines and between academic learning and learning in context), spiritual and vocational formation, and the development of wisdom through experiences gained in real-world ministry placement in the students' context.

The M.Div. at General Seminary is structured around the six canonical areas required for ordination in the Episcopal Church, making it a particularly attractive program for those who are discerning a call to ordained ministry in The Episcopal Church or the Anglican Tradition. These areas are: Holy Scriptures, History of the Christian Church, Christian Theology and Spirituality, Christian Ethics and Moral Theology, Christian Worship and Homiletics, and Practical Theology and Ministry.

_Holy Scriptures:_ In our Holy Scripture curriculum we emphasize breadth, depth, and integration. The curriculum includes an entire year dedicated to the study of the themes, structure, histories, and contemporary significance of the Old and New Testaments. As students advance, they are able to build upon this broad knowledge by developing, through practice, the linguistic, exegetical and hermeneutical skills needed to effectively understand, teach, and preach the Scriptures. Students wishing to engage with the Scriptures at a greater depth may do so through a range of Biblical Studies electives.

_History of the Christian Church:_ As Christians, we believe that God's ongoing work of redemption continues from Scripture through the medieval era and from the Reformations into the modern era of the Church. In our Church History series, we provide students with an orientation to the overarching history of the Christian Church from its early beginnings, through the Reformation, and into the present, with a specific focus on the rich and complicated history of the Episcopal Church and the Global Anglican Communion.

_Christian Theology and Spirituality:_ Theology is more than just the study of systems, doctrines, or people: theology is one of the ways that we love God with our minds. To this end, at General Seminary we have intentionally brought together Doctrinal and Ascetical theology into a course series that spans Christian Theology and Spirituality. Students wishing to engage more deeply in spirituality and theology may do so through electives in Christian spirituality and through our regular elective offerings in Modern Anglican theology, historical theology, and doctrinal theology.

_Christian Ethics and Moral Theology:_ The Christian faith is lived out in the context of everyday decisions, real world actions, and social and political systems. As followers in the Way of Jesus, we are called to seek justice and pursue God's mission of reconciliation. Students have opportunities to spend at least two semesters in the classroom, their home contexts, and the surrounding New York city area engaged in the study of Christian Ethics and Moral Theology.

_Christian Worship and Homiletics:_ General Seminary has long been known as a center of excellence in the field of Liturgical Theology. This is a tradition which continues in our current Worship curriculum. Courses are designed to ensure both a deep theological and historical knowledge of the Prayer Book traditions, coupled with the practical skills needed to
reverently and effectively lead public worship.

Practical Theology and Ministry: The Practical Theology and Ministry curriculum was developed in response to the changing reality of ministry in today’s Church. Through coursework that is done concurrently and in conversation with the students’ contextual placement, students are prepared to actively integrate knowledge from multiple sources; possess the capacity for theologically-based decision making and communication; understand the priesthood as a continuous process of growth and development; critically assess and prioritize action within ministry settings; value and facilitate collaboration; and demonstrate sophistication in multiple forms of communication, including 21st-century digital media. The Practical Theology and Ministry courses also include offerings in Pastoral Care and Canon Law, as well as several ministry-focused electives on topics ranging from congregational development to church planting.

Student Learning Outcomes

At the end of their program of study, students will be able to demonstrate the following:

1. That they possess a deepened understanding of the Christian faith and the nature and primary resources of theological study within diverse contexts (“learn theology”);
2. That their character and competency has been formed – through coursework, Chapel participation and engagement in community life – for pastoral service and spiritual leadership in the church (“be transformed”);
3. That they are equipped for the mature practice of ministry, as refined by experience in a variety of ministry settings unique to our metropolitan context (“grow in wisdom”);
4. That their entire theological study has prepared them to proclaim and embody the Gospel of Jesus Christ, particularly in ordained ministry (“do theology”).

Student achievement of student learning outcomes is measured through several assessment tools, including course evaluations, graduate surveys, and the annual Education and Formation Evaluation process.

Curriculum

The M.Div. is a 78 credit (3- or 4-year) post-baccalaureate program. The curriculum utilizes four pedagogies - synchronous hybrid courses (taught in person and online), asynchronous online courses, week-long intensives on the Seminary's campus in New York, and through a competency-based approach to field education. The curriculum is designed to give students a balanced theological education in the classical theological disciplines, with a constant focus on the intersection of Christian faith and the domains of society, church and culture. With an expectation for a contextual education placement during the entire program, students are given significant opportunities to develop the character, skills and competencies needed for Christian ministry in a changing world.

Clinical Pastoral Education (CPE)

According to the Association of Clinical Pastoral Educators, CPE is “interfaith professional education for ministry [which] brings theological students and ministers of all faiths … into supervised encounters with persons in crisis. Out of an intense involvement with persons in need, and the feedback from peers and teachers, students develop new awareness of themselves as persons and of the needs of those to whom they minister.”

Students are strongly encouraged to take CPE though CPE is not a degree requirement. Students who take CPE while they are enrolled at GTS will receive six credits of elective coursework if they provide the seminary with their supervisor’s
evaluation at the conclusion of the CPE unit.

Most students choose to complete CPE at an accredited CPE program in their home diocese, however sites across the country are open to any student who applies.

Because CPE is often taken at an additional cost to students, students who wish to pursue CPE are encouraged to plan for the cost of CPE by planning in advance.

Students who have successfully completed a unit of CPE may petition to have this unit assessed for transfer credit. Transferring credits for CPE will require:

- Certificate of completion from a CPE site
- Copy of the supervisor's final evaluation

In order to be considered for credit, the unit of CPE must have been earned within the past 10 years. 1 Unit of CPE will be considered for up to a maximum of 6 transfer credits. Requests for transfer of CPE credits should be made during the admissions process.

**GENERAL ORDINATION EXAMS**

It is common for M.Div. Seniors to sit for the General Ordination Exams during January of their final year. Following the prescribed course plan helps ensure that students are given ample opportunity to prepare for summative evaluation of their theological study. A zero-credit GOE test prep course, typically scheduled in the evenings, is normally convened during the fall semester.

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<td><strong>12 Credits of Holy Scriptures</strong></td>
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### 6 Credits of Christian Ethics and Moral Theology

| ET 1 | Introduction to Theological Ethics | 3 |
| ET 2 | Theological Ethics in Social Practice | 3 |

### 10.5 Credits of Practical Theology and Ministry

| PTM 1 | Self and Spirit | 1.5 |
| PTM 3 | American Religiosity | 3 |
| PTM 4 | Pastoral Care and Theology | 3 |
| IS 1 | Theology and Practice of Congregational Leadership | 3 |

### 12 Credits of Contextual Education for Ministry

| CXM | Theological Field Education | 12 |

### 12 Credits Free Electives (may include 6 cr of CPE) | 12 |

**Total credits:** 78

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**Recommended Course Plan**

The MDiv is designed to be completed in either 3 or 4 years of study. The following represents the recommended course sequence for the 3- and 4-year pathways. Before deviating from this sequence, students are urged to plan for the possibility that needed Foundation Courses might be offered at conflicting times in a later term.

### 3-Year Plan

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<td>January Elective</td>
</tr>
<tr>
<td>Term-Length</td>
<td>CH 1</td>
<td>3</td>
<td>CH 2</td>
</tr>
<tr>
<td></td>
<td>ET 1</td>
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<td>1.5</td>
<td>CWH 2</td>
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<td><strong>TOTAL CREDITS</strong></td>
<td><strong>78</strong></td>
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</table>

**Special Degree Requirements**

**Ordination:** GTS invites students preparing for ordination from all denominations to apply to the Master of Divinity program. Ecclesiastical endorsement is required at time of admission to the program. In The Episcopal Church, this means endorsement by the student’s bishop; for persons in other churches, we may require endorsement by a comparable church authority.

Students pursuing ordination are responsible for ensuring that their program of study satisfies the candidacy requirements of their church. Students are strongly encouraged to keep a record of their candidacy requirements and to remain in frequent contact with their Diocesan Commission on Ministry or equivalent judicatory body.

Students who do not yet have an ecclesiastical endorsement by the end of their second semester, or whose ecclesiastical endorsement is disputed or withdrawn, may be required to leave the M.Div. program.

**Admission requirements:** Normally, applicants to the M.Div. program must hold the degree of Bachelor of Arts or its equivalent. Exceptions to this requirement can be made upon review of the admissions committee and with approval of the Academic Dean.

**Duration:** General Seminary permits up to five years for completion of the M.Div. degree. After five years, students must submit a petition for continued study to the Registrar.

**Sexual Misconduct & Racism Prevention and Diversity Training:** All M.Div. students must successfully complete online training on the civil requirements for reporting and pastoral opportunities for responding to evidence of abuse (“Safe Church”). Students are encouraged to speak to their Dioceses to register for their training and must submit a certificate of completion to the director of CXM by the end of their first semester.
MASTER OF ARTS IN MINISTRY

The Master of Arts in Ministry (M.A.-M.) degree will form and educate persons for diverse vocations in the Church and the World. This ministry-oriented master's degree is designed for students interested in a variety of vocational goals, from ordained parish ministry to non-profit leadership. Whether responding to a call from God, exploring their vocation, or coming to Seminary with a clear desire to serve others, graduates of General Seminary's Master of Arts in Ministry will be able to 'hit the ground running' and make a difference in today's world.

STUDENT LEARNING OUTCOMES

At the end of their program of study, students will be able demonstrate the following:

1. That they possess a deepened understanding of the Christian faith and the nature and primary resources of theological study within diverse contexts (“learn theology”).

2. That their character and competency has been formed – through coursework, Chapel participation and engagement in community life – for Christian ministry and leadership (“be transformed”).

3. That they are equipped for the practice of ministry, as refined by experience in a variety of ministry settings unique to our metropolitan context (“grow in wisdom”).

4. That their entire theological study has prepared them to proclaim and embody the Gospel of Jesus Christ (“make a difference in the world”).

Student achievement of student learning outcomes is measured through several assessment tools, including course evaluations, graduate surveys, and through the Portfolio assessment.

CURRICULUM

The 36 credits for the M.A.-M. are divided between the ‘Foundation Curriculum’ (which is common to the M.Div., M.A. (Academic) and M.A. in Spiritual Direction programs) and the ‘Practical Theology and Ministry Curriculum’ which gathers together the experiential disciplines of spirituality, liturgy, pastoral care, practical theology and theological field education. In addition to contextual and classroom-based learning, students are required to be attentive to the formational programming of the seminary.

EDUCATION

There are two required courses in the M.A.-M: ‘CTS 1 ‘Introduction to Christian Theology’ and ET 1 ‘Introduction to Christian Ethics’ (3 crs). A further 12 credits in the Foundation Curriculum are earned through courses in Holy Scriptures (HS) (6 credits) and through a combination of Christian Theology and Spirituality (CTS) and Church History (CH) (6 credits).

The remaining 18 credits of the M.A.-M. are drawn from the Practical Theology and Ministry curriculum and may include courses in Christian Worship, Pastoral Theology, Ascetical Theology, Leadership, Practical Theology, and Theological Field Education. The flexibility of the program is intended to support the development of each student’s sense of
vocation.

<table>
<thead>
<tr>
<th></th>
<th>Foundation Curriculum</th>
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</thead>
<tbody>
<tr>
<td>Code</td>
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</tr>
<tr>
<td>Required</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>CTS 1</td>
<td>Introduction to Christian Theology</td>
</tr>
<tr>
<td></td>
<td>ET 1</td>
<td>Introduction to Christian Ethics</td>
</tr>
<tr>
<td>Foundation Distribution</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Holy Scriptures (Taken from introductory courses)</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Theology and Historical Studies (CTS and CH courses)</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Ministry Curriculum</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>CW, AT, PTM, TR, CXM, and related courses</td>
<td></td>
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</tr>
</tbody>
</table>

### SPECIAL DEGREE REQUIREMENTS AND POLICIES

**Ordination:** Students pursuing ordination are responsible for ensuring that their program of study satisfies the candidacy requirements of their church. Students are strongly encouraged to keep a record of their candidacy requirements and to remain in frequent contact with their Diocesan Commission on Ministry or equivalent judicatory body.

**Admission requirements:** Normally applicants to the M.A.-M. program must hold the degree of Bachelor of Arts or its equivalent. Exceptions to this requirement can be made upon review of the admissions committee and with approval of the Dean.

**Shared-credit:** Allows students to apply up to half of the credit earned for an ATS accredited first theological degree toward up to half of the credits required by a second first theological degree pursued at General Seminary. For example, a student who is pursuing the 36 credit-hour M.A. in Ministry and who also possesses a 90-credit hour M.Div from another ATS accredited seminary may apply half (45-crs) of the credits from their M.Div toward half (18-crs) of the credits required for the M.A.-M.. In such cases, the remaining 18 credits required for the General degree (the M.A.-M., in this case) must be earned at General Theological Seminary. Courses taken at schools through consortium agreements do not count toward this minimum residential course requirement.

**Transfer credit:** Up to half of the credits required for the M.A. in Ministry may be applied as transfer credits, if earned through an accredited theological program.

### MASTER OF ARTS IN SPIRITUAL DIRECTION

The Master of Arts in Spiritual Direction (M.A.-S.D.) originates from General Theological Seminary’s Center for Christian Spirituality. The purpose of this degree is to provide students with practice-oriented preparation for ministries of spiritual direction and guidance coupled with substantial academic grounding in Christian theology, history, scripture, and practice.

This program is designed to prepare students to offer individual and group spiritual direction in a variety of contexts (e.g., churches, retreat centers, workplaces, health care settings). It also helps them acquire skills (e.g., reflective listening, teaching spiritual practices) that are applicable to many contexts beyond spiritual direction.
STUDENT LEARNING OUTCOMES

By the time students complete the M.A.-S.D., they should be able to demonstrate:

1. That they possess a deepened understanding of the Christian faith and of traditions of Christian spiritual practice ("learn" spiritual direction).
2. That their formation in faith has been enhanced by experiencing varied Christian spiritual practices and disciplines ("experience" spiritual direction).
3. That they are able to apply what they have learned from their studies in theology, scripture, history, and other academic disciplines to the practice of spiritual direction for Christian service in the Church and in the world in a variety of contexts ("do" spiritual direction).

CURRICULUM

The M.A. in Spiritual Direction provides students with a basic grounding in academic disciplines and traditions of Christian faith and practice, creates opportunities for them to study and experience a range of approaches to Christian spiritual practice, and creates the space to develop expertise in offering spiritual direction in a variety of formats and contexts, integrating into that practice what has been learned from foundational studies and faith-formation experiences.

The M.A.-S.D. requires 36 credits and can be pursued full time (9+ credits per semester) or part-time. The curriculum includes courses from the Seminary’s Foundation Curriculum, spiritual direction skills courses, specialized-context courses, supervised experience, and formation activities. These courses are designed to connect with other elements of the program (e.g., assignments where students create a parish program based on what they learned in an ascetical theology course).

The 36 credits of the M.A.-S.D. curriculum are distributed among the Foundation Curriculum (18 credits), spiritual direction courses (15 credits), and a concluding project, summative paper, or 10,000 word thesis (3 credits). The spiritual direction courses are based on an action/reflection model of learning. Practicum courses (12 credits) combine academics with practical assignments in relation to aspects of spiritual life and tradition (e.g., developing a spiritual enrichment series for church school teachers) and many include in-class practice as well. For supervision courses (3 credits), students offer individual or group spiritual direction outside of class. They choose supervised experiences based on their ministry goals and availability of relevant settings. They reflect on their experiences in case studies and verbatims and present them in supervision class sessions. Supervision courses also include discussion of readings and other resources relevant to the students’ experiences and contexts.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Crd</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>Foundation Curriculum</strong></td>
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</tr>
<tr>
<td></td>
<td>Biblical Studies Distribution (Taken from introductory courses)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Foundation Distribution (9 credits required)</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>CTS 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction to Christian Theology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CTS 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction to Christian Spirituality</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ET 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction to Christian Ethics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Church History Distribution (3 credits required)</td>
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<tr>
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<td>CH 1 or 2</td>
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</tr>
<tr>
<td></td>
<td>Church History 1 or Church History 2</td>
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<td>AT 320</td>
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</tr>
<tr>
<td></td>
<td>Supervision For Individual and Group Spiritual Direction</td>
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</table>
Special Degree Requirements

Spiritual Direction: Students in the program are required to meet regularly with their own spiritual directors, as another way to learn by experiencing and especially because personal spiritual formation is essential to the ministry of spiritual direction.

Master of Arts

The academic Master of Arts degree is designed for students who wish to bring a theological perspective to daily life and work, or who are interested in preparing for lay ministries in the church. Many of the courses required for the M.A. are drawn from the Seminary's Foundation Curriculum, thus providing students with a solid grounding in the principal theological disciplines, within a vibrant community of learning. Students are able to specialize in one of four concentrations (Anglican Studies, Ascetical Theology, Biblical Studies, and Historical and Theological Studies) and may choose to further deepen their knowledge of a particular theological subject by completing a thesis or substantive paper (please see 'Thesis, Summative Papers, and Final Projects' in the Academic Policies section, below).

Academic M.A. students represent a wide range of ages, denominations, ministry goals, and personal and work backgrounds. Some take the M.A. to expand their knowledge and education. Others are lay professionals or dedicated volunteers in their denominations, or are teachers, writers, administrators, artists, or health-care professionals.

While not designed as a degree to prepare students for ordained ministry, as with all of General Seminary's academic programs, education and formation go hand-in-hand with the academic M.A. program. As such, we are confident that at the end of their program students will find that theological study has informed and shaped them for Christian service in the Church and in the world.

Student Learning Outcomes

While the M.A. is designed to allow students to specialize in particular fields of study, regardless of concentration at the completion of the Master of Arts degree, students should be able to demonstrate:

1. That they possess a deepened understanding of the Christian faith as well as the nature and primary resources of theological study within diverse contexts (i.e., “learn theology”).
2. That their theological study has informed and shaped them for Christian service in the Church and in the world (i.e., “do theology”).
The academic M.A. program is a 36 credit, 2-year degree. It includes 18 credits from the Foundation Curriculum (6 credits from Biblical Studies and 12 credits from theology, history, ethics, pastoral theology, or ascetical theology); 15 credits from a student’s concentration area, and a further 3 credits earned for the thesis, ministry project or summative paper. General Seminary has designed its Master of Arts degree to require a solid stake in scripture and to maximize the distribution of additional foundation courses to broaden the exposure to other topics in theology.

<table>
<thead>
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<th>Code</th>
<th>Course Name</th>
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<tr>
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<td><strong>Foundation Curriculum</strong></td>
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<td></td>
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<td></td>
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<td>ET 1</td>
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<tr>
<td></td>
<td><strong>Church History Distribution (3 credits required)</strong></td>
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<td>CH 1 or 2</td>
<td>Church History 1 or Church History 2</td>
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<td></td>
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**CONCENTRATIONS**

Students pursuing the academic M.A. program specialize in one of four areas:

**Anglican Studies:** This concentration is designed for students who wish to deepen their knowledge of and experience with the Anglican tradition. Students with this concentration must successfully complete 15 credits in courses that include: church history, systematic theology, ethics, ascetical theology, liturgics, church and society, and mission and world Christianity.

**Ascetical Theology:** This concentration is designed for students who wish to focus on the academic study of spirituality as an emerging field within the theological academy. Students with this concentration must successfully complete 15 credits in courses from the CTS/AT (Christian Spirituality and Ascetical Theology) curriculum, in addition to CTS2. Students who wish to pursue Christian Spirituality for the purpose of becoming a spiritual director are strongly encouraged to pursue the professional M.A. in Spiritual Direction.

**Biblical Studies:** This concentration is designed for students who wish to gain a deeper understanding of the texts of the Old and New Testaments within their original historical context (where possible), their canonical context, the reception of these texts by the church, and the various ways they may be understood today. Students with this concentration must successfully complete 15 credits from the Biblical Studies curriculum in addition to the six credits required in the Foundation Curriculum.

**Theological and Historical Studies:** This concentration is designed for students seeking an ecumenical focus in church history and theology. Fifteen credits are required in courses in the areas of: church history, systematic theology, ethics, liturgics, church and society, or mission and world Christianity. Students pursuing this
concentration are especially encouraged to use courses offered within the New York Theological Consortium to foster exposure to faith traditions beyond Anglicanism.

**CURRICULAR OPTIONS**

**Cross-Registration Opportunities**: Students may cross-register for up to half of each term’s work at schools belonging to the New York Theological Consortium. Up to three courses in the area of concentration may be taken at Consortium schools. A maximum of four courses (12 credits) taken at Consortium schools prior to matriculation may be counted toward the M.A. degree. All requirements must be completed within seven years from the date of matriculation. (See Appendix K: Registering for a Consortium Class).

**Master of Arts with Honors**: Students may be awarded the degree of Master of Arts with Honors. Students maintaining an overall grade point average of at least A-(3.67) are eligible to write a 10,000 word thesis, for 3-credits. Honors are conferred if the Faculty reader assess the thesis as meriting honors and upon approval by the faculty.

**ADVANCED THEOLOGICAL DEGREES**

General Seminary offers two advanced theological degrees: A Master of Sacred Theology (S.T.M.) and a Doctor of Ministry (D.Min.). Both degree programs expect students to have earned a first theological degree, normally an accredited Master of Divinity degree or its equivalent.

**MASTER OF SACRED THEOLOGY**

In addition to our first theological degree programs (M.Div., M.A.-M., M.A.-S.D., and academic M.A.), General Seminary also offers a Master of Sacred Theology (S.T.M.) degree. This program is designed to enable students who already hold a first theological degree to pursue advanced, specialized study in theological fields of their choice. The program is kept small and is selective to ensure that graduate students receive individual attention in designing and carrying out their courses of study, and to allow greater direct contact between students and the faculty members with whom they work.

Through the S.T.M., students are able to develop further competence in one discipline of theological study at a level beyond the first Master’s degree. There are several practical purposes (which remain consistent with the degree historically): as preparation for and exploration of further graduate study at the doctoral level; teaching of various sorts within the Episcopal Church, the ecumenical community, and the wider Anglican Communion; and personal interest and enrichment. It has also been an attractive program for long-serving parish rectors enjoying a sabbatical in New York City while furthering their own academic interests.

**STUDENT LEARNING OUTCOMES**

Upon successful completion of the S.T.M. students will have:

1. Demonstrated in classes and in the thesis competence beyond the requirements for the previous degree (M.A./M.Div).
2. Provided, *via* the thesis or equivalent significant work as approved by the faculty, meaningful scholarship in the field of specialization (i.e., advancing the “state of the question”).
3. Proven ability to teach theology, especially in the chosen field of specialization, in various appropriate contexts (secular academia, parish, diocesan, and national) and by means of various media.

**CURRICULUM**

The S.T.M. is a 1-year, 24-credit degree, 6 of which are earned by the completion of a thesis. The S.T.M. may be pursued in any of the Seminary’s regular fields of study: Scripture, Church History, Liturgics, and Theology (systematic, moral, and ascetical), or in Anglican Studies (church history, systematic theology, ethics, ascetical theology, liturgics, preaching, and mission and world Christianity).

The curriculum is designed to offer as much flexibility as possible for students and faculty supervisors. Students are required to complete a 2-credit research methods course, a further 6-credits taken at the graduate seminar level, 10-credits taken from an area of the curriculum as prescribed by the student’s supervisor, and normally a 6-credit, 20,000 word thesis.

<table>
<thead>
<tr>
<th>Course</th>
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<td>Research Methods (S.T.M.-level)</td>
<td>2</td>
</tr>
<tr>
<td>Elective Courses (taken at any level)</td>
<td>10</td>
</tr>
<tr>
<td>Graduate Seminar Courses (S.T.M.-level)</td>
<td>6</td>
</tr>
<tr>
<td>Thesis (S.T.M.-level)</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

**THESIS**

**Thesis:** The thesis is to be approximately 20,000 words in length. It deals with a focused topic within the candidate’s field of study and which has been approved by the candidate’s faculty supervisor who brings it to the faculty. The completed thesis must be presented to the Faculty no later than the date set forth in the seminary calendar for the year in which the candidate proposes to receive the degree. The thesis is read by two members of the Faculty, one of whom is normally the candidate’s supervisor. If a full-time S.T.M. candidate who has chosen to write a thesis has not finished it at the end of the first academic year, a term-by-term continuation fee is charged. For more information about preparing a thesis, please see ‘Thesis, Summative Papers, and Final Projects’ in the Academic Policies section, below.

**SPECIAL DEGREE REQUIREMENTS**

**S.T.M.-Level Courses:** S.T.M. level courses are those offered at the 500-level. These may either be courses that are designed specifically for the S.T.M. program (e.g. the Anglican Seminar courses) or may be courses adopted from the first theological degrees curriculum that have been upgraded in content and rigor for individual S.T.M. students.

**Supervision:** Upon admission to the program, students will be assigned a research supervisor. Students are encouraged to work with their supervisor to select courses that will best support the student’s learning goals. In the first semester, the supervisor is also available to discuss the student’s research question, which will be refined and developed through the required Research Methods course. Changes of faculty supervisor must be approved by Faculty.

**Passing grade:** Students must complete all credits with a grade of B (not B-) or better in each course.

**Languages:** There are no uniform language requirements for S.T.M. candidates. The faculty reserves the right, upon recommendation of the faculty supervisor, to require appropriate language facility when deemed necessary for the
successful completion of the candidate’s work. Candidates in Scripture will normally have acquired sufficient facility in the appropriate biblical language(s). Courses where the primary aim is the acquisition of elementary language skills may not count for graduate credit.

**Doctor of Ministry**

The purpose of the Doctor of Ministry program at The General Theological Seminary is to provide experienced practitioners with advanced, integrative and relevant continuing ministry education that fosters spiritual vitality in both the leader and the leader’s ministry setting.

It is the goal of the program to create a learning environment centered around four themes:

1. First, students will be intellectually *renewed* through advanced theological study. Courses in the DMin will be offered in week-long intensive formats on the Close, enhanced through peer-learning and mentoring online, and enriched through a variety of experiential learning opportunities around the globe.

2. Second, by integrating classroom learning with students’ experiences in their current ministry setting, students will be *equipped* in the advanced ministerial skills that they will need as they move into the next phase of their vocations.

3. Third, in a cohort-based learning environment, students will *connect* with fellow practitioners from around the country, while receiving ongoing support from program mentors.

4. Fourth, through a shared commitment to personal and corporate spiritual practices, students (both on the Close and in their ministry setting) will be spiritually *restored* as they approach the next phase of their vocation.

**Student Learning Outcomes**

At this end of this program, students will:

1. Develop a theology of ministry which is informed by both the critical reflection on practice and advanced theological research (Renew).
2. Assess, evaluate and deepen their skills as ministry practitioners (Equip).
3. Discriminate between a variety of ministry practices and settings as informed by engagement with diverse ministry settings (Connect).
4. Develop the skills to support their own ongoing spiritual growth as a public Christian leader (Restore).

Student achievement of student learning outcomes is measured through several assessment tools, including course evaluations, graduate surveys, and through the triennial assessment of the thesis project.

**Curriculum**

The D.Min. is a 34 credit, cohort-based, part-time, hybrid, professional doctorate which culminates in a substantial ministry project or thesis. The program is designed to be completed in three years (with a concurrent project/thesis) or up to seven years with a terminal project/thesis.

Students in the program are expected to hold a Master of Divinity degree or equivalent, plus at least three years of prior ministry experience and a current ministry context in which they work.

There are three major components to the curriculum: hybrid courses, theological research methods, and the summative
Students will take six 4-credit courses which explore through the lenses of spirituality, theology, leadership theory, biblical studies, church history, liturgy, ethics and mission the overarching theme of ‘spiritual leadership.’ These courses are scheduled in January and June of each calendar year, with the first course for each new cohort beginning in June. Because these courses are taught in a hybrid format, students will be expected to engage in pre-work (text readings, online discussions, preliminary written work, etc.) prior to their arrival for the week-long residential component of the course. Additional work is expected from students for the following 8-10 weeks after the residential session. Course scope and sequence is listed below.

**Doctoral Research Methods**

Students will also take four 1-credit courses in theological research methods. These courses will be taught asynchronously online and will help support students to develop the skills needed to successfully complete their final ministry project or thesis. Courses will be offered in May and September. Course and scope is listed below.

**D.Min. Project / Thesis**

The Doctor of Ministry program culminates with a final project / thesis. The project is framed and supported by the methods learned through the Doctoral Research Methods courses, informed by the knowledge acquired by students throughout their course of study, and grounded in their ministry context. A successful project will involve a structured and disciplined program of independent research resulting in an original, creative and substantial piece of written work that demonstrates a student’s expertise in their field of research. Details about the project are available in the D.Min. Project Guide.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Spiritual Leadership</td>
<td>4</td>
<td>January (Y1)</td>
</tr>
<tr>
<td>2</td>
<td>Theories and Theologies of Change</td>
<td>4</td>
<td>June (Y1)</td>
</tr>
<tr>
<td>3</td>
<td>New Religious Movements</td>
<td>4</td>
<td>January (Y2)</td>
</tr>
<tr>
<td>4</td>
<td>Bible, The Arts, and Justice/Elective</td>
<td>4</td>
<td>June (Y2)</td>
</tr>
<tr>
<td>5</td>
<td>Preaching for Transformation</td>
<td>4</td>
<td>January (Y3)</td>
</tr>
<tr>
<td>6</td>
<td>Tutu Pilgrimage (August)/ Elective</td>
<td>4</td>
<td>June (Y3)</td>
</tr>
<tr>
<td>1</td>
<td>Foundations of Practical Theology</td>
<td>1</td>
<td>September (Y1)</td>
</tr>
<tr>
<td>2</td>
<td>Foundations of Qualitative Research</td>
<td>1</td>
<td>Post-Easter (Y1)</td>
</tr>
<tr>
<td>3</td>
<td>Advanced Research Methods</td>
<td>1</td>
<td>September (Y2)</td>
</tr>
<tr>
<td>4</td>
<td>Research Design Workshop</td>
<td>1</td>
<td>Post-Easter (Y2)</td>
</tr>
<tr>
<td>1</td>
<td>Terminal Dmin Thesis/Project</td>
<td>3</td>
<td>September (Y4)</td>
</tr>
<tr>
<td>2</td>
<td>Terminal Dmin Thesis/Project</td>
<td>3</td>
<td>January (Y4)</td>
</tr>
<tr>
<td>1A</td>
<td>Concurrent Dmin Thesis/Project</td>
<td>1.5</td>
<td>September (Y2)</td>
</tr>
<tr>
<td>1B</td>
<td>Concurrent Dmin Thesis/Project</td>
<td>1.5</td>
<td>January (Y2)</td>
</tr>
</tbody>
</table>
SPECIAL DEGREE REQUIREMENTS

First Theological Degree: Applicants to the Doctor of Ministry program must possess a Master of Divinity degree or its educational equivalent.

Ministry Experience: Applicants to the Doctor of Ministry program will normally have acquired at least three years of ministry experience subsequent to their first theological degree.

Ministry Setting: Applicants to the Doctor of Ministry program will normally be engaged in some form of public Christian ministry while they are in pursuit of this degree. The ministry setting is an essential source of ongoing reflection and learning for each course and it provides the context in which their summative thesis/project will be framed.

Technology: Students in the Doctor of Ministry program must be able to use computer and video conference technologies. This requires an up-to-date computer, laptop or tablet (no older than 5 years) with full video-conferencing capabilities that are compatible with Zoom or its equivalent. They will also need access to a broadband internet connection that will support synchronous video conversations and online learning.

Transportation and Lodging: Students in the Doctor of Ministry program are responsible for their own transportation to General Seminary for the required hybrid/intensive courses. Students must be able to plan and provide for their own housing and food while at the Seminary for required intensive courses. Residency at the Seminary during these six 1-week intensives is required. The only exception to residency is when a course takes the form of a pilgrimage or travel seminar, in which case travel with the group is both a course requirement and the responsibility of the student.

Tuition and Billing: Doctor of Ministry tuition is based upon the student's cohort and remains fixed for the first three years of the program. A separate 'dissertation fee' of $1,000 per semester is charged during the dissertation phase. Tuition is billed in two increments of half the annual tuition on November 1st for the January intensive and April 1st for the June intensive. No additional tuition is charged for the online Research Methods courses (September and May). Tuition must be paid by the end of November for the January intensive course and the end of April for the June intensive course. Students who have not paid tuition for the January intensive by the first business day of January will be dropped from the course. Students who have not paid tuition for the June intensive by the first business day of June will be dropped from the course. Failure to pay tuition in a timely manner may jeopardize a student's ability to complete the program.
CERTIFICATES AND DIPLOMAS

CERTIFICATE PROGRAM

The Seminary's Certificate Program is designed for persons who wish to pursue focused but short-term study in one of five concentrations: Anglican Studies, Ascetical Theology, Biblical Studies, Historical and Theological Studies, and Spiritual Direction. The certificate is part-time, non-residential and designed for lay persons seeking to learn in a specific area. All courses (a minimum of 18 credits) must be completed at General Seminary.

Courses completed for a certificate may be applied to an M.A. or M.Div. degree, should an individual wish to continue at General Seminary or another institution.

Below are specifications for the courses within each area. Certificates are awarded at the Commencement that follows completion of the final course.

CONCENTRATIONS

ANGELICAN STUDIES

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Crd</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 1</td>
<td>Introduction to Christian Theology</td>
<td>3</td>
</tr>
<tr>
<td>CWH 1</td>
<td>Introduction to Liturgy and Worship</td>
<td>2</td>
</tr>
<tr>
<td>CH 145</td>
<td>History of the Episcopal Church</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2</td>
<td>Anglican Spirituality</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

ASCETICAL THEOLOGY

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Crd</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 2</td>
<td>Introduction to Christian Spirituality</td>
<td>3</td>
</tr>
<tr>
<td>AT Distribution Electives</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

BIBLICAL STUDIES

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Crd</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT 1</td>
<td>Old Testament 1</td>
<td>3</td>
</tr>
<tr>
<td>OT 2</td>
<td>Old Testament 2</td>
<td>3</td>
</tr>
<tr>
<td>NT 1</td>
<td>New Testament 1</td>
<td>3</td>
</tr>
<tr>
<td>NT 2</td>
<td>New Testament 2</td>
<td>3</td>
</tr>
<tr>
<td>Biblical Studies Distribution Electives</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>
HISTORICAL & THEOLOGICAL STUDIES

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Crd</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 1</td>
<td>Church History 1</td>
<td>3</td>
</tr>
<tr>
<td>CH 2</td>
<td>Church History 2</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1</td>
<td>Introduction to Christian Theology</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2</td>
<td>Introduction to Christian Spirituality</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

CERTIFICATE IN SPIRITUAL DIRECTION

In spiritual direction, a practice with ancient roots, one person offers intentional, experienced spiritual companionship to another, or a group of others. Spiritual directors provide confidential, trustworthy spaces in which people are invited to explore their doubts, longings, and faith experiences. In a Christian context, spiritual directors may offer their spiritual directees guidance in prayer, spiritual practices, and baptismal discipleship in the world.

Spiritual direction is about growth in relationship to God rather than about solving problems or fixing things. Despite the title, a spiritual director is less likely to “direct” than to listen, ask questions, reflect, suggest, or share resources. In particular, the director and directee listen together for the ways the Spirit might be leading the directee.

Combining academic and experiential learning, General Seminary offers a certificate in spiritual direction.

Courses include traditional academic foundation courses (e.g., Introduction to Christian Spirituality), practicum courses (combining academic study with in-class practice and/or practice-oriented assignments), and supervision courses (for which students in the program offer spiritual direction outside of class and reflect on their experiences in a group supervision format).

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Crd</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 2</td>
<td>Introduction to Christian Spirituality</td>
<td>3</td>
</tr>
<tr>
<td>AT 320/330</td>
<td>Supervision for Individual and Group Spiritual direction</td>
<td>3</td>
</tr>
<tr>
<td><strong>Distribution Electives: Practicum Courses in Spiritual Direction</strong></td>
<td>12</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>
ACADEMIC HONESTY

General Seminary is committed to academic honesty and integrity. A critical part of such integrity and honesty consists of (i) the absence of plagiarism in submitted work and (ii) proper acknowledgment of the ideas of others.

Plagiarism consists of the appropriating and presenting as one’s own work, the writings or work of another person or persons without acknowledgment. It is a dishonest violation of the intellectual property of another, and ethically akin to fraud and theft. It is also a hindrance to a student’s learning process. When quoting sources, use quotation marks and an appropriate bibliographic reference. Failure to cite the ideas of another is bad scholarship.

Plagiarism is subject to academic penalties including a failing grade for the course in which the plagiarism occurs; students may be subject to disciplinary penalties up to and including dismissal from the Seminary.

DISCIPLINARY PROCEDURE FOR TREATING ALLEGATIONS OF PLAGIARISM

Whenever plagiarism is suspected in a student’s work, the instructor of the class will meet with the student to inform them of the suspicion. Where after discussion the instructor is satisfied either (i) that no plagiarism has in fact occurred or (ii) that the fault was very minor and that the student has promised to correct his or her academic practice in future, no further action need be taken. Nevertheless, the instructor shall in all such cases (i) draw the student’s attention to the Seminary’s policy documents on the subject and (ii) submit a brief written report of the incident to the Academic Dean and (iii) help the student learn appropriate skills to avoid plagiarism in the future. Consequences for minor cases of plagiarism include failing the assignment or failing the course.

Where the infraction is serious and substantial, the instructor must report the facts in full to the Academic Dean, who will meet with the student and the instructor separately and/or together. After investigating the matter, the Academic Dean will refer the matter to the Faculty for adjudication. In that event both instructor and student will be permitted to make representations to the Faculty either in writing or in person, or both. The decisions of the Faculty shall be communicated by the Academic Dean to the student and to the instructor in writing. These decisions are final and not subject to appeal. Consequences for significant cases of plagiarism include failing the assignment (including theses), failing the course, suspension or expulsion from the Seminary.

ACADEMIC PROBATION

Academic probation is the result of receiving two F or NCR grades in a semester, or a GPA of 1.67 or lower.

To be removed from academic probation, a student must, over the period of the term, complete nine credits with an average grade of CR, C- or better. Failure to be removed from academic probation after one term shall result in the automatic dismissal of the student from the Seminary.

Students on academic probation must meet with the Academic Dean to develop a plan to be removed from academic probation. No separate faculty action is necessary to remove a student from academic probation.
A student may not graduate while on academic probation. A student who is retained on academic probation after two successive terms from when they are placed on probation is subject to dismissal from the Seminary.

**Advanced Standing**

In rare cases, General Seminary will consider granting credit toward a student’s First Theological degree based upon exceptional work from upper-division undergraduate study (advanced standing with credits). Students can petition for advanced standing with credit for individual courses after they have submitted an admissions deposit and official final college transcript. Students must submit their request during the first calendar year in which they are enrolled at General. Petitions will be reviewed from September to May each year.

Not more than \( \frac{1}{4} \) of the credits required for First Theological degree will be awarded through advanced standing.

Courses for consideration need:

- To be from a degree completed in the last five years;
- To have received a grade of “B” (3.0) or higher;
- To be 300-level or higher; and
- To be from a regionally accredited institution.

Credit for advanced standing may either be considered on a per-student and per-course basis or through the terms of a memorandum of understanding developed between General Seminary and a designated undergraduate institution. In the case of those credits awarded on a per-student basis, a fee will be assessed per course requested.

**Auditors**

Students who wish to take courses without credit or grade may do so by registering as an auditor. Audits for students who are enrolled in a degree program are subject to a per course fee as outlined in the schedule of tuition and fees for the given academic year. Regularly enrolled students in a degree program normally may audit only one course per semester. Regularly enrolled students who wish to change their status in a course from credit to audit must inform the instructor and the Office of the Registrar by the first deadline to add/drop a course in a term/session.

Students who wish to audit a course must confer with the instructor within the first week of the term to gain the instructor’s permission to register for the audit. Auditors are expected to attend class with the same regularity as those registered for credit. Reading and writing assignments are not normally required and examinations are never given to auditors. Auditors may participate in class discussion only upon consent of the instructor. If attendance expectations have been met, a grade of AU is reported to the Office of the Registrar and recorded as such on the student’s record. If attendance expectations have not been met, the course will be withdrawn from the student’s record.

Under no circumstances are auditors given academic credit.

Because of the cohort nature of the program, Doctor of Ministry courses may not be audited.
CHANGING CONCENTRATION OR DEGREE PROGRAMS

Students who wish to change program concentration must first consult with the faculty member holding administrative oversight for the program or concentration, and then make a change of concentration request to the Office of the Registrar.

Any student in an academic Master of Arts program, a professional Master of Arts program, or the Master of Divinity program wishing to change degree programs is requesting admission to the new program. Such students must:

1. Request a program change by submitting the change of degree request to the Registrar.
2. Students who intend to pursue ordained ministry must consult their Commission on Ministry, diocesan Bishop, or equivalent ecclesiastical authority as they consider a program change.
3. Consult with the Office of the Registrar concerning what requirements need to be met as well as transfer of credits.

CLASS ATTENDANCE

Attendance at all courses for which a student is registered is expected. Excessive absences and non-participation jeopardizes the student’s academic standing. A student who has excessive absences may be administratively withdrawn from courses. Students are expected to attend at least 80% of all scheduled classes.

CLASSIFICATION

MASTER OF ARTS (IN MINISTRY, SPIRITUAL DIRECTION AND ACADEMIC MA)

Juniors—1-18 earned course credits; Seniors—19 or more earned course credits

MASTER OF DIVINITY STUDENTS

Juniors—1-24 earned course credits Middlers—25-50 earned course credits Seniors—51 or more earned course credits

The terms ‘rising Middler’ and ‘rising Senior’ are used to denote the interim status of a student during the months between the end of one academic term and the beginning of the next. A candidate for the M.Div. degree who at the end of spring semester had completed the requirements necessary to become a Middler in the fall would be referred to as a ‘rising Middler’ during the summer months.

COURSE CREDIT, HOUR DEFINITIONS AND WORK EXPECTATIONS

The unit of credit is one semester hour (or Carnegie unit) which in most courses represents one 50- minute class period plus between 2.5-3.0 hours of student-directed learning per week over the course of a 13-week semester, for a total of no less than 45 student learning hours per credit hour.

For example, in a 3-credit course, students are expected to engage in three hours of classroom learning plus 7.5-9.0 hours of student-directed learning per week over the 13 weeks of term.
The total numbers of student learning hours may be thought of as a balance of around 45 student learning hours per credit. A reduction in classroom time or contact hours may be compensated for by additional student-directed learning hours. Conversely, an increase in classroom time or contact hours may be compensated for by a decrease in student-directed learning hours.

While our intensive and hybrid courses meet over a compressed time period, instructors typically choose to assign pre- and/or post-class meeting work in order to accomplish course learning objectives. This may include weekly course assignments independent of class meetings. Please consult the course syllabus prior to the end of the add/drop period to become familiar with each course’s workload and expectations.

<table>
<thead>
<tr>
<th>COURSE LOAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>A full-time load is 9 credits per semester.</td>
</tr>
<tr>
<td>To complete the M.Div. program in the 3-years allocated, students must complete between 24-30 credits per year. To complete the S.T.M. program in the 1-year allocated, students must complete 24 credits in a year. To complete an M. A. program in the time allocated, students must complete 18 credits per year. The maximum course load in any semester is 17 credits, without approval of the faculty.</td>
</tr>
<tr>
<td>It is not advisable to carry an overload. If a student is on academic probation or has outstanding incomplete grades, overloads are not allowed. Petitions for overloads must be submitted to the Office of the Registrar no later than the first day of the term.</td>
</tr>
<tr>
<td>The typical course load for the Doctor of Ministry program is 10 credits per year for the first three years of the program.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE SUBSTITUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the First Theological Degree programs, course substitution is permitted for courses in which competency is demonstrated or when vocational and educational needs are better served by alternative courses.</td>
</tr>
<tr>
<td>Students may petition for substitutions to the Registrar. Some students may be required to demonstrate competence in the area of study through either examination or documentation.</td>
</tr>
<tr>
<td>Where competence is demonstrated, a notation indicating that the course requirement has been fulfilled is placed on the student’s permanent record, and the student has the option of taking those credits in another area of the curriculum. In no case is academic credit given for the demonstration of competence.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CREDIT DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>All course credits applied toward any degree should normally be earned within 10 years of the awarding of the degree.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CROSS-REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>For First Theological Degree and S.T.M students, cooperative arrangements between General Seminary and several other schools open most elective course offerings at these institutions to full-time General Seminary students. General Seminary students wishing to take courses at Union Theological Seminary, New York Theological Seminary, Hebrew Union College-Jewish Institute of Religion, Drew University Theological School, Jewish Theological Seminary or Fordham</td>
</tr>
</tbody>
</table>
University Graduate Schools of Arts and Sciences and Religion and Religious Education may register for them at General Seminary.

Students from institutions with which General Seminary has cooperative agreements may only take courses at General Seminary with written permission from their institution and the General Seminary instructor. Such students should consult the Registrar for details. (See Appendix K: Registering for a Consortium Class).

**EXITING THE SEMINARY**

**GRADUATION**

Graduating students must submit a completed Graduation Clearance Form (GCF) to the Registrar in order to graduate. The form will be emailed to you several weeks prior to Commencement. The student will need to obtain signatures from the Director of Financial Aid, Library staff, the Business Office, Housing Office, and all other Offices listed on the GCF. In addition, students will need to complete the ATS Graduating Student Questionnaire.

**WITHDRAWAL FROM SEMINARY**

Any student who elects to withdraw from the Seminary or who, because of illness or other weighty cause, finds it impossible to complete the semester (or an upcoming semester), must write to the Dean/President, with a copy to the Academic Dean, and Registrar, requesting either (1) a withdrawal, or (2) leave of absence. Tuition will only be refunded according to the policy as stipulated in the catalog with the date of withdrawal considered to be the date on which the Dean/President receives the student's letter. This policy governs only cases involving loss of all academic credit for the term.

**DISMISAL FROM THE SEMINARY**

On rare occasions, it becomes necessary to dismiss a student from the Seminary. While the Dean/President has final authority as chief pastor of the Seminary community, dismissal can occur only after consultation between the Dean/President and the faculty at a called meeting. When the student is a postulant or candidate for Holy Orders in The Episcopal Church, his or her Bishop will be notified before final action is taken. Grounds for dismissal include (but are not limited to):

1. Failure to be removed from academic probation after one term.
2. Academic dishonesty
3. Consistent failure to satisfy financial obligations to the Seminary.
4. Failure to maintain the standards of conduct.
5. Behavior consistently detrimental to the life and well-being of the Seminary community.
6. Loss of support from judicatory.

**In the case of dismissal, the following procedures shall be followed:**

1. The student shall be notified in writing regarding the intention to dismiss and the reasons supporting this decision.
2. The student shall have an opportunity to respond in writing to the stated reasons for dismissal and to request a hearing.
3. A requested hearing shall take place no later than ten days after a student request.
4. The hearing shall take place before a grievance committee composed of the Dean/President and two additional faculty members, one chosen by the Dean/President and one by the student.
5. The result of this hearing shall be presented to the faculty at a called meeting for re-consideration of the recommendation.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974, commonly known as the Buckley Amendment, is a federal law that states that an educational institution must maintain the confidentiality of education records.

General Seminary shares the responsibility for ensuring the security and privacy of the records and data maintained. For more information on this, see Appendix B or contact the Office of the Registrar.

**GRADING**

The quality of a student’s performance in a course is recognized by a letter grade that translates to points for calculation of the GPA:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Superior</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>Above average</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>Below Average (minimum passing grade)</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failed</td>
</tr>
<tr>
<td>P</td>
<td>*</td>
<td>Passing</td>
</tr>
<tr>
<td>I</td>
<td>*</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP</td>
<td>*</td>
<td>In progress</td>
</tr>
<tr>
<td>NR</td>
<td>*</td>
<td>Not reported</td>
</tr>
<tr>
<td>WA</td>
<td>*</td>
<td>Administrative Withdrawal</td>
</tr>
<tr>
<td>W</td>
<td>*</td>
<td>Student Withdrawal</td>
</tr>
<tr>
<td>CR</td>
<td>*</td>
<td>Credit</td>
</tr>
<tr>
<td>NCR</td>
<td>*</td>
<td>No Credit</td>
</tr>
</tbody>
</table>

All grades appear and remain on official transcripts.

**CREDIT/NO-CREDIT OPTION (CR/NCR)**

The Credit/No-Credit (CR/NCR) option is available to students pursuing First Theological Degrees. Students may choose to take a course as “CR/NCR.” To do so, they must contact the Office of the Registrar by the last day of the add/drop period. Students who successfully complete a “CR/NCR” course receive credit for the course but not a grade. “CR/NCR” courses do not impact GPA. Courses such as most practicum courses (indicated by a course number of 3xx) and all
Competency Based Field Education courses are taken as “CR/NCR.”

Students may take all of their courses for “CR/NCR” in the M.Div., M.A.-M. and M.A.-S.D. programs. Once a course is taken as “CR/NCR,” students cannot elect to take it for a letter grade. A student must achieve a minimum equivalent grade of C- to receive a grade of “CR.”

Once a letter grade or CR/NCR has been recorded, no grade changes are allowed unless for reasons of clerical error. The time limit for accepting grade changes is six months from when the original grade was recorded.

**Incomplete (I)**

The grade of Incomplete can be given in the following situations:

- When a student has failed to do some portion of the required work in a course because of some unexpected hardship. In this case, the grade of Incomplete must be requested by the student from the instructor no later than the last regularly scheduled session of the course in question.

- When, in the judgment of the instructor, a student who has completed on time all the required work of a course, but needs to redo some minor portion of that work to bring it to a satisfactory level. If such work can be accomplished reasonably within the Incomplete time limit, the instructor can, at his or her discretion, give the grade of Incomplete and notify the student of the requirements. A student may not apply for this type of Incomplete.

Incomplete grades requests are due in the Office of the Registrar before the last day of instruction in a given term. If left incomplete, at the end of the Academic Year, outstanding incomplete grades are automatically converted to Fails. Students and instructors will be notified accordingly.

A pattern of Incomplete grades and extensions will call into question a student’s continued status at General Seminary.

**Withdrawal (W)**

Students desiring to withdraw from a course must make their intention known to the Office of the Registrar.

A Withdrawal notation does not call into question the continued status of a student at the seminary. However, a pattern of Withdrawals may call into question a student’s continued status at General Seminary.

**Human Rights**

General Seminary admits students of any race, color, national and ethnic origin to all rights, privileges and programs generally accorded or made available to students. The seminary does not discriminate on the basis of race, color, gender, national and ethnic origin or disability in administration of educational policies and financial aid programs.

General Seminary is an equal opportunity employer and follows an affirmative action policy in the recruitment and hiring of faculty and staff.

Policy statements concerning sexual harassment appear in the faculty handbook and the staff handbook.

General Theological Seminary has long been committed to the use of Inclusive and Expansive Language in all forms of
communication on The Close and in our lives. That commitment is intended to direct us toward the goal of recognizing and respecting the dignity of every human being.

**Independent Study/Learning Agreements**

It is possible for students in First Theological Degree programs and the S.T.M. to take courses via independent study/learning agreement with current full-time and affiliate faculty. Those who may be interested in further graduate study will find it particularly helpful to take an independent study course in which they can work to develop their research and writing skills.

No more than ¼ of credits may be completed by independent study/learning agreement for the Master of Arts or Master of Divinity degrees. Rare exceptions may be made to these limits if: a course needed for a student's Master of Arts concentration is not offered except through independent study/learning agreement or a student's Master of Arts thesis project requires additional independent study. Decisions about exceptions will be made by the Academic Dean.

Independent study courses are designed by the student in consultation with the instructor. The course should be concerned with needs not otherwise met through available courses. The course design must include the following components: a) topic; b) assignments; c) evaluation and the criteria and/or procedure which will be used to assess the work; and d) student learning outcomes as statements that specify what learners will know or be able to do as a result of the assignments.

All independent study courses must be approved by the faculty.

**Matriculation**

The Matriculation Ceremony is held during the first Intensive week, usually the last week of August. During a Solemn Evensong held at 5:30, new students formally enroll in the seminary, as they have since 1822, by signing the Matriculation Book.

The Matriculation Vow which the Dean reads to the incoming class is as follows:

"We, the subscribers, students of The General Theological Seminary of the Protestant Episcopal Church in the United States, do solemnly promise with reliance on divine grace, loyalty to observe the Statutes and Rules of the Seminary; and furthermore, to set ourselves to cultivate the moral and religious character which befits candidates of Sacred Ministry."

The Solemn Evensong is followed by a reception.

**Ordination Process**

Students in the ordination process for The Episcopal Church, the Evangelical Lutheran Church America, or other ordaining bodies who apply for admission to any degree or certificate program, or otherwise take classes at General Seminary are deemed to consent to the release of the student's transcript, faculty evaluation(s), CPE evaluations, and other appropriate evaluative materials to the student's bishop or Commission on Ministry (or other denominationally-appropriate persons and bodies). The signature of a student on the initial application, the Annual Evaluation forms and/or the Ordination Forms are all taken to be evidence that the student has read and understood the evaluation and consents to its release. All General Seminary students recognize and consent to the Seminary's role in
assisting bishops, diocesan committees and bodies, and other appropriate church representatives in their respective on-going discernment for ministry.

It is the student's responsibility to be aware of the evaluations and recommendations required by his/her judicatory and to initiate the evaluation process in ample time to meet the dates set by the church.

REGISTRATION

Registration dates and dates for the first day of classes in each term are given in the Academic Calendar on the General Seminary website. Students register for courses in consultation with the Registrar.

The Seminary reserves the right to add, modify or cancel academic offerings. Any course taught for which no more than three fee-paying students register may be withdrawn from the schedule in that term.

Students register online via Populi. Registration priority is given to students based on student classification. Detailed registration information is provided by the Office of the Registrar.

All holds on a student's account must be resolved before registration will be allowed. Any holds placed on a student's account can be resolved by contacting the office where the hold originated. Unresolved holds will cause a student to lose registration priority.

Registration may be denied to a student who requests enrollment in a course without fulfilling the prerequisite.

Once students complete the initial registration process, schedule changes may be made according to the add/drop deadlines for each term as stated in the seminary's academic calendar. No registration will be allowed after the stated deadline.

For more information on registration and course schedules, contact the Office of the Registrar.

REPEATED COURSES

Certain courses are designated as repeatable and may be taken more than once for credit (e.g. AT 320 in the Spiritual Direction program). A course description will designate if the course can be repeated or if the course is required to be taken in multiple terms.

A student may resolve an F with additional work completed within 28 days, resulting in a “F/new grade” on their transcript. This will be treated as a D- for GPA purposes.

In the Master of Divinity, Master of Arts and certificate programs, if a Foundation Curriculum requirement has been failed, the course or its equivalent must be retaken at the earliest opportunity. Credit is not granted twice.

SHARED CREDITS BETWEEN GRADUATE DEGREES

Students who have completed a First Theological Degree at General Seminary or at another ATS (Association of Theological Schools) accredited graduate school or seminary and are seeking a second master's degree from General Seminary are eligible to utilize a maximum of 2/3rds of the credits from the first degree toward the completion of the second degree. Credits applied from the first degree cannot exceed more than half of the total credits required of the second degree. Students must complete at least 1/3 of the requirements for the second degree through new courses.
For example, a student with a 36-credit master’s degree from an accredited institution may be able to apply up to 18 credits toward a 76-credit Master of Divinity degree at General Seminary; or a student with a 90-credit Master of Divinity degree may be able to apply 18 of their eligible 45 credits against a 36-credit Master of Arts degree at General Seminary.

**STUDENTS WITH DISABILITIES**

General Seminary will make reasonable accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. The purpose of accommodation is to provide equal access to educational opportunities to students affected by disabilities. The seminary does not intend that the standards be altered, nor that the essential elements of programs or courses be changed. Services for students with disabilities are coordinated by the Registrar’s Office. Students with disabilities should call or stop by the Registrar’s office to discuss their needs. The official General Seminary disability policy is Appendix C at the end of this Catalog.

**FIRST THEOLOGICAL DEGREES AND S.T.M PROGRAMS**

Theses, summative papers, and projects are opportunities for students to focus their attention on a particular area at the culmination of their studies. Theses are distinctive in making a scholarly contribution to a field of study. S.T.M. Theses become a permanent part of The Christoph Keller, Jr. Library, available for consultation by future students, faculty and other scholars.

**Submission Deadlines**

1. Students must submit a completed Thesis Proposal Form to the Office of the Registrar by the date specified in the Academic Calendar (typically the first Friday in December).

2. Students must submit theses to their reader(s) by the first Friday of April.

3. The reader(s) will have two weeks to read, mark and comment on theses.

4. The reader(s) will provide structured feedback to students by the end of the third week of April.

5. Students may then revise and resubmit their final version (if changes are required) by the last Friday of April.

**Readers of Theses**

1. Theses for First Theological Degrees (M.A. [academic], M.A.-S.D., M.A.-M., and M.Div.) only require 1-reader (though a student and their first reader may elect to invite the contribution of a second reader).

2. Theses for Advanced Degrees (S.T.M.) require 2-readers.

**Thesis:** For M.Div. students, undertaking a 3-credit 10,000 word thesis represents a decision to study a particular area in what is otherwise a general professional degree. For M.A. students, the 3-credit 10,000 word thesis is the culmination of study in the concentration that has characterized the student’s entire program. The S.T.M. Thesis requirements are outlined in greater detail in the degree program section above. The S.T.M. thesis is worth 6-credits and is 20,000 words in length.

**Paper:** A summative paper is a piece of work in which a student integrates and sums up the learning of one’s degree program in a paper on a particular topic. The emphasis of a summative paper is on the student’s integration of learning rather than a scholarly contribution. These papers tend to be shorter than theses. A summative paper is not normally
placed in The Christoph Keller, Jr. Library.

**Project:** A project is a piece of work that combines scholarly research with application to a ministry setting, either hypothetical or real. In the case of an actual ministry setting, a project may describe the outcomes of the implementation of the project’s proposals. Projects may be placed in The Christoph Keller, Jr. Library.

### DOCTOR OF MINISTRY

Details about the summative ministry project in the Doctor of Ministry program are available in the D.Min. Thesis/Project handbook which is distributed during the Doctoral Research Methods course series.

### TRANSFER CREDIT

Credits earned at other accredited graduate institutions with a grade of C (or equivalent) or above may be considered for transfer in the M.A. and M.Div. programs, upon evaluation by the registrar and in consultation with the Academic Dean. Students may petition for transfer of credits earned prior to matriculation at General up until the last day of classes of the semester in which they begin matriculated study. For credits earned at other institutions while a matriculated student at General (e.g., summer and interim courses), the student may petition for transfer of credit up until the last day of classes of the semester immediately following completion of the outside courses.

General will accept a maximum of two-thirds (2/3) of the credits required for a Master of Divinity degree from transfer credit and a maximum of one half (1/2) of the credits required for a Master of Arts, S.T.M degree or D.Min. degree. Transfer credits must have been completed within 10 years prior to matriculation at the Seminary. No candidate for the Seminary’s degree shall earn fewer than 18 credits from General Theological Seminary (1-year of full time study or equivalent).

Transfer credits are accepted from the following types of schools:

- All regionally accredited institutions
- All ATS (Association of Theological Schools) institutions
- International institutions whose accreditation is equivalent to those noted above, as validated through WES.

Transfer credits from accredited institutions that fall outside of the parameters listed above may be considered upon thorough review of course syllabi by the Academic Dean.

### STANDARD OF CONDUCT

General Theological Seminary seeks to foster an environment that is conducive to the theological education and the spiritual development of its students. The Seminary expects high standards of ethical conduct of all students, staff, and faculty, and it expects the same from all family and household members of Seminary residents, and from others who may be on campus as temporary residents or visitors. Excessive consumption of alcohol, disruptive behavior, or conduct deemed to be at variance with the educational and spiritual aims of the Seminary will not be tolerated. Violations of the standard will be subject to the discipline of the Seminary, which may include expulsion from academic programs and eviction from Seminary property and housing.
Illegal behavior such as illegal drug or alcohol use, domestic violence, stealing, damaging of Seminary property, participating in hate crimes or other harassing behavior whether sexual or bias based, and other criminal behaviors, will be subject to local law enforcement and prosecution. Any observed illegal activities must be reported to the Welcome Center (see Incident Report).

Because a power differential occurs between administrative staff, faculty, and students, romantic and/or sexual relationships between these groups are viewed as non-consensual and are therefore inappropriate.

Complaints regarding alleged violations of the Standards of Behavior and Personal Conduct should be reported to:

- Instructor or Professor (for incidents during class time, real or virtual)
- Dean/President (for offenses in a classroom or educational setting)

## ADMISSIONS, REGISTRATION AND FINANCIAL AID

## PREREQUISITES

A bachelor's degree, or its equivalent, from a regionally accredited college or university, is normally required for admission to all programs. Students without a bachelor's degree may be considered for admission to the M.Div. or professional M.A. degree programs (M.A.-S.D. and M.A.-M.) if they have significant leadership or ministry experience and possess the equivalent of an Associate Arts degree. Other requirements may be requested upon evaluation and review by the Office of Admissions.

General Seminary recognizes that God calls people with many different gifts to serve and lead the church and world. Factors other than the academic record are taken into consideration when making admissions decisions. These may include other graduate study or degrees, occupational experience, church and community leadership and an applicant's maturity. As we consider applications, we look for some of the following traits as signs of one's readiness of theological education and formation:

- A follower in the Way of Jesus: A commitment to Christ, the church, and ministry in God's world.
- Someone with intellectual curiosity: The academic ability to read and learn with discernment and a willingness to admit that there is always more to learn.
- A creative and clear communicator: A capacity for clear and precise communication in written and other forms.
- An agent of positive change: The potential to lead, inspire and relate positively with other people.

## DEADLINES

Applications are due along the following schedule.

<table>
<thead>
<tr>
<th>Program</th>
<th>For Fall Admission</th>
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<tr>
<td>Certificate</td>
<td>Rolling</td>
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<tr>
<td>M.A.</td>
<td>June 15</td>
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<tr>
<td>M.Div.</td>
<td>June 15</td>
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<tr>
<td>M.A.-M.</td>
<td>June 15</td>
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**APPLICATION PROCESS AND REQUIREMENTS**

**GENERAL APPLICATION REQUIREMENTS**

These requirements are common to all of the programs listed above (except Part-Time Non-Degree study). Some of these programs have additional requirements as specified below.

1. Submission of application by the appropriate deadline (see above).
2. For First Theological Degrees, the degree of Bachelor of Arts, its equivalent, or an approved exception. For the S.T.M., a Masters degree in a theological discipline or its equivalent. For a D.Min., a Master of Divinity degree or its equivalent.
3. Completion and submission of the standard online application.
4. An autobiographical statement written in essay form which is part of the online application form.
5. Transcripts of all academic work beyond the secondary school level; transcripts must be in English, or with English translation attached.
6. For applicants whose first language is not English, Results of the Test of English as a Foreign Language (TOEFL) or results from the aptitude section of the Graduate Record Examination (GRE), Requirements may be waived for foreign students who have graduated from a U.S. college or university.
7. Letters of recommendation, normally 3 letters are required; one must be from the applicant’s parish priest or pastor and one may be the ecclesiastical endorsement. Students who have previously taken courses at General Seminary are encouraged to submit at least one reference from a General Seminary faculty member in support of their application.
8. Personal interviews by seminary staff or faculty (on campus or through other means).
9. Evidence of immunization. If registered for 6 credits or more, students are required by New York State Law to be immunized against measles, mumps, and rubella. The law applies to all students born on or after January 1, 1957. Students born outside the United States before 1957 must present written proof of immunization. Students must provide written proof of immunization within 30 days of the start of classes. Immunization record forms may be obtained from the Registrar. (See Appendix K).
10. Evidence of social security number. U.S. citizens: submit a copy of the card itself or of the label from your tax return.

Any applicant not granted admission may not, for the span of two years, (a) reapply, or (b) study on a non-degree basis at General Seminary, unless otherwise stated in the letter of non-acceptance.

**M.DIV. (ADDITIONAL REQUIREMENTS)**

Ordination Track: Applicants who intend to pursue ordination will present, as part of the admissions process, an appropriate form of ecclesiastical endorsement. This endorsement will count as one of the three required letters of reference. For those coming from dioceses of The Episcopal Church, applicants should normally be a postulant for holy
orders. Where the process toward postulancy is incomplete at the time of application for admission, a letter from the bishop of the diocese, indicating that the applicant is known to him/her, that the canonical process has begun, and most important, that the bishop concurs with the applicant's desire to proceed toward admission to the Seminary, will generally be received by the Seminary as an appropriate form of endorsement. Applicants coming from dioceses of The Episcopal Church are strongly urged to be in contact with their bishop and their Commission on Ministry before they make application to the Seminary. Applicants from other denominations who intend to pursue ordination are asked to provide the Seminary with a form of ecclesiastical endorsement that, in the judgment of the Committee on Admissions, is analogous to the requirement for Episcopal students.

**Spiritual Direction Programs (Certificate and M.A.)**

In addition to the General Requirements noted above, applicants to any of General Seminary's Spiritual Direction programs (certificate or M.A.) should provide the following:

**Autobiographical Statement**: In the autobiographical statement, focus on why you feel called to the study of spiritual direction, and how you anticipate using this formation in your life of faith and ministry.

**Letters of recommendation**: When soliciting letters for application, you are encouraged to include one from your bishop or equivalent ecclesiastical authority.

**Tuition and Fees**

Students are required to pay tuition, room and board fees, in advance of the beginning of the term. Students obtain their bills via Populi, our Student Information System. No paper copies will be mailed. All payments must be in U.S. dollars. Payment can be made by check or credit card. We accept MasterCard, VISA, and American Express. Credit Card payments can be processed through the Front Desk.

A non-refundable deposit of $500 is required upon acceptance and will be applied to the first semester of tuition.

Current tuition and fees are posted on the Seminary website along with terms and conditions.

**Student Refund Schedule**

The Business Office will review the student's account for any outstanding tuition and fees upon receipt of loan, grant and scholarship funds. All credit balances on the account will be refunded to the student. If you have any questions on your financial aid, please contact the Director of Financial Aid. Questions about your semester's bill should be referred to the Controller in the Business Office.

Formula for refund of **tuition** upon withdrawal. Applicable to both degree and non-degree students: Michaelmas/Fall and Easter/Spring Terms:

- Before Term: 100% Tuition Refund
- During Add/Drop period: 75% Tuition Refund
- After Add/Drop period: NO Tuition Refund

Intensive Format Course (Meet over sequential days for a limited period):

- 1+ weeks prior to first day of class: 100% Tuition Refund
The Office of Financial Aid provides students with the financial resources necessary to achieve their educational goals by administering scholarships and aid that are made available by endowments.

The General Seminary Scholarship Committee takes the process of awarding financial aid very seriously and strives to assist students with Grants (need based) and Scholarships.

In addition to Grants, General Seminary administers several named scholarships including the Bishop Hamilton H. Kellogg Scholarship awarded annually to one student from each class in the Master of Divinity degree program. The scholarship of $20,000 per year is given to a candidate with a record of excellent academic achievement and outstanding demonstrated potential as a theologian or as a leader in parish ministry. The Scholarship honors the Rt. Rev. Hamilton H. Kellogg, General ’24 and Bishop of Minnesota, 1956-1971. General Seminary administers twenty other named scholarships of various sizes and criteria.

Over the years, General Seminary students have established a strong record of securing scholarships from sources such as the Dubose Fund, Society for the Increase of the Ministry, Episcopal Church scholarships for minority students, FTE Ministries and Deaconess House. The Financial Aid Office has information on these and other scholarships. Many students find information on scholarships/grants on the Internet. The largest free search engine for these is located at www.fastweb.com.

If you have been awarded a grant or scholarship, half of the total amount will be credited to your Michaelmas/Fall Term bill and half to your Easter/Spring Term bill. An important reminder - you must promptly inform the Financial Aid Office of any outside scholarships or grants you receive, even if they are sent to you directly and not through the Seminary. Various federal, state and national church agencies require the Seminary to report total amounts of aid to students, including outside sources.

Diocesan, parish, and other grants (for which General Seminary has a commitment form pledging to send a check directly to General Seminary) are credited against the student's bill, and the student does not compensate General Seminary for that amount, even if the grant check does not arrive at the beginning of the semester. However, any expected or anticipated financial aid will not be disbursed to the student until the Business Office actually has received the grant monies.

The General Theological Seminary annually awards prizes arranged by donors during the many years of the Seminary's existence. Each prize has one faculty member who coordinates the process of consideration. In most cases, students must submit work separately for prize consideration, although it may already have been submitted in a course. Most prizes carry a modest monetary award, and most are recognized at commencement. Procedures for prizes are circulated in Easter/Spring.
Term, with deadlines set for late April and early May, but students are encouraged to plan submissions well ahead of the notices.

The Alumni Prize in Ecclesiastical History: Awarded after an oral and written examination on the historical interpretation of the life and thought of the Church of England with special reference to its continuity with the ancient Catholic Church.

The Bishop of Newark Preaching Prize: Awarded to a graduating M.Div. student for a sermon judged on the basis of content, delivery, theological consistency and biblical integrity.

The Winifred H. Clark, Jr., Prize in Anglican Mission and Social Justice: Awarded to a full-time M.Div. or M.A. student for a paper on an aspect of Anglican mission and/or social justice.

The McVikar Alumni/æ Prize: Awarded for proficiency in biblical Greek after an oral and written examination on the Greek Scriptures generally, including the Septuagint, as well as on one or more of the Greek authors. Open to M.Div. and M.A. students.

The Seymour Prize: Awarded for extemporaneous preaching by any student.

The J. Wilson Sutton Prize: Awarded in one or more prizes to members of the graduating class. M.Div. class whose theses are judged the most valuable.

The George Cabot Ward Prize: Awarded to a member of the graduating class for public reading of the Bible and the Service of the Church.

The Edwin Cromey Prize for Excellence in Liturgical Studies: Awarded to an ordination-track member of the graduating class for outstanding skills in liturgy.

The Martyrs of Memphis Award for Outstanding Service: Awarded to a member of the graduating class for exhibiting a spirit of pastoral care, compassion and a deep commitment in theological field education work.

The Clement J. Whipple Prize: Awarded to a student in any degree program for work that has been accepted for publication.

**Course Offerings**

The Seminary reserves the right to cancel, modify or add to course listings and to change dates, times, instructors, or other details of the curriculum and academic programs. Questions about course listings may be directed to the Registrar by emailing registrar@gts.edu.

**Course Numbers**

Courses numbered from 1-9 are Foundation Courses; 10-99 assume no previous knowledge of the subject; 100-199 assume some previous knowledge of the subject, including, in some cases, prerequisites; courses numbered 199 are independent reading courses; 200-299 require a foreign language as a prerequisite; 300-399 are designed as practicum courses which have a significant amount of supervised practice as part of the course; 500-599 are designed for advanced degree (S.T.M.) candidates; 199 and 599 designate reading courses that students design in consultation with the instructor;
these involve an agreed amount of reading appropriate to the number of credits sought and regular individual meetings with the instructor.

**Advanced Degree Students:** Many of the course offerings, especially the electives, may be taken by advanced degree students (S.T.M.), who will register for courses at the 500 level. For these students, the instructor will arrange additional reading, writing and other course requirements.

### SEMESTERS

Within a course listing: **Michaelmas term** refers to the Fall semester. **Jan-term** refers to courses offered in January. **Easter term** refers to the Spring semester. **Summer** refers to the Summer term.

### CROSS-REGISTRATION

Cross-registration is available at General Seminary for courses offered by Drew University Theological School; Fordham University (Graduate School of Arts & Science and Graduate School of Religion and Religious Education); Hebrew Union College-Jewish Institute of Religion; New York Theological Seminary; St. Vladimir’s Orthodox Theological Seminary; The Jewish Theological Seminary; and Union Theological Seminary. Details, times and places for these are found in each institution's catalog, which you can find on their websites. Credit is available for certain courses offered by certain other programs, e.g., the Shalem Institute and the Overseas Ministries Study Center.

### THE KELLER LIBRARY

The Keller Library provides an environment and collections to educate and form leaders for the church and resources in support of the curriculum, including advanced degree programs, of the General Theological Seminary.

The Episcopal Church and the Anglican Communion in a changing world are the primary context and focus of this collection. These are recognized to be broad and inclusive in their reach and interests. The collection includes approximately 135,000 circulating items, 30,000 volumes in Special Collections and Archives, and access to thousands of online books and journals. The Library seeks to maintain its historic collections and enhance the resources available to its patrons through cooperation with other libraries, particularly theological libraries in the New York area.

### ABOUT THE KELLER LIBRARY

The Library at The General Theological Seminary is the oldest Episcopal seminary library in the United States. In 1820, John Pintard, a civic leader of early New York, came upon a bookseller who was offering “the only set of the Fathers now for sale in America.”

In one morning Mr. Pintard raised $330 from his friends to purchase the set, and donated it to the fledgling General Theological Seminary, “to form the proud commencement of a Library.” Many of these volumes can be seen shelved in the glass-enclosed Julius M. Cruse Rare Book Reading Room near the entrance to the library. Within a year the collection had grown to 2,500 volumes. When the Rev. Eugene Augustus Hoffman became Dean in 1879 the library embarked on a period of expansion during which the Copinger Collection of Latin Bibles and numerous illuminated manuscripts were added to the collection, and Hobart Hall was built to house it.
The Library of the General Theological Seminary was known as the St. Mark’s Library from the early 1960s through 2010. In 2011, the Library moved into a beautiful new facility on the east side of the Close, on the site of the former Sherrill Hall. In October 2011, the building was dedicated as the Christoph Keller, Jr. Library, to honor the Rt. Rev. Christoph Keller, Jr. who served as the tenth Bishop of Arkansas from 1970 to 1981.

The Keller Library has been designed as a state-of-the-art information services facility with compact shelving, wireless access and ample study space in order to accommodate the needs of both its renowned theological collections and the seminarians and scholars who use the library for research and study on a daily basis.

The floor-to-ceiling windows in the reading room provide dramatic sweeping views of the Seminary’s historic Chapel and gardens, and the filtered light through the tree canopies. The reading room features both formal desk space and informal comfortable seating for reading and research and is meant to be a space of study and contemplation. In the lower level, collections are efficiently housed yet readily accessible, and carrels allow for individual, focused study. Two group study rooms are fully equipped for interactive learning, and the lounge and lobby outside the library provide a break-out space for conversation and coffee.

The Library’s Special Collections consist of over 30,000 volumes with an emphasis on Anglican and Episcopal documents, early Bibles and editions of the Book of Common Prayer. Rare printed Bibles include the Coverdale Bible (1535), which is the first complete Bible printed in English, and a first edition of the Authorized King James Version (1611). The collections include over 150 incunabula (printed books before 1501). Other significant holdings include works of 16th-18th century English theology, important editions of patristic texts, devotional works and sermons from the 15th to the 21st centuries.

Also included within Special Collections are the General Seminary Archives, which contain archival papers of many Episcopal bishops from the 18th to the 21st century, including the major collection of papers of Samuel Seabury, the first bishop of The Episcopal Church. The mission of the Archives is to identify and preserve significant and unique records generated or received by The General Theological Seminary community that have enduring value and are past the period of active use. Access to materials is regulated to safeguard confidentiality and privacy in accordance with policies established by the Library.

The library offers students in all General Seminary programs extensive reference help, both through its large collection of printed reference materials and through online searching. Visiting scholars, clergy and lay people from parishes across the country may use the library’s resources for reference and research. A cooperative arrangement with the Burke Library at Union Theological Seminary gives General Seminary students borrowing privileges at that institution as well.

The Library is a founding member of the New York Area Theological Library Association, which permits students access to the four million volumes in the collections of the 20 member institutions, and also participates in the New York Metropolitan Reference and Research Agency (METRO) cooperative, which opens to General Seminary students the resources of over 200 public and university libraries in the metropolitan area. The library participates in the ATLA Reciprocal Borrowing Program allowing students to borrow directly from participating seminary libraries. Materials also may be obtained by interlibrary loan.

The library staff welcomes visits from prospective students and visiting scholars; please contact the reference librarian for an appointment so that we might be prepared to assist with your research needs.

Hours for students, faculty and staff during the academic year are posted on the library website.

Email the reference librarian (library@gts.edu) for information about borrowing materials, overdue fines, reserves, lockers, and to reserve a group study room.
Lex Orandi Lex Credendi is a Latinism that is often translated as “Praying shapes Believing.” However, the lack of an action verb in that Latin phrase suggests that it is better rendered “Rule of Prayer/Rule of Belief,” and in the field of liturgy is taken to refer to how our worship and faith mutually inform each other. That understanding is at the heart of everything we do in the Chapel of the Good Shepherd: the class informs the prayers, and the prayers inform the class.

Anglicans have long maintained that we are formed as Christ’s priestly people through participation in the efficacious prayer of the Church coupled with faithful, balanced theological dialogue and reflection. Worship includes Morning Prayer, Eucharist and Evening Prayer on a rotation that balances stability and innovation. All students are asked to be regular participants in the life of the Chapel, and there are many opportunities for participation that are described below. Our hope is that the Chapel will be a spiritual home for all who study or work at General Seminary, as a place where faith is formed and lasting memories are instilled.

As noted above, corporate worship and prayer makes up a significant aspect of our understanding of Life Together in Christian Community and is one of the means by which formation occurs on campus. All students, faculty and staff are invited to participate in chapel, part-time and commuting students are encouraged to participate in chapel, full-time and residential students are expected to participate in chapel, and ordination-track students are required to participate regularly in chapel.

Special Chapel Services

When authorized as an exception by the Dean/President, the sacrament of Holy Baptism can be administered at the Chapel of the Good Shepherd. Likewise, weddings can also occur there when authorized.

Consult the Dean/President for use of the Chapel, the organist for musical arrangements, and the Chief Chimer for ringing of the chimes. Record all services in the sacristy register.

Vestments

If you do not own choir dress, please consider purchasing a cassock and surplice prior to your arrival at General Seminary or soon thereafter. The cassock may be either the double-breasted Anglican style or the single-breasted Roman style. The cassock should be at least ankle length, just short enough to insure safety when walking. The surplice should be of the Old English style and no more than six inches shorter than your cassock. If there are no clerical supply stores in your area, either C. M. Almy or J. Wippell will be able to furnish the required vestments. Be aware if you decide to deal with J. Wippell that you will need a longer lead time as their items are shipped from England. The contact information for these companies is:

C.M. Almy & Son, Inc., P.O. Box 2635 Greenwich, CT 06836-2635 (203) 531-7600 www.almy.com

J. Wippell & Co., Ltd., P.O. Box 468 Branchville, NJ 07826 (973) 948-2134 www.wippell.com

Deployment: Discernment of Ministry after Graduation

General Seminary is intentional about assisting all students in their discernment of new ministries upon graduation from seminary. Individualized coaching in leadership and vocational development may be provided by the Office of Advancement throughout your time at General Seminary. Workshops and seminars are provided to explore résumé,
interview, and OTM profile preparation.

The Director of Development, Alumni, and Church Relations is always available to fine-tune résumés and profiles and discuss the process of discerning job opportunities -- for summer employment as well as employment after graduation. Each Easter/Spring the Church Pension Group hosts an event introducing Middlers and seniors pursuing ordination to the ins and outs of the Pension Fund, Compensation Packages, Clergy Taxes, and Debt Management. Students not seeking ordained ministries are encouraged to form groups and/or meet with the Director of Development, Alumni, and Church Relations to explore their gifts and skills in lay leadership roles.

Rectors, parish search committees, and diocesan deployment officers from around the country are encouraged to interview students for openings in their congregations and other organizations. The Advancement Office assists interviewers with lodging and with coordinating specific interview time slots with students. Although some students each year are placed by their bishops in their home dioceses, many students are released by their dioceses to explore opportunities in other geographic areas.

Students are encouraged to meet regularly with the Director of Development, Alumni, and Church Relations regarding their own personal discernment, as well as the process in their Diocese. It remains a priority of General Seminary to prepare and assist students in accomplishing their own individual career discernment in the most positive and productive manner possible.

Gwendolyn Simmons Arts Fund

The Arts Fund at The General Seminary was established for the purpose of encouraging students to take advantage of the many cultural opportunities available to them in New York City by providing a financial subsidy for attendance at such an event. Participation is optional. Students should be aware that The Arts Fund is funded by a generous but small endowment, and annual funds are limited to the approved draw on the endowment. Therefore, students are asked to please check in advance that the fund is currently solvent, as the Seminary is under no obligation and will not make reimbursement if funds are not available. The Arts Fund is administered by the Office for Institutional Advancement.

Guidelines for the Arts Fund are as follows: Each full-time student may submit one ticket each academic semester from a theatrical or musical performance that they have attended (sports activities are not included), for which they will be reimbursed one-half the cost, up to $50.00 per ticket. Students may also submit one ticket stub each academic semester for a guest, for which they will be reimbursed one-half the cost, up to $50.00. The stubs must be submitted in the term in which the student attended the event.

ID Cards and Swipe Cards

For students with smartphones, a Photo ID is produced through the Populi App. This photo ID can serve as official evidence of your status as a matriculated student. Students who require a printed photo ID may request one through the Welcome Center. Please contact the Welcome Center to arrange a time to create your ID card. It is the responsibility of each student to safeguard this card and report any loss of a card immediately to the Welcome Center.

The Seminary issues all matriculated students a swipe card. This will enable you to enter the Close as well as campus buildings. Cards should never be lent to anyone. All areas accessed by a swipe card are logged. Please note there is a fee for replacement cards.

Information Technology
Students at General need to be proficient with information technology. Students will be required to use computers for word processing, web-based research, email, and for interactions with faculty via the Student Information System / Learning Management System (Populi). All courses at General use Populi as a repository for syllabi and booklists. Most courses will use Brightspace as a means for uploading assigned work to instructors. Some courses will use our LMS as a significant learning tool, for both asynchronous and synchronous learning. Hybrid and synchronous online courses, advising for commuting students, and occasional chapel services are offered using a video conferencing platform like Zoom. Access to Populi is maintained by the Office of the Registrar.

MENTAL HEALTH SERVICES

Students can access telemedicine Mental Health Services through their insurance providers:

- **Anthem Blue Cross and Blue Shield** – Access LiveHealthOnline.com or download the mobile apps LiveHealth Online in the App Store® or Google Play™.
- **Cigna** – Access AmWellforCigna.com or MDLiveforCigna.com on your computer, or download the mobile apps AmWell or MDLIVE by searching in the App Store® or Google Play™.
- **Kaiser Permanente** – Access Kaiser’s telehealth platform services by calling the number on the back of your ID card.

OPPORTUNITIES FOR GLOBAL ENGAGEMENT

Global engagement is an important dimension of the Seminary's mission to form leaders for the church in a changing world, and it is expressed in a number of ways. Cross-cultural exposure and/or study in other parts of the world are a vital dimension of seminary formation, affirmed by successive General Conventions of The Episcopal Church. Grants are available to assist in this education.

Each year, grants are made on a competitive basis by the Seminary Consultation on Mission (SCOM), an endowed collaboration among the accredited Episcopal seminaries, for cross-cultural exposure and/or study abroad, especially in Africa, Asia, the Caribbean, Latin America, or the Pacific. Projects must be for a minimum of three weeks and may take place in January, a summer, or be semester-long.

SPIRITUAL DIRECTORS

At the invitation of The Dean/President and the Director of the Center for Christian Spirituality (CCS), several spiritual directors—lay and ordained, Episcopal and Lutheran—visit the Seminary regularly during the academic year to offer spiritual guidance to members of the Seminary community. Notices about when spiritual directors will be on campus are posted in the Penguin Post.

WRITING SUPPORT CENTER

In addition to its physical and electronic resources, the Keller Library also supports the writing and research needs of the General Seminary community. Assistance is offered in one-on-one appointments, webinars, zoom-meetings, and through in-class workshops and library visits. Students are welcome to contact the Writing Support Center librarian in person or by email for assistance with topic development, research methods, academic writing, and citation assistance. The Writing
Support Center Librarian is also able to address questions related to the formatting, writing, and development of theses or longer writing projects.

APPENDICES

APPENDIX A: ADVERTISING, PROMOTION, RECRUITMENT

It is the policy of this institution that advertising and promotion conducted by or on behalf of The General Theological Seminary shall not be false, misleading, or exaggerated. In keeping with Federal Regulations, recruiters are salaried employees of the institution or volunteers, and to the extent required by 20 USC 1094(a)/(20)/(United States Code, 1988 edition, Volume 8; Supplement IV, Volume 3 to the 1988 edition; Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402; 1989, 1993 - available at the Office of Higher and Professional Education, Cultural; Education Center, Room 5B28, Albany, NY 12220).

The General Theological Seminary does not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Further, financial aid is not used as the sole enrollment incentive in recruiting students; and financial aid which is available at most institutions is distinguished from aid available at only the General Theological Seminary. Further information is available from the Director of Financial Aid.

APPENDIX B: ACCESS TO ACADEMIC RECORDS AND DIRECTORY INFORMATION: POLICIES OF THE GENERAL THEOLOGICAL SEMINARY CONCERNING THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).

The Family Educational Rights and Privacy Act of 1974 (FERPA) requires The General Theological Seminary to protect the privacy of student record information by having and following policies concerning access to students’ school records, release of such records, and provision of opportunity for student review and challenge of such records. As is stated in "Students in the Ordination Process" in this catalog students in the ordination process consent to the Seminary sharing information with their ecclesial bodies.

Students’ rights are accessible to students via the Catalog which is on the website. Together, FERPA and FERPA regulations provide that (a) each student has a right to inspect and review his or her education records; (b) each student may request that any such record be amended if they believe that it is inaccurate, misleading, or otherwise in violation of his or her privacy. If the Seminary decides it will not amend or correct a student’s record, the student has a right to a hearing to present evidence that the record is inaccurate, misleading, or in violation of the privacy or other rights of the student; (c) General Seminary will obtain the student’s written consent prior to disclosing personally identifiable information about the student from their education records, unless such consent is not required by FERPA or FERPA regulations; and (d) each student has a right to file a complaint with the Family Policy Compliance Office of the Department of Education if they feel that General Seminary has failed to comply with the requirements of FERPA and the FERPA regulations. Such may be filed with The Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202.

General Seminary has placed responsibility for administration of the FERPA policy with the Registrar; students who have problems or questions related to FERPA should contact the Registrar for help.

DEFINITIONS
For the purposes of this policy, General Seminary has used the following definitions of terms:

**Student:** An individual who is receiving or has received instruction in an on or off-campus program, including an activity which is evaluated towards a grade. The term does not apply to an individual prior to or subsequent to that individual’s period of attendance at General Seminary such as a candidate for admission, an alumnus, or a postgraduate intern in another institution.

**Education Records:** Any record (in handwriting, print, tape, film, or other medium) maintained by General Seminary, an employee of General Seminary, or agent of General Seminary, which is directly related to a student, except: A personal record kept by a Seminary employee, or agent, which meets the following tests:

- It was made as a personal memory aid;
- It is in the sole possession of the person who made it; and
- The information contained in it has never been revealed or made available to any other person except the maker’s temporary substitute.

(The FERPA and this policy refer to these personal notes as sole possession records.)

**An employment record used only in relation to an individual’s employment by the Seminary:** However, the records related to a student’s employment are education records when: (1) The position in which the student is employed depends on the person’s status as a student; or, (2) The student receives a grade or credit based on the student’s performance as an employee. (3) Records connected with an individual’s application for admission to the Seminary prior to the person’s actual attendance as an enrolled student. (4) Records which relate to an individual as an alumnus after the person no longer attends or participates in an educational activity for which the Seminary awards a grade or credit. (5) Records maintained by the Seminary used only for the provision of medical or psychiatric treatment. In order to maintain these records separate from education records, the Seminary will enforce the following conditions: No person other than the physicians, psychiatrists, psychologists, or other recognized professionals providing treatment to a student will have access to information contained in the health records. However, such records may be disclosed to other persons under the procedures to meet a health and safety emergency as described in the FERPA. These records may be reviewed by a physician or other appropriate professional of the student’s choice.

**Process**

**Access to Records:** A student who wishes to examine any part of her or his file should make a request via email to the Registrar, indicating which records are to be examined. Such records generally include course grades, evaluations, information concerning fulfillment of degree requirements, certain financial aid and admissions documents, and the application for admission.

When a record contains personally identifiable information about more than one student, a student may inspect only that information which relates to the inspecting student. General Seminary reserves the right to refuse to permit a student to inspect and review the following education records:

1. The financial statement of the student’s parents, if such is submitted.
2. Statements and letters of recommendation prepared by General Seminary officials or submitted with the student’s application for admission which were placed in the student’s records before January 1, 1975, or for which right of access has been waived by the student in writing. Except that, if these statements and letters have been used for any purpose other than that for which they were originally prepared, the student may inspect and review them.
3. Those records which are excluded from the FERPA definition of education records.
General Seminary reserves the right to deny transcripts or copies of records not required by FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the Seminary.
2. There is an unresolved disciplinary action against the student.
3. While there is unresolved litigation between the student and the Seminary.

**Location of Records:** Student files are located in the Registrar's Office, student account records are in the Business Office and financial aid files are located in the Office of the Director of Financial Aid.

**Inspection, Review and/or Amendment of Records:** A student who wishes to inspect and review his/her records should submit a request to the Registrar. The request should identify as accurately as possible the specific records the student wishes to inspect and review. The student will be allowed to review the requested records as soon as possible but in all cases will be permitted to inspect the record within fifteen (15) working days after the Registrar receives the student's request. If for any valid reason such as work hours, distance from a student's place of residence to a record location, or health, a student cannot personally inspect and review the education record, the Seminary will arrange for the student to obtain copies of the record. If a student believes that any of the education records relating to them contain information that is inaccurate, misleading, or in violation of his/her rights or privacy, that student may ask General Seminary to correct or delete such information. The student may also ask that additional explanatory material be inserted in the record.

Requests for amendment of a record or the addition of explanatory material should be submitted in writing to the Faculty. The letter should give the reasons for the request, clearly identify what part of the record the student wants changed, and specify why it is inaccurate or misleading. There is no obligation on the part of General Seminary to grant such a request. If General Seminary declines to amend the records as requested by the student, it will so inform the student, and the student may request a hearing. The right to challenge the contents of an educational record may not be used to question substantive educational judgments that have been correctly recorded. For example, a hearing may not be requested to contest the assignment of a grade.

The Faculty will examine the request; discuss it with appropriate General Seminary officials, including the person who initiated the record, the Seminary's legal counsel, and other persons who might have an interest in the questioned item. At the conclusion of this investigation, the Faculty will make a recommendation for the Seminary's action to The Dean/President. The Dean/President will instruct the Faculty whether the record should or should not be changed in accord with the request. If the decision is to change the record, the Registrar will make the change, the requester will be advised in writing that the record is changed and invite the requester to inspect the corrected record. If the Seminary's decision is that the record is correct and should not be changed, the Registrar will prepare and send the requester a letter stating the decision. This letter will also inform the requester that:

- General Seminary will provide an opportunity for a hearing for the requester to present evidence that the record is inaccurate, misleading, or that it violates the privacy or other rights of students.
- The requester may be represented or assisted in the hearing by other parties including an attorney. (The Seminary will not assume the costs for such assistance or representation.)
- The requester (if a hearing is desired) should contact the Faculty to discuss such details as an acceptable hearing officer, time and place for the hearing, and the time needed to present evidence. (The Seminary will not be bound by the requester's wishes in these matters but will, so far as possible, arrange the hearing as the requester wishes.)

**Disclosure of Personally Identifiable Information** Prior to disclosing personally identifiable information from a student's education records, the Seminary will obtain the student's signed and dated written consent to such disclosure, unless consent is not required by law. Such consent is not needed for disclosure of directory information.
1. To the student;
2. To school officials with legitimate educational interests; school officials having a legitimate educational interest include any General Seminary employee acting within the scope of her or his General Seminary employment, and any duly appointed agent or representative of General Seminary acting within the scope of his or her appointment.
3. To parents of a dependent student;
4. To accrediting, testing and similar organizations;
5. To specified officials for audit or evaluation purposes.
6. To certain federal, state, and local officials, in each case as specified in Subpart D of the FERPA Regulations, 34 C.F.R. Part 99;
7. In connection with financial aid for which the student has applied or received, under the conditions set forth in the FERPA Regulations.
8. To comply with a subpoena or judicial order, provided that the Seminary attempts to notify the student of the order or subpoena before complying with it (unless, in the case of a Federal grand jury subpoena or other subpoena issued for a law enforcement purpose, the subpoena orders that such notification not be made). Permission is not needed for disclosure to a court when the Seminary has initiated legal action against a student or when necessary for the Seminary to defend itself when a student has initiated action against it.
9. To appropriate parties in connection with an emergency when the information is necessary to protect the health or safety of the student or other individuals. The interpretation of a health or safety emergency is to be strictly construed.
   (a) When forwarding education records to the officials of another institution in which a student seeks or intends to enroll if that institution requests such records, or (b) if the student is enrolled in, or receiving services from, that institution while they are attending General Seminary. The student's consent is not required for such disclosure, nor is any other notice of the transfer required, although a copy of each record so disclosed will be provided to the student if the student asks for it.

**Notice Designating Directory Information**  FERPA requires that General Seminary have a policy defining what information is directory information, that is, information which can be released to family or third parties upon request, and what is protected information which cannot be released without the permission of the student, except in very specific circumstances (such as a court subpoena). From time to time General Seminary updates and identifies the data that will be designated as directory information. This information can be released to the public without the student's consent if the requester follows specific request procedures detailed below. A student can have all information designated as confidential by submitting a written request to the Registrar. General Seminary defines the following as directory information:

1. The student's first name, middle initial and last name,
2. The city and state of the student's billing address,
3. The student's declared program(s) of study,
4. The student's dates of attendance and enrollment status (full- or part-time) for all period(s) of enrollment,
5. Academic degrees and awards received,
6. Past and present participation in officially recognized activities (including positions held and official statistics related to such participation and performance),
7. Any photographs or digital images taken while outdoors on the Close and in public spaces (Welcome Center, chapel, sacristy, hallways, Seabury conference rooms/auditoriums, classrooms, library, and Hoffman Hall) which may be used by General Seminary for seminary purposes such as news or promotion.

*Under federal law, address information, telephone listings, and age are also considered directory information for military recruitment purposes.*
Any other information, such as schedule, course listing, and grades are considered to be personally identifiable information and cannot be released to third parties, including parents and spouses, without the student’s written consent.

**The Procedure for Third Parties to Request General Seminary Directory Information** Third parties seeking directory information should submit a request to the Registrar’s office. Requests for confirmation of academic degrees, academic awards/honors, and dates of attendance by employers and colleges, and the confirmation of enrollment status for insurance purposes may be taken by telephone.

If the request is being made by an individual, the request needs to indicate the address and phone number of the requester and the reason for the request.

Requests for an entire student list, a student list by degree or class, or any requests from military sources under the Solomon Amendment should be directed to the Registrar's office.

Questions about the above policy should be referred to the Registrar, who can be contacted *via* email at registrar@gts.edu.

**APPENDIX C: THE GENERAL THEOLOGICAL SEMINARY STUDENT DISABILITY POLICY AND SERVICES**

The Seminary is committed to meeting the needs of qualified students with disabilities who meet the academic and technical standards requisite for admission to the Seminary or participation in the Seminary's educational programs or activities. It is the Seminary's intent to provide reasonable accommodations to qualified students with disabilities in order to afford them full participation in the Seminary's programs and activities and give them equal opportunity to attain the same quality of education as students without disabilities.

The Registrar coordinates services for qualified students with disabilities in accordance to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. These national civil rights laws are designed to prohibit discrimination on the basis of a disability which substantially limits a major life activity. Upon request for reasonable accommodation from a qualified student, the Seminary is responsible for determining the appropriate academic accommodation, adjustments or auxiliary aids for such a disability. If a student disagrees with the Seminary's determination, the Seminary's grievance procedure is available to resolve any dispute.

**REQUEST FOR REASONABLE ACCOMMODATIONS**

It is the student’s responsibility to notify the Seminary of any disability, procure the necessary documentation of such disability and request reasonable accommodations, such as modifications of programs, appropriate academic adjustments or auxiliary aids that enable them to participate in and benefit from the Seminary's educational programs and activities. The Office of the Registrar handles all requests for disability-related services. It is not sufficient to notify a professor; a student with a disability seeking a reasonable accommodation must follow the policy and procedure set forth herein for notice to be effective.

If a student needs disability related services, including reasonable academic accommodations, the student should do the following:

1. Complete the Disability Service Request from the Office of the Registrar.
2. Provide to the Office of the Registrar clinical documentation of the disability prepared by an appropriate medical professional. The medical documentation must outline the disability and its duration, as well as limitations and anticipated need, in accordance with the following reasonable guidelines and procedures:
The evaluation must be by a clinician with appropriate qualifications, whose credentials are presented in reasonable detail in the evaluation. The diagnosing clinician cannot be a member of the student's immediate or extended family. The clinician must be qualified to make a diagnosis in the area of specialization.

The evaluation should be written on professional letterhead and establish a current need for accommodation. Often, but not always, this means a recent evaluation (usually within 6 months, but no more than one year). The evaluation should contain the date of the last appointment with the student.

The clinician must clearly indicate the disability with which the student has been diagnosed, and information such as the date of the diagnosis and how the diagnosis was reached.

The evaluation must clearly support the claimed disability with relevant medical and other history, including a description of current treatments and assistive devices and technologies (if any), with estimated effectiveness in ameliorating the impact of the disability.

The evaluation must include a description of the functional limitations the student experiences as a result of the disability (i.e. how the disability affects a major life activity and academic performance), which specifically addresses a graduate residential and educational setting.

The documentation must clearly support the need for the requested accommodation(s).

A student with an undiagnosed disability should seek testing and appropriate medical documentation in advance of seeking an accommodation.

The Registrar will review the documentation upon receipt and may consult with the student's clinician (if clarification is needed) upon receiving written consent from the student (the consent form is included in the disability service request form). The Registrar will then meet with the student to determine what accommodations will be reasonable and/or appropriate.

If a student's request for reasonable academic accommodations has been denied, or a student disagrees with a reasonable accommodation decision made by the Registrar, a student may appeal the decision of the Registrar by petitioning the Academic Dean in writing within 15 days of being informed of the Registrar's decision. The petition should include the original request, information about the accommodation offered by the Registrar, if any, and the reason(s) that the student feels the accommodation offered does not adequately meet the student's disability needs. The Academic Dean will inform the student of a decision within 10 days. The Academic Dean's decision is not subject to appeal with the Seminary.

If a student believes the Seminary is in violation of applicable law with respect to a request for a non-academic accommodation, a student may appeal. If a student wishes to file a complaint, the student should contact the Registrar, who will conduct the investigation of the complaint. All complaints will be investigated promptly. Appeals of the Seminary's decision may be directed in writing to the Dean/President of the Seminary.

For more information about services to students with disabilities, or to file a complaint about disability access, please contact the Registrar.

If a student is dissatisfied with the outcome of the Seminary's grievance procedure, they may file a complaint against the Seminary with the Office for Civil Rights.

The Seminary prohibits retaliation against any student who exercises their rights to request a reasonable accommodation under applicable law, or because they have filed a grievance or taken part in the grievance procedure in good faith.

The Family Educational Rights Privacy Act (FERPA) regulates disclosure of disability documentation and records maintained by the General Seminary, which is not a part of the student's permanent academic record. Under this Federal law, prior written consent by the student is required before the General Seminary may release disability documentation or
FERPA provides exceptions to the general requirement to seek student consent prior to releasing personally identifiable information from educational records. One of the exceptions authorizes the General Seminary to release information to any school official who has a "legitimate educational interest." Another exception is for health and safety emergencies.

A school official has a legitimate educational interest in a student’s education record if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Seminary. Accordingly, professors or other Seminary officials may request information about the impact of a student's disability on her/his ability to learn. The Seminary will only share information with other Seminary officials when appropriate and will carefully balance a student's request for confidentiality and the request for additional, relevant information about the student. The Seminary seeks to preserve the student's wish to keep her/his disability information and status confidential. The Seminary is extremely sensitive to this issue.

APPENDIX D: AFFIRMATIVE ACTION AND EQUITABLE EMPLOYMENT

The General Theological Seminary admits students without regard to race, color, ethnic origin, sex, national origin, marital status, sexual orientation, disabilities or age, except as specified by the Canons of the Episcopal Church. General Seminary is also committed to a program of fully equitable employment opportunity and affirmative action, seeking to recognize the God-given gifts that may be found in any person considered for employment. Discrimination based on race, color, ethnic origin, sex, national origin, marital status, sexual orientation, disabilities, age and where appropriate, creed, is prohibited in all personnel matters, including recruitment and hiring, job descriptions, training, promotion, salary and other compensation or benefits, transfers, terminations, and retirement.

APPENDIX E: CONSUMER COMPLAINTS

Any person who believes that they have been aggrieved by an institution on or after May 4, 1994 may file a written complaint with the New York State Education Department within three years of the alleged incident(s). Complaints shall be received in a form prescribed by the department. The regulations of the State Education Department recite that in response to a written complaint, the department shall:

1. Send the complainant a notice acknowledging such written complaint and requesting further information if necessary;
2. When appropriate, advise the institution involved that a written complaint has been received and, when appropriate, the nature of the complaint; and
3. either: a) conduct a complaint review to respond to the complaint pursuant to the authority in Education Law or the Regulations of the Commissioner of Education, or b) dispose of the complaint by referring it to an appropriate entity for resolution.

Upon conclusion of the department's complaint review or upon disposition of the complaint by referral to another entity for resolution, the department shall issue a written notice to the complainant and, when appropriate, to the institution involved, describing the disposition of the complaint. For a copy of the regulation, or for further information on filing a complaint, please contact The Dean/President's office.

APPENDIX F: INCIDENT REPORTING - STATE AND FEDERAL LAW REQUIRE THAT ALL INCIDENTS (THEFT, BURGLARY, RAPE, ASSAULT, ETC.) BE REPORTED TO THE WELCOME CENTER
General Seminary maintains incident logs to ensure compliance with Seminary policies, State and Federal law, and to document safety, security and service delivery quality. A safety and security incident can be defined as any event or situation that has either already occurred or which has a reasonable probability of occurring, which might be or might lead to an unsafe or unsecured situation. Obvious examples are burglaries, suspicious or menacing strangers, objects falling from buildings, open doors to secured areas, etc. What represents an incident may involve judgment and it is impossible to define every event and situation that could be defined as an incident. Accordingly, if in doubt, report the event or situation to the Welcome Center personnel. The person at the Welcome Center has procedures which guide the desk personnel in the appropriate action(s) to deal with a given event or situation. Here is the information necessary to completely report an incident to the Welcome Center:

1. Specify the location of the incident (Be as specific as possible, e.g., building, room, on the sidewalk in front of .........., etc.),
2. Specify the date and time of the incident,
3. Give a full account of the incident,
4. Supply the names (if you know them) or description (if you do not know their names) of people involved and at the scene of the incident,
5. Was anyone hurt? If so, how? (the most important data needed),
6. Was anyone contacted prior to the advisement to the Welcome Center (e.g., 911)?,
7. Was any property stolen or damaged?,
8. Was there any follow-up? (e.g., Did the police/ambulance come?).

APPENDIX G: SEXUAL ASSAULT

Rape or other sexual assault can occur in a wide variety of situations without respect to age or gender. If a student is assaulted on The General Theological Seminary campus, you should immediately call 911 and may also ask for assistance from the Office of The Dean/President.

If you are assaulted off-campus, you can get help from General Seminary, a friend, or call 911 or the 24-hour NYPD sex crimes hotline: (212) 267-RAPE or our local Tenth Precinct: (212) 741-8211. Other resources include:

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<tr>
<th>Resource</th>
<th>Phone Number</th>
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<tr>
<td>National Sexual Assault Hotline</td>
<td>800-656-4673</td>
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<tr>
<td>Safe Horizon: Rape and Sexual Assault Hotline</td>
<td>212-227-3000</td>
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<td><a href="http://www.safehorizon.org">www.safehorizon.org</a></td>
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<tr>
<td>Safe Horizon: Domestic Violence Hotline</td>
<td>800-621-HOPE</td>
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<td></td>
<td>(800-621-4673)</td>
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<td>NYC Gay and Lesbian Anti-Violence Project</td>
<td>212-714-1141</td>
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<tr>
<td>New York Asian Women's Center</td>
<td>888-888-7702</td>
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<tr>
<td>NYC Alliance Against Sexual Assault</td>
<td>212-229-0345</td>
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<tr>
<td>NYS Victim Information and Notification Everyday (VINE)</td>
<td>888-VINE-4NY</td>
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<tr>
<td></td>
<td>(888-846-3469)</td>
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<tr>
<td>NYS Crime Victim's Board</td>
<td>718-923-4325</td>
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<tr>
<td>Urban Justice Center: legal services &amp; advocacy for survivors of Domestic Violence</td>
<td>646-602-5600</td>
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<td><a href="http://www.urbanjustice.org">www.urbanjustice.org</a></td>
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<tr>
<td>Women's Survival Space (Brooklyn)</td>
<td>718-439-4612</td>
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WHEN YOU REPORT AN ASSAULT TO OFFICIALS OF THE GENERAL THEOLOGICAL SEMINARY:

1. Your identity will be kept confidential;
2. The Seminary will aid you in securing transportation for medical assistance as required;
3. You will decide whether you wish to contact the police;

The Dean/President or another General Seminary representative will accompany you to the hospital, police or court proceedings should you so desire.

WHEN YOU REPORT AN ASSAULT TO THE POLICE:

1. A member of the Victims Squad will speak to you.
2. You will decide whether or not you wish to sign an official complaint.

SEXUAL HARASSMENT, EXPLOITATION, AND ABUSE

We at The General Theological Seminary believe that spiritual growth and well being are best fostered only in a community whose members feel safe from sexual harassment, exploitation, and abuse. We define sexual harassment as persistent sexual attention that is unwanted, including but not restricted to verbal propositions and innuendos, suggestive remarks, inappropriate letters, phone calls, or material of a sexual nature, and requests or demands for sexual favors. Sexual exploitation is sexual contact of a physical nature between adults in an unequal power relationship that may involve inappropriate touching, embraces or assault. Sexual abuse refers to any of the behaviors already specified when the alleged victim is a minor. Sexual harassment, exploitation, and abuse may involve the behavior of a person of either sex against a person of the opposite or same sex. Such behaviors are wrong, are prohibited, and will not be tolerated on the part of students, faculty, or staff at The General Theological Seminary or in any activity related to The General Theological Seminary, including field education settings. Based upon guidelines issued by the Federal Equal Employment Opportunity Commission, three basic criteria determine whether an action constitutes unlawful sexual harassment:

1. Submission to the conduct is either an explicit or implicit term or condition of employment or a basis for participation or advancement in an academic program or Seminary activity or benefit;
2. Submission to or rejection of the conduct is used as a basis for a decision affecting an individual's employment status or academic standing;
3. The conduct has the purpose or effect of interfering with an individual's performance on the job or in the classroom by creating an intimidating, hostile or offensive work or educational environment.

General Theological Seminary will deal with any such situation in a confidential, timely, impartial and decisive pastoral manner. Complaints will be taken seriously and dealt with appropriately.

Title VII of the Civil Rights Act of 1964, as amended, as well as state and local law, prohibits unlawful discriminatory treatment of any employee based on sex. Persons who feel that they have been victims of any kind of sexual harassment, exploitation, or abuse or who are aware of such an incident, should take the following steps:

1. An initial course of action for any faculty member, staff member, or student who feels that they are being sexually harassed is for that person to tell or otherwise inform the harasser that the conduct is unwelcome and must stop.
2. However, in some circumstances this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner.

3. Anyone may seek advice, information or counseling on matters related to sexual harassment/sexual assault or exploitation without having to lodge an informal or formal grievance. Anyone who feels they are being harassed, or are uncertain as to whether what they are experiencing is sexual harassment/sexual assault, and/or desire information as to their options in dealing with sexual harassment/sexual assault are encouraged to talk with a member of faculty.

4. The individual should speak to the designated Compliance Officers or in a field education setting with the Director of Field Education, or another trusted person as soon as they can. If possible, they should prepare with that person a written outline or statement describing the situation.

Every year The Dean/President will appoint a Sexual Harassment Compliance Officer(s). Currently the Compliance officers are Trecia O'Sullivan and Jamie Tan.

The complainant should go to the Sexual Harassment Compliance Officer bringing with them the outline or statement that shall be considered a confidential document. The Officer will take the complaint seriously and request permission from the alleged victim to confront the alleged offender with or without the alleged victim's presence. The alleged victim may decide whether or not to be present at the meeting. The Officer may convene a panel consisting of himself/herself and two faculty members selected by the Officer in order to investigate the complaint.

The Officer(s) and the panel will meet with the accused offender to acquaint them with the charges that have been made and to hear and consider the alleged offender's response which may be made in writing for purposes of clarity and fairness. It should be made clear that the alleged offender should not have one-on-one contact with the alleged victim until the situation is resolved.

The Officer(s) and the panel will present the alleged victim's written statement and the alleged offender's response to The Dean/President. The Dean/President, Officer(s) and panel will assume responsibility of hearing the charges, and will meet with the alleged victim separately from the alleged offender.

While recognizing the serious nature of any charges, every effort will be made to ensure that the alleged offender is given a fair hearing.

The Dean/President, Officer(s), and panel will decide what action is appropriate with respect to the alleged offender. Such action may include dismissal from the student body, in accordance with the policy entitled —Grounds for Dismissal from the Seminary" in this catalog, termination of employment or resident status or other discipline within the established norms of due process. In making this decision, an advisory committee from the Faculty, not to exceed two persons, may be convened. In the case where a Priest, Deacon, or Aspirant for Holy Orders is accused, his or her Bishop will be notified. The alleged victim should be notified of what action has been taken and will be offered referrals to find necessary treatment and pastoral support.

While protecting individual confidentiality, procedures will be developed for sharing information with the community when appropriate. If the alleged victim or alleged offender feels that they have not been dealt with satisfactorily, they may request a hearing by a committee of the Board of Trustees. Such a special committee shall be constituted, and the members chosen by the Chair of the Board of Trustees.

If it should happen that The Dean/President is the accused offender, the Chair of the Board of Trustees would assume the role specified to be exercised by The Dean/President in the above procedures.

Article 129-A Section 6450.1-a of the New York State Education Law requires that sexual assault prevention information
be disseminated at institutions of higher learning. In addition, the Federal Campus Crime Awareness and Campus Security Act of 1990 requires that institutions make available to all current students, employees, and applicants this same information, along with statistics concerning specific types of crimes.

**Definition:** According to guidelines issued by the U.S. Department of Education Office of Civil Rights and the Equal Employment Commission, the following behavior constitutes sexual harassment:

1. Submission to sexual advances as a condition of employment or education;
2. Acceptance or rejection of these advances or comments affecting your job status, your grades or your professional advancement; or
3. Unwelcome sexual advances or comments interfering with your work or study.

**Levels of harassment:**

1. Gender harassment: generalized sexist remarks and behavior which convey insulting, degrading, or sexist attitudes;
2. Seductive behavior: unwanted, inappropriate, and offensive physical or verbal sexual advances;
3. Sexual bribery: solicitation of sexual activity or other sex-linked behavior by promise of reward;
4. Sexual coercion: coercion of sexual activity or sex-linked behavior by threat of punishment;
5. Sexual assault: assault or rape.

**Examples of conduct considered to be sexual harassment:**

1. Insistent invitations for drinks, dinner, dates,
2. Unwanted touching/unnecessary physical contact,
3. Uninvited visits to one’s hotel room during conferences,
4. Offensive graffiti,
5. Threats of physical assault,
6. Sending lewd cartoons, cards, presents, or letters,
7. Sexist comments,
8. Describing someone in sexually degrading words,
9. Subtle or overt pressure for sexual interactions,
10. Taking official action or evaluating a person based on sexual attractiveness instead of merit,
11. Assault and rape,
12. Sexual harassment may also occur where third parties are denied benefits or opportunities because of the existence of a sexual relationship between others or where third parties are forced to work or learn in an intimidating, hostile, or offensive environment resulting from the sexual conduct of others,
13. Display of pornographic or sexually offensive materials on computers.

**Common reactions to harassment:**

1. Changing seminary or graduate school major,
2. Leaving job or city,
3. Depression, anxiety, loss of self-esteem,
4. Headaches, nausea, weight loss or gain, insomnia, high blood pressure, gastrointestinal disorders,
5. Stress in relationships with co-workers, friends, and family.

**Strategies for dealing with harassment:**

1. Say no immediately. Be direct. Do not ignore the problem.
2. Write a note to the harasser. Describe the incident and how it made you feel. State that you would like the harassment to stop. Send the letter by certified mail; keep a copy.

3. Keep a log. Document each incident. Describe it. Include the dates, time, place, persons involved, witnesses, and exactly what occurred: who said what or who did what and to whom.

4. Talk to the Compliance Officers or a member of the faculty immediately. Speak to a faculty member you trust. Follow the steps for dealing with the problem that are spelled out in the Seminary policy that follows, or Grievance Procedures shown in Conduct Policies in this Handbook.

**Retaliation**: No employee, applicant for employment, student, or member of the public shall be subject to restraints, interference, coercion or reprisal for action taken in good faith to seek advice concerning a sexual harassment or sexual assault matter, to file a sexual harassment/sexual assault grievance, or to serve as a witness or a panel member in the investigation of a sexual harassment/sexual assault grievance. Acts of retaliation are a violation of this sexual harassment/sexual assault policy and will be investigated and adjudicated accordingly.

**Malicious, False Accusations**: A grievant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action which may include, but is not limited to, written warning, demotion, transfer, suspension, dismissal, expulsion, or termination.

In all cases of sexual harassment, exploitation, and abuse, all procedures are subject to Federal, State, and Municipal law and the Due Process statutes noted in the Constitution and By-Laws of the Seminary.

**New York State Penal Law Relating to Sex Offenses** Although sexual harassment can be a traumatizing experience, it is generally perceived as a non-violent psychological assault by one person upon another for the purposes of sexual favors, reactions, or other favors. Consent or approval is pursued by the actor. Physical force is not an element of sexual harassment. Once a sexual act is committed upon a person without consent because of physical compulsion, incapacity to consent (due to mental deficiency, incapacitation, physical helplessness, under the age of 17), it becomes a violation of the penal law and becomes a criminal offense. Acts defined as sex offenses in the penal law must have the element of sexual contact. This means any touching of a sexual or other intimate part of a person not married to the actor for the purpose of gratifying sexual desire of either party. It includes the touching of the actor by the victim, as well as the touching of the victim by the actor, whether directly or through clothing.

**APPENDIX H: INCLUSIVE LANGUAGE POLICY**

Human speech reflects human understanding. The way we talk about God conveys our theology. In recent decades, linguistic scholars have determined that the use of male terms to refer to humanity and God erroneously implies that maleness represents everyone. Inclusive language aspires to respect all people without preference or discrimination. Churches have customarily minimized and ignored many of the metaphors for God found in Scripture and Christian tradition. Expansive language refers to images for God that extend beyond the limits of maleness and embrace the full linguistic richness of Scripture, Christian tradition, and human experience. The use of inclusive and expansive language is a deeply theological endeavor reflecting the Scriptural belief that each person is equally made in God's image (Genesis 1:27).

Our words in speech and writing need to avoid historical and cultural biases that dismiss or disrespect people due to race, religion, age, gender, gender identity, sexual orientation, body type, ethnicity/national origin and physical, emotional, mental ability and illness. Transitioning to inclusive and expansive language is a skill that may be new or challenging to some people. As a community, we are called to extend and receive grace as we develop the habit of using inclusive and expansive language.
General Seminary commits to using language that refers to all people with respect. To assist toward this goal, the following guidelines accord with the mandate of General Convention regarding the normative use of inclusive language in The Episcopal Church. Our faith traditions include bequeathed texts that reflect the cultural realities of their times. This policy statement seeks to reflect the sensibilities of our time.

**CLASSROOM GUIDELINES**

The suggestions below provide a starting point for using inclusive language in the classroom, both in written work and class discussions. This list is incomplete and will need to be changed and amended over time. Nonetheless, these terms offer vocabulary for developing the skill of making inclusive word choices.

**Use of Pronouns:**

In the classroom -- All people should be addressed by their preferred pronouns (she/her; he/him; they/them) which should be stated in initial class session.

In papers and in discussions – Plural pronouns (they/their) should be used when referring to people in general. The use of “he” is no longer accepted as a “generic” pronoun.

**Examples of Language Choices:**

For: man / men / mankind (when referring to more than male people)

Use: people / humanity / persons / all of us / human race

For: Son of Man

Use: Son or Child of Humanity / mortal / Human One

For: sons of God

Use: children of God / people of God

For: sisters and brothers

Use: siblings / family of faith / friends

For: crazy / bi-polar

Use: mentally ill / extreme

For: lame (metaphoric use)

Use: insufficient / inadequate

For: blind, deaf (metaphoric use)

Use: oblivious

**God Language:**
While God is portrayed as male in the Bible, using exclusively male language for God limits a limitless deity. Instead, a variety of pronouns (he/she/they) should be used referring to God in both written work and classroom discussion. The full range of language for God found in Scripture and Christian tradition also provides linguistic images and metaphors for God that extend beyond masculine language. Community members are therefore encouraged to draw on these resources.

**APPENDIX I. INFORMATION TECHNOLOGY: POLICY AND ACCEPTABLE PRACTICES**

**RESPONSIBILITIES WITH COMPUTER ACCOUNTS**

You are responsible for all usage on your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your accounts by unauthorized persons.

IT resources or account(s) may not be used in a manner that interferes with any other individual or network service, and should not use more than your allocated share of computing and network resources. This includes the following:

1. Transmitting or making accessible offensive, annoying or harassing material,
2. Intentionally damaging the system,
3. Intentionally damaging information not belonging to you, or
4. Intentionally misusing system resources or allowing misuse of system resources by others.

To ensure the security of your account, e-mail and/or network passwords should routinely be changed and in the case of network accounts, should be at least 8 characters in length and a mix of text, symbols and numbers.

**CYBER-SECURITY AND ILLEGAL ACCESS**

Unauthorized access to General Seminary computer systems including but not limited to an attempt to access, tamper with, hack, or access another person’s physical computer or confidential records, without their permission is expressly prohibited and will result in serious consequences.

Snooping into seminary computer systems is a serious violation of Seminary policy. If you have no business being there, don't go there. If you accidentally identify a new way to access information, report it to the IT department. Watching other users enter information, and looking at computer disks that do not belong to you, are prohibited. Obtaining, or trying to obtain, other users’ passwords, or using programs that compromise security in any way, are violations of General Seminary's policy.

Computer policy violations will be investigated. Non-compliance with the Seminary's IT policy may result in discipline up to, and including, dismissal and termination.

**Privacy Monitoring Computer Communications and Systems:** The Seminary reserves the right, without prior notice, to access, disclose, use, or block both business and personal computer communications and information. Random audits to verify that Seminary computers are clear of viruses, and used in accordance with Seminary policy, may be performed. The Seminary may monitor Internet activity to see what sites are frequented, duration of time spent, files downloaded, and information exchanged.

**Internet connections** are authorized for specific Seminary needs only. Furthermore, the following activities are prohibited without IT department authorization:
● Downloading copyrighted material without the permission of the copyright holder, including data, files, programs, pictures, screensavers.
● Copying programs, files, and data owned or licensed by General Seminary to be used on other non-Seminary computers.
● Transmitting important, confidential, or proprietary Seminary information.

The following actions are prohibited under any circumstances:

● Portraying yourself as someone other than who you are, or the Seminary you represent.
● Accessing inappropriate websites, data, pictures, jokes, files, and games.
● Inappropriate chatting, email, monitoring, or viewing.
● Harassing, discriminating, or in any way making defamatory comments.
● Transmitting junk mail, chain letters, or soliciting for commercial, religious, charitable, or political causes.
● Gambling or any other activity that is illegal, violates seminary policy, or is contrary to the Seminary's interests.

Business Reputations: Please keep in mind, a statement or posting of information on the Internet can cause serious damage, because information can be quickly and effectively disseminated. The Seminary, and the law, can and will hold you responsible for offensive, discriminatory, and defamatory statements, or any other illegal activity.

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E-Mail Policies

All Students will be issued a General Theological Seminary branded email address that will serve as the primary means of communication for contact. It is recommended that this account be checked at least once a day.

Students who withdraw from studies at General Seminary may have their email accounts suspended 72 hours after notification is made to the IT Department by the Registrar.

Email communications like all Seminary communications are expected to be courteous and respectful in tone. Authorized users of Seminary IT resources are accountable for the ethical and responsible use of Seminary IT resources which includes:

Respect for all the rights of others respecting privacy, using only authorized access, respecting intellectual property, respecting sensibilities of others, not knowingly doing harm to others or denying services to others.

Respect for resources: using good security practices, not knowingly doing harm to data, altering or doing harm to systems or the property of the Seminary and others, not wasting resources.

Academic and personal integrity: including honest representation of identity and authorship.

Proper use of resources only for Seminary related work; only for use that is not a conflict of interest or commitment.

Users are responsible for knowing and complying with all applicable laws, Seminary policies, and procedures, including the Equal Employment Opportunity and Non-Harassment Policy.

Do not use Email resources for spam, sending of junk mail, or offensive material.

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Statement Regarding Privacy and Due Process
The General Seminary network records and retains a record of all activity on campus workstations. However, protecting the General Seminary community is important to the IT Department. The following safeguards protect your electronic accounts and data:

- IT Department staff are the only individuals on campus authorized to access your account.
- IT Department staff are obliged not to divulge anything of what they see in accounts, unless they find data that is in violation of local, state or federal laws. Then they will report this to the IT Manager, who will follow up on the violation with the appropriate General Seminary managers and if necessary with local, state or federal authorities.
- IT Department staff will cooperate fully with any local, state or federal officials in any investigation related to any illegal activity conducted through the school e-mail system.
- General Seminary reserves the right to monitor and read any email created on the e-mail system at any time.

**Social Media Policy:** General Seminary respects the importance of online employee and student profile sites like Facebook, Twitter, LinkedIn and others, as well as blogging and personal websites to Employees, Faculty and students who use these sites as a means of communicating with family, friends, and colleagues.

Nonetheless, General Seminary students must understand the public nature of these sites and the responsibility and accountability that they assume when they declare their membership in the General Seminary community on these sites. When this linkage occurs online, their names and sites are publicly linked with General Seminary and as a result, General Seminary may monitor the content of these sites because of the impact that this can have on General Seminary's accountability, public image, and student, faculty and staff safety. General Guidelines:

- Guidelines for social networking: Personal websites, blogs, etc should reflect the same standards of honesty, respect and consideration you use face-to-face.
- Sensitive or confidential information about General Seminary should never be posted online.
- Common sense should prevail when posting material about General Seminary that might compromise students, faculty, or safety or the safety of our buildings and resources. (It is particularly important to remember that we have children in our community.)
- Respect for all the rights of others: respecting privacy, using only authorized access, respecting intellectual property, respecting sensibilities of others, not knowingly doing harm to others or denying services to others.
- Academic and personal integrity including honest representation of identity and authorship.
- Technological communication is persistent and replicable; it can be forwarded, copied, and traced. Therefore you should be cautious and respectful in all online communications.

**Personally Owned Equipment:** IT department staff repair computers owned by General Seminary but cannot repair personally-owned equipment. The only work staff are authorized to do on personally-owned equipment is to add access to the General Seminary wireless system (as long as that access does not result in radical changes to equipment).

**IT Service Requests**

For assistance with an IT related issue, fill out an IT Support Request on the website. Several requests for the same location may be placed on one form. IT support requests are prioritized and attended to as soon as is possible based upon first come/first served.

_In case of an emergency, contact the Welcome Center staff (x321), who will in turn contact the appropriate personnel, both during regular_
Participation in hybrid degree programs at The General Theological Seminary requires a set of basic computer/technology skills and minimum systems requirements (hardware and software). Students are required to acquire and maintain these skills and technologies throughout their program. The Seminary does not provide repair services or troubleshooting for personal student devices nor does it make recommendations regarding specific brands or models.

Please direct all questions and concerns related to these requirements to the Associate Dean for Digital Learning.

**Basic Computer & Technology Skills:** The Seminary assumes that students enter their degree programs with the following skills:

- Ability to create, organize, upload, download, and view standard file types for documents, spreadsheets, and slide presentations (e.g. PowerPoint).
- Familiarity with Microsoft Office Suite (Word, Excell, Powerpoint, Outlook) and Google Suite (Google Docs, Google Sheets, Google Slides).
- Ability to navigate standard internet browsers and the ability to create bookmarks, save passwords, etc.

On-demand tutorials are readily available online for the skills above. Additionally, throughout their degree programs, students will be asked to regularly create audio and video recordings, navigate course websites, and create artifacts of their learning using digital media. To support the development of these skills, the Seminary will provide an Educational Technology Orientation during the first on-campus intensive.

**Minimum Systems Requirements for Student Devices:** While many of the Seminary’s digital learning resources are fully supported and accessible on mobile devices (e.g. smartphones and tablets), all students must have access to a personal computer and a reliable internet connection that meets the following minimum requirements. It is strongly recommended that students follow the recommended or optimal requirements instead of the minimums.

**Student Computers**

- Operating system – Either Windows or Mac.
  - Windows OS: Windows 7 Ultimate (minimum) or Windows 10 (recommended).
  - Mac OS: High Sierra/10.12 (minimum) or Monterey 12.1 (recommended).
- Memory/RAM
  - Windows OS: 8GB (minimum) or 16GB+ (recommended)
  - Mac OS: 16GB (minimum) or 32GB+ (recommended)
- Processor
  - Windows OS: Core i5, 1.6 GHz (minimum) or Core i7/9, 2.3 GHz+ (recommended)
  - Mac OS: Core i5, 1.6 GHz (minimum) or Core i7/9, 2.3 GHz+ (recommended)
- Hard Drive
  - Windows OS: Either solid state drive (SSD) or hard disk drive (HD) 500GB (minimum) or 1TB (recommended)
  - Mac OS: solid state drive 512GB (minimum) or 1TB (recommended)
### Accessories
- Microphone: internal/integrated microphone – included on most computers less than three years old (minimum) or External USB microphone (recommended). Alternatively, some students may wish to have a headset with a built-in microphone (also recommended).
- Webcam: internal/integrated webcam – included on most laptops (minimum) or External USB webcam with at least 640x480 resolution.

### Internet Connectivity & Browser Requirements:
Students are required to have reliable internet connection. The Seminary does support student connectivity issues.

- **Connectivity:** 1.8 Mbps upload, 2.6 Mbps download (minimum) or 3.8 Mbps upload, 3.0 Mbps download (recommended).
  - Students may achieve these speeds either via a Wi-Fi connection or an Ethernet connection, however the Seminary recommends students have access to a workstation with a dedicated Ethernet connection for the best connectivity.
- **Internet Browser:** Most digital learning resources are accessible via any up-to-date internet browser, however, because some have preferred browsers, the Seminary’s recommended browser is Google Chrome.

### Software & App Requirements:
Students in the hybrid degree programs will need access to the following software and it is expected that students have basic competency in the software listed below.

- **Microsoft 365 Online** (Word, Excel, Powerpoint, etc.). All students receive a complimentary MS 365 license through the Seminary.
- **Google Suite for Education** (Google Docs, Google Sheets, Google Slides, etc.). All students receive a complimentary license to Google Suite for Education.
- **Acrobat Adobe Reader** (latest version)
- **Media player** such as VLC media player, Windows Media Player, Quicktime, etc.

Additionally, students in the hybrid program will regularly be required to use the following web-based platforms and apps:

- **Brightspace** – Learning Management System (LMS) where students will access online course content, assignments, and more. A mobile app is available for Brightspace.
- **VoiceThread** – An app that facilitates asynchronous conversations through video commenting. A mobile app is available for VoiceThread.
- **Panopto** – A video creation and management app that faculty use to capture and share course content and students use to submit video assignments. A mobile app is available for Panopto.

These platforms and apps will be covered in the Educational Technology Orientation, additional on-demand training is available, and the Seminary provides full support for these resources.

### APPENDIX K. REGISTERING FOR A CONSORTIUM CLASS

General Seminary has long-standing consortium agreements with the members of the New York Theological Consortium - Fordham University (Graduate School of Arts & Science and Graduate School of Religion and Religious Education); Hebrew Union College – Jewish Institute of Religion, New York Theological Seminary, St. Vladimir’s Orthodox Seminary, The Jewish Theological School, and Union Theological Seminary, and separate agreements with Drew University.
Theological School and Virginia Theological Seminary.

Only Master's degree students are eligible to participate in the consortium agreement.

The registration is handled through the General Seminary Registrar for courses taken during regular Michaelmas and Easter terms. To register for a New York Theological Consortium school class, complete an NYTG Cross-Registration Form, available from the Office of the Registrar. To register for a course at Drew University Theological School or Virginia Theological Seminary, send an email to registrar@gts.edu containing the following:

- Your name and gts.edu email address
- When that school’s registration period begins and ends
- The number of the course
- The name of the course
- The name of the faculty teaching the course
- If you need faculty permission, please send that to the registrar as well.

- The registrar will contact you when your registration is completed.
- Please remember that registrars are very busy at term ends and beginnings – both the General Seminary registrar and the consortium school registrar. Please plan and initiate this well in advance of the beginning of the term and course.

APPENDIX I: DRUG AND ALCOHOL POLICY

In accordance with Public Law 101-226, this policy notes that the possession, use, or distribution of illicit drugs and the unlawful distribution of alcohol are violations of federal, state, and local laws and convictions under these laws may result in fines and imprisonment. In any apparent violation of this policy, therefore, the Seminary reserves the right to notify appropriate law enforcement agencies.

The unlawful possession, use, or distribution of illicit drugs and alcohol by employees, students, or other residents of The General Theological Seminary, is prohibited. Should anyone be found to have violated this policy with respect to drug use or possession, the Seminary will, for a first offense, refer the individual to an appropriate treatment program. Such referrals will be made by The Dean/President.

Descriptions of treatment programs are available through The Dean/President’s office. Refusal to enter treatment will be grounds for termination of a faculty or staff appointment, dismissal from the student body, or termination of resident status.

Any second offense with respect to drug use or possession, and any violation of this policy with respect to unlawful distribution of illicit drugs, will also be grounds for dismissal from the student body or termination of resident status. Distribution or serving of alcohol to anyone under the age of 21 will be considered a violation of this policy.

If you believe you or someone on the Close has a drug or alcohol problem, please schedule a meeting with The Dean/President.

As required by federal regulations, the health risks and state and local penalties for alcohol and drug abuse are listed below:

HEALTH RISKS OF ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment
and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse/partner and child abuse. Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Women who drink alcohol during pregnancy may give birth to infants afflicted with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics themselves than does the general population.

New York State law says that:

- No person shall sell, deliver or give away or cause to permit to procure to be sold, delivered or given away any alcoholic beverages to:
  - Any person, actually or apparently, under the age of twenty-one years; Any visibly intoxicated person;
  - Any habitual drunkard known to be such to the person authorized to dispense any alcoholic beverages.
- Any person who misrepresents the age of a person under the age of twenty-one years for including the sale of any alcoholic beverage to such person, is guilty of an offense.
- No person under the age of twenty-one years shall present or offer to any licensee under this chapter (the alcoholic beverage control law), or to the agent or employee of such licensee, any written evidence of age which is false, fraudulent, or not actually his own, for the purpose of purchasing or attempting to purchase any alcoholic beverage.
- No person under the age of twenty-one years shall possess any alcoholic beverage with the intent to consume such beverage.

**APPENDIX M: STATE REQUIRED IMMUNIZATIONS AND RECORDS**

**Measles, Mumps, Rubella, and Meningitis Immunization**

New York State law requires all undergraduate and graduate students to be immunized against measles, mumps, and rubella. The law applies to all students born on or after January 1, 1957. For purposes of the college immunization law, proof of immunity for measles, mumps, and rubella shall mean the following:

Signed original documents, submitted by your physician or other health care provider, must show the following:

1. Measles B: Dates of TWO (2) doses of measles vaccinations. Both vaccinations must occur after 1967, with the first shot administered after at least ONE YEAR OF AGE, and the second shot no less than thirty (30) days later; OR Date of disease diagnosis; OR Date of blood titre/test, with results indicating immunity.

2. Mumps B: Date of ONE (1) mumps vaccination, administered after at least ONE YEAR OF AGE; OR Date of disease diagnosis; OR Date of blood titre/test, with results indicating immunity.

3. Rubella (German Measles) B: Date of ONE (1) rubella vaccination, administered after at least ONE YEAR OF
AGE; OR Date of blood titre/test, with indicating immunity. Date of disease diagnosis IS NOT SUFFICIENT, as having had rubella does not provide immunity.

Copies of immunization records or a physician’s letter certifying that you have had measles and mumps should be given to the Registrar

**Meningococcal Meningitis Immunization**

As of August 15, 2003 New York Public Health Law requires that all college and university students enrolled for at least six (6) semester hours or the equivalent per semester, or at least four (4) semester hours per quarter, complete and return the Meningococcal Meningitis Immunization form to the Registrar’s office. For this form, you will need to make and indicate the following choice:

- I have had the meningococcal meningitis immunization within the past 5 years (please include date received and appropriate documentation).
- I have read, or have had explained to me, the information regarding meningococcal meningitis disease. I will obtain immunization against meningococcal meningitis within 30 days from my health care provider.
- I have read, or have had explained to me, the information regarding meningococcal meningitis disease. I understand the risks of not receiving the vaccine. I have decided that I will not obtain immunization against meningococcal meningitis disease.

This form will be distributed once you are registered. Copies of immunization records or a physician’s letter certifying that you have had measles and mumps should be given to the Registrar. General Seminary is required to keep records and certify that all eligible students have presented acceptable proof of immunity before they enroll. If you cannot get your medical records, General Seminary requires that you either have blood tests to show the presence of antibodies for measles, mumps, and rubella, or that you have an MMR immunization. If you wish to claim exemption from immunization requirements on religious or medical grounds, please contact the Registrar.

**Appendix O: The General Theological Seminary Process for Complaints and Grievances**

General Theological Seminary is committed to providing an educational climate that is conducive to the education and formation of each individual. In order to ensure that commitment, the Seminary has developed procedures for students to pursue grievances within the Seminary community, should such action become necessary. A student who has an unresolved disagreement or dissatisfaction with a faculty or staff member, another student, student group or administrator has the right to file a written complaint without prejudicing his or her status with the Seminary. This policy applies to problems not covered elsewhere, for example, Academic Hearings, Catalog Appendix B: FERPA, Appendix G: Incident Reporting or the Employee Handbook.

**Definition:** A complaint involves a concern, problem or issue other than a disciplinary measure. (The appropriate response to a disciplinary measure which is deemed unfair or excessive, or dissatisfaction with a grade, or progression, probation, or dismissal from a program, is an appeal, not a complaint. Appeals are made through established Seminary procedures which are outlined elsewhere in the Catalog). Complaints may be academic or nonacademic.

An academic complaint may be brought by a student regarding the Seminary’s provision of education and academic services affecting his/her role as a student. Academic grievances can include but are not limited to the following types of allegations: discriminatory action toward students within the classroom by a faculty member, e.g., by singling out specific
students for either preferential or adverse treatment; failure of a faculty member to follow Seminary policies in the conduct of classes or examinations; or capricious or unreasonable arbitrary actions by a faculty member that adversely affects student performance.

The student must have first attempted to resolve the issue by approaching the faculty member, and then, where appropriate, before filing a written complaint. A nonacademic complaint may be brought by a student regarding a disagreement or unresolved dissatisfaction with a faculty or staff member, another student, student group or administrator. In most cases, the student should first have attempted to resolve the issue by approaching the person(s) involved, and then the appropriate Dean or supervisor, before filing a written complaint.

**Process:** The student is encouraged to attempt to resolve all grievances at the lowest possible level. The student should first discuss the problem or complaint with the person whose decision or action is being contested and then with the person's supervisor. If the grievance cannot be resolved at that level, the student can submit a formal complaint in writing. A complaint must be based on a claimed violation of a College rule or policy that has not been resolved through ordinary processes.

Any student who brings a complaint has the burden of proof and must provide documentation and evidence to support the allegation. A complaint should normally be filed within 10 working days of the incident or incidents.

**APPENDIX Q: BLANKET NOTIFICATION OF USE OF PHOTOGRAPHS AND IMAGES**

Any student, employee or visitor who enters General Seminary consents to having his/her photograph and image taken and used for seminary purposes of documentation, news, and/or promotion when outdoors on the Close and in public spaces (Welcome Center, chapel, sacristy, hallways, Seabury conference rooms/auditoriums, classrooms, library, and Hoffman Hall). The photographs and images may be used in print media, on our website, in social media and any other documentation, news, and/or promotional media. A student’s application, enrollment/re-enrollment and matriculation are all considered “written consent” for use of photographs and images.

This Notification does not apply to photographs and images taken within private living spaces and individual seminary offices unless specific permission is given for these private spaces.