



# GTU

**Graduate Theological Union**

**Common MA Program Handbook**

27th Edition

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# TABLE OF CONTENTS

<b>I. STRUCTURE AND GOVERNANCE .....</b>	<b>1</b>
A. The GTU Consortium.....	1
B. The MA Program.....	1
C. The School of Affiliation .....	2
D. Academic Advising.....	2
E. GTU Honor Code .....	2
F. GTU Consortial Agreement Concerning Plagiarism.....	3
G. GTU Consortial Agreement Concerning Protocols for Responding to Student Complaints.....	3
H. California Disclosure Statement.....	4
I. Prohibited Sexual Misconduct and Title IX Administrative Policies and Procedures .....	4
J. GTU Administrative Support.....	4
1. Dean’s Office (GTU Flora Lamson Hewlett Library).....	4
2. Student Affairs Office (LeConte Building).....	5
<b>II. COMMON MA PROGRAM REQUIREMENTS .....</b>	<b>8</b>
A. Overview of Program Requirements .....	8
Credit Hour Policy	
General Course Criteria	
Total Course Requirement	
Total GPA Requirement	
Research Methods Requirement	
Interreligious Studies Requirement	
Course Distribution Requirement	
Concentration Requirement	
Consortial Requirement	
Online Courses	
Language Coursework	
Foreign Language Requirement	
Thesis Requirement	
B. Foreign Language Requirement.....	10
Role of Linguistic Skills for the Study of Theology	
Language Certification by Examination	
Characteristics of Language Examination Format	
Registration for the Language Exam	
Criteria for Evaluating the Language Examination	
Determination of Final Grade	
Multiple Attempts to Take and Pass a Language Examination	
Requests by Students not to Submit Completed Language Exam	
Recourse by a Student in Case of Failure	
Off-Campus Language Translation Examinations	
Foreign Language Certification by Coursework	
Foreign Language Certification by Petition	
Language Certification for Special Concentrations	
Exceptions to Standard Examination Requirements	
Procedures for Non-Native Speakers to Certify English as a Foreign Language Certification	
C. Special Concentrations in the GTU Common MA Program .....	16
1. MA in Biblical Languages .....	16
2. MA in Buddhist Studies .....	18
3. MA in Hindu Studies.....	18
4. MA in Islamic Studies .....	19
5. MA in Jain Studies .....	20
5. MA in Jewish Studies.....	21

6. MA in Yoga Studies .....	21
D. Concurrent MA/MDiv Programs.....	22
E. Concurrent MA Programs at GTU and DSPT .....	24
<b>III. GETTING STARTED .....</b>	<b>26</b>
A. Transfer of Coursework .....	26
1. Transfer of Credit.....	26
2. Tuition/Residency Requirement .....	26
3. Advanced Standing .....	27
4. Accelerated Program on Basis of Extensive Undergraduate Study .....	27
B. Financial Aid .....	27
1. Types of Funding Available.....	27
2. Satisfactory Academic Progress .....	29
3. Application Forms and Deadlines .....	30
4. Procedures for Receiving Federal Loan Proceeds.....	31
5. General Policies Guiding the Office of Financial Aid .....	32
6. Return of Federal Aid Policy .....	32
7. Deferment of Prior Student Loans.....	33
C. Student Health Insurance.....	33
D. Registration.....	33
1. General Policies and Procedures.....	33
2. Continuing Registration .....	34
3. Tuition Payment .....	34
4. Tuition Payment Policy.....	34
5. Intersession.....	35
6. Special Reading Courses .....	35
7. Student ID/Library Card.....	36
8. Thesis Filing/Oral Exam Extension Agreement .....	36
9. UCB Cross-Registration .....	37
10. CDSP Cross-Registration.....	37
11. Other Cross-Registration Institutions .....	38
<b>IV. MAINTAINING OR CHANGING YOUR ACADEMIC STATUS .....</b>	<b>39</b>
Audits.....	39
Change of Address .....	39
Change of Advisor .....	39
Change of Concentration.....	40
Change of Enrollment (Adding and Dropping) .....	40
Change of School of Affiliation .....	41
Extensions.....	41
F/Failing Grade .....	41
Incompletes .....	41
Late Registration.....	42
Leaves of Absence .....	42
Part-Time Status.....	43
Satisfactory Academic Progress Standards.....	43
Termination of MA Program.....	44
Time Limit .....	44
Tuition Requirements.....	44
Withdrawal .....	44
<b>V. COMPLETING YOUR PROGRAM .....</b>	<b>46</b>
A. GTU MA Program Overview .....	46
B. Program Checklist .....	47
C. Oral Examination .....	47
D. MA Thesis .....	48

1. Selecting a Thesis Topic .....	48
2. Forming a Thesis or Oral Examination Committee .....	48
3. MA Thesis Proposal.....	49
4. Research Involving Human Subjects.....	50
5. The Defense/Oral Exam .....	50
6. Thesis Filing/Oral Exam Extension Agreement .....	51
7. Thesis/Oral Exam Result Certification.....	52
8. Filing the Thesis .....	53
E. Graduation.....	53
1. Paperwork .....	53
2. Procedures .....	54
3. Commencement Announcements .....	54
4. Graduate Reception .....	54
5. Commencement Ceremonies .....	54
<b>VI. STUDENT RESOURCES .....</b>	<b>56</b>
<b>GTU AFFILIATES AND PROGRAMS .....</b>	<b>56</b>
CARE: The Center for the Arts and Religion	
CDS: The Mira and Ajay Shingal Center for Dharma Studies	
CIS: The Center for Islamic Studies	
CJS: The Richard S. Dinner Center for Jewish Studies	
CSS: The Center for Swedenborgian Studies	
CTNS: The Center for Theology and the Natural Sciences	
IBS: The Institute of Buddhist Studies	
NCB: New College Berkeley	
PAOI: The Patriarch Athenagoras Orthodox Institute	
<b>CAL REC. CLUB ASSOCIATE MEMBERSHIPS (UC BERKELEY) .....</b>	<b>60</b>
<b>CHAN ESSAY CONTEST .....</b>	<b>61</b>
<b>CONSORTIAL EVENTS.....</b>	<b>61</b>
GTU Welcome Reception (September)	
Distinguished Faculty Lecture (November)	
Reading of the Sacred Texts (February)	
Surjit Singh Lecture on Comparative Religious Thought and Culture	
GTU Commencement (May)	
<b>COUNSELING SERVICES .....</b>	<b>62</b>
<b>FACULTY .....</b>	<b>62</b>
<b>LIBRARY RESOURCES .....</b>	<b>63</b>
<b>GTU STUDENT LOUNGE .....</b>	<b>66</b>
<b>ELECTRONIC MAIL .....</b>	<b>66</b>
<b>COMMUNICATIONS .....</b>	<b>67</b>
Website	
<i>Insight</i>	
Social Media	
Currents	
The Dean's Newsletter	
Bulletin Boards	
GTU Extended Calendar	

Schools, Affiliates, Centers  
Get Involved

<b>STUDENT ORGANIZATIONS &amp; SERVICES</b> .....	68
Beatitudes Society	
GTU Applied Ethics Think Tank	
Korean Student Association	
Peace and Justice Efforts Across the Consortium	
QMUNITY@GTU (Queer Community and Allies at GTU)	
UC Berkeley Bearwalk Escort Service	
<b>VII. ALUMNI RESOURCES</b> .....	69
<b>APPENDIX 1: Common Wisdom and Advice</b> .....	70
A. On Being An MA Student	
B. Establishing Your Timeline	
C. Importance of Courses/Faculty/Other Students	
D. Language Requirement	
E. Thesis	
<b>APPENDIX 2: GTU Institutional Policies</b> .....	77
<b>APPENDIX 3: Student Training on Prevention of Sexual Assault</b> .....	78
<b>APPENDIX 4: Prohibited Sexual Misconduct and Title Ix Administrative Policies and Procedures</b> .....	79
<b>APPENDIX 5: Campus Crime and Safety Report</b> .....	97

# I. STRUCTURE AND GOVERNANCE

## A. THE GTU CONSORTIUM

**The mission of the Graduate Theological Union is to:**

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

The GTU is a structurally unique organization that embodies a set of ecumenical and academic ideals. It is comprised of eight denominational or inter-denominational Member Schools, all of which are theological institutions preparing persons for ordination and church leadership. It has an informal but highly significant relationship with the University of California, Berkeley. The GTU is further enriched by the presence of a number of affiliates and programs representing a range of religious traditions and theological perspectives.

Each of the Schools is an autonomous institution with its own faculty, Board of Trustees, and distinctive mission based on its denominational affiliation(s). These autonomous institutions come together in a number of ways to create the GTU consortium. They share a common library. The GTU Consortial Registrar establishes the Master Course Schedule and assigns classrooms for the consortium. The classrooms are largely held in common; some Schools have none, and others have many, which they offer to the consortium. The Schools have open cross-registration agreements. Through the cooperation of all of its constituencies, the GTU provides a full range of resources for theological education.

## B. THE MA PROGRAM

The Common MA is an academic degree offered in cooperation with the eight member schools of the GTU consortium. The purpose of the program is to provide a basic understanding of theological or religious studies as 1) a preparation for doctoral study, or 2) as an academic foundation for secondary school teaching, education or social justice ministries, or religious leadership in the non-profit sector.

Students who complete the MA program will be able to:

- Demonstrate focused knowledge in the field of study represented by a chosen concentration.
- Demonstrate general knowledge of several different approaches to theological and religious studies.
- Engage in respectful dialogue with practitioners of another religious tradition.
- Produce research projects, each with a clearly formulated thesis statement that is supported by appropriate evidence from primary and secondary sources communicated in an effective scholarly presentation.

Coursework in the MA Program is by lecture and seminar courses and thesis work. Students are expected to have sufficient preparation in theology or religious studies to enter into seminar work, which is an integral part of the program from its first

semester. Please direct any questions about admission to the program to the GTU Admissions Office.

Policies governing the MA Program, as documented in the MA Program Handbook, are established by the GTU Council of Deans and Consortial Faculty. The Deans govern the MA Program and ensure that standards are commonly understood and equitably applied to all MA students. Policies requiring review or change are brought to the Deans for consideration and decision. The Assistant Dean for Academic Affairs oversees the routine administration of the program, including maintenance of this handbook and coordinating GTU student orientations (see also “GTU Administrative Support” below).

### **C. THE SCHOOL OF AFFILIATION**

The School or Center of Affiliation provides the educational ethos, the community of learning, and the liturgical and denominational environment in which MA studies are pursued. The School of Affiliation assesses the academic preparation of incoming students and may require an entering student to take MA Distribution requirements in the first semester in order to establish a foundation for the MA Program, or extend coursework beyond the normal two-year minimum. The School provides academic advising and financial aid and oversees student progress through the degree. Students are counted in the enrollment of the School and the School receives the student’s MA tuition (part of which is an administrative fee to GTU). The Dean of the School is typically the one required to sign forms, receive petitions, etc. The student’s advisor and Thesis Committee Coordinator come from the faculty of the School of Affiliation. The School and advisor keep the GTU Dean’s Office apprised of student progress, but the fundamental advising occurs in the School.

### **D. ACADEMIC ADVISING**

Advisors are assigned to students by the Dean of the School upon admission, and may be changed by the student later (see “Change of Advisor” section). The Assistant Dean enters the assigned advisor (and any future changes) into the student’s computer record. If no advisor is assigned or chosen, a hold may be placed on the student’s registration (see “Holds on Registration” section). The assigned advisor is the student’s first link to the faculty of the School. Students should see their advisor during orientation week and should also check in with the Dean and/or Registrar of the School to become oriented to the academic ethos and procedures of the School.

Because the MA Program is an individualized program of study leading to a thesis project, the advisor is key to helping the student design the program. The advisor assesses the student’s background and strengths, and the needs of the proposed program, and helps the student design a program that meets their goals and fulfills the course requirements of the program. The student and advisor consult the MA handbook about MA policies and procedures. Policy questions or other questions about the MA handbook should first be directed to the member school dean or center director. If further clarification is needed, consult with the Assistant Dean. The advisor meets regularly with the student to advise him/her and oversee progress toward the degree, and helps the student form the MA Thesis Committee and devise the thesis topic. The Thesis Committee Coordinator is chosen by the student and takes the place of the student’s advisor.

### **E. GTU HONOR CODE**

The GTU MA Program operates on an honor code. As responsible adults, students police the integrity of their own academic work. By virtue of registration in the program, students pledge to work in accordance with policies, procedures and expectations as defined in the MA Program Handbook and Catalog. Students are expected to avoid plagiarism, which is defined as the presentation of another’s ideas,



methods, research or words without proper acknowledgment. Students are required to observe the rubrics of exams such as time limitations and closed-book requirements. On-campus exams are not proctored since it is assumed that students will comply with the honor code in good faith. Documented evidence that a student has violated the honor code may result in immediate expulsion from the program.

**F. GTU CONSORTIAL AGREEMENT CONCERNING PLAGIARISM** (Approved by the Council of Deans, April 2010)

When a student from one GTU school is suspected of plagiarism in a course that the student is taking at another GTU school, the following protocol will be followed:

1. The faculty member teaching the course will notify the dean of the faculty member's school that the student has been suspected of plagiarism.
2. The dean of the faculty member's school will notify the dean of the student's school that the student has been suspected of plagiarism.
3. The faculty member will follow the policy of his or her own school in regard to possible consequences within the context of the course (e.g., failing grade on the assignment, failing grade for the course, etc.).
4. The student's school will be responsible for following its own policy in regard to possible consequences beyond the context of the course (e.g., warning, academic probation, expulsion, etc.)

**G. GTU CONSORTIAL AGREEMENT CONCERNING PROTOCOLS FOR RESPONDING TO STUDENT COMPLAINTS** (Approved by the Council of Deans, April 2010)

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

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

**H. CALIFORNIA DISCLOSURE STATEMENT**

If you believe the GTU's administrative processes or educational programs are compromised and not up to the required minimum standards, you may notify the State of California, Department of Consumer Affairs, Bureau for Private Postsecondary Education. An individual may contact the Bureau to file or review a complaint.

The Bureau may be contacted at:  
Bureau of Private Postsecondary Education  
Suite 400  
2535 Capitol Oaks Drive  
Sacramento, CA 95833  
Telephone: (916) 431-6924  
Fax: (916) 263-1897  
Website: <http://www.bppe.ca.gov>

## **I. PROHIBITED SEXUAL MISCONDUCT AND TITLE IX ADMINISTRATIVE POLICIES AND PROCEDURES**

See Appendix 4 on page 76.

## **J. GTU ADMINISTRATIVE SUPPORT**

Although the primary advising of MA students is done in the School of Affiliation, the staff of the GTU Dean's Office and Office of Student Affairs are happy to help MA students with questions referred from the Schools or on policy issues. The staff is located in two different offices: the Dean's Office is on the third floor of the GTU Flora Lamson Hewlett Library, and the Office of Student Affairs is in the LeConte Building, 2465 LeConte Avenue (the same building that houses the GTU Student Lounge).

### **1. DEAN'S OFFICE (GTU FLORA LAMSON HEWLETT LIBRARY)**

#### **Assistant Dean for Academic Affairs (510-649-2440)**

- Maintains MA Program Handbook and forms, noting clarifications and policy changes in each year's update
- Coordinates student orientations (Schools of Affiliation have additional orientation activities)
- Maintains MA student files and computer files
- Processes "MA Program Checklist," "MA Thesis Proposal," "Oral Exam Committee Request," and "Thesis Filing Extension Agreement" forms
- Reviews petitions for leave, part-time status, extensions, transfer of credits, change of Schools for MA students and checks with GTU Dean as necessary
- Tracks student progress in semi-annual file review, and evaluates student transcripts for graduation
- Makes appointments with the GTU Dean
- Receives items needing the GTU Dean's signature

#### **Dean and Vice President for Academic Affairs (510-649-2440)**

- Coordinates the Council of Deans and the MA Program Subcommittee in governing the Common MA
- Rules on special problems or requests of MA students
- Consults with School of Affiliation on petitions for leave, part-time status, extensions, transfer of credits, change of Schools for MA students
- Students normally see the GTU Dean after being referred for a complex problem or special issue by the Dean of the School of Affiliation or Center Director

### **2. STUDENT AFFAIRS OFFICE (LECONTE BUILDING)**

#### **Office Manager/Receptionist for Student Affairs (510-649-2400)**

- Manages switchboard and directs calls

- Provides validation stickers for ID/Library cards for current academic year with proof of registration – class schedule, paid tuition bill or email verifying registration
- Assists with the distribution of forms, catalogs, and admissions materials
- Provides administrative support for the GTU Dean of Students, Academic Secretary, and Consortial Registrar
- Manages registration for modern language exams
- Oversees the scheduling of events in the HEDCO room and Student Lounge
- Manages Intent to Graduate forms and other commencement related forms for graduation
- Processes GTU Common MA and Doctoral student transcript requests.

**Academic Secretary (510-649-2461)**

- Helps the Assistant Dean for Academic Affairs maintain MA files; maintains doctoral student files (computer and paper)
- Oversees language certification procedures, certifies MA and doctoral language proficiency
- Manages modern and biblical language exam processes including receiving passages and proctoring exams
- Manages process for modern language certification by petition from students
- Manages graduation certification process including receiving theses and dissertations and processing graduation paperwork
- Schedules written examinations and oral defenses for MA and doctoral students

**Director of Admissions (510-649-2465)**

- Collaborates with the academic Deans to develop and implement admissions policies and procedures
- Provides leadership, strategy, coordination, and oversight of the recruitment of doctoral students; coordinates a strategy with member schools, centers, and institutes to recruit MA applicants
- Oversees process to arrange visits for prospective students
- Coordinates doctoral and MA admissions process and follow-up
- Produces GTU catalog
- Helps coordinate new MA student orientation
- Coordinates the GTU fall and spring Graduate Fairs
- Handles international student I-20 status issues for incoming CARE, CDS, CIS, CJS, CTNS, IBS, and PAOI students

**Admissions Associate (510-649-2460)**

- Co-Manage application processes for fall doctoral candidates, fall and spring MA candidates, including preparing applications for review, computer entry data, tracking, and follow up contact.
- Assist with prospective student events.
- Co-Manage yearly catalog updating
- Act as Colleague liaison for the Office of Admissions, working closely with Consortial IT.

**Dean of Students and Vice President for Student Affairs (510-649-2464)**

- Oversees the following offices and staff: academic secretary, admissions, financial aid, office manager/receptionist, and consortial registrar
- Oversees the professional development program for GTU doctoral students which includes student elections, workshops (some, open to MA students), grant projects

- Supports doctoral student community building efforts; collaborates with student services staff across the consortium to help build community among all students
- Helps coordinate new MA student orientation
- Plans and coordinates annual MA and doctoral student summer mailings
- Coordinates and advises GTU-wide student organizations
- Oversees modern foreign language and graduation certification for MA and doctoral candidates
- Manages Human Subjects Protocol review process
- Publishes Extended Calendar
- Organizes GTU Commencement
- Oversees international student I-20 issues for current students (CARE, CDS, CIS, CJS, CTNS, IBS, and PAOI students)
- Oversees Accommodation Review for Students with Disabilities
- Title IX Deputy Coordinator, Student Sexual Misconduct Policy

#### **Director of Financial Aid (649-2459)**

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

#### **Assistant Director of Financial Aid (649-2463)**

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

#### **Consortial Registrar (649-2462)**

- Assists with difficult registration issues
- Manages cross-registration and certifies cross-registration applications with UCB, Holy Names University, Dominican University of California, and Mills College

- Publishes GTU Directory, and records changes in address or phone
- Issues official transcripts
- Processes student loan deferment certification
- Processes SFTS, GTU doctoral, CARE MA, CDS MA, CIS MA, CJS MA, CTNS MA, IBS MA and certificate students, and special (non-degree) student incomplete petitions, changes in enrollment forms (for changing grading options, adding and dropping courses, or changing units), and change of grade forms
- Schedules courses and assigns classrooms
- Certifies student enrollment to the Veteran's Administration for GTU Masters and PhD students

**Registrar's Assistant (649-2403)**

- Produces and maintains online course schedule
- Issues I.D. cards and stickers
- Produces transcripts for students in the GTU Common MA and doctoral programs.

## II. COMMON MA PROGRAM REQUIREMENTS

### A. OVERVIEW OF PROGRAM REQUIREMENTS

The following are requirements for the Common MA Program. If your Concentration is in Biblical Languages, Buddhist Studies, Hindu Studies, Islamic Studies, Jain Studies, Jewish Studies or Yoga Studies, additional or alternate requirements apply. See the section “Special Concentrations in the GTU Common MA Program” for details. Likewise, if you are in concurrent MA/MDiv programs, see the “Concurrent MA/MDiv Programs” section for additional requirements. The MA Program Checklist (available on the GTU website within the “Students” module along with other MA Program forms) can help you plan your program according to the requirements. Some items listed below do not apply to MA students in Biblical Languages and are so noted.

The Assistant Dean performs a semi-annual review of MA student files after receiving grade reports for the fall and spring semesters, and sends a memo to the Dean and Registrar of each participating School of Affiliation, alerting them to student progress issues. This memo is also sent to the GTU Dean of Students, Consortial Registrar, Academic Secretary, and Financial Aid Office for their information. The Registrar or their representative is responsible to notify students of issues noted and advise them accordingly.

**CREDIT HOUR POLICY:** The GTU follows federal guidelines regarding credit units and credit hours. Federal Policy 34 CFR 600.2 defines a credit hour as follows:

A credit hour is an amount of work represented in learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as in paragraph 1 of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

**GENERAL COURSE CRITERIA:** Only academic courses of three units or more are counted toward the degree. Additionally, a B- or higher grade must be earned in each course. This means that courses of fewer than three units, courses in Functional Theology (FT) and Field Education (FE), and courses taken Pass/Fail do **NOT** count toward the MA degree.

However, under **extraordinary** circumstances, the Dean of the School of Affiliation or Center Director, with the approval of the GTU Dean, may allow a student to combine two 1.5-unit courses in the same field of study to count as a 3-unit course as long as there is evidence that the readings, papers, and other assignments required a level of work equivalent to a full 3-unit academic course.

Also, if a student’s program requires academic study and analysis of some practical or functional field, the student may complete a plan of academic reading and writing on the subject in conjunction with the course. Such work should be registered as a Special

Reading Course. The student and professor should provide evidence of equivalent work of a 3-unit academic course.

**TOTAL COURSE REQUIREMENT:** 16 three-unit courses (or the equivalent) are required, two of which are thesis courses (except for MA students in Biblical Languages). The majority of these should be intermediate and advanced courses.

**Note: Course numbers refer to course levels as follows:**

1000-1999 = introductory  
8000-8199 = ONLINE introductory  
2000-3999 = intermediate  
8200-8399 = ONLINE intermediate  
4000-4999 = advanced  
8400-8499 = ONLINE advanced  
5000-5999 = doctoral and advanced masters  
6000-6999 = doctoral only

**TOTAL GPA REQUIREMENT:** The student's cumulative GPA must be 3.0 or higher.

**RESEARCH METHODS REQUIREMENT:** One course in Research Methods (MA 1000) must be taken prior to submission of the thesis proposal. **This requirement does not apply to MA students in Biblical Languages.**

**INTERRELIGIOUS STUDIES REQUIREMENT:** One course in Interreligious Studies (IR or other approved courses) that requires the student to engage in dialogue with one or more religious traditions. **This requirement does not apply to MA students in Biblical Languages.**

**COURSE DISTRIBUTION REQUIREMENT:** One course must be taken in each of these Departments: Sacred Texts and Their Interpretation (BS, NT, OT or other approved courses), Historical & Cultural Studies of Religion (HS, HR, RA, SP or other approved courses), Theology & Ethics (CE, PH, PT, RS, ST or other approved courses), and Religion & Practice (ED, HM, LS, PS or other approved courses). Students in tradition-specific concentrations (i.e., those focused on the study of a particular religious tradition) must fulfill this requirement by taking a course on that tradition in each department. Courses taken in the student's concentration automatically fulfill the Course Distribution requirement in that Department. Depending on the background of the student or the program, the academic advisor may stipulate additional requirements. **This requirement does not apply to MA students in Biblical Languages.**

**CONCENTRATION REQUIREMENT:** Four courses are required within the Concentration, two of which must be advanced (4000+) level courses. **This requirement does not apply to MA students in Biblical Languages.**

**CONSORTIAL REQUIREMENT:** Of the fourteen (3-unit) courses taken to complete the MA Program, two (2) courses must be taken outside the school or center of affiliation. **This requirement does not apply to MA students in Biblical Languages.** Certain UC Berkeley courses may count toward the two outside the School. The academic advisor and the Thesis/Oral Exam Committee Coordinator must come from within the School of Affiliation.

**ONLINE COURSES:** In order to differentiate between online and local courses, online courses will be numbered in the 8000's in both course listings and transcripts. **No**

**more than five online courses** may be used to fulfill MA requirements, as long as they are three (3.0) unit, letter-grade, academic courses. (The second number in the course number indicates the level. For example, a course numbered 84XX is considered a 4000-level course.)

**LANGUAGE COURSEWORK:** Foreign European language courses (English, French, German, Italian, Spanish) do **NOT** count toward the MA degree, unless the course involves advanced language work (beyond basic language proficiency) in an academic subject and the student earns a B or better. The following other types of language courses DO count toward the degree:

- Specialized languages (for example, Hindi, Japanese, Modern Hebrew, Aramaic, etc.)
- Classical languages (Greek, Hebrew, Latin)

**FOREIGN LANGUAGE REQUIREMENT:** Proficiency in one foreign language must be certified by exam, coursework, or by petition. See Foreign Language Requirement section for full details.

**THESIS REQUIREMENT:** Two courses (six units) of thesis work are required; no more than six total units count toward the degree. The thesis must be filed by the deadline. **MA students in Biblical Languages are not required to write a thesis (and so do not take thesis units).**

## **B. FOREIGN LANGUAGE REQUIREMENT**

MA students are expected to demonstrate competence in one foreign language no later than the first semester of the second year of residence. Non-native speakers of English may, with permission, certify English as their foreign language. Additional language requirements may be set by the academic advisor or Thesis Committee, depending on the student's proposed program of study. Ordinarily, at the MA level, students are advised to propose programs within the limits of their linguistic competence and to pursue language study as preparation for more advanced academic work.

**MA students must successfully certify their language proficiency before they will be allowed to form their Thesis or Oral Exam Committee; thus it is important to fulfill your language requirement as early in the program as possible.** Do not make the mistake of leaving this requirement until the end of your program. You will not be allowed to graduate without meeting this requirement.

**Students may fulfill the language requirement through examination, coursework, or petition.** If you choose to fulfill through examination, you may attempt to pass the exam in any given language up to a maximum of three times.

MA students in the Buddhist Studies, Hindu Studies, Islamic Studies, Jain Studies, Jewish Studies, and Yoga Studies concentrations may have a different method of certifying language proficiency. (See the "Special Concentrations in the GTU Common MA Program" section starting on page 16 of the handbook.)

## **ROLE OF LINGUISTIC SKILLS FOR THE STUDY OF RELIGION**

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



The fostering of language skills is a responsibility of the various professors at GTU. Some professors teach at the doctoral level; many more teach at the master's level. The GTU Language Committee urges the GTU professors who teach MA courses to encourage students to use languages other than English. The need for students to use linguistic skills is essential whenever the theme of their thesis, in a central way, involves an author whose basic works are not in English, and/or whenever it appears that the student plans to move on to doctoral work. Professors are urged to encourage, at their discretion, MA students to use languages other than English in the normal work of their courses.

## **MODERN FOREIGN LANGUAGE CERTIFICATION OPTIONS**

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

### **1) Modern Foreign Language Certification by Examination**

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

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

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

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

- The student must take the examination on the same day that the general exam is scheduled for all GTU students. The student must register for the exam no later than two weeks prior to the exam.
- The student should arrange for someone, such as a librarian or faculty member, to proctor the examination. The student is responsible to set

up a testing situation similar to that of GTU students taking the exam on campus.

- The GTU sends the exam to the proctor via email, fax or overnight mail in time for the examination.
- At the completion of the examination, the student may send a copy of the exam to the Academic Secretary via email or fax. He/she returns the hard copy of the exam to the proctor, who should make a copy, place the original work and appropriate passage in an envelope, seal it, and sign across the seal. The student returns this, along with a statement signed by the student and proctor that the agreed upon procedures had been followed, to the Academic Secretary via surface mail. The proctor should keep a copy of the exam on file in case the original translation is lost or damaged in transition.
- The exam is graded by the appropriate examiner for that language along with all the other student exams.

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

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

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

- **Completion of The Exam:** Any examination which is not completely summarized and/or includes an incomplete translation of selected text is

considered a fail. Students must complete the entire exam within the specified time-frame. The exam must also be written in a legible form.

- **Evaluation of Errors:** The examiner will indicate on each corrected examination the errors which she/he has found. Students would fail if they make major errors. Major errors include:
  - a) Consistent failure to correctly understand or translate key grammatical structures of the language;
  - b) A misconstrual of a sentence (or its grammar) that leads to a domino effect of other misunderstandings throughout the passage;
  - c) A failure to grasp either a major point of the passage, or the author's justification of that point.
  
- **Determination of the Final Grade:** The pass/fail grade is determined on the basis of a cumulative judgment of all the errors as described above. Students who pass the exam fulfill the GTU modern foreign language requirement, and the "pass" will appear on their transcript.

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

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

**Recourse By a Student in Case of an Exam Failure:** A student may contest a grade within two weeks after receiving notice of the examination result. To do this, the student should contact the GTU Academic Secretary and make an appointment to see his/her graded exam. To petition for reconsideration, the student must submit in writing the reasons for contesting the grade to the Academic Secretary. The Academic Secretary assigns a second examiner to review the exam, the first examiner's corrections and comments, and the student's petition. If the second examiner disagrees with the grade of the first examiner, a third examiner is selected, who will review all the material and make a final judgment. The decision of the third examiner will favor either retention of the original grade (failure) or a change of grade (pass).

## **2) Modern Foreign Language Certification by Coursework**

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

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

Summer intensive language course instructors notify the Academic Secretary by email with the names of students who successfully pass the course and examination; the Academic Secretary, then, will update each student's academic files. Grades on exams taken as part of a Summer Language course cannot be contested or reconsidered; the exam is a part of the course.

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

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

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

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

### **3) Procedures for Non-Native Speakers to Certify English as a Modern Foreign Language**

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

- MA students whose native language is not English may certify proficiency in English by achieving a score of 600 (paper-based) or 250 (computer-based) on the TOEFL exam or 80 (internet-based) on iTOEFL. During the student's first semester, the Academic Secretary checks the academic file of each entering graduate student for whom English is her/his second language for his/her TOEFL score and, where appropriate, certifies proficiency. The GTU Academic Secretary will send a letter to the student (with a copy to the GTU Dean's office, the Dean and Registrar of the School of Affiliation, and the student's advisor) notifying them of the certification.
- Students may also certify primary proficiency in English by submitting a term paper of at least 20 pages in length written for a GTU course to the Dean of the School of Affiliation or Center Director, along with a written evaluation of the student's written and spoken English language abilities by the faculty member who taught the course. The student should attach a letter to the paper requesting an evaluation of their English skills. The Dean of the School of Affiliation or Center Director will judge the student's proficiency in written English and may also require a conversation. The Dean of the School of Affiliation or Center Director will notify the GTU Academic Secretary in writing that the student is proficient in English. Criteria for determining proficiency will include the following: correct use of English grammar and idioms; correct sentence structure and appropriate division into paragraphs; smooth rhetorical flow; accurate spelling; proper form for documentation.

### **CERTIFICATION**

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

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

## **C. SPECIAL CONCENTRATIONS IN THE GTU COMMON MA PROGRAM**

### **1. MA IN BIBLICAL LANGUAGES**

The MA in Biblical Languages is a specialization within the GTU Common MA Program. Hence, the policies governing the Common MA normally apply to the MA in Biblical Languages. This section provides a general introduction to the MA in Biblical Languages and outlines requirements unique to this degree.

**NOTE:** The MA Biblical Languages Coordinator certifies fulfillment of the additional/alternative requirements; the GTU Dean's Office certifies completion of the general requirements on the MA in Biblical Languages Program Checklist.

#### **a. INTRODUCTION**

The Biblical Languages concentration is designed especially for highly qualified persons

planning to pursue doctoral work in Biblical Studies. The program is also well suited to those students desiring a terminal degree with a concentration in the biblical languages and a firm background in Biblical Studies.

Although the Biblical Languages is designed to prepare students for doctoral work in Biblical Studies, successful completion of the MA in Biblical Languages does not guarantee admission to the PhD program of the GTU. The policies of the GTU Common MA apply to persons in the MA in Biblical Languages except as stipulated in this Protocol.

#### **b. APPLICATION AND ADMISSION**

Admissions requirements to the MA in Biblical Languages are the same as for the Common MA, with the exception that applicants to the MA in Biblical Languages are expected to have some undergraduate preparation in Biblical Studies—minimally, six semester units of introductory courses in Biblical Studies. Students admitted without this minimal background may be required by their advisors to enroll in Old and New Testament introductory courses in their first year at the GTU. These units do not count toward graduation requirements.

Student applications are reviewed by their respective, proposed Schools of Affiliation, Biblical Studies faculty, and the GTU Admissions Committee. Persons who are not accepted to the MA in Biblical Languages degree program may be recommended for admission to the Common MA in Biblical Studies.

#### **c. ADVISING**

Students in the MA in Biblical Languages are assigned advisors in their Schools of Affiliation. In addition, any issues concerning requirements and coursework may be referred to and discussed with the MA Biblical Languages Coordinator by the student and advisor.

#### **d. COURSEWORK**

**Language Requirements:** MA students with the Biblical Languages concentration are expected to make progress in at least three languages, two classical and one modern. Students are expected to enroll in at least 12 units of coursework for their Major Biblical Language (either Greek or Hebrew); and six units of coursework in their Minor Biblical Language (again, either Greek or Hebrew). In order to meet the language requirement for graduation, the student must earn at least a B+ average in **each language** (Biblical Greek and Biblical Hebrew). Students entering the program without previous work in Greek are encouraged to take their first year in the Classics Department at the University of California at Berkeley.

Students with previous, recent language work in Biblical Hebrew or Greek may achieve advanced standing in order to move into more advanced language instruction or to enroll in additional coursework. If a language examination is required, the student will follow the appropriate procedure as outlined in the MA in Biblical Languages section of the Biblical Studies Information Sheet on Biblical Languages (available in the Academic Secretary's office).

Students are also expected to demonstrate proficiency in at least one modern language—French, German, or Spanish; or, for international students whose first language is not English, English. Modern language examinations are offered through the GTU on a regular basis.

**Coursework in Biblical Studies:** Students are expected to take at least 18 units of coursework in Biblical Studies at the intermediate and advanced levels (i.e., courses

numbered 2000-5000). These courses should be distributed across at least two of the three major blocks of literature in each Testament (Law/Pentateuch, Writings, Prophets; Gospels and Acts, Pauline Writings, Johannine Literature and General Epistles); and include at least two seminar courses that require major research essays. Although students may (and may be required to) take introductory courses in Old and New Testaments, these do not count toward graduation requirements.

**Coursework Outside of Biblical Studies:** Students are expected to take at least 12 units of coursework in other disciplines, normally from the departments of Historical & Cultural Studies of Religion, Theology & Ethics, and Religion & Practice. However, if a student enters with significant background in theology at the undergraduate level or through another graduate degree in theology, these units may be directed toward collateral disciplines offering integrative possibilities with Biblical Studies (e.g., philosophical hermeneutics, social sciences, rhetoric, etc.).

#### **e. ORAL EXAMINATION**

The completion of the MA in Biblical Languages is marked by an oral examination oriented around the student's overall academic work in the program and a major research essay provided by the student for this purpose. Students should consult with their advisor or MA in Biblical Languages Coordinator about the specifics and expectations of the Oral Examination. The **Oral Exam Committee** consists of the student's advisor and one other GTU faculty in Biblical Studies, outside the student's School of Affiliation; the second examiner should be someone already familiar with the student's work and is selected by the student in consultation with the student's advisor.

In the year of anticipated graduation, at least 90 days prior to the date of the oral examination, the **Oral Exam Committee** should be officially formed. This is done by completing the "Oral Examination Committee Request for Students in Biblical Languages" form which is signed by exam committee members and the MA Biblical Languages Coordinator, and is submitted to the GTU Dean's Office. Four to six weeks prior to the Oral Exam date, the student should submit to both of her/his Oral Exam Committee members a major integrative research essay (i.e., 25-35 pages in length) written for advanced coursework in Biblical Studies. By the thesis defense/oral exam deadline in the appropriate semester (see the Extended Calendar), the Oral Exam Committee should have met with the student for approximately two hours of oral examination concerning the student's work in the program. The forms by which students signal their intent to complete the program (including the "Intent to Graduate" form) are available from the Assistant Dean at the GTU Dean's Office or in PDF format on the GTU Website in the "Students" module. **For the most current information on the MA students in Biblical Languages graduation fee, check the GTU website (in the "Students" section).**

## **2. MA IN BUDDHIST STUDIES**

Students concentrating in Buddhist Studies must fulfill the Concentration and Course Distribution requirements with the following courses (or other courses approved by the IBS Dean):

Buddhist Studies Concentration: HR 1515 (Buddhist Traditions of South Asia), HR 1518 (Buddhist Traditions of East Asia), two additional courses at the 4000 level or above.

Sacred Texts and Their Interpretation (one of the following): HR 1525 (Buddhist Texts: Pali I), HR 1615/8160 (Readings in Early Buddhist Texts), HR 3017/8317 (Readings in Mahayana Texts), HRP 4566 (Works of Shinran I), HRP 4567 (Works of Shinran II), HRP 4568 (Works of Shinran III), HRP 4569 (Works of Shinran IV).

Theology and Ethics: HRPH 1614 (Introduction to Shin Buddhist Thought).

Religion and Practice (one of the following): HR 1508 (Introduction to Buddhist Meditation), HR 1570 (Ritual/Practice/Ceremony in Buddhism), FELS 1810 (Shin Buddhist Services/Ceremonies), HR 2990 (Meditation in Theravada Tradition), HRPH 4558 (Topics in Buddhist Practice).

Foreign language: reading proficiency in a modern or classical foreign language relevant to Buddhist studies. These include French, German, Japanese, Chinese, modern Southeast Asian languages (Thai, Burmese, etc.), and the canonic languages of Buddhism (Sanskrit, Pali, Tibetan, classical Chinese). Ministerial and chaplaincy students must consult their advisors for specific language requirements or recommendations.

The IBS Dean certifies fulfillment of the additional requirements and the GTU Dean's Office certifies completion of the general requirements on the same Program Checklist.

The Institute of Buddhist Studies (IBS) is considered the student's School of Affiliation, and the Dean of the IBS is equivalent to the Dean of the member school.

### **3. MA IN HINDU STUDIES**

The MA with a concentration in Hindu Studies is offered by the GTU's Mira and Ajay Shingal Center for Dharma Studies. The primary foci are on the study of Hindu philosophy of religion, theology, ethics, art, sacred texts, as well as Hinduism and world engagement in consideration of its historical and cultural contexts and its interrelationships with other faiths—particularly Jainism and Indian Buddhism with which it shares philosophical categories and practices. In accordance with the interreligious environment of the GTU, the Hindu ethos will be studied in dialogue with other religious traditions in order to deepen understanding of the cross fertilization and profound relationships amongst cultures and faiths while honoring the distinctiveness of each religion.

The Center for Dharma Studies is considered the student's School of Affiliation, and the Director is considered the Dean. The CDS Director certifies fulfillment of the special Hindu Studies requirements and the GTU Dean's Office certifies completion of the general requirements on the Program Checklist.

Students concentrating in Hindu Studies must fulfill the Concentration requirement with the following courses: one course on Sources/Foundations of Hindu Thought, one course on Hindu Studies Methods and Critique, and two additional courses. At least two of the four courses must be at the 4000 level or above.

Foreign language: Two courses in Sanskrit (or with approval of the Director, another language relevant to Hindu Studies such as Hindi, Tamil, Bengali, or Telugu) at the beginning, intermediate, or advanced level. The language requirement may be fulfilled simultaneously with the other requirements. For example, a student who enters the MA program with intermediate or advanced competence in Sanskrit might use a course on the Vedas with readings in Sanskrit to count as both a course in Sacred Texts and a course in Sanskrit. In that case, the student would take an additional elective to fulfill the total number of required courses.

**Once the two language courses are completed, the student is eligible to certify language proficiency. To certify language proficiency, the student first petitions completion of the coursework with the Director of the Center for Dharma Studies with the "Language Proficiency Certification Petition" form. The petition must**



**include a transcript to show that the coursework has been completed. Once the Director reviews and approves the petition with her/his signature, the student submits the “Language Proficiency Certification Petition” with the attached transcript to the Academic Secretary. The Academic Secretary will then complete the process of language certification. Once language proficiency is certified, the student can then proceed with forming their Thesis Committee.**

#### **4. MA IN ISLAMIC STUDIES**

The MA with a concentration in Islamic Studies is offered by the GTU’s Center for Islamic Studies, and by DSPT and SKSM. The primary focus is on the study of contemporary Islam within its theological, historical and cultural contexts. In addition to the core courses in classical Islamic scholarship, students have the opportunity to develop expertise in specific topics such as Muslim Cultures (especially Muslims in America), Islamic Education, or Islam and Media. Interdisciplinary and interreligious approaches to the study of Islam in which Muslims are understood in their diversity and in dialogue with other religious traditions are an implicit part of the program, fostered by the unique environment of the GTU.

For MA students affiliated with the Center for Islamic Studies, CIS is considered the student’s School of Affiliation, and the Director is considered the Dean. The CIS Director certifies fulfillment of the special CIS requirements and the GTU Dean’s Office certifies completion of the general requirements on the Program Checklist.

Students concentrating in Islamic Studies must fulfill the Concentration requirement with the following courses: one course that is an introduction to Islam, one course on Islam and modernity, and two additional courses. At least two of the four courses must be at the 4000 level or above.

Foreign language: Two courses in Arabic at the beginning, intermediate, or advanced level. The Arabic language requirement may be fulfilled simultaneously with the other requirements. For example, a student who enters the MA program with intermediate or advanced competence in Arabic might use a course on the Qur’an with readings in Arabic to count as both a course in Sacred Texts and a course in Arabic. In that case, the student would take an additional elective to fulfill the total number of required courses.

**Once the two courses in Arabic are completed, the student is eligible to certify language proficiency. To certify language proficiency, the student first petitions completion of the coursework with the Director of the Center for Islamic Studies with the “Language Proficiency Certification Petition” form. The petition must include a transcript to show that the coursework has been completed. Once the Center Director reviews and approves the petition with her/his signature, the student submits the “Language Proficiency Certification Petition” with the attached transcript to the Academic Secretary. The Academic Secretary will then complete the process of language certification. Once language proficiency is certified, the student can then proceed with forming their Thesis Committee.**

#### **5. MA IN JAIN STUDIES**

The MA with a concentration in Jain Studies is offered by the GTU’s Mira and Ajay Shingal Center for Dharma Studies. This concentration offers a unique opportunity for the cultural and theological study of Jain texts, teachings, and traditions of transmission in an interreligious and interdisciplinary context that provides the conceptual space for constructive dialogue and collaboration that extends across religious traditions. Innovative approaches encourage critical reflection on the ways in which Jain principles such as radical non-violence and pluralism can contribute to a more balanced, equitable, sustainable, and compassionate human society.

The Center for Dharma Studies is considered the student's School of Affiliation, and the Director is considered the Dean. The CDS Director certifies fulfillment of the special Jain Studies requirements and the GTU Dean's Office certifies completion of the general requirements on the Program Checklist.

Students concentrating in Jain Studies must fulfill the Concentration requirement with the following courses: PHCE 2501 (Introduction to Jain Philosophy and Ethics), HRPD 2020 (Jainism: Radical Non-violence), and two additional courses at the 4000 level or above.

Foreign language: Two courses in Sanskrit (or with approval of the Director, another language relevant to Jain Studies such as Jain Prakrit, Tamil, Hindi, or Gujarati) at the beginning, intermediate, or advanced level. The Sanskrit requirement may be fulfilled simultaneously with the other requirements. For example, a student who enters the MA program with intermediate or advanced competence in Sanskrit might use a course on Jain sacred texts with readings in Sanskrit to count as both a course in Sacred Texts and a course in Sanskrit. In that case, the student would take an additional elective to fulfill the total number of required courses.

**Once the two language courses are completed, the student is eligible to certify language proficiency. To certify language proficiency, the student first petitions completion of the coursework with the Director of the Center for Dharma Studies with the "Language Proficiency Certification Petition" form. The petition must include a transcript to show that the coursework has been completed. Once the Director reviews and approves the petition with her/his signature, the student submits the "Language Proficiency Certification Petition" with the attached transcript to the Academic Secretary. The Academic Secretary will then complete the process of language certification. Once language proficiency is certified, the student can then proceed with forming their Thesis Committee.**

## **6. MA IN JEWISH STUDIES**

The MA with a concentration in Jewish Studies is offered by the GTU's Richard S. Dinner Center for Jewish Studies. The focus is on the history of Jewish thought and spirituality. Jewish/Non-Jewish dialogue is an implicit part of the program, so that the unique environment of the GTU contributes to, and at the same time benefits from such exchanges.

The Center for Jewish Studies is considered the student's School of Affiliation, and the Director is considered the Dean. The CJS Director certifies fulfillment of the special CJS requirements and the GTU Dean's Office certifies completion of the general requirements on the Program Checklist.

Students concentrating in Jewish Studies must fulfill the Concentration and Course Distribution requirements with the following courses:

Jewish Studies Concentration: HSST 2022 (Ancient/Medieval Jewish Civilization), HSST 2024 (Modern/Contemporary Jewish Thought), two additional courses at the 4000 level or above.

Sacred Texts and Their Interpretation: one course in Hebrew Bible or Rabbinic Literature.

Foreign language: Two courses in Hebrew grammar or reading at the beginning, intermediate, or advanced level. The Hebrew language requirement may be fulfilled

simultaneously with the other requirements. For example, a student who enters the MA program with intermediate or advanced competence in Hebrew might use a course in Rabbinics with readings in Hebrew to count as both a course in Sacred Texts and a course in Hebrew. In that case, the student would take an additional elective to fulfill the total number of required courses.

**Once the two courses in Hebrew grammar or reading are completed, the student is eligible to certify language proficiency. To certify language proficiency, the student first petitions completion of the coursework with the Director of the Center for Jewish Studies with the “Language Proficiency Certification Petition” form. The petition must include a transcript to show that the coursework has been completed. Once the Center Director reviews and approves the petition with her/his signature, the student submits the “Language Proficiency Certification Petition” with the attached transcript to the Academic Secretary. The Academic Secretary will then complete the process of language certification. Once language proficiency is certified, the student can then proceed with forming their Thesis Committee.**

## **7. MA IN YOGA STUDIES**

The MA with a concentration in Yoga Studies is offered by the GTU’s Mira and Ajay Shingal Center for Dharma Studies. The primary foci are on Hindu and Jain yoga traditions with attention to research topics such as contemplative yoga, the yoga of self knowledge (*jñāna*), the yoga of devotional love (*bhakti*), the Yoga Sūtras of Patañjali, and the *Bhagavad Gītā*. Other themes to be explored include immortality and liberation, tantra yoga, Jain philosophy of yoga, dharma and yoga philosophy, Nāda Yoga (the yoga of sound vibration and music), yoga and the West, and yoga, health, and healing.

The Center for Dharma Studies is considered the student’s School of Affiliation, and the Director is considered the Dean. The CDS Director certifies fulfillment of the special Yoga Studies requirements and the GTU Dean’s Office certifies completion of the general requirements on the Program Checklist.

Students concentrating in Yoga Studies must fulfill the Concentration and Course Distribution requirements with the following courses:

Yoga Studies Concentration: HRST 4610 (Yoga Beyond the Mat), one course on Tantra Yoga, and two additional courses. At least two of the four courses must be at the 4000 level or above.

Sacred Texts and Their Interpretation: one course on Yoga Sutra of Patanjali.

Historical and Cultural Studies of Religion: one course on Yoga Psychology.

Theology and Ethics: one course on Bhakti Yoga: Soteriology of Love.

Foreign language: Two courses in Sanskrit (or with approval of the Director, another language relevant to Yoga Studies such as Hindi, Tamil, or Bengali) at the beginning, intermediate, or advanced level. The Sanskrit requirement may be fulfilled simultaneously with the other requirements. For example, a student who enters the MA program with intermediate or advanced competence in Sanskrit might use a course on the Yoga Sutra of Patanjali with readings in Sanskrit to count as both a course in Sacred Texts and a course in Sanskrit. In that case, the student would take an additional elective to fulfill the total number of required courses.

**Once the two language courses are completed, the student is eligible to certify language proficiency. To certify language proficiency, the student first petitions**

**completion of the coursework with the Director of the Center for Dharma Studies with the “Language Proficiency Certification Petition” form. The petition must include a transcript to show that the coursework has been completed. Once the Director reviews and approves the petition with her/his signature, the student submits the “Language Proficiency Certification Petition” with the attached transcript to the Academic Secretary. The Academic Secretary will then complete the process of language certification. Once language proficiency is certified, the student can then proceed with forming their Thesis Committee.**

#### **D. JOINT MA/MDIV PROGRAMS**

For students desiring a combination of academic and professional programs, the following Member Schools offer the opportunity to pursue concurrent Master of Arts and Master of Divinity programs: ABSW, CDSP, DSPT, JST, PLTS, PSR, SFTS, and SKSM. These schools administer the MDiv program, while the MA is governed by the policies of the GTU Common MA Program. The Joint MA/MDiv programs involve application to and matriculation through **two separate programs**, and successful completion results in two separate degrees.

##### **1. ADMISSION AND MATRICULATION**

A Common MA student wishing to enroll in the MDiv programs applies to the MDiv program through the Admissions Office of their School of Affiliation once they have completed the requirements for the MA. This process is completely separate from admission to the MA Program, and requires all original documentation (transcripts, etc.). The student will be able to transfer coursework into the MDIV program from the completed MA program. Likewise, an MDiv student wishing to enroll in the joint program must apply to the MA Program through the GTU Admissions Office. The student may apply at any time, but will only be converted into an active MA student once they have completed the requirements of the MDiv and graduate from the program. The student is encouraged to talk to their advisor and the GTU Assistant Dean to plan the coursework from the MDiv that is pertinent to the MA as well as plan the coursework and thesis writing for the final year. A new student may apply to both at once, then defer the MA Program up to two years while working on the MDiv.

Matriculation in the Joint MA/MDiv program can only be done sequentially (first the MDiv and then the MA). **However, a student must apply and be admitted to the second program the year before completing the requirements of the first.** All coursework specific to the MDiv must be completed prior to the final year, which should be dedicated exclusively to the MA.

##### **2. UNITS REQUIRED**

ATS standards require joint MA/MDiv programs to comprise no fewer than 24 units (one academic year) above and beyond the requirements of the School’s MDiv program. MDiv degree requirements vary from school to school, ranging from 72 to 114 units. The Common MA Program requires a total of 48 units. These 48 units must meet Common MA standards to count toward the MA (see “Program Requirements” section). ATS also requires no fewer than four total years of full-time coursework (a minimum of 96 units; more depending on the School’s MDiv requirements) for completion of joint MA/MDiv programs. The School of Affiliation certifies the students MDiv program while they are in the School’s Student Information System (SIS). Once the student completes the MDiv, they will become active in the GTU MA program and be transferred into the GTU SIS.

School	MDiv units required	MA units required	Total units required
<b>ABSW</b>	78	24	102
<b>CDSP</b>	76.5	24	100.5
<b>DSPT</b>	72	24	96
<b>DSPT</b> MDiv + <i>Complementary Curriculum</i>	96	24	120
<b>JST</b>	81	24	105
<b>PLTS</b>	79.5	24	103.5
<b>PSR</b>	81	24	105
<b>SFTS</b>	72	24	96
<b>SKSM</b>	90	24	114

### 3. TUITION

Since the completion of joint MA/MDiv programs requires no fewer than four years of full-time study, students pay two years of full MA tuition and a minimum of two years of full MDiv tuition. If a student has not completed both programs after paying 48 units of MA tuition and all MDiv fees (which may exceed two years), **he/she pays MA continuing fees for further work.** (See “Continuing Registration” under the Registration heading for further information.)

### 4. CERTIFICATION OF REQUIREMENTS

The Assistant Dean certifies fulfillment of the MA requirements (on MA Program Checklist) and checks that the student has the correct number of units required to receive both degrees (MDiv units + 24 additional units). The School of Affiliation certifies completion of MDiv requirements.

### 5. WITHDRAWAL FROM MDIV

If a student decides to withdraw from the MDiv program, and complete the MA only, he/she may submit a Petition to Transfer Coursework form to transfer courses completed in the MDiv program into the MA Program. Only three-unit, academic courses with a B- or higher grade may be transferred into the MA Program. The Dean of the School of Affiliation determines what courses may be counted toward MA requirements and how many of the transferred units (36 maximum) may be applied to the 48-unit MA tuition/residency requirement.

### 6. TRANSCRIPTS

The student will have two transcripts, one from the Member School and one from the GTU. The student will not be an active student in the GTU SIS until after he/she completes the requirements of the MDiv. Requests for MDiv transcripts go to the Member School; requests for MA transcripts go to the GTU Consortial Registrar.

### 7. DIPLOMAS

There is a separate diploma for each degree. The MDiv degree is conferred at the Commencement ceremony at the School; the MA degree may be conferred at either Commencement, the School's or the GTU's.

### E. CONCURRENT MA PROGRAMS AT GTU AND DSPT

It is possible for qualified students enrolled in the GTU Common MA to enroll jointly in the DSPT MA program in Philosophy. A detailed protocol for the program is available from the DSPT website here: [https://www.dspt.edu/files/Student\\_Handbook.pdf](https://www.dspt.edu/files/Student_Handbook.pdf).

## Requirements

- I. Sixty-three units distributed as follows:
  - A. Eighteen academic courses (54 units).

Eight courses come from the core requirements for the DSPT MA (Philosophy) program (four courses in systematic philosophy and two courses in historical philosophy) and 10 courses from those required for the GTU Common MA in theology (four of the former courses are “double counted” as electives for the GTU Common MA in theology).
  - B. Nine units of MA 5000: In Thesis. Three of these units are “double counted” for both programs.
- II. Certification of one foreign language (see section on language certification, page 8).
- III. All students in the concurrent MA program must fulfill the DSPT portfolio requirements as articulated in the DSPT Student Handbook.
- IV. A thesis of about 120 pages.

The student submits the thesis proposal and the signed DSPT “Thesis Proposal Petition” to the DSPT Academic Dean in the usual manner. After the petition is approved by the Regular faculty of the DSPT, the student completes the “Master of Arts Thesis Proposal” form for the GTU Common MA, obtains the signatures of the Deans of GTU and DSPT and files the Request with the GTU Dean’s Office.
- V. An oral defense of the thesis, not to exceed one and one half hours in length, before the three-member committee.
- VI. Tuition.

During the first two full-time years in the program, the student pays the full four-semester tuition residency for the Common MA. When this tuition residency has been fulfilled, the student then pays the DSPT per-unit tuition for the remaining 15 units required for the program, plus any additional tuition necessary to cover prerequisites that may be required for the degree. After all unit requirements have been completed (54 units of coursework, 9 units of “in thesis” and any philosophy prerequisites required by the DSPT Admissions Committee), the student then pays continuing tuition under the DSPT tuition schedule for the MA in philosophy until the thesis is successfully defended.
- VII. In no case may the two degrees be finished in fewer than six semesters—with four full-time semesters (@ 12 units each) taken at Common MA tuition, plus 15 additional units taken over the last two semesters at DSPT tuition.

### III. GETTING STARTED

#### A. TRANSFER OF COURSEWORK

If your transfer of coursework was not done during the admissions process, a Petition to Transfer Coursework form should be submitted before or during your first semester in the GTU Common MA Program. Courses to be transferred must appear on official transcripts from the institutions where they were taken. These transcripts will be found in your official GTU file, if received during the admissions process—if not, you must provide them.

Complete the Petition to Transfer Coursework form with courses to be transferred, the type of transfer desired, the signature of the Dean of your School of Affiliation approving the transfer, and your signature, and submit the completed form to the GTU Dean's Office for your official GTU file. A copy will be sent to the GTU Consortial Registrar (with transcripts, if needed), who will apply the courses to your GTU transcript, and to your School of Affiliation.

#### 1. TRANSFER OF CREDIT

Courses that were not used toward a previous degree which are academically appropriate (see details below) for the GTU Common MA may be petitioned for transfer of credit. Transferred courses are entered on the student's GTU transcript for the Common MA Program and become part of the permanent record.

Transfer of credit is limited to 12 units from a School outside the GTU, and up to 36 units, at the discretion of the School from a School within the GTU. **The maximum number of transfer units is 36 units total.** Students should declare their intent to apply for admission to the GTU Common MA Program before completing their second semester of work in another program, so they may be advised about transfer of credit.

Courses eligible for transfer credit fall into three categories: 1) courses taken as a special student or non-degree student; 2) courses taken above and beyond any degree requirements; 3) courses taken for a degree program which the student did not and will not complete. If the courses were taken while a student was in a degree program, their eligibility for transfer based on the above-stated criteria needs to be explicitly addressed.

The courses to be transferred must be academic courses in theology or closely related fields. The student must supply documentation about course requirements. Academic courses should have a substantial reading list, and substantial written assignments and/or examinations. Professional or practical ministry courses are not transferable into the Common MA Program. Courses must be the equivalent of three academic units. 1.5 unit courses may not be counted towards the MA degree. In rare exceptions, two 1.5-unit courses in the same area of study can be combined if and only if it is documented that the amount of reading and written work was comparable to a three-unit academic course. The Dean of the School of Affiliation or Center Director may request additional information (syllabus or written work) to verify eligibility for transfer.

#### 2. TUITION/RESIDENCY REQUIREMENT

The Tuition/Residency requirement is 48 units at full MA tuition. Although the GTU sets tuition rates for the GTU MA, the fee policy should be checked with the School of Affiliation.

Once the Tuition/Residency requirement is fulfilled, students enrolling in additional courses pay the MA **continuing fee**, a flat fee calculated at one-half of full (12 units) tuition. Part-time status is not available once students are paying continuing fees.

### **3. ADVANCED STANDING**

Advanced Standing applies previous academic work to Distribution or Concentration requirements. Normally, Advanced Standing only applies a course to a specified requirement; it does not transfer coursework onto the transcript or apply units toward the Tuition/Residency requirement. However, persons admitted to the MA program who have completed graduate level course work in theological or religious studies may petition the member school dean or center director for permission to apply up to 18 units of this prior course work toward the Tuition/Residency requirement. In addition to transcripts, the member school dean or center director may require further documentation such as course syllabi.

### **4. ACCELERATE PROGRAM ON BASIS OF EXTENSIVE UNDERGRADUATE STUDY**

Persons admitted to the MA program who have completed extensive undergraduate studies in theology or religious studies may petition the member school dean or center director for permission to apply up to 18 units of prior advanced or upper division undergraduate course work toward the Tuition/Residency requirement. In addition to transcripts, the member school dean or center director may require further documentation such as course syllabi. The student must have received a grade of B- or above in any undergraduate course considered under this policy, and the subject matter of the course must have been relevant to the student's planned course of studies at the GTU.

## **B. FINANCIAL AID**

Financial aid awards are designed to help support students in meeting the cost of tuition during the first two years of the MA program and to augment the student's efforts during the continuing fee years. Sources of aid include merit-based awards, grant-in-aid, federal student loans, federal work-study and other funding opportunities.

### **GENERAL POLICIES GUIDING THE OFFICE OF FINANCIAL AID**

The Financial Aid Office adheres to institutional policies, rules, and regulations of the federal government in administering all financial aid programs and this includes the Satisfactory Academic Progress requirements.

### **APPLYING FOR AND MAINTAINING ELIGIBILITY FOR FINANCIAL AID**

U.S. citizens and eligible non-citizens who wish to be considered for financial aid must complete and submit the GTU Financial Aid Application to the GTU Financial Office and the Free Application for Federal Student Aid ([FAFSA](#)). When completing the FAFSA, you must include both the federal school codes for the GTU (G01207) and your school of affiliation. Students who are members of religious orders must submit a letter from the superior of their order indicating the level of financial support they will receive. Students affiliated with ABSW, CDSP, DSPT, IBS, JST, PAOI, PLTS, PSR, SFTS, and SKSM must contact the Member School Financial Aid Office as a supplementary institutional aid application submitted to the member or affiliate school may be required. International students affiliated with the GTU Centers must complete the GTU Financial Aid Application and supplementary documentation as requested.



## 1. TYPES OF FUNDING AVAILABLE

### **Scholarships & Grants**

The GTU Financial Aid Office packages all financial aid, which includes institutional and Title IV Federal Student Aid, as well as, any self-reported external grants, scholarships and outside payments; this is inclusive of institutional scholarships and grants that are provided by the member and affiliate schools of the GTU Consortium. These tuition restricted funds are merit and/or need-based and do not need to be repaid.

### **Outside Resources**

Federal regulations require students and the institution to report any outside resources the student will receive for any given academic year. Outside resources include but are not limited to: scholarships, grants, denomination support, Vocational Rehabilitation, AmeriCorps, or other external sources of financial assistance such as payments made to the school from any person other than the student. Outside Resources, with the exception of Veteran's Benefits and Vocational Rehabilitation, must be factored into the calculation of a student's eligibility for need-based institutional and federal financial aid. If necessary, the student's financial aid package will be adjusted to account for additional assistance that is received. Students are encouraged to seek outside funding to support their educational expenses and may access the GTU External Scholarships and Resources Database at: <https://scholarships.gtu.edu/>.

### **Veterans Administration Benefits**

The Registrar is the certifying official for Veterans benefits. Students with previous graduate level coursework/training in the program to be pursued will be evaluated upon enrollment and given appropriate credit. Evaluation will be based upon review of academic transcripts. Credit allowed will be recorded in enrollment records, and the length of the program shortened proportionately. In addition, the student and the Department of Veteran's Affairs shall be notified. (Note: All prior graduate level coursework and training will be evaluated.) Upon completion of the course of study a degree will be conferred.

**Federal Direct Unsubsidized Loan:** Students eligible for federal student aid with educational expenses that will not be met by other sources of aid may borrow an unsubsidized loan. Students are not required to demonstrate financial need in order to qualify for this type of federal loan and the Financial Aid Office will determine a student's eligibility based on the Federal Methodology calculation as regulated by the U.S. Department of Education. The annual federal unsubsidized loan limit is \$20,500 (gross) and the aggregate maximum borrowing limit for a graduate student (inclusive of Title IV federal student loans borrowed at the undergraduate level) is \$138,500.

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

Additionally, a loan origination fee is charged against the total amount borrowed and is deducted from loan proceeds by the federal processor before each disbursement so the net loan amount received will be less than the gross amount to

be repaid. Due to the Budget Control Act of 2011 (the sequester law), the Direct Loan Origination fee will change for all Direct Loans disbursed on or after October 1 each year. Please visit <https://studentaid.ed.gov/sa/types/loans/interest-rates> for current origination fee information.

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

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

For the 2018-2019 year, the fixed interest rates for loans originated on or after July 1, 2018 for graduate/professional students are as follows:

- Federal Direct Unsubsidized Loan: 6.60%
- Federal Direct Graduate Plus Loan: 7.60%

The federal Direct Loan Program offers several repayment plans that are designed to meet the different needs of individual borrowers. Generally, borrowers have 10 to 25 years to repay a loan, depending on the repayment plan that is chosen. A borrower will receive detailed information on repayment options upon completion of the required online student loan entrance and exit counseling sessions. To retrieve federal student loan history, students may log into the National Student Loan Data System at [www.nslds.ed.gov](http://www.nslds.ed.gov). The federal student loan Repayment Estimator Tool and Direct Loan information as well as available repayment options may be found online at <https://studentaid.ed.gov/sa/> and <http://studentloans.gov>.

**Deferment of Prior Federal Student Loans:** To defer federal student loans, students must be enrolled at least half-time in an eligible program. The GTU Registrar reports current enrollment information to the National Student Loan Clearinghouse using a federally mandated schedule each semester. This information is accessible to all lenders and loan servicers. It is the student's responsibility to verify deferment procedures with your lenders/servicers, and to comply with their deadlines to avoid delinquency and defaults of student loan repayment. Likewise, it is the student's responsibility to submit the appropriate deferment form(s) to the Registrar in a timely manner. To ensure current deferment status, please respond to any mail directed from your federal student loan lender(s) or servicer(s).

### **Federal Work-Study**

GTU participates in the Federal Work-Study (FWS) program which is a federally funded financial aid program designed to make part-time employment available to help students meet their educational expenses. The award is earned through employment and paid as an hourly wage or by stipend. Students may be employed by the institution itself; a federal, state, or local public agency; or a private nonprofit organization. Institutions are federally mandated to use at least seven (.07 %) percent of their federal work-study allocation to support students working in community service jobs, including: reading tutors for preschool age or elementary

school children; mathematics tutors for students enrolled in elementary school through ninth grade; literacy tutors in a family literacy project performing family literacy activities; or emergency preparedness and response.

To be eligible for work-study, a student must be a U.S. Citizen or Permanent Resident and have demonstrated financial need, as defined by the Federal Methodology. U.S. citizens and eligible non-citizens who are members of a religious order or society are not eligible for need-based FWS funds. Priority is given to full-time students who express an interest for off-campus employment with the Reading Partners program or with another non-profit agency. Prior to beginning employment, all work-study students must complete a Federal Work Study Authorization form, a current job description, and complete employment documents with Human Resources, for approval.

## 2. SATISFACTORY ACADEMIC PROGRESS

The U.S. Department of Education requires that schools establish a reasonable Satisfactory Academic Progress (SAP) Policy to evaluate a student's progress in their educational program. The SAP policy must include a qualitative and a quantitative measure of the completion of work within a maximum timeframe and students must meet both measures in order to maintain their financial aid eligibility during all periods of enrollment.

SAP evaluations will be completed at the end of each term and cannot take place until final grades have been posted. MA students must maintain a cumulative GPA of 3.0 ("B") or better and must make acceptable progress toward completion of the degree within the following normative time periods (excluding leaves of absence):

MA	6 semesters (Full-time)
	9 semesters (Part-time)
MDiv/MA	10 semesters (Full-time)
	15 semesters (Part-time)

**Financial Aid Warning:** Students who have not met the qualitative and/or quantitative requirements will be placed on Financial Aid Warning for one semester. During the semester a student is on Financial Aid Warning, they remain eligible for financial aid, but the student must meet with the GTU Assistant Dean for Academic Affairs to discuss an academic plan for meeting SAP by the end of that semester. If the student has not met the requirements of SAP by the end of that semester, they will be suspended from receiving financial aid in the subsequent term.

**Financial Aid Probation:** Students suspended from receiving financial aid may regain eligibility by submitting an appeal to be placed on financial aid probation for the subsequent semester to the GTU Assistant Dean for Academic Affairs. Probation is not given automatically and is for one semester only. Students who fail to make SAP at the end of the probationary semester are suspended from receiving financial aid and may not appeal the decision.

### **Financial Aid Suspension**

If a student is not making SAP by the end of their probationary semester, they are placed on financial aid suspension for the following semester and may not appeal the decision. They may regain eligibility by successfully completing the GPA and pace requirements.

**Appeal Process:** Appeals for SAP will be considered only under special circumstances (if, for example, the student has suffered undue hardship such as the death of an immediate family member, injury or illness of the student). Students requesting an appeal must submit a letter to the Assistant Dean of Academic Affairs to be reviewed by the GTU Academic Dean. The GTU Academic Dean, in consultation with Member School Deans or Center Directors, may decide to restore eligibility, noting the reasons for doing so in the student's financial aid file.

It is recommended that you review the [Satisfactory Academic Progress Policy](#) in its entirety.

**Return of Title IV Federal Aid:** The Financial Aid Office is required to perform a Return of Title IV (R2T4) calculation when a student takes a leave of absence or withdraws from all coursework prior to the scheduled end date of any given semester/payment period. The standard formula for R2T4 is calculated on a percentage basis by comparing the total number of days the student completed to the total number of days in the payment period. The payment period is defined as the semester from which the student withdraws or takes a leave. Official and unofficial withdrawal/leave of absence dates are defined as the last documented date of academically-related activity by the student as defined by the U.S. Department of Education. If an R2T4 calculation return creates a balance due on the student's school account, the student will be responsible for payment to the school. The student will not be allowed to reenter, register or receive academic transcripts until the outstanding balance has been paid in full. Please review the [Return to Title IV Policy](#) for more detailed information.

### 3. APPLICATION FORMS AND DEADLINES

Eligibility for financial aid is determined on an annual basis. MA students affiliated with **ABSW, CARE, CDS, CIS, CJS, CTNS, IBS and PAOI** must apply by the application priority deadline (<http://gtu.edu/admissions/financial-aid/financial-aid-priority-deadlines>). Financial aid application forms are made available on the Financial Aid pages of the GTU website ([www.gtu.edu](http://www.gtu.edu)) beginning October 1 of each year. More detailed information regarding financial aid policies and procedures is also available at [www.gtu.edu/admissions/financial-aid](http://www.gtu.edu/admissions/financial-aid), including the current priority deadlines for all Affiliate Schools. **Students at DSPT, IBS, JST, SFTS, and SKSM should contact their schools of affiliation for school-based grant/scholarship applications and deadlines.**

Students who apply after their school's priority deadline may still be eligible to receive Direct Loans. However, a late application may result in the loss of eligibility for limited forms of financial aid including institutional aid and/or federal work-study.

#### **U. S. CITIZENS AND ELIGIBLE NON-CITIZENS**

MA students affiliated with **ABSW, CARE, CDS, CIS, CJS, CTNS, IBS and PAOI** must complete and submit the Financial Aid Application for Domestic Students and FAFSA (Free Application for Federal Student Aid) to the Consortial Financial Aid Office to apply for institutional and federal financial aid. M.A. students affiliated with **DSPT, JST, SFTS, and SKSM** who would like to apply for institutional aid must complete and submit an institutional application to their school **and** if applying for federal aid, students must complete and submit the FAFSA and Financial Aid Application for Domestic Students to the Consortial Financial Aid Office.

### **INTERNATIONAL STUDENTS**

International students affiliated with **ABSW, CARE, CDS, CIS, CJS, CTNS, and PAOI**, must complete and submit the Financial Aid Application for International Students along with Foreign and Domestic Bank Statements from the past three months to the Consortial Financial Aid Office. International students affiliated with **DSPT, JST, SFTS, and SKSM** should consult their School of Affiliation for information on financial assistance. International students are not eligible for federal loans or Federal Work-Study.

The GTU does not discriminate on the basis of race, color, national or ethnic origin, religious affiliation, age, gender, sexual orientation, or handicap in administering its financial aid programs.

### **MEMBERS OF RELIGIOUS ORDERS**

Members of Religious Orders affiliated with **ABSW, CARE, CDS, CIS, CJS, CTNS, DSPT, IBS, JST, PAOI, SFTS, and SKSM** must submit a letter from the Superior of their Order indicating the level of financial support they will receive.

#### **4. PROCEDURES FOR RECEIVING FEDERAL LOAN PROCEEDS**

- a) If you are receiving a federal loan, you must complete all necessary paperwork with the Financial Aid Office. First-time direct loan borrowers must also complete Direct Loan entrance counseling. This requirement may be completed online at <http://studentloans.gov>. Exit counseling is required of all students in their last semester of registration and of those who otherwise drop below half-time enrollment at any point in the program.
- b) Loan proceeds are received electronically at the beginning of the fall and spring terms and are processed through the Financial Aid Office and posted to the student's account by the Business Office. Students must be registered at least half-time and must have completed all financial aid requirements in order for loan funds to be processed. If there is a credit balance after existing charges are deducted, students may receive their refund by paper check. Students who entered their bank account information in GTU SONIS prior to disbursement will receive their refund via Direct Deposit. Students should contact the Business Office at their School of Affiliation (for MA Students affiliated with **CARE, CDS, CIS, CJS, CTNS, or IBS**, contact the GTU Business Office) for information regarding the schedule for their refunds.
- c) A hold placed on your registration will result in a delay in the processing of your loan funds until the registration hold is resolved.

#### **5. GENERAL POLICIES GUIDING THE OFFICE OF FINANCIAL AID**

The Financial Aid Committees and the Office of the GTU Dean have developed the following operating policies for the Financial Aid Office. The Financial Aid Director and staff adhere to institutional policies and the rules and regulations dictated by the federal government.

- a) Students who meet published application deadlines have priority over late applicants. Late applicants will be evaluated on a case-by-case basis as funds allow. Because financial aid funds are fully allocated during initial awarding, there will normally be no grants or work-study available to late applicants.
- b) Full-time enrollment is 12 units or more per semester. Half-time enrollment is 6 units per semester.
- c) Full-time students who drop to half-time or three-quarters status will have their grant-in-aid reduced in proportion to the reduction of their tuition charge. Federal Work-Study and Federal Direct Loans will be reduced as required by federal law.
- d) Students enrolled less than half-time are **not** eligible to receive any financial aid.

- e) Eligibility for financial aid in summer varies depending on the member school. Check with the Consortial Financial Aid Office for details.
- f) Students receiving funds from non-GTU sources will **not** have their grants reduced **except in cases where total need is exceeded**.
- g) Members of religious orders are eligible to receive grants or scholarships and Federal Unsubsidized Stafford Loans. Members of religious orders are ineligible to receive Federal Work-Study.
- h) Annual awards will be disbursed equally between the fall and the spring semesters.

## **6. RETURN OF FEDERAL AID POLICY**

Federal regulations require a school to have a written Return of Title IV (Federal Student Aid) Funds policy to be applied to students who withdraw during the term for which federal aid has been received.

When a student terminates enrollment after beginning attendance, that student may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive. In this case, the amount of Title IV loan assistance earned by the student must be determined. If the student does not complete more than 60% of the enrollment period and the amount of Title IV aid disbursed to the student is determined to be greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, they may receive a Post-withdrawal disbursement. After the 60% point in the period of enrollment, a student has earned 100% of the Title IV funds they were scheduled to receive during the period and a return is not required.

The Return of Title IV funds calculation is completed by the Financial Aid Office in accordance with the federal regulations set forth in the [Higher Education Act of 1965](#) and the [Return worksheet](#) provided by the Department of Education. To determine the amount of earned and unearned aid, the Financial Aid Office will calculate the percentage of the enrollment period the student completed. If any amount of aid is determined to be unearned, institutional charges are then used to determine the portion of the unearned Title IV aid that the school is responsible for returning. The Financial Aid Office will include all appropriate institutional fees in the Return calculation. The institutional charges used in the calculation usually are the charges that were initially assessed for the entire period of enrollment. Initial charges may only be adjusted by those changes the Business Office made prior to the student's withdrawal (for example, for a change in enrollment status unrelated to the withdrawal).

Once the Financial Aid Office determines the amount of unearned aid that the school is responsible for returning, the student and the Business Office are notified. The e-mail and/or written letter to the student will specify the amount of aid that must be returned to the Title IV loan program by the school and the amount that must be repaid by the student in accordance with the terms outlined on his or her federal Master Promissory Note. If the school's portion of the funds to be returned creates a balance due on the student's account, the student will be billed for the amount due.

## **7. DEFERMENT OF PRIOR STUDENT LOANS**

To defer prior student loans, students must be enrolled at least half-time. Students should contact their loan servicer regarding any enrollment changes. Each Member School submits current enrollment information to the National Student Loan Clearinghouse each term. This information is accessible to Department of Education

loan servicers but there is a time lag in reporting. Servicers may not receive updated enrollment information until mid-semester. Perkins loans typically require the completion of a deferment form, available from the school that issued the Perkins loan. It is the student's responsibility to verify deferment procedures with their loan servicer(s) and to comply with the deadlines to avoid defaulting on their loans. Likewise it is the student's responsibility to give the appropriate deferment forms to the Registrar in a timely manner, along with an appropriately addressed mailing envelope for each form. Deferment forms are available on line at <http://gtu.edu/admissions/financial-aid>.

### **C. STUDENT HEALTH INSURANCE**

For the most current information on the student health insurance offered by the GTU, please check the GTU website in the "Students" section.

### **D. REGISTRATION**

#### **1. GENERAL POLICIES AND PROCEDURES**

MA students must **register** by the General Registration deadline published in the Extended Calendar **OR** request part-time status, request a leave of absence, or formally withdraw from the program before the end of the General Registration deadline. (See the appropriate handbook section for the policy and instructions on each of these options.) Late fees may apply after the General Registration deadline. MA students who do not register, take a leave of absence, withdraw, or respond to inquiries from their School of Affiliation regarding their status in the program will be terminated. A student whose program has been terminated may petition for reinstatement within two years. This process will be the same as for withdrawn students, but if reinstated, terminated students pay a reinstatement fee of \$150 and may be liable for intervening tuition, up to 100%.

The GTU Master Course Schedule is available on the GTU website and in PDF format immediately prior to Early Registration for the next academic year. The online Course Schedule is updated frequently to reflect changes, cancellations, and additions, and is always the best and most current source for course information. A collection of syllabi is kept on the reserve shelves in the Library to provide you with further information about most courses. [Read the "Registration Instructions" section of the Course Schedule for step-by-step directions on how to register online](#), and the "Fall Information" and "Spring Information" sections for information on deadlines and 'Faculty Consent' procedures.

#### **2. CONTINUING REGISTRATION**

If a student has registered and paid MA tuition for two years (or a total of 48 units) and has not yet completed the program, he/she automatically enters "continuing registration" status. While in continuing registration, students must be registered for at least 12 units per semester and may **not** register for part-time status. Tuition for students in continuing registration is half of regular MA tuition and is payable to the School of Affiliation. Students in continuing status can take courses as well as work on the thesis. If all course requirements have been completed, a student may choose to register for 12 units of "MA5000: In Thesis" or 12 units of "MA 5005: MA, Biblical Languages concentration Language Preparation" only.

#### **3. TUITION PAYMENT**

Directions for paying tuition are outlined in the Master Course Schedule. Full-time MA students pay full tuition for the first two years of the program. After that time they pay continuing registration fees. (See "Continuing Registration" section.) Joint MDIV/MA students pay MDiv tuition the first two years, and MA tuition the next two, if they are doing academic work those years, as opposed to full-time field placement. If you are

receiving a federal loan or a work-study grant, follow the procedures outlined in the Financial Aid section.

#### **4. TUITION PAYMENT POLICY**

MA students pay tuition on a per credit basis for the first two years of the program, or until the first two years requirements are met if not full-time (24 credits per academic year). After that time they pay continuing registration fees which is a fixed amount each semester. (See “Continuing Registration” section.) Tuition and fees are detailed at <https://www.gtu.edu/admissions/tuition-financial-aid>. Tuition Payment Policy: Enrollment in the GTU constitutes a financial contract between you and the Graduate Theological Union. As such, all tuition and fees for each term are due as described below. A student’s rights to GTU services and benefits, including access to classes, academic advising, use of the library and its online resources, and other student activities and services, are contingent upon making all payments in a timely manner. Tuition and fees for the current term of enrollment are due in full on or before the last day of the registration period for fall and spring semesters. Summer semester tuition is due no later than the first day of class.

Payment Options:

Students can make payments

- on-line by accessing their SONIS Account/Billing,
- by mail sent to the GTU or
- in person at the Business Office.

Credit card payments are only accepted online. The mailing address is Graduate Theological Union, Attention: Business Office, 2400 Ridge Road, Berkeley, CA 94709. International students can also make payments using a non-US currency by going to <https://payment.flywire.com/pay/payment>. Flywire offers competitive exchange rates and secure transaction methodology.

Payment for continuing education, including summer language courses, is due during the registration process on the CE portal.

Please consult with the Business Office if you have questions about the tuition or fees that are charged to your account. Students can review their account on *their SONIS account (Billing)* at any time as well.

The GTU provides a payment plan option for students who qualify. Payment plans are monthly payments divided such that they are paid in full by the end of the current term. The payment plan form is located at <https://www.gtu.edu/admissions/paying-tuition-fees> or in the Business Office. Please complete the form and return to the business office for processing. Students are eligible for payment plans unless they have not paid timely in the past. If the past payment history is not timely, students must pay in full by the due date each semester.

#### **DELINQUENT ACCOUNT PENALTIES**

Students whose accounts are not paid in full by the due date will not be permitted to register for a new term until the balance owed is paid in full. The GTU will not release transcripts for students in arrears and will not release diplomas of graduating students until all financial obligations to the GTU are met. Exceptions to this policy may only be made and confirmed by a signed letter from the GTU’s chief financial officer.

In addition, students whose accounts are not paid in full by the due date of the current term risk having their library access revoked as well as having their grades for that term



revoked or not recorded, and may lose other certifications of academic progress and access to other student services.

### **IF YOU ARE HAVING FINANCIAL DIFFICULTIES**

If you are having difficulty meeting your financial obligations to the GTU, we encourage you to contact the Financial Aid Office who can assist you in finding any available sources for additional funds. This may include additional federal loans, work study on campus and outside resources you can apply for. You should also work with any religious organizations you are associated with as many are willing to partially or fully fund students if the need is made known to them.

### **5. INTERSESSION**

Students should consult with their School of Affiliation regarding the option of and cost for registration for Intersession courses.

### **6. SPECIAL READING COURSES**

Registering for a Special Reading Course requires some steps beyond those needed to register for other courses. When you are taking a Special Reading Course, you will need to get a Special Reading Course form and follow the directions on it. Remember that Special Reading Courses are not designed to take the place of regular courses, but rather to supplement them. A Special Reading Course:

- may not be used for MA Course Distribution requirements, but up to two may be used for electives as long as they are three (3.0) credit courses with appropriate academic requirements and course levels. (Exceptions can be granted by the member school dean or center director, who reports that decision to the GTU Dean's Office.)
- may also be the means to add academic content to practical ministry courses (which do not count toward the MA degree) and thus earn academic credit.
- may also be the means to "upgrade" an introductory or intermediate class to an advanced level by doing additional work as assigned by the professor. (The course will be designated SRC8888 both on the SRC form and on your transcript.)

Special Reading Course forms are available at the Registrar's Office at your School of Affiliation. They must have the signature of the Instructor and other signatures required by your school. **COMPLETED SRC FORMS ARE DUE TO YOUR REGISTRAR NO LATER THAN THE LAST DAY OF THE REGISTRATION PERIOD.** Any SRC forms received after the end of Late Registration will require a Change in Enrollment form along with the SRC and may be assessed the regular "change" fee. The GTU Dean's Office must have an approved copy of Special Reading Course form in the student's file in order to evaluate the course's application to program requirements. This form can also be found on the GTU website.

### **7. STUDENT ID/LIBRARY CARD**

Photo IDs for incoming M.A. students will be issued by the GTU Consortial Registrar's Office during orientation. The registrar at your school will then place a sticker on the card confirming registration for the upcoming semester. Incoming students should then take this card to the GTU Library Circulation Desk in order to have it barcoded (in order to receive library privileges). CARE, CDS, CIS, CJS, and CTNS Students: bring proof of registration to the Receptionist or GTU Consortial Registrar on the third floor of 2465 LeConte building. Books cannot be checked out of the GTU Library without a bar-coded ID/Library card. Since Early Registration occurs in the previous semester, the time to acquire the sticker for your Library card will vary. If you are registering early for spring semester, you can get your sticker before General Registration of that term from the Registrar's Office at your school. If you are registering early for fall, you can get your sticker (generally in mid-late August) shortly before General Registration.

## **8. THESIS FILING/ORAL EXAM EXTENSION AGREEMENT**

You must be registered in any semester in which you will complete a requirement for your program (i.e., forming the Thesis or Oral Exam Committee, language certification, defending your thesis or taking your oral exam), and you should complete all MA Program requirements (except for the final semester's courses) by the thesis-filing deadline of the semester in which you intend to graduate. However, if you do not complete all the requirements by the filing deadline, the Dean of your School of Affiliation may grant you a Thesis Filing/Oral Exam Extension as long as you have confirmed with each member of your thesis/exam committee that they are willing and available to work with your proposed schedule. **(NOTE: thesis or oral exam committee members are not obligated to serve during breaks in the academic calendar.)** This extension will allow you to graduate in the following semester **without registering or paying the continuing registration fees for that semester** by meeting several conditions as listed below. If the Thesis Filing/Oral Exam Extension Agreement form is submitted and any of the stated conditions are not met, the student will be liable for tuition to the School of Affiliation for the entire semester.

- Submitting a Thesis Filing/Oral Exam Extension Agreement form (available at the GTU Dean's Office or on the GTU Website),
- Completing all course requirements by the end of the late registration period of the semester in which you wish to graduate,
- Satisfactorily completing and filing an MA Program Checklist with the Assistant Dean,
- Meeting the Tuition/Residency requirement (48 units at full MA tuition),
- Successfully defending the thesis (or passing the oral exam, for MA students in Biblical Languages) by the end of the late registration period of the semester in which you wish to graduate. A successful defense is defined as passing "with honors," "as it stands," or "with minor revisions." (Please see the "Thesis/Oral Exam Result Certification" section on page 43 for the criteria.)
- Filing the thesis by the filing deadline for the semester in which you wish to graduate.

**Warning:** This will affect your loan repayment. If you do not register for that semester, the last month of the previous semester will mark the end of your status as a student regarding loans. The six-month countdown (grace period) before repayment of loans will begin at that time, not at graduation. If you have any questions, please consult the Financial Aid Office.

## **9. UCB CROSS-REGISTRATION**

MA students may register for one course each semester at the University of California, Berkeley. These courses may count as electives toward the completion of the MA degree, and they also count as courses outside of the School of Affiliation. (In general, courses at the graduate and upper division level are eligible to be considered MA Program electives. In order to consider lower division courses, the Dean of the School of Affiliation or Center Director must be petitioned.) In some circumstances, UCB courses may fulfill a concentration requirement; a student who would like a UCB course to satisfy a concentration requirement should petition the Dean of the School of Affiliation or Center Director who sends a copy of the accepted or rejected petition to the GTU Dean's office for review and filing. Courses taken in preparation for fulfilling the general language requirement may not count toward the 48 units of academic coursework. (Those MA students writing theses will be taking 6 units of MA 5000 as part of the 48 total units.) Please be aware that cross-registration is a privilege dependent on availability of space in courses and departmental policies at UCB. Given budget constraints at UCB, course accessibility may be limited. You must be enrolled at least

half-time, and in at least one GTU course in order to cross-register at UCB. Taking courses at UCB involves some very specific procedures. Keep in mind that the UCB semester starts earlier than the GTU semester.

A form is required for cross-registration. This form is available from the Office Manager or Consortial Registrar on the third floor of 2465 LeConte, or from the registrar of your School of Affiliation. The form must be signed by the dean of your School. Fill in the top part of the form clearly and completely. Make sure that the course number is clearly written. If the course you're taking also requires you to be enrolled in a separate lab or discussion group, you must also include the class number for the lab or discussion group. Without the class number/s you will not be registered for the course; they are absolutely necessary.

You must also get the signature of the instructor offering the course in order to be registered for the class. UCB course information is available at <http://schedule.berkeley.edu>. Turn in the completed form to the Consortial Registrar by the deadline announced in the GTU Extended Calendar. This is a firm deadline. Any change in enrollment status for a cross-registered course can be problematic if you do not follow directions carefully. If you want to add or drop a class, or change your grading option, paperwork has to be filled out for the GTU and in certain circumstances UCB. The GTU Consortial Registrar has all the forms needed for any change in enrollment. Please note that the UCB deadlines are not flexible in any way.

#### **1. CDSP CROSS-REGISTRATION**

As of Fall 2014, new procedures are in place for registering for classes offered by CDSP.

The CDSP course schedule is available on the CDSP website.

- 1) During Early or General Registration, enter the CDSP course units for the course “**CDSP 9000 01**”.
- 2) Complete the form available online at <https://cdsp1-public.sharepoint.com/>.
- 3) Your Schedule will show the course “CDSP 9000 - Taking CDSP course/s” until after you submit the online Cross-Registration form.

**NOTE:** It will be a few days before your name appears on the class roster. Please check with the GTU Consortial Registrar if you have any questions about cross registration.

The Consortial Registrar's Office will replace “CDSP 9000” with the actual course number which will then appear on your *GTU SONIS/Student Planning* schedule.

If you decide not to take the CDSP course which you included in your *GTU SONIS/Student Planning* schedule you must drop “CDSP 9000” in *GTU SONIS/Student Planning* before the end of Late Registration.

If you change or drop a CDSP class after Late Registration has ended, you must complete a Change of Enrollment form (available here <http://bit.ly/gtudropadd>) and submit a copy to both the Consortial Registrar **AND** the CDSP Registrar.

#### **11. OTHER CROSS-REGISTRATION INSTITUTIONS**

Cross-registration with Mills College, Dominican University of California, and Holy Names University is also available. See the Consortial Registrar about these options.

## IV. MAINTAINING OR CHANGING YOUR ACADEMIC STATUS

The GTU Common Policy is noted first for each item, and various exceptions at different schools are specified below it.

### AUDITS

Common Policy: Audits are posted to the student's transcript.

<b>ASBW</b>	Permission of the instructor is required. See current ABSW fee schedule and auditor policy.
<b>CDSP</b>	Audited courses included on transcript if student registers for course.
<b>DSPT</b>	Permission of the instructor is required. Students must register for an audit. Fee is full tuition per course except as noted in the DSPT Student Handbook.
<b>GTU</b>	Audits are included on transcript if student registers to audit a course. Fee is full tuition per course.
<b>JST</b>	Permission of the instructor is required. Students must register for an audit. Fee is full tuition per course.
<b>PLTS</b>	Permission of the instructor is required. Students must register for an audit. Fee is partial tuition per course.
<b>PSR</b>	Audits do not carry credit and appear on transcript with grade "AUD" if completed or "W" for withdrawal if not.
<b>SFTS</b>	Audits do not carry credit and appear on transcript with grade "AUD" if completed or "W" for withdrawal if not.
<b>SKSM</b>	No audits permitted.

### CHANGE OF ADDRESS

Please keep your address current at the GTU (Student Affairs Office Manager-Receptionist, 649-2400) and at your School of Affiliation.

### CHANGE OF ADVISOR

A student may choose an academic advisor other than the one assigned when they began their program. The advisor must be a faculty member within the student's current School of Affiliation and with expertise in the student's concentration. The student should speak with the faculty member with whom they wish to work, to confirm their willingness to accept a new advisee, then write a letter to the Dean of their School notifying them of the change, with a copy to the GTU Dean's Office, where the change will be made in the student's computer record. If there is any problem with the change, the student will be notified.

If the student needs help choosing an advisor whose work is more compatible with their interests, they may make an appointment with the Dean of their School, speak with their current advisor, or consult the Faculty Resource Book, available at the Academic Secretary's office.

<b>ABSW</b>	To change academic advisors, students must submit a written petition to the ABSW Academic Dean. Upon approval by the Academic Dean, ABSW will notify the GTU Dean's Office.
<b>DSPT</b>	To change academic advisors, students must submit a written petition to the DSPT Academic Dean. Upon approval by the Academic Dean, DSPT will notify the GTU Dean's Office.

<b>PLTS</b>	To change academic advisors, students must submit a change of advisor form petition to the Office of the Dean. Upon approval by the Dean, PLTS will notify the GTU Dean's Office.
<b>PSR</b>	Students should submit a "Change of Advisor" form online which requires at minimum the new advisor to sign before approving.
<b>SFTS</b>	To change academic advisors, students must obtain the Request for Change of Advisor form from the Registrar's Office. Upon approval by the Academic Dean, SFTS will notify the GTU Dean's Office.
<b>SKSM</b>	Students must petition the involved faculty to make advisor changes. (Process is found in SKSM Student Handbook.) Notice to the GTU Dean must still be made.

### **CHANGE OF CONCENTRATION**

Requests to change your Concentration should be written to the Dean of your School of Affiliation, with a copy to the GTU Dean's Office. The Dean of the School will send a copy of their response to the GTU Dean's Office. Changing your concentration to Biblical Languages requires the approval of the MA Biblical Languages program coordinator. In any case, you will want to meet with the faculty in the new concentration for advising before requesting a change of concentration. The Dean of your school of affiliation will send a copy of their response to your request to the GTU Dean's Office for review, filing, and posting in the student's computer record.

### **CHANGE OF ENROLLMENT (ADDING AND DROPPING)**

Common Policy: Change of enrollment (adding a class, dropping a class, or changing the grading option or units) from General Registration through Late Registration are done using GTU SONIS. After late registration (the end of the second week of instruction) all changes of enrollment require the use of the paper "Change of Enrollment" forms. On the form students must obtain the signatures of the instructor offering the course, their Dean and Business Office, and will be assessed a fee set by their school of affiliation for each change. No change in enrollment will be permitted after the tenth week of the term, except under circumstances approved by the Dean or an appropriate committee of the student's school.

<b>ABSW</b>	See current ABSW fee schedule and Policy and Procedures manual.
<b>CDSP</b>	Dean and Business office signatures not required. Petition to Dean of Academic Affairs required after the tenth week, including approval of the student's advisor. Fee of \$60 is charged for each change in enrollment.
<b>DSPT</b>	Fee of \$50 is charged for each change in enrollment.
<b>GTU</b>	Business Office signature not required. Common MA students follow the policies of their School of Affiliation. [No fee is charged for changes in enrollment for CARE, CDS, CIS, CJS, CTNS, IBS and PAOI.]
<b>JST</b>	Fee of \$50 is charged for each change in enrollment.
<b>PLTS</b>	See current PLTS and Policy and Procedures catalog.
<b>PSR</b>	No fee is assessed for changes in enrollment.
<b>SFTS</b>	Substantive changes require the approval of the Dean. Fee of \$50 is charged for each change in enrollment.
<b>SKSM</b>	Fee of \$50 is charged for each change of enrollment.

### **CHANGE OF SCHOOL OF AFFILIATION**

In rare cases a student may wish to change the School of Affiliation after admission to the program. Requests for such transfer need to be made in writing to the Dean of the

new School of Affiliation, with a copy to the GTU Dean, the Dean and Registrar of the current School of Affiliation, and the Registrar of the new School of Affiliation. The petition should clearly state the reasons for the transfer, and should summarize how far along the student is in the program (how many semesters have been completed).

The student must also submit a Petition to Transfer Coursework form requesting the application of units from the old School to the Tuition/Residency requirement at the new School. (See the Tuition/Residency requirement section for full details.) The student should also check with the Financial Aid office for financial implications of the change.

The new School may request a copy of the student's GTU file from the GTU Dean's Office in order to facilitate their decision about admitting the student to their School. If the Dean of the new School of Affiliation approves the petition, they must also assign the student a new academic advisor from their faculty. The Dean then sends a copy of the accepted or rejected petition which includes the name of the newly assigned advisor for review and filing to the GTU Dean's office (where the change will be made in the student's computer record) and to Dean of the School from which the student is transferring.

**WARNING:** Students in violation of policies at a Member School (including debt to any School), and are thus ineligible to register for classes or receive other benefits at that School, are not eligible to register or receive benefits or services at any other member institution of the GTU.

### **EXTENSIONS**

If the four-year time limit is to be exceeded, students must petition in writing for a program extension, based on specified extenuating circumstances, before they may register for another semester. The petition should be made to the Dean of the School of Affiliation or Center Director, stating the reason for requesting the extension and including a realistic and detailed schedule of completion of the program, which has been approved by the student's advisor. (This schedule should be consulted in future advising to monitor progress.) A copy of the accepted or rejected petition is sent to the GTU Dean's office for review, filing, and posting in the student's computer record. If the student does not petition for an extension, a hold may be placed on the student's registration until the extension is granted (in writing, with a copy to the GTU Dean's Office). **(NOTE: Students are required to redo or re-certify all work more than seven years old.)**

### **F/FAILING GRADE**

Grades of F/Fail remain on the student's transcript unless the member school has a different policy.

### **INCOMPLETES**

Common Policy: Students are responsible for finishing their work within the term. Students must petition to take an incomplete no later than the last day of the term. (Petition forms can be found on the GTU website.) Incomplete work is due to the instructor by the third (3<sup>rd</sup>) Friday after the term. The instructor is required to submit a new grade by the sixth (6<sup>th</sup>) Friday after the end of the term. The incomplete becomes an "F" if no new grade is received by the end of the sixth week. Students should consult their school handbook for any variation to this Common Policy.

### **LATE REGISTRATION**

Common Policy: The deadline for late registration is the end of the second week of instruction, and is subject to a penalty fee set by the student's school. No registrations

will be accepted after the second week except upon petition by the student to their dean.

<b>ABSW Fee: \$100</b>	<b>GTU Fee: \$100</b>	<b>PSR Fee: no fee</b>
<b>CDSP Fee: \$120</b>	<b>JST Fee: \$100*</b>	<b>SFTS Fee: \$100</b>
<b>DSPT Fee: \$100</b>	<b>PLTS Fee: \$50</b>	<b>SKSM Fee: no fee</b>
<b>*GTU Common MA Students will be assessed the fee of their School of Affiliation.</b>		

### **LEAVES OF ABSENCE**

A student who is unable to continue academic work must submit a Leave of Absence form **for each semester of leave** to the Dean of the School of Affiliation or Center Director specifying grounds of personal, medical, or financial exigency so that the Dean may determine if the leave is warranted. The Dean of the School grants or denies the request, signs the form and returns it to the GTU Dean's office for review, filing, and posting in the student's computer record. The Dean of the School will also communicate the decision in writing to the student. **If a leave is not officially requested, approved and on file in the GTU Dean's Office each semester the student is away, the student may be terminated when they do not register for classes.**

A leave of absence requires a break in all academic work including library privileges, coursework, examinations, thesis work, and interaction with faculty. It is not appropriate to take a leave of absence to work on a thesis.

Students with an outstanding balance at the GTU Business Office will not be approved for a leave of absence in good standing.

### **LIMITS ON LEAVES**

Students are not normally granted more than four total semesters of leave, and no more than two semesters consecutively, in the course of their degree program. Accrediting agencies require institutions to enforce a reasonable continuity in the program. Leaves of absence taken once matriculation in the MA Program has begun **do** count toward the total four years allowed in the program. (Semesters deferred before beginning the program are not considered leaves and do not count.) If it becomes necessary for a student to request an extension of their program beyond the four-year limit, further explanation of leaves taken may be required.

### **LEAVE OF ABSENCE FEE**

Students who request their leave by the deadline will be charged a \$100.00 records maintenance fee for each semester. Students requesting a leave after that deadline will be charged an additional late fee. (The School of Affiliation establishes the late fee amount.) Both fees are payable to the School of Affiliation. This is an incentive for students to get information in on time for the Schools to submit their enrollment reports to federal accrediting agencies.

### **FINANCIAL IMPLICATIONS OF LEAVES**

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

### **CANNOT GRADUATE WHILE ON LEAVE**

Students cannot graduate while on leave of absence. They must be registered in the semester in which they graduate unless they have paid tuition in the previous semester

and successfully defended the thesis or passed the oral exam (for students in the Biblical Languages concentration only) by the end of late registration of the next semester and filed the thesis by the filing deadline in the semester they intend to graduate.

### **PART-TIME STATUS**

Students wishing to register for fewer than 12 units may petition in writing the Dean of the School of Affiliation or Center Director (with a copy to the GTU Assistant Dean) for part-time status, with an explanation of both the reasons and the percent reduction requested (3/4 time, 1/2 time, 1/4 time). If the Dean approves the petition, the student will be notified in writing (with a copy to the GTU Dean's Office for review, filing, and updating the student's computer record), and the student will be expected to take the reduced course load.

**Part-time status is not available to students in continuing registration.** Keep in mind that some GTU Schools only allow half-time or full-time status. Be sure to clarify with your School of Affiliation.

Students receiving financial aid are advised to consult with the Financial Aid Office before deciding to enroll part-time. Financial aid is reduced by the same proportion as the reduction from full-time status, i.e., half-time students receive one-half the aid. All financial aid is canceled if you drop below half-time. Reduction below half-time status also places most loans into repayment.

### **SATISFACTORY ACADEMIC PROGRESS STANDARDS**

#### **MINIMUM GRADE POINT AVERAGE**

MA students in course work are considered to be in good academic standing when a cumulative grade point average of "B" or better is maintained. It should be noted, however, that all course grades must be "B-" or higher. GPAs are reviewed each semester by the School of Affiliation Dean.

#### **MAXIMUM TIME FRAMES**

Full-time MA students are expected to complete the program within the following maximum time periods (excluding leaves of absence):

MA	8 semesters
MDiv/MA	12 semesters

#### **PROBATION AND REINSTATEMENT**

Following a determination that progress standards have not been met, the student will be placed on probation for one semester. If the student regains a B average or better, he or she will be reinstated. If the student's GPA improves but does not achieve a B average, he or she will be placed on probation for an additional semester. If the student fails to improve his or her GPA after the semester on probation, he or she will be withdrawn from the program.

#### **TERMINATION OF MA PROGRAM**

MA students who do not register, take a leave of absence, withdraw, or respond to inquiries from their School of Affiliation regarding their status in the program will be terminated. The Assistant Dean is responsible to close the student's file and computer record. A student whose program has been terminated may petition for reinstatement within two years. This process will be the same as for withdrawn students; if reinstated, such students must pay a \$150.00 reinstatement fee and may be liable for intervening tuition, up to 100%.



## **TIME LIMIT**

Two years of residence are required for completion of the MA, but maximum time for completion is four years (eight semesters) of full-time work. MA students at some Schools (check with the School of Affiliation as to the availability of that option) may elect to do concurrent MDiv programs at their Schools of Affiliation. The total time required will be determined by the demands of the two degrees combined, but, in accordance with ATS standards, it will in no case be less than a total of four academic years and must be one year longer than the MDiv program. If the student is granted tuition credit, the four-semester minimum time required is reduced by one semester per 12 units (see “Tuition Residency” section below).

## **TUITION REQUIREMENTS**

### **TUITION RESIDENCY**

You are required to pay 48 units at full MA tuition. This is the equivalent of paying for 16 three-unit classes. Students should consult with their School of Affiliation to find out whether Intersession courses can be used to fulfill tuition residency as well as course requirements.

### **CONTINUING REGISTRATION**

If, after completing your tuition residency, you have not finished all the other requirements for the degree, you move into continuing registration status. Students with this status pay half of the full tuition rate and are entitled to enroll in classes as well as prepare for the thesis. They should be registered for at least 12 units in each semester of continuing registration. If the course work requirement has been completed but the thesis requirement has not, you may register for 12 units of “MA 5000: In Thesis.”

### **WITHDRAWAL**

To withdraw from the program, the student sends a letter to the Dean of the School of Affiliation or Center Director. The Dean of the School of Affiliation or Center Director will send a copy of the letter to the GTU Dean’s Office for review, filing, and posting in the computer record. The student will be formally withdrawn from the program as of the date of the letter. The Assistant Dean is responsible to close the student’s file and computer record. Withdrawal may affect a student’s eligibility for disbursed and/or anticipated federal financial aid. See the [Return of Federal Policy](#) for the implications of withdrawal on financial aid. Students with an outstanding balance with the GTU Business Office will not be approved for withdrawal in good standing.

Withdrawal severs the relationship between the student, the School of Affiliation and the GTU. Committees are dissolved. It is intended to be a permanent decision. Withdrawn student files are kept for seven years and then destroyed.

If a student has withdrawn, they may petition the Dean of the School of Affiliation or Center Director for reinstatement within two years. Such petitions are extraordinary; there is no presumption of a right to reenter, and the following should be kept in mind:

- The Thesis Committee will have been formally dissolved; faculty are under no obligation to return to the Committee.
- Language exams passed more than seven years prior to reinstatement may have to be revalidated; the process of revalidation is determined by the faculty.
- The School of Affiliation will be asked to make a formal decision on whether or not to reinstate, in consultation with the GTU Dean.

- In questions of protocol, it will be assumed that the reinstated student will be bound by the catalog and policies current at the time of reinstatement.
- Students will be liable for a \$150.00 reinstatement fee.

Two years after having withdrawn, students requesting re-admission have to reapply through the MA admissions process. They would normally be required to redo or re-certify all work more than seven years old.

## V. COMPLETING YOUR PROGRAM

### A. GTU COMMON MA PROGRAM OVERVIEW

**\*\*This overview assumes a four semester (beginning in a fall and ending in a spring semester), full-time (12 units per semester) program. Part-time (PT) and concurrent MA/MDiv students' timelines would be structured differently.**

#### **FIRST SEMESTER**

- Appointment with your advisor to discuss your program goals and ask any questions about the MA Program
- Begin to track your requirements using your **MA Program Checklist** (Biblical Languages, Buddhist, Hindu, Islamic, Jain, Jewish, and Yoga Studies each have own particular checklist)
- Think about the timeline that is needed to complete the program requirements
- Plan on how you will fulfill the foreign language requirement
- See the GTU Extended Calendar on the GTU website, [www.gtu.edu](http://www.gtu.edu), scroll down to "Students" heading, then click on "Academic Calendars" to gain access to the link (along with other relevant calendars)

#### **SECOND SEMESTER**

- Review your Program Checklist with your advisor and discuss with her/him your plan for formulating a thesis topic
- Fulfill the foreign language requirement through examination, coursework or petition (see the GTU Extended calendar for examination dates)
- Establish a research strategy and seek out resources such as the GTU Library Reference Librarian and inquire about GTU Library Workshops

#### **THIRD SEMESTER**

- Review your Program Checklist with your advisor and discuss your progress with your thesis topic formulation and timeline
- If you have not already done so, fulfill the foreign language requirement through examination, coursework or petition (see the GTU Extended calendar for examination dates)
- Complete your thesis proposal and form your Thesis Committee with the **Thesis Proposal** form. MA students in Biblical Languages form an Oral Exam Committee with the **Request for Oral Exam Committee for MA Students in Biblical Languages** form. Either is submitted to Assistant Dean. (Forms are due 90 days before the date of your thesis defense or oral exam.)
- Register for thesis units (except Biblical Languages students) and use this time to do concentrated work on your thesis. Keep your Thesis Coordinator and other Committee Members informed of your progress.
- Meet with the Assistant Dean to evaluate your MA Program Checklist
- By the end of the semester submit your **Intent to Graduate** through the online digital form found on the GTU website.

#### **FOURTH SEMESTER**

- You are still enrolled in 12 units of coursework and completing your thesis
- Meet with your Thesis Coordinator and communicate with your other Thesis Committee Member(s) about your progress and timeline toward your defense or oral exam date
- If you have not already done so, complete your **MA Program Checklist** and meet with the Assistant Dean to be sure you will meet all the MA Program requirements for graduation

- Complete the **Statement of Readiness and Scheduling Request** form at least 4-6 weeks before your proposed defense or exam date and turn in to the Academic Secretary to schedule your defense or oral exam
- Thesis filing deadline for Fall graduation is October 1 and for Spring is usually the first Friday of April (see Extended Calendar for exact date)
- Defense must be done at least two weeks prior to the filing deadline. The Oral Exam (for MA students in the Biblical Languages concentration) must be done by the filing deadline for a spring graduation.
- If you will not be able to defend and file your thesis or take your oral exam by the spring filing deadline, submit a **Thesis Filing/Oral Exam Extension Agreement** form to the Assistant Dean and defend your thesis or take your oral exam by the late registration deadline the following fall semester. (You will not have to register/pay for that following semester in this case.)

## **B. PROGRAM CHECKLIST**

This form is a tool you and your advisor can use to assess your progress in meeting program requirements and plan ahead toward graduation. By the end of the third semester of full-time study, you should make an appointment with the Assistant Dean to go over your Program Checklist. You may have a copy of the completed Checklist for your records, if you wish.

Before you come in for your appointment with the Assistant Dean, indicate on your most current grade report from which school/center the instructor who taught the course is affiliated. Also, your advisor must review and approve concentration courses with an authorizing signature. If your concentration is Buddhist Studies, Hindu Studies, Islamic Studies, Jain Studies, Jewish Studies, or Yoga Studies,, you must have your center director review and sign your Program Checklist where indicated. If your concentration is Biblical Languages, the MA Biblical Languages Coordinator must review and sign your Program Checklist also. These signatures verify the courses you have taken fulfill the requirements in your particular concentration.

If you have any questions, it is wise to ask the GTU Dean's Office well in advance, so that you do not have to spend an extra semester fulfilling a last requirement. We recommend having the Assistant Dean examine your Program Checklist during the third semester of full-time work, when you could still drop or add a course to meet an overlooked requirement.

## **C. ORAL EXAMINATION**

MA students in the Biblical Languages concentration are required to take an oral examination instead of a thesis. However, the oral exam schedule is the same other Common MA Students use for defending and filing the thesis. Additionally, similar forms are employed such as the "Request for Oral Exam Committee for MA Students in Biblical Languages" in requesting an exam committee, and the "Statement of Readiness & Scheduling Request" used to schedule the oral exam.

Speak with your advisor or MA Biblical Languages Coordinator regarding expectations for this exam, look for MA in Biblical Languages deadlines in the Extended Calendar, and read the following sections on the MA Thesis noting items that apply to your examination (an effort has been made to highlight those items.)

## **D. MA THESIS**

MA students (not MA students in Biblical Languages) are required to submit a thesis that represents the equivalent of at least two three-unit courses. The MA thesis is expected to show the competence of the student for independent

investigation, scholarly judgment, and creativity. It should demonstrate that the student is able to deal with research materials and to organize a problem in acceptable academic form. A general understanding of the problem is required as well as knowledge of the standard reference works and journals that focus on the subject. An adequate bibliography must be included. **A thesis must consist of 75 to 90 pages.**

All requirements for the thesis—forming the committee, passing the oral defense, and filing the thesis—must be completed while the student is registered (unless you have completed a Thesis Filing/Oral Exam Extension Agreement—see that section for details). The student must be enrolled to consult with professors about the thesis. Your defense should be done at least two weeks before the thesis filing deadline so you have time to complete revisions.

### **1. SELECTING A THESIS TOPIC**

The thesis topic, **which must be in the student's concentration**, is drawn up in consultation with the Thesis Committee, and must be approved by them. It is essential that the Thesis Committee be appointed during the planning stages of the thesis so they have a chance to express concerns about any substantial issues before the thesis is fully in progress. All members should have the opportunity to give input into the conceptualization and organization of the thesis.

### **2. FORMING A THESIS OR ORAL EXAMINATION COMMITTEE**

The “MA Thesis Proposal” form with attached thesis proposal or “Oral Exam Committee Request” form must be submitted at least 90 days prior to the defense or oral exam (see the Extended Calendar for the thesis filing deadline). This is normally around the same time you do your Program Checklist, during your third semester of full-time work. You must fulfill your Foreign Language requirement before officially forming your committee. If you have any trouble forming your committee, please consult with your advisor or the Dean of your School of Affiliation for assistance. This form requires your signature, signatures of your committee members indicating their willingness to work with you, and signatures of the Dean of your School of Affiliation (**or MA Biblical Languages Coordinator for Oral Exam Committees**), and the Dean of GTU. The deans' signatures certify that you have complied with the rules for formulating a committee, that they are comfortable with your choice of committee members, and that they are confident that these particular scholars can be helpful to your work.

MA students are required to have **two members** on the Thesis Committee, both regular GTU (Core Doctoral or Consortial, not Adjunct or Visiting) faculty. The Coordinator must be from the School of Affiliation with competence in the student's concentration. The second reader can also be from the School of Affiliation, though students are encouraged to choose a faculty member from another member school to facilitate ecumenical and interreligious engagement. A third reader, who may be required by the Thesis Coordinator or may be elected as an option by the student, may be from inside the GTU, or outside the GTU with approval. An outside reader's curriculum vitae must be submitted with your Thesis Proposal form for the deans' consideration, unless they are a regular UC Berkeley professor. (Adjunct and visiting UCB professors must submit a CV.) All readers must hold a doctorate or equivalent degree. Outside readers are expected to have a publishing/teaching record, and, preferably, an academic appointment. Check the notebook in the Academic Secretary's Office to see if your outside reader has already been approved to serve on thesis committees.

**MA students in Biblical Languages** are required to have two examiners, from two different GTU Schools, on their Exam Committee; one is the student's advisor and

the other is a faculty member in Biblical Studies from another member school. The committee is approved by the MA Biblical Languages Coordinator and the GTU Dean.

Submit the completed “MA Thesis Proposal” or “Oral Exam Committee Request” form to the Assistant Dean, who will send you confirmation that your committee is approved by the Deans (with copies to your committee members), directions for scheduling your defense, information on where to find guidelines for the physical format of your thesis, and other forms required for completing your degree and graduating. The Assistant Dean sends a copy of your form to the Academic Secretary, with whom you will schedule your defense date. The original form goes into your official GTU file. If during this process a problem with your committee is detected, you will be contacted immediately to begin the process of rectifying the error.

**Note:** If your research for the thesis involves human subjects, there are strict guidelines and a review procedure to follow. **Read the following section carefully and follow these directions before beginning your research.**

### 3. MA THESIS PROPOSAL

For all MA students other than those in the Biblical Languages concentration, the request to form a thesis committee should be accompanied by a thesis proposal that has been developed in consultation with the proposed committee members and approved by them.

The proposal should be no more than 3 double-spaced pages with one-inch margins and 12 point readable type. Footnotes should appear at the bottom of the appropriate page(s), in the same 12 point readable type, and can take up to but not exceed 2 inches of space above the bottom margin. The footnote should be single spaced; the space between two footnotes should be double spaced. The proposal should include the following sections and accompanying headings in the following order:

- **Scope and Nature of Thesis:** Define what the project is about, the field in which it is located, background of the topic, outer limits (things that the thesis will not cover that might be expected).
- **Thesis Statement:** In one or two sentences, state what the work will attempt to demonstrate or accomplish (that is, if not accomplished, the thesis changes drastically). Put another way: explain where the weight of the thesis lies.
- **Methodology:** Explain the theoretical frameworks and specific methodological tools that will be used for research and/or analysis. This is not a question about how the text/research will be organized.
- **Significance:** Discuss the significance of the work within the discipline and possibly other communities (religious, local, political, national, etc.) and possibly for the scholar. Clarify the distinctive contribution of this thesis and the student's role as author.
- **Chapter Outline:** Give a clear indication of what each chapter of the thesis will include. (NOTE: the chapter outline must comply with the spacing requirements of the proposal, that is, double and not single spaced text.)
- **Short Bibliography:** In addition to the 3 page proposal, the student must include a short bibliography consisting of at least 15 entries representing the most significant works/materials that will be used in the research/work, including at least 3 entries in languages other than English.

#### 4. RESEARCH INVOLVING HUMAN SUBJECTS

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

If a protocol is required, students must receive approval from a member of the Human Subjects Protocol Review Committee. **Approval must occur prior to beginning the research, normally as soon as possible following certification of foreign language and formation of thesis committee.**

#### 5. THE DEFENSE/ORAL EXAM

You must be registered in the semester in which you defend the thesis (unless you have signed a Thesis Filing/Oral Exam Extension Agreement—see that section for details). If the course requirements have been completed, you may register for “in thesis” units only.

The defense should be scheduled at least two weeks before the filing deadline to allow ample time for revisions. **For MA students in Biblical Languages, the exam may be scheduled anytime up to the thesis defense deadline, as the exam is graded Pass/Fail and no revisions are required.** Of course, the time required between the defense and the filing deadline will depend on the amount of revision that the Thesis Committee deems necessary: some theses require no revision and can be filed immediately, while others need major revisions. It is up to you to gauge how much time you will need to revise your thesis. It might be helpful to show one or more Thesis Committee members your work as it develops, chapter by chapter, so that you can have a better idea how the defense will go.

At least eight weeks before you wish to defend the thesis (or take the oral exam for **MA students in Biblical Languages**), contact your committee members to arrange a date and time, and write this on a “Statement of Readiness and Scheduling Request” form. The Thesis Committee Coordinator or Primary Examiner must sign this form, to confirm that you have worked with your committee at least 90 days and that the thesis is ready to defend (or you are ready to take the oral exam). The Assistant Dean signs to show that you will be completing all other MA Program requirements by the end of the semester and are in fact eligible to defend your thesis or take your oral exam. Submit the “Statement of Readiness and Scheduling Request” form to the Academic Secretary four to six weeks before the defense or exam. S/he will confirm with you and your committee members that a room has been reserved for you at the time requested (or let you know if there is any conflict). You should pick up your paperwork from the Academic Secretary prior to the exam and return it to her/him with your exam result and appropriate signatures after the exam.

You must also submit the final draft of your thesis (or research paper for **MA students in Biblical Languages**) to your Thesis (or Oral Exam) Committee members four to six weeks prior to the defense so that they have ample time to read it. (You and your committee will need to agree on how “final” the draft must be. In some cases, directors want you to be able to incorporate minor revisions suggested during the defense into the final version; in other cases, they may want you to have a close-to-perfect copy for the defense.)

Ask your Thesis Committee Coordinator or Primary Examiner about the format for the defense/oral exam: what will happen, the order of events, etc. Generally, three hours are allowed, but unless there are problems requiring extended discussion, the defense or exam itself takes about two hours.

The student should do everything possible including planning and consulting with committee members well in advance to make sure that she/he and all committee members are able to be physically present for the defense. Exceptions are rare and should only occur for good cause, must be approved by the Committee Coordinator and the Dean of the student's school of affiliation and are only possible if effective technology is available.

Occasionally a student needs audio-visual equipment for a defense. There is such equipment and a suitable room available in the Library—check with Library staff well in advance to make arrangements.

#### **6. THESIS FILING/ORAL EXAM EXTENSION AGREEMENT**

You must be registered in any semester in which you will complete a requirement for your program (i.e., forming the Thesis/Oral Exam Committee, language certification, defending your thesis or taking your oral exam), and you should complete all MA Program requirements (except for the final semester's courses) by the thesis filing deadline of the semester in which you intend to graduate.

However, if you do not complete all the requirements by the filing deadline, the Dean of your School of Affiliation may grant you a Thesis Filing/Oral Exam Extension as long as you have confirmed with each member of your thesis/oral exam committee that they are willing and available to work with your proposed schedule. **(NOTE: thesis or oral exam committee members are not obligated to serve during breaks in the academic calendar.)** This extension will allow you to graduate in the following semester **without registering or paying the continuing registration fees for that semester** by meeting several conditions as listed below. If the Thesis Filing/Oral Exam Extension Agreement form is submitted and any of the stated conditions are not met, the student will be liable for tuition to the School of Affiliation for the entire semester.

- Submitting a Thesis Filing/Oral Exam Extension Agreement form (available at the GTU Dean's Office and on the GTU website),
- Completing all course requirements by the end of the late registration period of the semester in which you wish to graduate,
- Satisfactorily completing and filing an MA Program Checklist with the Assistant Dean,
- Meeting the Tuition/Residency requirement (48 units at full MA tuition),
- Successfully defending the thesis (or passing the oral exam, for MA students in Biblical Languages) by the end of the late registration period of the semester in which you wish to graduate. A successful defense is defined as passing "with honors," "as it stands," or "with minor revisions." (See "Thesis/Oral Exam Result Certification" in the next section for the criteria.)
- Filing the thesis by the filing deadline for the semester in which you wish to graduate.

**Warning:** This will affect your loan repayment. If you do not register for that semester, the last month of the previous semester will mark the end of your status as a student regarding loans. The six-month countdown (grace period) before repayment of loans will begin at that time, not at graduation. If you have any questions, please consult the Financial Aid Office.



## 7. THESIS/ORAL EXAM RESULT CERTIFICATION

The Thesis Committee may grade the defense as follows: approved with honors, approved as it stands, approved subject to minor revisions, returned for major revisions, or rejected (major rewriting required). Your Thesis Committee Coordinator will mark the result on a **“Certification of Master’s Thesis”** form immediately after the defense and the student returns it to the Academic Secretary.

An oral exam (for students in the Biblical Languages concentration only) is graded pass/fail only, and a **“Certification of Oral Exam”** form is submitted by the student to the Academic Secretary immediately following the exam.

**The defense or oral exam is not complete until one of these forms is submitted.**

The distinction **“with honors,”** according to the Council of Deans (February 5, 1997), is granted to theses deemed to be outstanding works at the master’s level, distinguished by their scholarly sophistication, creativity, and clarity of expression, and whose oral defense has reflected these characteristics. There must be a unanimous vote by all examiners for a thesis to qualify for honors.

If **approved as it stands,** there must be agreement among all members of the thesis committee.

If **minor revisions** are required, they must be approved by one of your Thesis Committee members (agreed upon by the other members), who will submit a supplementary letter of approval to the Academic Secretary when the paper is properly revised. The degree cannot be awarded until this final approval is recorded.

If **major revisions** are required, they must be approved by all members of the Thesis Committee and a second copy of the “Certification of Master’s Thesis” form, signed by all members, must be submitted. The degree cannot be awarded until this final approval is recorded. (If defending the thesis by extension, the student will be required to pay tuition for that semester in order to graduate.)

If the thesis is **rejected and major re-writing required,** another oral defense is scheduled and another copy of the “Certification of Master’s Thesis” form must be submitted.

## 8. FILING THE THESIS

There are two graduation dates, one in October and one in May. The corresponding thesis filing deadlines are in early October and April. Exact filing deadlines are found in the GTU Extended Calendar. **The thesis and all supplementary materials must be submitted by the thesis filing deadline for graduation in that semester. The filing deadlines are not flexible. Students who do not file by the deadline will not graduate that semester.**

Go to the GTU Website (in the “Current Students” module) for the link to the most current information on the MA Graduation Fee. (This fee is paid by all students graduating from the GTU MA Program.) Remember that the thesis can be filed only after it has been defended and any necessary revisions made, with the approval of the proper Thesis Committee members.

Theses must be typed according to the *Manual for the Writers of Term Papers, Theses, and Dissertations*, 8<sup>th</sup> edition, by Kate Turabian, revised by Wayne E. Booth, Gregory G. Colomb, Joseph M. Williams and the University of Chicago Press Editorial Staff, published by University of Chicago Press, 2013. **Two typographically correct copies of the MA thesis bearing the approval signatures of the student's Thesis Committee, and the Library Reference desk (which certifies it is in proper form) are to be submitted to the Academic Secretary in two separate envelopes.** These copies must follow the guidelines found in the document "Master's Thesis and Doctoral Dissertation Guidelines" located on the GTU website in the "Student Life" section. **The page limit for a thesis is 75-90 pages.**

**On or before the filing date, submit two copies of your thesis and a one-paragraph abstract (summarizing the thesis) to the Academic Secretary.**

Abstracts of theses and dissertations of students intending to graduate are submitted in a report to the GTU Board of Trustees for approval of degrees. Abstracts do not need to follow the thesis format guidelines.

## **E. GRADUATION**

### **1. PAPERWORK**

You must submit an "**Intent to Graduate**" digital form at the beginning of the semester in which you plan to graduate (September 1 for fall graduation, January 15 for spring).

**On or before the day of your thesis defense or oral exam, you must see Fredonia Thompson, the Academic Secretary (2465 LeConte, third floor), to obtain all necessary paperwork for proceeding toward graduation. Several signatures will be required before you are permitted to graduate.**

### **2. PROCEDURES**

Once all requirements are fulfilled (except perhaps current coursework), your thesis is filed, all fees are paid and all necessary forms are submitted, your name will be added to the GTU graduation list. Because the MA is granted by the GTU in cooperation with the School of Affiliation, both the School of Affiliation and the GTU must approve the degree. Check with your School regarding their graduation deadlines and procedures.

The Assistant Dean must certify that all program requirements have been completed before you receive your degree. If you are completing coursework in the final semester, your name will go on the graduation list for approval, and you may participate in GTU ceremonies, but you will not receive your degree until your final grades have been reported and your requirements thus officially fulfilled. At that time the Assistant Dean will sign off on your Program Checklist, approving you to receive your degree, which will then be mailed to you.

In the event that there is still unfinished work at the end of the semester for Spring prospective graduates, the student must petition for an Incomplete. If the petition is approved, the deadline to submit unfinished work must be met (three weeks after the end of the semester) else the student jeopardizes her/his graduating status for that semester.

Please be sure the Academic Secretary has a current address for you, as she will be sending your diploma.

**3. COMMENCEMENT ANNOUNCEMENTS**

Commencement announcements will be available from the GTU Academic Secretary by early April. Each graduate may request, at no cost, up to 10 announcements. More may be available after the office has received all the requests.

**4. GRADUATE RECEPTION**

We urge you to bring your friends and family and join your peers and colleagues (MA, ThD, and PhD graduates) at the graduate reception sponsored each year by the GTU Office of Institutional Advancement. The reception features refreshments and a time for your Thesis Committee Coordinator (or Primary Examiner for MA in Biblical Languages) to say a few words about your work and your future plans.

**5. COMMENCEMENT CEREMONIES**

MA students are invited to attend the School of Affiliation commencement and/or the GTU commencement. Be sure to inform each about your intention to attend. We hope that all students will plan to attend the GTU commencement.

It is traditional for the advisors, if they are available, to hood their advisees at graduation. Schools differ with regard to whether graduates are hooded at commencement or not. Check with the School of Affiliation about their practice. At GTU commencement, each graduate is hooded individually by their advisor. You should ask him or her, but be sure that the GTU Academic Secretary is informed in advance of hoodings for the GTU commencement, because that will affect their place in the faculty processional.

The cap and gown for the GTU ceremony may be rented from the GTU Academic Secretary. The deadline for renting cap and gown is normally in March; the exact deadline will appear in your graduation mailing, which you will receive IF you fill out an Intent to Graduate form. The GTU hood may be purchased or borrowed from the Dean of Students' Office; contact the GTU Academic Secretary.

## VI. STUDENT RESOURCES

### GTU AFFILIATES AND PROGRAMS

A variety of specialized centers, programs, and institutes have become a part of the life and identity of the GTU. Some of these organizations originated within and have been sponsored by the GTU; others have entered into informal association or contractual affiliation with the GTU from outside.

As a group, the affiliate organizations and programs provide important perspectives and resources to the GTU community. They 1) broaden the ecumenical and interreligious representation in the GTU beyond the denominations represented in the Member Schools; 2) express and advocate the interests of women and ethnic minorities within the GTU—academically, culturally, and socially; 3) conceive, sponsor, and produce forums, public lectures and conferences, bringing outside scholars and religious leaders into conversation with the GTU community.

The GTU catalog has brief descriptions of the GTU affiliates and programs. Listed below is some information which highlights ways in which each affiliate or program may be of assistance to master's students.

#### **CARE: THE CENTER FOR THE ARTS & RELIGION**

The Center for the Arts & Religion promotes scholarship, reflection, and practice in the arts and religion to serve the Graduate Theological Union and to benefit the community. In the Doug Adams Gallery (2465 LeConte), CARE presents exhibitions and public programs, and offers opportunities for student participation and class projects. CARE presents courses in the arts and religion, awards modest grants to GTU community members, offers a writing prize, and sponsors a wide variety of arts events at the GTU and in the community. CARE is an academic program unit of the GTU. Executive **Director: Elizabeth Peña, Assistant Curator: Lydia Webster, [info@care-gtu.org](mailto:info@care-gtu.org)**.

#### **CDS: THE MIRA AND AJAY SHINGAL CENTER FOR DHARMA STUDIES**

The GTU's Mira and Ajay Shingal Center for Dharma Studies is the first such center in the nation. The Center houses Hindu Studies, Jain Studies, and Yoga Studies, and also offers courses in Indic Philosophy and Cultural Studies. In addition to conventional descriptive methodologies used in Dharma Studies (sociology, anthropology, ethnography, and other related approaches) the Center offers additional research methods such as textual studies and exegesis, contemplative studies, philosophy of religion, social justice, ethics and theology that open up and expand the exploration of Dharma Studies. Dharma Studies refers to the multidisciplinary examination of the ancient religious traditions of India and their derivative movements, in terms of their life-worlds in India and across the global diaspora.

Through the Center for Dharma Studies, the Graduate Theological Union offers certificates and MA and PhD degrees in Hindu Studies, Jain Studies, and Yoga Studies. Courses focus on the multidimensional study of the thought and practice of the Dharma traditions in their diversity. Advanced Sanskrit and major Indian languages are offered to enable comprehensive research.

Hindu Studies at the Graduate Theological Union employs textual and contextual exploration towards an in-depth understanding of the lived experience of the Hindu world and its engagement with the challenges of a global era. Hindu Studies at the GTU provides rigorous preparation for academic professions, Hindu-American leadership

training, and an invaluable background for careers in international relations or global business.

In the field of Jain Studies, the GTU and its Center for Dharma Studies offer a unique opportunity for the cultural and theological study of Jain texts, teachings, and traditions of transmission in an interreligious and interdisciplinary context that provides the conceptual space for constructive dialogue and collaboration that extends across religious traditions. Innovative approaches encourage critical reflection on the ways in which Jain principles such as radical non-violence and pluralism can contribute to a more balanced, equitable, sustainable, and compassionate human society.

The Mira and Ajay Shingal Center for Dharma Studies at the GTU also sponsors lectures, conferences, symposia, academic journals, book series, and research projects as well as liturgical music and dance performances to enrich the academic study of the Hindu and Jain Dharmic heritage communities and to generate cross-cultural and interreligious understanding. **Director: Rita Sherma. Email: [rsherma@gtu.edu](mailto:rsherma@gtu.edu).**

#### **CIS: THE CENTER FOR ISLAMIC STUDIES**

The purpose of CIS is to enhance the presence and work of Muslim scholars and students within the GTU, and to build an academic platform that will help scholars and students of many faiths to understand Islam as a living world religion. Working in cooperation with several GTU member schools, CIS offers introductory and advanced courses in Islamic history, theology, philosophy, culture, arts, and religious practice. The center sponsors conferences, symposia, workshops and research projects that foster interfaith dialogue and scholarly exchange in order to build bridges of understanding across religious divides. It also serves as a liaison with local Muslim communities and study centers, especially with Muslim religious leaders who wish to strengthen their knowledge in areas such as pastoral counseling, pastoral psychology, homiletics, and interfaith scholarship. **Director: Munir Jiwa. Email: [cis@gtu.edu](mailto:cis@gtu.edu).**

#### **CJS: THE RICHARD S. DINNER CENTER FOR JEWISH STUDIES**

CJS's chief contribution to the GTU is providing interchange between Jewish and Christian scholars and promoting Jewish-Christian relations by encouraging Christian as well as Jewish students to participate in Jewish Studies. Only those students enrolled in the MA in Jewish Studies program have formal affiliation with CJS, but all students are welcome and encouraged to take their courses and join in their programs. Besides its respected regular faculty, the Center often has distinguished visiting faculty. It also offers course work with UCB faculty specializing in Jewish Studies. In addition, GTU students can benefit from the many cultural and educational events sponsored by CJS that involve and serve the Bay Area Jewish community. **Director: Deena Aranoff. Phone: 510.649.2482; e-mail: [cjs@gtu.edu](mailto:cjs@gtu.edu).**

#### **CSS: THE CENTER FOR SWEDENBORGIAN STUDIES**

The mission of the Swedenborgian House of Studies is to prepare qualified women and men for ministry in the Swedenborgian Church, to serve as a center of Swedenborgian scholarship, and to make Swedenborgian resources for theological education available to the wider church and community. CSS offers several classes and tutorials each year on Swedenborgian theology and spirituality. **Dean: James Lawrence. Phone 510-849-8228; fax 510.849.8296; email [jlawrence@shs.psr.edu](mailto:jlawrence@shs.psr.edu).**

#### **CTNS: THE CENTER FOR THEOLOGY AND THE NATURAL SCIENCES**

Since its inception in 1981, the Center for Theology and the Natural Sciences has actively encouraged a creative and interactive dialogue between theology and the natural sciences. CTNS programs promote this dialogue through research, teaching, and public service. The scientific interests of CTNS lie in mainstream research in

physics, cosmology, evolutionary and molecular biology, and environmental sciences. The theological focus is on the living beliefs and practices of those who stand within the rich Western religious traditions. Doctoral, MA, and MDiv level courses are taught at the GTU by Prof. Robert John Russell and other faculty associated with CTNS. The Center supports doctoral and post-doctoral research. CTNS convenes international research conferences, public forums, and parish teaching events in the Bay Area. Through its J.K. Russell Fellowship, CTNS annually invites a senior scholar in science and religion to the GTU community for rigorous dialogue, teaching, and study. The Center is a program unit of the GTU with an international membership of over 600. Its quarterly publication, *Theology and Science*, features scholarly articles and book reviews in the field, and the quarterly *CTNS News* keeps members informed of science and religion events around the world. Student memberships are offered at a discount. **Director: Robert Russell. Phone: 510.848.8152. Fax: 510.848.2535; e-mail: [ctnsinfo@ctns.org](mailto:ctnsinfo@ctns.org).**

### **IBS: THE INSTITUTE OF BUDDHIST STUDIES**

The purpose of IBS is to provide a program of education and training for students wishing to pursue a career in the Shin Buddhist ministry, and for those wishing to study the Shin Buddhist tradition at the graduate level; to foster the development of Shin Buddhist thought in the religious, philosophical and social context of contemporary America. IBS offers a three year program of study of focusing on Contemporary Shin Buddhist Studies and culminating in a degree of Master of Arts in Buddhist Studies, which is academically accredited and jointly administered with the GTU. This core program offers in addition a systematic treatment of other Buddhist traditions, a precise study of the writings of Shinran, and preparation in classical and modern Japanese. Students wishing to study other Buddhist traditions may take the Master of Arts in Buddhist Studies as a two-year program. IBS publishes *Pacific World*, an annual journal that treats a broad range of subject matter, including religious, cultural, historical and social/political topics, bearing on the Pure Land Buddhist tradition. The Institute also hosts symposia, conferences, and colloquia promoting the development of contemporary Shin Buddhist thoughts. IBS was affiliated with GTU in 1985. **Dean of Students and Faculty Affairs: Scott Mitchell. Phone: 510.809.1443. Fax: 510.809.1433; e-mail: [instituteofbuddhiststudies@shin-ibs.edu](mailto:instituteofbuddhiststudies@shin-ibs.edu).**

### **NCB: NEW COLLEGE BERKELEY**

New College Berkeley offers programs and certificates in lay studies with an evangelical orientation. **Executive Director: Susan Phillips. Office: 2029 Durant Avenue. Phone: 510.841.9386. Fax: 510.841-9776; e-mail: [newcollege@aol.com](mailto:newcollege@aol.com)**

### **PAOI: THE PATRIARCH ATHENAGORAS ORTHODOX INSTITUTE**

Incorporated in 1981 as the St. John the Divine Orthodox Divinity Institute, in affiliation with the GTU, its name was formally changed to the Patriarch Athenagoras Orthodox Institute in 1987. In 1993, by formal action of the Holy and Sacred Synod of the Ecumenical Patriarchate, it was named a Patriarchal Institute. PAOI is directly under the ecclesiastical jurisdiction of the Ecumenical Patriarchate of Constantinople, and is representative of the various Orthodox jurisdictions in the country. Its purpose is to embody a strong and visible presence within the GTU, interpreting the ancient and rich tradition of the Christian East. Its primary objective is to be an important center for the study and dissemination of Orthodox thought and culture. The Institute supports a full professorial chair at the GTU, the Alexander G. Spanos Chair in Eastern Orthodox Christianity. Course offerings are listed in the GTU Master Course Schedule. This faculty position enriches the possibilities for study of Orthodox Christianity by students throughout the GTU and provides programs in continuing education for Orthodox clergy. The Institute's library contains one of the best collections of materials relating to

Eastern Orthodoxy in the United States, including more than 100 journals and serials. Endowment support provides for the Annual Distinguished Lectureship Series, symposia and other lectures covering the full range of Eastern Orthodox history, thought, and culture. The Chapel of St. Demetrios, located at the Institute, is the site for the regular celebration of the Divine Liturgy and provides a campus ministry for Orthodox and other students at the GTU and UC Berkeley. **Director: Metropolitan Nikitas Lulias. Office: 2311 Hearst Avenue. Phone: 510. 649.3450. Fax: 510.841.6605; e-mail: paoui@ses.gtu.edu.**

## CAL REC. CLUB ASSOCIATE MEMBERSHIPS (UC BERKELEY)

### **CAL REC CLUB MEMBERSHIPS FOR GTU STUDENTS, FACULTY AND STAFF**

As a student, faculty, or staff member of the GTU you are welcome to join the Cal Rec Club, the Recreational Sports Facility's membership program. The Cal Rec Club Membership Office is located at 2301 Bancroft Way, Berkeley Campus. For more information visit <http://calbears.berkeley.edu>, email [crcinfo@berkeley.edu](mailto:crcinfo@berkeley.edu), or call 510.642.7796.

#### **Cal Rec Club Membership Benefits**

- Cybex Weight Machines and Complete Free Weights
- Complimentary Day Use of Lockers
- StairMasters, Treadmills, Elliptical Trainers, Stationary Bikes, Rowing Machines
- Handball, Racquetball, Squash Courts
- Court and Field Reservation Services
- Basketball, Volleyball, Badminton, Table Tennis
- Edwards all-weather Outdoor Track
- Weekend Orientations to Fitness Equipment
- Tennis Courts in Several Campus Locations
- Equipment Rentals and Pro Shop
- Wide variety of fitness and strength training classes including yoga, cardio kickboxing, studio cycling, Zumba, UrbanKick, etc.
- Swimming at Spieker, Hearst, Golden Bear and Strawberry Canyon Pools
- Personal Trainers

The Department of Recreational Sports also offers discounts in the following programs: CAL Aerobics, Studio Cycling, Sports Clubs, instructional classes and services with Cal FIT, Cal Massage Therapy, outdoor activities with Cal Adventures.

#### **Enrollment & Fees**

GTU Students \$250/summer \$250/semester

Faculty & Staff \$54/month or \$648 for entire year (\$53 initiation fee)

CRC memberships are sold at the RSF Cashier's Station, 2301 Bancroft. Memberships are sold in semester cycles. To join, students must present a photo ID and a GTU ID card with a current registration sticker; thus, you may not join for a semester until you have registered, paid your fees, and received a current registration sticker. GTU faculty and staff must provide a photo ID and proof of associate affiliation for each semester of membership. Half and full size permanent lockers are available for an additional fee.

#### **Cal Rec Club Membership Policies**

- For entry into the RSF, all CRC members will be required to present their CRC membership card.
- The fee for a replacement card is \$15 (no cost for new card when renewing membership).
- Cancellation of membership must be requested at the CRC office within 72 hours after joining. After the third business day, no cancellations or refund requests are accepted.



- Membership cards are non-transferable, and members may be required to present a photo ID along with the CRC card. Sharing membership cards will result in a fine and possible termination of membership.
- The RSF will be closed on University holidays and occasionally for special events and maintenance. Membership fees are established with these closures taken into consideration.
- Members are required to clear assigned lockers within 2 weeks from expiration date of their membership. Members will have access to the RSF and usage of day lockers until the expiration date.
- Members must observe the CRC membership policies, as well as the rules and regulations of the RSF.

## CHAN ESSAY CONTEST

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

## CONSORTIAL EVENTS

There are several consortium-wide events during each academic year that are important for building the GTU community and ritually reaffirming the ideals of the consortium. These events, scheduled in the Extended Calendar and announced in the Dean's Newsletter, are:

### **GTU WELCOME RECEPTION**

This Opening Reception is normally held the third week of classes in September. Traditionally, new students, new faculty, and GTU visiting scholars are the special guests at the reception.

### **DISTINGUISHED FACULTY LECTURE**

Each year the faculty of the Member Schools nominate distinguished faculty from outside their school who they feel embody the scholarly standards, teaching excellence, and commitment to ecumenism that define the GTU. The nominations are considered by the Council of Deans who elect the person to give next year's Distinguished Faculty Lecture (usually in November).

### **READING OF THE SACRED TEXTS**

"What Makes a Text Sacred?," John Pairman Brown's presentation for the Friends of GTU's Flora Lamson Hewlett Library in 1993, gave rise to a series of explorations of sacred texts. Each year since then, the Friends have invited a speaker with a particular connection to a "sacred text," written or oral, traditional or new, within a canon of scriptures or drawn from outside a religious tradition. The presentations, usually held each February, provide fresh insights into the words that shape our sense of the sacred. They are open to the general public as well as to the GTU community.

### **SURJIT SINGH LECTURE ON COMPARATIVE RELIGIOUS THOUGHT AND CULTURE**

This endowed lectureship is dedicated to the memory of Dr. Surjit Singh who was dean and professor of Christian Philosophy at the San Francisco Theological Seminary. The Singh Lecture brings to the GTU a distinguished scholar/church leader to address religion and culture from a cross-cultural perspective. This is one of the major interreligious or “broader ecumenical” events of the GTU year.

### **GTU COMMENCEMENT**

GTU Commencement is held on the second Thursday of May. There is a formal academic procession, including the school banners, music, student speakers, and a celebration of the achievements of our graduates.

## **COUNSELING SERVICES**

While there are many Bay Area resources for counseling services, one Counseling Center addresses their services to the GTU community.

### **4614 CALIFORNIA**

Formerly the California Counseling Institute, 4614 California has an office in San Francisco, located at 4614 California Street and another in Kensington, located at 1562 Oakview Avenue. “4614 California is a collective of psychotherapists in private practice who share in a mission to aid the healing transformation of individuals, couples, and families from all backgrounds through the integration of psychotherapy and spirituality. We maintain our commitment to providing high quality services by working as a community and supporting each other in our professional development.”

Therapists at 4614 California offer therapy to adults, couples, children, and families addressing a variety of life situations, including relationship and family concerns, spiritual growth and transformation, depression, anxiety, multicultural issues, LGBT issues, life transitions, losses, and grief. For information call 415.379.4591 or check out their website, <http://www.4614california.com>.

## **FACULTY**

The faculty are your most important resource for succeeding in the MA Program. The resources of the GTU faculty are immense in their range and variety—giving both an interreligious/ecumenical dimension and a broader intellectual dimension to theological education. The GTU has a common Master Course Schedule and cross-registration agreements among its members. Thus the approximately 700 courses taught annually by 110 consortial faculty and over 100 adjuncts will almost all be resources for your studies (keep in mind that practical courses in ministry and 1.5 unit courses do not count toward the MA requirements).

The GTU ecumenical and interreligious structure enhances the education of our students. Whether or not your topic of interest is defined denominationally, we believe that a perspective from a second denomination, order, or religion assists in the formation of a critical perspective on one’s studies. Thus you are encouraged to consider having one member of the Thesis Committee come from outside the School of Affiliation.

You will thus want to take some courses with faculty outside of your School of Affiliation to learn more about their approaches and to consider them as potential Thesis Committee members. A helpful resource for students in finding faculty to work

with them is the GTU website: [www.gtu.edu](http://www.gtu.edu), which includes pertinent information about GTU faculty, their research interests, and publications.

## LIBRARY : FLORA LAMSON HEWLETT LIBRARY, GTU

### LIBRARY RESOURCES

#### **THE LIBRARY WEB SITE**

<http://www.gtu.edu/library>

Information about our hours and other services may be found on the GTU Library web site. From the home page, you may link to SUMMON, our library search engine, GRACE- the GTU Library catalog, and individual electronic resources and databases, and tutorials and guides on a variety of research topics. Notices regarding special closings or other news will also appear on the library's home page.

**\*Recommended Resource: Getting Started with Library Research.** On our library website, you'll find many guides and tutorials on all kinds of research. We'd recommend checking out the getting started guide for more information (<http://libguides.gtu.edu/start>) including our reciprocal borrowing programs, using specific resources like WorldCat, and links to video tutorials.

#### **HOW TO GET A LIBRARY CARD**

Your Student ID card is your library card, and you will receive it at Library Orientation. The first time you check out books from the GTU library we will put a barcode on the back. You can use this barcode number or your student ID number to login to library resources remotely, such as ebooks and online journal articles.

You'll need to get a semester sticker from your registrar to use the UC-Berkeley libraries. Once you have your Student ID card and semester sticker, you can visit the Privileges desk in the Doe Library at UCB to obtain a borrowing card for their library.

The GTU Library card may be used for borrowing materials from both the Hewlett Library in Berkeley (commonly called "the GTU Library") and its branch library at the San Francisco Theological Seminary ("the SFTS Library") in San Anselmo. Patrons may visit either location, and a courier delivers materials between locations and from off-site storage. Fines are charged on overdue, lost, or damaged materials. For more information about recalling materials, placing holds, or other borrowing procedures, see the web page above.

Both the GTU library and SFTS library are focused on religion and theology, so UC-Berkeley library's collection will help you in your research for areas outside of our subject scope. For example, psychology, art, and education resources might be a complement to your research interest and they have 11 million items in their collection. You'll see UCB students in our stacks too, looking for items on religion. Our collections are intentionally complementary.

#### **MANAGING YOUR ONLINE LIBRARY ACCOUNT**

Patrons can manage their materials and personal information from anywhere by signing into their online library account. From here you can renew materials and see your due dates. To sign in to your account you may use your library barcode number (no spaces), or your GTU Student ID number. For help accessing your online library account, contact the circulation desk.

### **SUMMON: search for books, articles, and more**

Summon is the GTU Library's search engine. Think of it as a Google search for the things you have access to, including our print books, ebooks, journal articles, microforms, and media collections. Summon is the search box you will find on the library webpage, and once inside you can narrow by type (for example: books only) or format (such as full-text online) and specify publication year or find peer-reviewed articles only. Summon will save you time by searching both GRACE (our library catalog) and all 90+ subscription databases simultaneously.

### **GRACE, THE LIBRARY CATALOG**

You can see what materials the library owns by searching the library's online catalog, GRACE. Books may be looked up by author, title, subject, keyword, form/genre or call number. Searches can be further restricted by using Advanced Keyword Search. All items in GRACE also appear in Summon.

### **RESEARCH DATABASES**

The GTU Library subscribes to databases that provide access to journal indexes, full-text journal articles, electronic encyclopedias, and images. Remote access is available for GTU students, faculty, visiting scholars, and staff by logging in using your library barcode number (no spaces), or your GTU Student ID number when prompted. These are searchable from the A-Z electronic resource list, or search them all at the same time using Summon.

### **COURSE RESERVE BOOKS**

Books placed on reserve for a class are shelved at the Circulation Desk. To pick up an item on reserve, you must know its call number. Look up the call number from the library homepage either by the course number or the professor's name.

### **RESEARCH ASSISTANCE**

The Reference Desk is located on Level 2, the entry level, of the GTU Library and is generally staffed six days a week during the school year; see the website for exact hours as these may vary depending on availability of the librarians. You can reach a librarian on chat via the library homepage, on email at [library@gtu.edu](mailto:library@gtu.edu), by calling 510-649-2501, or by visiting the desk.

For assistance with renewing books or questions about your account (including fines), please contact the circulation desk at 510-649-2500 or visit the library. The Circulation desk is staffed all of the hours the library is open.

### **WORKSHOPS**

Library workshops, conducted in the Collaborative Learning Space of the GTU Library, are offered in the fall, spring, and online. Topics include: using the citation management software Zotero, searching the library resources, using databases to find journal articles, and getting started on Biblical research. See the current semester's schedule and a full description of each workshop on our webpage. Some workshops, such as Zotero, have been recorded and are available anytime.

### **AUDIO-VISUAL MEDIA**

The Library has a variety of non-book materials: videos, DVDs, CDs, audiocassettes, filmstrips, kits, and slides. Most materials circulate, but they may also be viewed or listened to in the library, just ask at the circulation or reference desks.

## **COMPUTERS IN THE LIBRARY**

At the GTU Library, computers are located on level 2 or we have wifi and you can bring a laptop and sit anywhere. Wifi passwords are available at the circulation and reference desks. . Printing is 5 cents per page cash or check only and should be paid at the Circulation desk.

At the Branch Library at SFTS, computers in the public areas may be used for research and computer lab adjacent to the library is available for general use.

## **PHOTOCOPIERS and SCANNERS**

Photocopy machines are located on Levels 1, the downstairs level, and 2, the entry level. These machines only accept cash and copy cards (which may be purchased from a vending machine located on the book return desk on Level 2). There is a Book Scanner on level 2 that can scan face-up, to better protect the spine of your book, or you can scan photographs and documents at a higher resolution. Downstairs, there is a microfilm and microfiche scanner are located on Level 1. Scans from all of our machines are free and can be saved to USB or emailed.

## **STUDY AREAS**

The library is divided into two zones. Level 1, the lower level, is for silent solitary study- and you'll find a lot of study carrels and quiet corners. The upper level, the level you enter on, is for collaboration- feel free to work with a group at a table, have conversation, and meet with your classmates. The upper level is generally noisy, as there are classrooms, and two service desks, reference and circulation, are on this level.

On Level 1, two reserveable study rooms are available to GTU students and faculty. These rooms are equipped with whiteboards and large monitors to work on group work or do presentations. Seminar A (the smaller room) seats 5, while Seminar B can accommodate up to 10 people.

## **LOCKERS**

GTU students may check out a locker from the Circulation Desk at the beginning of each semester. Lockers are located on Level 1 behind the stairs. Please note that the number of lockers is limited and available on a first come basis.

## **INTERLIBRARY LOAN**

Materials not found at the GTU Library or UC Berkeley Library may be obtained for you from another library. This service is called Interlibrary Loan (ILL). ILL requests may be made at the Reference Desk or by completing an ILL request form, or directly from WorldCat.org. This service is only available to GTU students, faculty, visiting scholars, and staff.

## **LIBRARY SAFETY**

Please be especially mindful of your possessions while visiting the library. We suggest that you take the same precautions that you would take when visiting any public place. Do not leave personal belongings out of your sight, and we recommend taking your laptop, wallet, and/or purse to the restroom with you. The Library will not take responsibility for theft, damage or loss of property.

As you would in any urban environment, please be especially observant when walking to and from the library after dark. If possible, walk with others. If returning to a car, always have your keys ready and check the surroundings. The GTU has a security guard who is available in the library. If you are in need of assistance or escorting, inform the Circulation desk for arrangements.

## GTU STUDENT LOUNGE

All students are invited and encouraged to use the student lounge. The lounge is located on the first floor of the GTU Building at 2465 LeConte Avenue. This is the same building that houses the student affairs offices.

The lounge is available from 8:30 a.m. until 5:00 p.m. Monday through Friday when the GTU is in session. Students can access the LeConte building through the front door during business hours (8:30 a.m. until 5 p.m.).

The lounge is primarily reserved for casual use, although it is possible to hold occasional events in the lounge. The lounge has free wireless access for all students in the consortium.

The basement of the LeConte Building has additional lounge space and a kitchen area including a refrigerator and microwave oven. Doctoral student mailboxes are located in the basement, as are bulletin boards where information on upcoming events is posted.

## ELECTRONIC MAIL

Consortial IT Services (CITS) will create an email account for you hosted on Google Apps for Education if your school is participating in this program. Common M.A. students, except those affiliated with CDSP, JST and SFTS will be given a CITS created account by the member school/center. (If you are a student at one of these schools please contact your school if you have any questions concerning what they provide.) CARE-MA, CDS-MA, CIS-MA, CJS-MA, CTNS-MA, IBS-MA and PAOI-MA students are also provided email accounts using this mechanism through GTU.

The Google system provides not only email, but additional services such as calendaring, chat and word processing applications. The account will be set up before you register and you will receive notice concerning how to log in and set it up at the email address you gave us when applying for admission. Your email address will be based on your first initial, last name, occasionally combined with a number in cases where there is a conflict with an existing address.

This account is your official school email address and as such will be used by your school to contact you directly, and distribute important general announcements that will not be communicated by any other medium. It is essential that you set-up your account and check it regularly; or, if you prefer, set the account up to forward all incoming email to another email address that is checked often. Please note that you must log in to the account directly at least once a year to insure that it is not suspended for lack of activity (this applies even if email is forwarded automatically to another account).

Once you complete your program you are welcome to continue using this service as long as you wish. The only requirement to do so is that you log in at least yearly.

For more information on how to access and other functions of your email account, please see the following link: <http://www.gtulink.edu/Home/student-email-accounts>

## COMMUNICATIONS

## **WEBSITE**

A wealth of information about the GTU consortium, the library, member schools, academic centers, affiliates, faculty, and GTU programs can be found on the GTU website. Visit [www.gtu.edu](http://www.gtu.edu) for news of alumni, faculty, and students; the most complete and updated events calendar; consortial chapel services; recent lectures and addresses; and more.

## ***Insight***

*insight* is a monthly e-newsletter providing quick news about the GTU for all in the GTU community. See previous issues and subscribe at [www.gtu.edu/insight](http://www.gtu.edu/insight).

## **SOCIAL MEDIA**

You can stay in touch with the GTU via Facebook (GraduateTheologicalUnion), Twitter (@tweetGTU), or LinkedIn (Graduate Theological Union).

## **SKYLIGHT**

Our GTU magazine, *Skylight* (formerly known as **Currents**), is published twice a year (spring and fall) and includes feature articles about various aspects and personalities of the GTU. *Skylight* is an excellent way to get a feel for the GTU and where it is headed, and also to expand your general knowledge of the richness and vision of the GTU. Printed copies of *Skylight* are mailed to all GTU alumni and donors, and are available free to all students, staff, and faculty. The online edition of that magazine can be accessed at [www.gtu.edu/skylight](http://www.gtu.edu/skylight).

## **GET INVOLVED**

The communication department for the GTU is always interested in contributions MA students can make to these and other GTU programs and publications. If you are interested in becoming a member of the editorial team, want to recommend events or assist in our social media efforts, or have any other ideas, please email [communications@gtu.edu](mailto:communications@gtu.edu).

# STUDENT ORGANIZATIONS & SERVICES

## **BEATITUDES SOCIETY**

We are Christians who feel called to lives of servant leadership. We have a narrow focus and an audacious mission: we develop and sustain emerging Christian leaders at seminaries and divinity schools who will make a prophetic witness for justice, compassion and peace. As student members graduate and move out into the world to work, we hope to build a network of professional Christian leaders who will take the Beatitudes spirit into their life and work. We have no litmus test for membership other than a commitment to embody the teachings of Jesus, particularly as they concern social justice, poverty and peacemaking.

For more information, please visit the Beatitudes Society web site, <http://www.beatitudessociety.org/>.

## **GTU APPLIED ETHICS THINK TANK**

The GTU Applied Ethics Think Tank is a student-run consulting group that helps corporate and nonprofit organizations with sustainability, moral or ethical problems (both dilemmas and internal performance gaps), social awareness and responsibility, organizational conduct and training. For more information please go to the group's website, [Ethics Think Tank](#).

### **KOREAN STUDENT ASSOCIATION**

GTU Korean Student Association (GTU KSA) is a group established to serve Korean-American and Korean students pursuing various degrees from GTU member schools. The main purpose of the Association is to share Korean cultural heritages with GTU community and to foster the interaction among the members. Due to the diversity in denominations, GTU KSA facilitates the networking and an ecumenical dialogue among the membership. The students actively participate in local Korean congregations in the Bay Area and bring theological richness to the churches.

The activities of GTU KSA include traditional Korean Dinners, area discussions, and public lectures. The Association also leads worship services for GTU member schools as well as cultural celebrations for the community. *Contact: Kiwook Min, (kmin@ses.gtu.edu).*

### **PEACE AND JUSTICE EFFORTS ACROSS THE CONSORTIUM**

For those who want to be informed about and/or participate in peace and justice activities, you're invited to sign up on the [GTU Moodle site](#) by typing in "Peace and Justice" in the course search box. This site will provide information on peace and justice groups/activities both 1) based at the GTU and at member schools and 2) based elsewhere but participated in by GTU individuals. You can sign up 1) just to have access to the information or 2) to have access and receive emails about updates to the site.

### **QMUNITY@GTU (QUEER COMMUNITY AND ALLIES AT GTU)**

QMUNITY@GTU is a social group for the seminaries and Centers of Distinction in the GTU consortium providing students and faculty a safe space for sharing thoughts, ideas, issues of identity and concerns in our community in addition to providing training and social events. For more information please go to the group's Facebook page, QMUNITY@GTU.

### **UC BERKELEY BEARWALK ESCORT SERVICE**

The UCB Night Escort Service also services GTU. They will walk you to your car, a shuttle bus, public transportation, or home if you live nearby. Call **642-WALK (9255) from 6pm - 3:00 a.m.** or visit [BearWalk.berkeley.edu](http://BearWalk.berkeley.edu). Boundaries for the service are: Cedar (north), Derby (south), Milvia (west), and Prospect (east). For more information see this page on the UC Berkeley website: <http://www.nightsaftey.berkeley.edu>.

## **VII. ALUMNI RESOURCES**

### **THE ALUMNI ASSOCIATION AND THE ADVANCEMENT OFFICE**

The completion of your work here need not mean the end of your association with the Graduate Theological Union. Upon graduation, you are admitted without charge to the Alumni Association. The Alumni Association has a twofold mission: to maintain and strengthen the ties between the GTU and its graduates, and to increase national and international awareness of the GTU through its alums.



## Appendix 1: COMMON WISDOM AND ADVICE

### **A. ON BEING AN MA STUDENT**

The MA student is a graduate student engaged in an academic program of study and reflection. The MA is not the structured, guided general education of undergraduate studies. Faculty presume that the MA student is mature, intellectually motivated, has basic study skills, and self-discipline.

The PhD and ThD degrees are the primary mission of the GTU faculty, but the MA student benefits from the courses and academic resources amassed for these degrees. Although the program is structured with requirements, it is also deliberately flexible to allow each student to work with an academic advisor to design a program that fits their goals. More like the doctoral programs in this regard, it is an individually tailored course of study leading to a specialized piece of research and reflection—the MA thesis.

Students are urged to use the freedom of the program, under the close guidance of their advisors and their School of Affiliation faculty, to explore the academic opportunities of the GTU.

### **B. ESTABLISHING YOUR TIME LINE**

Your first months here are a good time to get to know faculty and other students in the program—particularly those in your field of specialization. Give yourself some time to get adjusted, to land here, to get the “feel” of the place.

Talk to the faculty who offer courses on topics that you are interested in, ask questions, and soak up impressions and facts. Get to know your advisor: in most cases, they will be a very good source of information. Also, go to the Library and check on reserve materials for courses you may be interested in taking at some point in your program. And test the data that you gather from the faculty, Course Schedule, catalog, and reading list against what other students have to say about their own experiences here.

During the first semester, work to create a (tentative) time line for your program. This is best done in conversation with your advisor. Within the framework of this proposed time line, you can begin to see what type of study needs to be done first, second, etc. By beginning to fill in the pieces of the “big picture” as you see it, decisions along the way become easier to make.

Early in your second year, you and your advisor should review your progress toward completion of requirements and draw up a sound plan for completion. It is advisable to review the MA Program Checklist with the Assistant Dean in the second year so that you are confident that you will have completed requirements in a timely fashion.

### **C. IMPORTANCE OF COURSES/FACULTY/OTHER STUDENTS**

#### **1. COURSEWORK**

Taking courses is not just about learning material. Learning the material covered in a course is important, certainly, but there is more to course work in a well-planned GTU master’s program. There is great value in a classroom setting simply because it creates an opportunity for people to get to know one another.

#### **2. FACULTY RELATIONSHIPS**

The classroom is the context in which the faculty will get to know you and your work, and you will get to know the faculty. This is important as you look forward to

the eventual formation of your Thesis Committee. Faculty members are much more likely to be willing to work on your Thesis Committee if they already have some experience of you, your academic interests, and your capabilities. And knowing a faculty member's style and area of specialization is valuable information, helping you to make wise and confident decisions.

### **3. STUDENT RELATIONSHIPS**

Other students are also a great source of information on the GTU master's program. Where better to meet them than in the classroom? When gathering information about courses and faculty, do not overlook the ever-present, often-changing oral tradition. "The word on the street" has time and again helped both new and continuing students to make wise choices in their programs. Additionally, there are opportunities to use technology to make student-to-student connections.

## **D. LANGUAGE REQUIREMENT**

The language requirement must be fulfilled before you can form your Thesis or Oral Exam Committee. Some common wisdom may help you in dealing with the language requirement.

### **1. GOALS OF LANGUAGE STUDY**

Beyond the fact that everyone must fulfill the requirements, you would do well to decide on your own personal goal regarding language study. Do you want to do only what is necessary to satisfy the requirements as quickly as possible? Do you want to acquire a usable skill, even a highly developed skill for your future work? Consider the needs of your field or area of research, and if you plan to continue your academic career. Ask your professors and other students about their experiences in language study.

### **2. PREPARATION**

The following suggestions may help reduce any anxiety you feel about taking the language exams.

#### **Coursework**

Courses are useful to help prepare for the translation exam, and some may also serve to fulfill the foreign language requirement.

#### **Practice Exams**

Practice translating previous exams; though some exams are more difficult than others, this may help you measure your progress concretely. You can find examples of the 600 word exams in the GTU Library (Ref. BV 4070.G763 L3). They allow you to see the range of exams given and to test your own skills against them.

#### **Talk with Students who have taken the Exam**

Talk with as many people as possible about the experience of taking whatever exam you intend to take. This includes mainly students, but faculty may also be of help.

#### **Tutors**

Tutors are readily available; check bulletin boards and other channels of communication for information. The GTU Student Affairs Office may have a list of a few tutors in some languages who have been recommended by other students.

### **3. EXAM STRATEGIES**

Some strategies may be helpful to you when you take the exam.

- Take some time to **look over the two texts from which you may choose one to translate**. Often the subject matter will influence your ability to follow the article’s argument and thus to provide a good translation. Shorter does not always mean easier.
- Try to balance conveying the overall coherence and sense of the article with attention to specific words and phrases to be translated. **It is important that your final product read well in English while accurately translating the original language.**
- **You are allowed three hours for the exam. Consider ahead of time the best way to use the time allotted:** whether you will do better to work fast through a first version, then take time to “polish” and recopy; or to work slowly with little need to revise or recopy.
- **Finish translating the entire passage.** Failure to do so automatically means failure of the exam.

**A Final Word:** No matter what this stage of the program means for you, the common wisdom is to get through it as early as you possibly can. Putting off this requirement can severely impede your progress in the program.

## E. THESIS

### 1. HOW TO SELECT A TOPIC

Perhaps one of the most difficult steps in the thesis process is selecting a topic. Some students have already formulated a question in their minds before entering their MA Program while other students need some time to explore various areas of interest. In either case, your first year of graduate work at the GTU generally raises many important questions, each containing the seeds of a potential thesis topic.

You might begin by making a list of subjects that have sparked your interest and that you might like to spend more concentrated time studying. Once this list has been generated, it is time to begin narrowing it down. Here are some things that you might want to consider in making this decision.

#### **Determine the Feasibility of Doing This Study**

- Are there adequate library and faculty resources available for your research?
- Do you have the methodological skills and tools to work well with the material?
- Is the topic manageable?
- Is it so limited that you will not be able to say anything substantial about it or is it so broad that you cannot get a handle on what aspects are important enough to investigate?
- Do you have a clear enough focus to adequately address it in a reasonable time frame?

#### **Determine Your Level of Interest in This Study**

- Does this topic engage you?
- Will you be able to sustain interest in this topic for the long-haul, through the research and through the writing?
- Does it have some connection with your life (previous to graduate school or in the future)?
- Will this study in some way contribute to your professional plans?

#### **Determine the Intellectual Merit of This Study**

- Will your thesis make a contribution to your academic field?
- Will it help to clarify some issues for your own intellectual development?
- A thesis normally will not involve original *discovery*, but it does require disciplined reflection.

Clearly, no one topic will be able to fulfill all these qualifications; however, it should have a strong grounding in each of these areas.

## 2. HOW TO PICK A THESIS COMMITTEE

Identifying your Thesis Committee members is the next logical step after your thesis topic has been selected.

### **Which faculty have the expertise my topic requires?**

Generate a list of professors working in your chosen field or in a related field by consulting the catalog, faculty pages on the GTU website, or by seeking the recommendations of other students and professors. Make appointments with them to introduce yourself and your topic. Afterwards, go through your list of professors and ask yourself: How do I feel about working with this individual? Am I comfortable with this person and is this person comfortable with me? Does this person have a genuine interest in me and my work? **Do not forget that your Thesis Committee Coordinator must come from your School of Affiliation and the second member can either be from a GTU School outside your School of Affiliation or from your School of Affiliation. Check with your Thesis Committee Coordinator to see if a third member is required; if so the third member can be from either inside or outside the GTU (with proper credentials).**

### **Does this person have time to work with me?**

Will this person be available for the duration of my project or are they retiring, going on sabbatical, etc.?

### **How do the potential members of my Thesis Committee get along with each other?**

It is important that the members of your **Thesis Committee** work well together and that they think along similar lines. Obviously, members will have differing opinions and that is both healthy and expected. However, you do not want to get yourself in the position of writing three different pieces of work. Be sure that your Thesis Committee Coordinator concurs with your choice of the other **Thesis Committee** members.

## 3. HOW TO WORK WITH THE THESIS OR EXAM COMMITTEE

Set up an initial meeting with each of your Thesis Committee members and decide how you are going to work together. If this is not possible, clarify the issues listed here with each of them. If there are serious differences in expectations, work these out with your Thesis Committee Coordinator (or Primary Examiner for MA students in Biblical Languages). As for many other students, this may be your first time working with an academic committee and you may feel a bit awkward and perhaps even intimidated by negotiating with a professor face to face. Relax. Much of the anxiety is simply in not knowing what to expect. Therefore, begin by clarifying your expectations. By the end of your first meeting, all parties should clearly understand how they will be contributing to this thesis project.

Positive Thesis Committee interaction is no accident. Producing clear expectations that are mutually agreed upon during the initial meetings with your committee members is key to a successful committee experience. Therefore, we have provided some suggested questions that may help you in clarifying working relationships with your committee members.

- When can Thesis Committee members expect to see some of your work? Create a time line for your thesis with your committee members.

- How much lead time does each professor need to examine your work? Obviously, a lot depends on how lengthy your work is and at what time of year you turn it in. Do not expect to be a professor's top priority. You may, in fact, need to do some reminding. Both graduate students and professors have tight schedules. However, this is your project and what gets done is largely due to your initiative. Planning for these types of delays can relieve some of the stress for both you and your committee members.
- Ask your professor about their style of feedback. Will it be written or verbal or both?
- What kind of work should be turned in? Only turn in work that has already been proofread and is in an acceptable academic form.
- How much work should be turned in at a time? This question varies depending upon your stage in the writing process and what kind of time line you have worked out with your individual committee members.

During the initial stages of your writing, you will probably want to consult more frequently with Thesis Committee members as you begin focusing in on your project. However, it is not uncommon for second or third readers to wait until after your thesis is completed before actually reviewing it. Perhaps, too, it is important to ask yourself, "How often do I need feedback?" Some people need more direction and encouragement than others. However, to avoid any last-minute surprises, it is a good idea to let your committee critique your work at regular intervals.

Remember to use your Thesis Committee members' time wisely. Come prepared for your meetings and have your questions ready. Keep in mind that the more clearly you are able to state your needs, the more likely you are to have them met.

#### **4. RESEARCH**

Once your topic has been clearly identified and your Thesis Committee members are in place, move on to your research. Begin by identifying your primary bibliographic resources. Your Thesis Committee members can help you with this task. Selecting key sources is perhaps the most time saving task you can accomplish. Most people, when beginning research on a topic they are passionately interested in, want to read everything they can get their hands on. However, unfocused research may cost valuable time. Once your thesis outline has been created, decide which sources you will use for each chapter. As your work progresses, your plan, of course, may change. The point is to set some limits by deciding which materials contribute most to your project.

Also, be sure to consult with the GTU library staff. They can acquaint you with the latest research tools and techniques, again saving you a great deal of time and energy.

#### **5. WRITING**

Eventually, you will look down on your pile of notes and look up at the calendar and ask yourself, "Am I done with my research?" Of course not! Research is never done; but there comes a time when you simply have to draw the line and commit yourself to the writing process.

This is your work! Writing a thesis is plain hard work—and work which has its own kinds of "blocks", including writer's block. The reprint from UCB's "The Graduate" called "Writing Your Thesis" (available from the Academic Secretary in the Student Affairs Office and at UCB's Graduate Division Office) offers some valuable tips for getting the writing done. To summarize its main point: write!—no matter how little at a time or how much what you write seems like what you "ought" to be writing, just get something down on paper. And for GTU students, many of whom feel called to

other work, another key point is to “respect thesis writing as your job”, for whatever time you have decided to spend on it in a given day or week.

## **6. TYPING THE THESIS**

Before your writing gets underway, you will need to determine your typing and computer needs.

- 1) Word Processing Services:** Know your budget and the physical format requirements for your thesis (physical format requirements are detailed in the document, “Master’s thesis and doctoral dissertation guidelines” available on the GTU website) before you begin searching for a typing service. Consult with people you know for possible recommendations and check local bulletin boards in and around the GTU. Some people offering word processing services are former GTU students and they are already familiar with the standard GTU thesis format. In either case, there are good word processing people available. Larger projects, like a thesis, generally take a week to be typed. Remember this when attempting to meet your scheduled deadlines.
- 2) Computer Needs:** A practical matter: Think through the computer system or other means with which you will produce your thesis. Does it have all the capabilities you will need not just to begin but to finish? This includes memory capacity, capability of handling long documents, bibliographical capabilities, print quality. If you plan to work on one system but produce the final copies on another system, be sure the two are compatible and will not require you to make too many last-minute adjustments. Laser printers, for example, often require different formatting and pagination than other printers. Finally, plan to keep multiple copies of your work in various places as you go along. There are too many horror stories of lost manuscripts, erased or flawed files, etc.

## **7. DEVELOPING A WRITING SCHEDULE**

Time management skills become increasingly important when working independently. Some students, while formulating their semester course schedules, find it helpful to incorporate blocks of time for their writing as they would for any other course they planned on taking. Only you know how much time you are going to need to complete your thesis. Develop your own personal time line. Chances are you will need to readjust your time line as you go along, but this gives you a framework in which to begin. Map out your deadlines for each chapter and share the prospective dates with your Thesis Committee members so they know when they can expect to see some of your work. You may also want to consider sharing your deadlines with others who will help support you in keeping them.

## **8. FORMING A SUPPORT NETWORK**

Working independently for long periods of time can become lonely and frustrating at times. Some students have found it helpful to meet with other MA thesis writers in order to share ideas and offer one another support. There may be a thesis writers or other MA student group at your school of affiliation; check with your advisor or other administrator at your school. If none exists, ask some friends at other member schools and perhaps you may be able to join a group there.

## **9. YOUR DEFENSE**

Once your research and writing have been completed, try to relax for the defense. You will not, of course, want to be completely idle in the weeks beforehand. Do review your work, and especially try to anticipate areas of it that one or more of your committee members will want to question you about or challenge you. Some

students find that they can actually discuss these points with the members beforehand—at least to get some idea of potential problems or discussion topics.

## Appendix 2: GTU INSTITUTIONAL POLICIES ON THE GTU WEBSITE

**For the full and current text of these policies, check the GTU website and look under “Academics.” In the drop down menu, hit the “Registrar” link and scroll to “Policy Statements” on the page. Exceptions are noted below.**

- **ACCOMODATIONS FOR STUDENTS WITH DISABILITIES** – On GTU homepage, click “Current Students” from the top banner and scroll down to the “Student Life” section.
- **CAMPUS SAFETY AND CRIME REPORT**
- **CONSORTIAL REGISTRATION POLICIES: INCLUDES LATE REGISTRATION, CHANGES OF ENROLLMENT, INCOMPLETES**
- **CREDIT UNITS/HOUR POLICY**
- **EMERGENCY PROCEDURES**
- **FERPA**
- **FIRE POLICIES FOR STUDENT HOUSING**
- **GTU DOCTORAL HANDBOOK**
- **GTU MA HANDBOOK**
- **GTU TUITION REFUND POLICY**
- **GTU/DOMINICAN UNIVERSITY CROSS REGISTRATION AGREEMENT**
- **GTU/HNC CROSS-REGISTRATION AGREEMENT**
- **GTU/MILLS COLLEGE CROSS REGISTRATION AGREEMENT**
- **GTU/UCB CROSS-REGISTRATION AGREEMENT**
- **HANDICAPPED ACCESS**
- **MANDATORY DRUG-FREE NOTIFICATION**
- **CAL (UCB) RECREATION CLUB** – On GTU homepage, click “Current Students” from the top banner and scroll down to the “Student Life” section.
- **RELIGIOUS HOLIDAYS**

See also “Policies, Compliance, and General Information” at <http://gtu.edu/gtu-compliance-policies>.



## Appendix 3: STUDENT TRAINING ON PREVENTION OF SEXUAL ASSAULT

August 2017

Dear MA student,

Welcome to the Graduate Theological Union. The GTU wants you to know that this school is committed to your security and safety. Our academic community is devoted to teaching, learning and research, and a safe environment is a precondition to the success of those activities. In particular, we want you to feel empowered to take action if you encounter any form of sexual violence or substance abuse.

Part of our efforts to ensure that you have a safe environment include providing you with on-line courses that will explore these issues in some depth. Because of the importance of understanding your rights when it comes to sexual assault and harassment, ***all new students are required to complete these two on-line courses, preferably, before the semester begins, but no later than September 29<sup>th</sup>, 2017.*** The courses are entitled: Lasting Choices and Show Some Respect: Prevent Harassment.

To begin training, follow these steps:

- 1) Go to <https://learn.ue.org/NZ30K497048/GTUstudents>
- 2) Complete the Registration form.
  - a. Enter your first name, last name, and email address and click Register.
  - b. You will receive a welcome email with your username and a temporary password.
  - c. Follow the link in the email to sign on.
  - d. You will be prompted to: enter your temporary password, create a new password and create/answer a security question.
- 3) Once you are logged in, be sure to complete all courses assigned to you.
- 4) A history of your completed courses is available in "My Completions." You will also receive an email containing a link to your completion certificate, upon successful completion of the course.

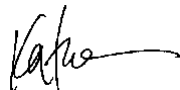
### Tips for Completing Courses

- § Pop-up blocker must be disabled for [ue.blackboard.com](http://ue.blackboard.com)
- § Ensure your computer meets all System Requirements [specified here.](#)

If you have any issues with sign-in or accessing the courses, or if you did not receive your welcome email, visit the Support Portal at [portalhelp.ue.org](http://portalhelp.ue.org). Or click any Support Portal link on the site. All other questions should be directed to Kathleen Kook at [kkook@gtu.edu](mailto:kkook@gtu.edu)

Thank you for your time and cooperation in completing this essential training program as part of our continued efforts to keep the GTU a safe environment.

Your faculty and staff at the GTU will be taking similar courses. Let's all work to keep the GTU a safe environment. If you have any questions please contact one of the GTU's Title IX coordinators: Steven Argyris 510/649-2433, Kathleen Kook 510/649-2464, or Debi Walker 510/649-2577.



Kathleen Kook, Ph.D.  
Dean of Students and Vice President for Student Affairs

## Appendix 4: PROHIBITED SEXUAL MISCONDUCT AND TITLE IX ADMINISTRATIVE POLICIES AND PROCEDURES

This document discusses the Graduate Theological Union's (GTU) policies and procedures when addressing prohibited sexual misconduct and issues related to Title IX, the Campus SaVE Act, and the Violence Against Women Act. Title IX refers to a section of the Education Amendments of 1972 law that prohibits sex discrimination in educational programs and activities at schools that receive federal financial assistance. Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students and other persons at the GTU are protected by Title IX, regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin, in all aspects of a recipients educational programs and activities.

The Violence Against Women Reauthorization Act of 2013 (VAWA) (20 U.S.C. 1092(f)) amended the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act (Clery) under the Campus Sexual Violence Elimination Act provisions (Campus SaVE Act). These laws changed the violations that must be reported by the GTU to include domestic violence, dating violence and stalking as well as to expand the categories of reportable hate crimes.

This document also addresses concerns related to sexual harassment, sexual assault and sexual misconduct, dating violence, domestic violence, and stalking involving students, faculty and staff of the Graduate Theological Union, regardless of whether the alleged perpetrator is a student, faculty, staff or third party.

### NON-DISCRIMINATION POLICY

The GTU does not discriminate on the basis of race, color, national or ethnic origin, ancestry, sex, age, disability, religion, sexual orientation, gender identity or expression, veteran status, medical condition, marital status or any other characteristic protected by law in its programs or activities. The GTU prohibits unlawful harassment, including sexual harassment and sexual violence and will respond to violations of Title IX by protecting the victim and conducting a prompt and thorough investigation.

As a community of scholars devoted to research, learning and teaching, the GTU is committed to creating and maintaining an environment free of all forms of harassment, exploitation, and intimidation. Every member of the GTU community should be aware that such behavior is prohibited by law and school policy. The GTU will not tolerate sexual misconduct or harassment in any form, including acquaintance or date rape or violence, sexual assault, stalking or domestic violence. The GTU will take appropriate action to prevent, correct, and discipline behavior that is found to violate school policy or laws proscribing such activity.

### AUTHORITY

The GTU has a Title IX Coordinator whose responsibility it is to ensure that all the requirements of Title IX are met. The Title IX Coordinator may have one or more deputy coordinators to assist in the reporting, investigating and determination of findings related to a concern addressed by this document. In dealing with allegations and alleged perpetrators (Respondents) or victims (Complainants) it may be appropriate for the Title IX Coordinator to consult with other GTU offices and departments.

### **RESPONDENT IS A STUDENT**

In cases where the Respondent and the Complainant are both GTU students, the Title IX Coordinator or Deputy Coordinator is responsible for addressing concerns and making decisions related to investigations, charges and penalties. In cases where only the Respondent is a GTU student, the Title IX Coordinator or Deputy Coordinator is responsible for addressing concerns and making decisions. In both these cases the Dean and Vice President for Academic Affairs will manage and decide appeals. In cases where the Complainant is a GTU student but the Respondent is a student of another member school of the GTU, the Title IX Coordinator or Deputy Coordinator is responsible for coordinating with the Title IX Coordinator or designee of the member school to ensure the complaint is heard and addressed.

### **RESPONDENT IS A STAFF MEMBER**

In cases where the Respondent is a member of the GTU staff, the Title IX Coordinator or Deputy Coordinator is responsible for addressing concerns and making decisions related to investigations, charges and penalties. The Title IX Coordinator or Deputy Coordinator may consult and share responsibility with the supervisor of the Respondent if appropriate. The President may designate one of the Vice Presidents of the GTU to manage and decide appeals, but not the Vice President overseeing the Respondent's department.

### **RESPONDENT IS A FACULTY MEMBER**

In cases where the Respondent is a member of the faculty the Title IX Coordinator or Deputy Coordinator will work jointly with the Dean and Vice President for Academic Affairs to manage concerns and make decisions under this policy. The President will manage and decide appeals.

### **RESPONDENT IS FROM ANOTHER SCHOOL**

Cross registration of students in courses within the consortium is a valuable feature of the GTU, and students, faculty and staff from the schools of the consortium frequently interact with one another. Interactions may take place in shared classes, advising, student groups, meetings and events, and in shared facility spaces such as the library.

In cases where the Respondent is a member of another school or affiliated institution, the Title IX Coordinator or Deputy Coordinator will work jointly with the Title IX Coordinator or designee of the other school or affiliated institution to manage concerns and make decisions under this policy. In these cases the Complainant is encouraged to report the concern directly to the Title IX Coordinator of the other school or institution. If the other institution does not have a Title IX Coordinator the Complainant is encouraged to report the concern directly to the president, dean or chief administrator of the institution. In all cases, the Complainant should also report the concern to the GTU's Title IX Coordinator or a Deputy Coordinator. This also applies to cases where the Respondent is a member of another institution with which the GTU has cross registration agreements, such as UC Berkeley, Dominican University and Holy Names University.

While the GTU Title IX Coordinator or Deputy Coordinator will work jointly with officials of the other school or institution, the prohibited sexual misconduct and Title IX policies and procedures of the Respondent's institution will prevail and the Respondent's institution will have control over the proceedings. The GTU may, at its discretion, conduct an investigation separate from that of the Respondent's institution.

### **RESPONDENT IS A VENDOR, CONTRACTOR OR THIRD PARTY**

The GTU encourages members of its community to report harassing or inappropriate conduct by a vendor, contractor or third party. In cases where the Respondent is not a student or employee of the GTU, but is on campus as a vendor or contractor or other party providing goods or services to the GTU, the Title IX Coordinator or Deputy

Coordinator will work jointly with the Vice President for Administration and Finance to manage concerns and make decisions under this policy.

## **APPLICABILITY**

The policies and procedures in this document apply to all students, faculty and staff of the GTU. Students enrolled in the common MA program and affiliated at a member school are covered under this policy, not that of the member school. Students who are enrolled in a member school but who work at the GTU are covered under this policy.

## **HOW TO REPORT A CONCERN**

The GTU encourages all individuals to seek assistance from a medical provider and law enforcement as soon as possible after an incident that may be sexual misconduct. Prompt reporting helps to ensure preservation of evidence and facilitates the identification and location of witnesses. The GTU encourages anyone who has been a victim of prohibited conduct to report concerns immediately. Complaints should be filed as soon as possible, but within one year of the alleged discrimination.

A report of sexual misconduct or a Title IX concern may be reported in a variety of ways, including:

- Reporting directly to the GTU's Title IX Coordinator or one of the Deputy Coordinators
- Submitted, anonymously or otherwise, on the third party website designed to host comprehensive and confidential reporting at <https://secure.ethicspoint.com/domain/media/en/gui/33916/index.html>
- By calling a toll free number to submit a report: 855-433-9924

The GTU will promptly review and thoroughly consider all reports of incidents that may be sexual misconduct, violations of Title IX, or other actions addressed in this Policy. The GTU will take prompt action to prevent, correct and discipline behavior that is found to violate this Policy, where appropriate, in the judgment of the GTU.

The filing of a report under this Policy is independent of any criminal investigation or proceeding that may take place by governmental authorities or law enforcement, and both the GTU and criminal investigations may be pursued simultaneously.

## **GENERAL INFORMATION ABOUT ADDRESSING TITLE IX COMPLAINTS**

### **CONFIDENTIALITY**

The GTU will make reasonable and appropriate efforts to preserve the Respondent's and Complainant's privacy and protect the confidentiality of information. Should the Complainant request confidentiality the Title IX Coordinator or Deputy Coordinator will inform him or her that the GTU's ability to respond may therefore be limited, but that where feasible, it will take reasonable steps to prevent prohibited conduct and limit its effects. The Title IX Coordinator or Deputy Coordinator will also inform the Complainant that it is not always possible to provide confidentiality and that the GTU's decision to share information with others is subject to other considerations.

The GTU is required by law to report certain types of reported sexual misconduct in its annual crime statistics report. Names and other identifying details of the incident are not made public in the annual crime report. The GTU is also required by law under certain circumstances to report any incident which might be classified as a violent crime, hate

crime, or sexual assault to law enforcement. While the GTU strongly encourages and will assist the Complainant in filing a report with the Police or other trauma services, ultimately it is up to the Complainant whether or not to take this action.

Except if required by governmental agencies, the GTU will not disclose a victim's identity unless the victim consents to being identified after being informed of his or her right to have identifying information withheld. If a victim does not consent to disclosing his or her identity, the alleged perpetrator's identity will not be disclosed either, unless required by governmental authorities.

### **DISCUSSING POSSIBLE SEXUAL MISCONDUCT WITHOUT MAKING A REPORT OR RECORD OF INCIDENT**

If a person would like to discuss the details of an incident of possible sexual misconduct, without making a report or record of the incident, or in an otherwise confidential manner, the person should speak with persons who hold a relationship with the person of which there is a legal duty of confidence, such as with their physicians, mental health therapists, priests, or clergy members. These persons generally will maintain confidentiality if they are acting in their capacity as your physician, mental health therapist, or clergy member, except in extreme cases of immediacy of threat or danger, or abuse of a minor.

Generally speaking, the faculty and administrators of the GTU, even if they are ordained clergy or pastoral counselors, are not acting in their capacity as members of the clergy and do not have such a relationship with GTU students, and thus, they are required under this Policy to promptly forward all reports of possible sexual misconduct to the Title IX Coordinator for consideration and response.

### **ANONYMOUS REPORTING**

Anonymous reports, or reporting without disclosing the reporter's name, can be made, but anonymous reporting is not the preferred way. Depending on the information received, the GTU's ability to respond to an anonymous report may be limited. The Title IX Coordinator or Deputy Coordinator will review anonymous reports received by GTU and determine whether an investigation and response is appropriate.

### **ALCOHOL, DRUGS AND/OR OTHER MISCONDUCT**

The GTU encourages the reporting of all conduct prohibited under this Policy. An individual who reports sexual misconduct or discrimination, either as a Complainant or a third-party witness, will not be subject to disciplinary action by the GTU for his or her own personal consumption of alcohol or drugs, or other non-sexual misconduct, that happened at or near the time of the incident, unless the GTU finds the violation to be egregious. Egregious includes but is not limited to an action that places the health or safety of any other person at risk or involves plagiarism, cheating or academic dishonesty.

### **PROHIBITION AGAINST RETALIATION**

It is a violation of GTU policy to retaliate against any person making a report of possible sexual misconduct, or against any person cooperating in the investigation of any report of possible sexual misconduct. Retaliation against any member of the GTU community may result in disciplinary action, including termination of employment or expulsion from the GTU.

### **CONFLICT OF INTEREST**

The GTU will take action to make sure that the official handling a complaint does not have a conflict of interest in the outcome of the complaint.

## **WHAT HAPPENS WHEN A COMPLAINT IS MADE**

Upon receipt of a complaint or a report of an incident, a designated person will promptly schedule a meeting with the Complainant to take place as soon as possible to go over this Policy and to identify possible forms of support. The initial intake meeting shall be conducted by the Title IX Coordinator, Deputy Coordinator, or by an external designee selected by GTU, each of whom shall have training in victim-centered approaches (hereinafter, "Intake Officer").

At this meeting, the Intake Officer will discuss whether there are any interim measures that may be implemented at the discretion of the GTU. The preferences of the Complainant and the Respondent on such measures may be stated and will be taken into consideration by the Intake Officer.

At the intake meeting, the Intake Officer will also discuss the following:

- The right to report the incident to local law enforcement agencies.
- The right to seek medical treatment and the importance of preservation of evidence.
- Requests for confidentiality, if any.
- The GTU's obligation to consider all reports of incidents and the inability of the GTU to guarantee complete confidentiality.
- The GTU's policy against retaliation of any person making a report or participating in the investigation or adjudication of an incident under this Policy.
- The possibility of an investigation by an outside impartial and neutral fact-finder selected by the GTU.
- The possibility for sanctions as determined by the GTU.
- The use of an Advisor or Support Person in any meeting or proceeding under this Policy.
- The GTU's obligation to report crime statistics in its daily crime log.

### **DETERMINATION OF AN INVESTIGATION**

The Intake Officer will then consider the nature of the report, the safety of the individuals involved and of the campus community, the Complainant and Respondent's expressed preferences for resolution, and if the Intake Officer is not the Title IX Coordinator, will make a recommendation to the Title IX Coordinator on whether the matter can be resolved or whether to refer the matter for further investigation. Sexual assault cases will not be resolved through mediation.

The Title IX Coordinator will make the final decision on whether to refer the matter for further investigation. If the matter is resolved, the matter will be deemed closed, and the decisions final and binding, with no further rights of appeal. If the matter is referred for further investigation, the matter will follow the procedures for investigation and resolution described below.

The Title IX Coordinator or the Deputy Coordinator will inform the Complainant and Respondent in writing if the matter will be referred for further investigation.

If the Title IX Coordinator or Deputy Coordinator determine there is sufficient basis to initiate a Title IX investigation, the coordinator will meet with the Complainant and provide information about the process of the investigation.

## **POSSIBLE INTERIM MEASURES**

Interim measures will be considered and implemented at the discretion of GTU. Interim measures, which may be applied to the Complainant and/or the Respondent, include such things as:

- Issuance of a “no-contact” order or directive that restricts persons from having contact with one another in person or through electronic means.
- Change in class schedule.
- Change in student related employment.
- Rescheduling of exams or assignments (in conjunction with appropriate faculty).
- Voluntary leave of absence.
- Providing escort services for movement between classes and GTU activities.
- Interim suspension or GTU imposed leave.
- Administrative hold on student accounts, including a hold on the release of transcripts while an investigation is pending.
- Denial of access to campus, campus facilities and GTU activities.

## **PURPOSE OF AN INVESTIGATION**

The purpose of an investigation of a Title IX complaint is to determine:

- Whether the conduct in the complaint occurred.
- Whether the conduct is prohibited under any of the relevant GTU policies or law.
- Whether there is ongoing risk of harm of further prohibited conduct.
- What steps should be taken to prevent recurrence of the prohibited conduct.
- Whether the GTU should put accommodations for the Complainant in place.
- Whether the GTU should consider changes to policies, practices, procedures or training.

## **CONDUCTING THE INVESTIGATION**

If an investigation is deemed necessary or desirable, the GTU will endeavor to conduct an investigation that is prompt, thorough, and impartial. Under normal circumstances an investigation should be completed within two months’ time. If the investigation takes place over extended GTU breaks the time may extended.

## **INVESTIGATOR**

The Title IX Coordinator or Deputy Coordinator will investigate or contract with an external investigator who has specific training and experience to conduct such an investigation. The GTU will ensure that the investigator is impartial, that is, not only has the necessary skills to conduct the investigation, but has no stake in the outcome of the investigation. The GTU will also make sure that the investigation is conducted in good faith, including an interview with all the critical witnesses. The role of the investigator is to be a neutral fact finder. The investigator may also designate another trained colleague to assist in interviewing parties, identifying and locating witnesses, and in gathering other facts and evidence. The investigator will conduct an investigation in a manner deemed appropriate in light of the circumstances of the case and will cooperate with law enforcement authorities to the extent necessary.

A typical investigation will include interviews with the Complainant, the Respondent and third-party witnesses, and of the collection of available physical, documentary and other evidence. Photographs may be taken. The Complainant, the Respondent and any third-party witnesses may present witnesses or other evidence to the investigator for consideration. Information collected during the initial intake and assessment will be forwarded to the investigator. If any law enforcement agency is also investigating the incident, the GTU investigator may defer to the police department for the collection and preservation of evidence.

The investigator will compile the details of the investigation into an investigative report, which will contain summaries of the interviews, photographs (if available) and other related evidence or duty logs and also a detailed analysis of the events. Before finalizing a witnesses' statement, the investigator may send a draft of the statement to the individual to allow them a chance to add to it or make any suggested changes to their statement.

The investigative report will be prefaced with a summary of findings and recommended actions. In this summary the investigator will:

- State the initial complaint.
- Outline the details of the investigation.
- State, whether, using a preponderance of the evidence standard, it is more likely than not that policy violation(s) occurred.
- If requested by the Title IX Coordinator, include any recommended sanctions or corrective actions to be taken.

If requested by the Title IX Coordinator to make a recommendation, the investigator may recommend that the GTU impose certain sanctions or take certain corrective action; however, the decision to select and implement, appropriate sanctions or corrective action, if any, remains at all times within the authority of the GTU.

### **STANDARD OF REVIEW**

The investigation will determine findings of fact using the “preponderance of evidence” standard, that is, “it is more likely than not” that the prohibited conduct occurred.

### **COOPERATION**

All GTU faculty, staff and students are expected to cooperate with the investigation process. Students and others have the right not to incriminate themselves.

### **NOTICE OF INVESTIGATION**

The Title IX Coordinator or Deputy Coordinator will advise the Respondent of the allegations against him or her in writing. A copy of this notice will also be provided to the Complainant.

### **PARTICIPATION**

The Respondent and the Complainant will have an opportunity to respond to the notice of investigation in writing and meeting with the investigator. Both parties have the right to request that the investigator meet with witnesses and evaluate relevant documentary or other evidence.

### **SUPPORT**

The Respondent and the Complainant have the right to have a support person accompany him or her through the processes outlined in this document. A support person may attend any meeting or other aspect of the procedures specified in this document, but may do so in an advisory or emotional support capacity only, and may not directly participate or intervene in meetings, an investigation or other aspects of this process.

### **REVIEW BY TITLE IX COORDINATOR**

In the event the Title IX Coordinator is not the investigator, the Coordinator will review any report from the investigator and may seek additional information from the investigator, the Respondent, Complainant or witnesses. As outlined above, the Title IX Coordinator or Deputy Coordinator may consult and share responsibility with others, such as the Academic Dean, supervisor, etc.



## **ACTIONS**

After completion of the investigation, the Title IX Coordinator or Deputy Coordinator will review all the materials and consult as appropriated. The Coordinator will issue the Respondent and Complainant a written Outcome Letter including any findings of fact, and if applicable, any actions the GTU will take to provide accommodations to the Complainant, and any safety measures taken by the GTU to protect the broader GTU community. The letter may also include a recommendation that the matter be referred for disciplinary review by other GTU offices, such as the Dean of Students, Academic Dean, or Human Resources. If prohibited conduct has been determined to have occurred, a copy of the letter, modified subject to the limitations of FERPA, will be provided to the Respondent's Dean, supervisor or HR office.

The Title IX Coordinator or Deputy Coordinator can issue or recommend to a GTU officer any sanctions he or she believes appropriate based on the results of the investigation, including but not limited to warnings, censure, disciplinary probation, suspension, expulsion revocation of admission or degree, withholding a degree, and termination of employment.

Past violation of the Respondent may be considered in the determination of an appropriate resolution. The GTU will also consider whether the action will bring an end to the violation in question, whether it will reasonably prevent a recurrence of a similar violation or whether it will mediate any effects the violation had on the Complainant and the GTU community.

Any sanctions imposed under this Policy are effective immediately.

## **APPEAL**

If the Respondent or Complainant is dissatisfied with the final determination either party may appeal. An appeal must be made in writing within ten (10) business days of the Outcome Letter. The appeal should follow the standards for review outlined in this document and should clearly state the remedy sought by the appealing party. The written appeal should be delivered to the President of the GTU, who will contact the responsible party outlined in the section Authority above.

Appeals should normally be completed within three weeks unless there is good reason to extend the time necessary to review the appeal. Normally, the grounds for granting an appeal will be limited to the following considerations:

- Is there compelling new evidence that was not available previously? Was the decision based on use of the proper criteria? Were improper or extraneous facts used that substantially affected the decision?
- Were there procedural irregularities that substantially affected the outcome of the investigation and decision for action that were detrimental to the Respondent or Complainant?
- Was the decision that someone in possession of the facts, criteria and procedures at the time one that a decision maker might reasonable have made?

## **ARBITRATION**

If either the Complainant or the Respondent is not satisfied with the decision following a timely appeal, she or he may request review by an impartial arbitrator under the Rules of the American Arbitration Association by submitting a request in writing to the President of the GTU, no later than ten (10) business days after issuance of the decision following a timely appeal.

The request shall consist of a plain, concise and complete written statement outlining the grounds for disagreement with the outcome and all relevant information to substantiate the basis for doing so.

The President of the GTU will then decide whether the case is suitable for arbitration; if so, under written agreement between the GTU and the party seeking arbitration review, providing as a final and binding alternative to civil litigation, an arbitrator will be mutually selected between the parties, and the costs of the arbitrator's fees shall be agreed to in writing by an authorized representative of the parties.

Any matter submitted to binding arbitration under this Policy shall be submitted in accordance with the Rules of the American Arbitration Association. Attorneys or advisors of the party's choice may be present at and participate in the binding arbitration review process. This binding arbitration review process is the exclusive method of external review and is final and binding on both the GTU and the student, and the arbitrators' award shall be final, binding and conclusive upon the parties and may be entered in any state or federal court having jurisdiction.

### **FALSE ACCUSATIONS**

While the GTU encourages everyone to report harassing or inappropriate conduct, anyone who knowingly makes a false or bad faith accusation of harassment, discrimination, sexual misconduct, other conduct prohibited under this policy, or retaliation may be subject to appropriate sanctions. Failure to prove a claim of harassment, discrimination or retaliation does not itself constitute proof of a knowingly false or bad faith accusation. A complaint filed in good faith also will not be considered as retaliation.

### **COORDINATION WITH LAW ENFORCEMENT**

The GTU encourages everyone in this community to report criminal actions that are violations of California law, such as sexual assault, to the Berkeley Police Department. The GTU will assist a Complainant in making such a criminal report and will cooperate with law enforcement agencies if the Complainant decides to pursue the criminal process to the extent permitted by law.

Legal actions that may be taken by local law enforcement agencies, including criminal investigations, work independently of the GTU's obligation to conduct its own investigation and grievance processes. If requested law enforcement authorities, the GTU may pause or extend its investigation and grievance process. The GTU's internal grievance processes are not subject to change because criminal or civil charges are not eventually brought against the Respondent, or are dismissed.

### **ACCOMMODATIONS**

If prohibited conduct is found to have taken place the GTU will, to the extent reasonable and feasible, consult with the Respondent and Complainant in determining accommodations and safety measures. Appropriate actions may include:

- Class reassignments
- No contact letters and directives
- Limitations on non-course activities
- Removal from the GTU community
- Referral for disciplinary processes
- Review of GTU policies, practices, procedures and training
- Other appropriate actions necessary to lessen the incidence of prohibited conduct

## **RETALIATION**

Retaliation against any person making a complaint of prohibited conduct, or against any person participating in the investigation of an allegation of prohibited conduct, is a violation of GTU policy. Retaliation by any student, faculty or staff member is grounds for disciplinary action, up to and including dismissal from the GTU and termination of employment for cause.

## **BERKELEY POLICE DEPARTMENT AND CRIMINAL INVESTIGATIONS**

Since the GTU does not maintain a police force it encourages everyone to report all violations of the law involving sexual assault, rape, domestic violence, stalking and any other violation to the Berkeley Police Department. The Berkeley Police Department is not required to notify the GTU of violations of the law that involve GTU students, faculty or staff, so the GTU will not have notice of the incident unless it is also reported as indicated elsewhere in this document. The GTU will, to the extent allowed by law, cooperate with any investigation by the Berkeley Police Department.

## **PRIVACY OF RECORDS**

The Title IX Coordinator will retain records of reports and related documents under this policy. In addition, records relating to reports of incidents of possible sexual misconduct under this Policy may become a part of a students' academic record.

Documents which are prepared in anticipation of the investigation and resolution of the matter (including the investigative report and any other documents) will not be disclosed outside of the review process, except as required by law.

The final Outcome Letter will be issued concurrently to both the Complaining and the Respondent. The GTU neither encourages nor discourages the further disclosure of the final Outcome Letter by either the Complainant or the Respondent. GTU acknowledges that sharing the final outcome letter with others may be an important part of a student's healing process.

## **PREVENTION, TRAINING AND DISSEMINATION OF THIS POLICY**

As a part of the GTU's commitment to maintaining its campus and programs free from sexual misconduct and discrimination, this Policy will be disseminated widely to the GTU community through publications, websites, student orientations, and other appropriate channels of communication.

The Title IX Coordinator is responsible for overseeing the GTU's efforts at training, prevention and education as it relates under this Policy. The Title IX Coordinator and the Deputy Coordinators will receive appropriate training for the intake and handling of reports of sexual misconduct under this Policy, including those that are victim-centered and trauma informed.

GTU will also provide other employees with online training relating to this Policy every two years.

In addition, in an effort to prevent all forms of sexual misconduct from occurring on the GTU campus or within the GTU community, the GTU will provide incoming students and faculty, at the start of the academic year, with a copy of this Policy, and may also provide additional materials designed to educate students on sexual misconduct and how to prevent it from occurring. Education programs shall promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, and shall be designed to prevent all misconduct prohibited under this Policy from occurring,

to empower victims, to identify safe and positive options for bystander intervention, and to help recognize warning signs of abusive behavior and how to avoid potential attacks.

Students, faculty and staff of GTU are all encouraged to take part in education and training designed to prevent sexual misconduct.

## **PROHIBITED CONDUCT, DEFINITIONS AND EXAMPLES**

The GTU prohibits all forms of sexual misconduct, including sexual and gender related violence of any form, assault, harassment, domestic violence, dating violence, and stalking. These terms each encompass a broad range of behavior. The following behaviors are among the forms of sexual misconduct that violate GTU policy. Definitions and examples are provided to assist in the understanding of prohibited conduct.

**CLOSE PERSONAL RELATIONSHIPS AFFECTING TEACHING, MENTORING AND SUPERVISORY FUNCTIONS** — Except where explicit and advanced authorization has been obtained in writing from the Vice President for Administration and Finance, no person who is employed by GTU may participate in a close personal relationship with an individual who is a member of the GTU community for whom the person provides or may (by virtue of GTU assigned position or functions) reasonably be expected in the future to provide teaching, mentoring or supervision. Supervision includes grading or other academic evaluation, job evaluation, decisions pertaining to promotion, the direct setting of salary or wages, and job, internship, educational, or employment references or recommendations.

Close personal relationships include dating, sexual and similar close personal relationships that are or are not consensually undertaken by the supervisor and the individual. Such relationships do not include the usual and customary socializing at GTU of teacher-student; mentor-mentee; supervisor-employee; faculty member-graduate student; co-workers; and supervisor-student employee. A person provides supervision when she or he oversees, directs or evaluates the work of others, including but not limited to, managers, administrators, directors, deans, chairs, advisors.

**DATING VIOLENCE** — means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**DOMESTIC VIOLENCE** — This is a form of sexual violence and is abuse committed against someone who is a current or former spouse, current or former cohabitant, someone with whom the abuser has a child, someone with whom the abuser has or had a dating or engagement relationship, or someone similarly situated under California domestic or family violence law.

**FORCE** — is the use of physical violence or imposing on someone physically to gain sexual access. Other forms of force include intimidation (implied threats), threats and coercion that overcome resistance or produce consent. For example, “Have sex with me or I’ll hit you.” “Okay, don’t hit me; I’ll do what you want.”

**FORCIBLE FONDLING** — The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because of youth or because of temporary or permanent mental or physical incapacity.

**FORCIBLE SEX OFFENSE** — Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

**FORCIBLE RAPE— (EXCEPT STATUTORY RAPE)** The carnal knowledge of a person, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because temporary or permanent mental or physical incapacity.

**FORCIBLE SODOMY** — Oral or anal sexual intercourse with another person, forcibly or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because of youth or because of temporary or permanent mental or physical incapacity.

**INCEST—** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**PROHIBITED CONDUCT** — In the context of this policy, Prohibited Conduct refers to matters of sexual assault sexual harassment, sexual misconduct, dating violence, domestic violence, stalking, discrimination based on race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or any other characteristic protected by law.

**RAPE** — is defined as “penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.” This definition includes any gender of victim or perpetrator. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

The following scenarios illustrate incidents that are classified as Rape:

- A female college student attended an off-campus party. She drank heavily until she had difficulty standing and was slurring her speech. Two male students offered to walk her home. Once in her dorm room, she passed out. She awoke the next day in pain and found used condoms in her bed. She reported that she was raped to the local police department.
- One night, a woman’s husband was very drunk and he accused her of sleeping around. He became enraged and pushed her onto the bed and penetrated her with an object. She was too afraid to struggle.
- A student was drinking with a classmate. The classmate gave her a pill that he said would make her “feel really good.” After taking the pill, the woman did not recall what happened. A rape kit indicated semen from sexual penetration.

**RAPE - ATTEMPTS TO COMMIT RAPE** — are assaults or attempts to commit rape and are classified as Attempts to Commit Rape.

The following scenarios illustrate incidents that are classified as Attempts to Commit Rape:

- A man attacked a woman on the street, knocked her down, and attempted to rape her. A pedestrian frightened the man away before he could complete the attack.
- At a local bar, a man slipped gamma-hydroxybutyrate (GHB), a drug sometimes used to facilitate sexual assault, into the drink of his date. However, the man could not convince the woman to leave her friends and go home with him. After an investigation, detectives concluded that the man intended to rape the woman.

SEX OFFENSES, NONFORCIBLE— (Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

SEXUAL ASSAULT — is defined as the imposition of non-consensual sexual conduct excluding rape, including but not limited to oral copulation, penetration by a foreign object, or touching, caressing, fondling, or touching of a person's genitalia, buttocks, or breasts.

SEXUAL ASSAULT WITH AN OBJECT— To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of youth or because of temporary or permanent mental or physical incapacity.

SEXUAL CONTACT – NON-CONSENSUAL— Any intentional sexual touching, however slight, with any object, by any person upon any other person, that is without consent or is by force. "Person" is regardless of gender status.

SEXUAL EXPLOITATION — is defined as taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit or advantage of another person. The following scenarios illustrate incidents that are sexual exploitation:

- Causing or attempting to cause another person to become drunk, drugged or otherwise incapacitated with the intent of engaging in a sexual behavior.
- Recording, photographing or transmitting images of sexual activity and/or the intimate body parts (groin, genitalia, breasts or buttocks) of another person without their consent.
- Allowing third parties to observe sexual acts and voyeurism (spying on people who are engaging in sexual acts or who are doing other intimate activities such as undressing, showering, etc.)
- Exposing one's genitals in non-consensual circumstances or inducing someone to expose their genitals.
- Knowingly transmitting a sexually transmitted disease or virus to another person without his or her knowledge.
- Sexually-based stalking and bullying.

SEXUAL HARASSMENT — is defined as any unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as assault or acts of sexual violence. Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by school employees, other

students, and non-employee third parties, such as a visiting speaker. Students of any sex can be victims of sexual harassment and the harasser and the victim can be of the same sex.

The conduct can occur in any GTU program or activity and can take place in school facilities or at off-campus locations such as a member school classroom, office or apartment. The conduct can be verbal, nonverbal, or physical.

One form is quid pro quo or “this for that.” Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitutes sexual harassment when it is implicitly or explicitly suggested that submission to or rejection of the conduct results in adverse educational or employment action. An example is a student advisor asking a student to have sex in exchange for keeping quiet about a student’s violation of the plagiarism policy.

Another form of sexual harassment involves hostile environment. It is sexual harassment when an individual receives unwelcome sexual advances, unwanted verbal, physical, or visual behavior of a sexual nature, or is made to feel uncomfortable because of their gender or sexual orientation. Conduct that may constitute sexual harassment may include one or more of the following:

- Physical conduct — unwanted touching, blocking normal movement, or interfering with studies or work.
- Verbal conduct — epithets, derogatory comments, slurs, or humor of a sexual nature.
- Visual conduct — leering, making sexual gestures, displaying suggestive objects or pictures, cartoon posters in a public space or forum.
- Written conduct — letters, notes, or electronic communications containing comments, words or images as described above.

The following scenarios illustrate incidents that are classified as sexual conduct and may constitute sexual harassment if unwelcome:

- A faculty member tells a student that his or her grade can be improved if the student performs a sexual act for the faculty member.
- A student scrawls graffiti of a sexual nature on the book of another student.
- A GTU official sends a student a text message to arrange a time to meet for a sexual encounter. Sending such a text message would constitute sexual conduct.

**SEXUAL INTERCOURSE, NON-CONSENSUAL (OR ATTEMPTS TO COMMIT THE SAME)** — Any sexual intercourse, with any object or body part, by any person upon any other person, that is without consent or is by force. “Person” is regardless of gender status.

**STALKING** — is the act of willfully, maliciously, and repeatedly following or willfully and maliciously harassing another person and making a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family or suffer substantial emotional distress. For the purpose of determining whether stalking has occurred, harass means “engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or

terrorizes the person, and that serves no legitimate purpose. Course of conduct means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose. Credible threat means a verbal or written threat, including that performed through the use of an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct.

STATUTORY RAPE—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

## **OTHER DEFINITIONS**

ADVISOR OR SUPPORT PERSON — is a person who provides emotional support to a Complainant or Respondent and who may be present in a non-participating role to provide moral support during any meeting or proceeding under this Policy. The advisor or support person may be a currently enrolled student, parent of the student, or a GTU faculty or staff member. Non-participating means that the advisor or support person is silent and does not speak or present information during the meeting or proceeding under this Policy. Attorneys are not permitted to participate in any Campus meeting or proceeding under this Policy, absent advance written consent of the Title IX Coordinator and agreement to terms.

CLERGY MEMBER — means “ a priest, minister, religious practitioner, or similar functionary of a church or of a religious denomination or religious organization.” Communications made in confidence with a clergy member may be privileged under the “clergy-penitent privilege” described in Evidence Code sections 1032-1034. A person who meets this statutory definition may also meet the definition of a pastoral counselor for purposes of Title IX and Clergy Act, which dictate various campus officials’ obligations to report sexual assault to campus authorities.

COERCION — is a form of force which comprises unreasonable pressure for sexual activity. When someone makes clear that they do not want to participate in a sexual activity, that they want to stop, or that their limit is at a certain point, continued pressure to act beyond that point can be coercive.

COMPLAINANT — A student, faculty or staff member who has made an allegation against another person of Prohibited Conduct.

CONSENT — is defined as affirmative, conscious, and voluntary agreement to engage in sexual activity. The individuals consenting must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating relationship is not sufficient to constitute consent. Lack of protest or resistance does not mean consent, nor does silence mean consent. Consent must be affirmative and be ongoing throughout a sexual activity and can be revoked at any time. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other to engage in the sexual activity.

INCAPACITATION — is a state where someone cannot knowingly give consent. It may occur as the result of alcohol or other drug use. This Policy also applies to a person who is incapacitated as a result of sleep, mental disability or from taking rape drugs (Rohypnol, GHB, Burundanga, Ketamine, etc.)

PASTORAL COUNSELOR — means a person who is associated with a religious order or denomination, is recognized by that religious order or denominations as someone who provides confidential counseling, and is functioning within the scope of that recognition. 34 C.F.R. §§ 668.46(a). In this context, a pastor who is functioning as an administrator



of GTU or as a student advocate would not be exempt from the reporting obligations under Clery and Title IX.

**PREPONDERANCE OF EVIDENCE** — The standard used by the GTU, in compliance with directives by the Office of Civil Rights of the Department of Justice, in demonstrating facts in an investigation of a Title IX complaint. Preponderance of evidence means the greater weight of evidence, that the evidence on one side outweighs the evidence on the other side.

**RESPONDENT** — A student, faculty or staff member who is accused of engaging in Prohibited Conduct.

**RETALIATION** — Retaliation means any adverse action taken against a person because he or she reported a concern or conduct that may be prohibited or participated in an investigation of such a report or assisted another person in making such a report.

**STANDARD OF EVIDENCE** — In determining whether the elements of a complaint against a Respondent are sustained, the GTU will use a “preponderance of evidence” standard.

**VAWA** — refers to the Violence Against Women Reauthorization Act of 2013 (20 U.S.C. 1092(f)). This act amended the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act (Clery) under the Campus Sexual Violence Elimination Act provisions (Campus SaVE Act).

**WITNESS** — refers to any individual who either witnessed an incident or who has relevant information regarding a case that is being investigated under this Policy.

## **RESOURCES**

The GTU encourages all members of the GTU community who believe they have been victims of sexual misconduct to report these incidents to local law enforcement authorities and to seek medical attention where appropriate.

The GTU also encourages all members of the GTU community to report any incident(s) of possible sexual misconduct to the GTU under these Policies and to get help from as many resources as possible.

### **FOR EMERGENCY NEEDS**

- **911** – Police
- City of Berkeley Police Department: Emergency 510/981-5911
- Rape Crisis Center 24-hour helpline: 800/670-7273
- Bay Area Women Against Rape 24-hour hotline: 510/845-7273
- National Domestic Violence Hotline: 800/799-SAFE (7233)

### **OTHER RESOURCES**

GTU does not maintain an on-campus counseling center or staff with professional qualifications to provide counseling. There are however, other services available in the Berkeley area, including:

- Bay Area Women Against Rape provides free 24-hour comprehensive services to victims of sexual assault. Website: <http://www.bawar.org> Telephone: 510/845-7273 or 510/845-RAPE.
- Alameda County Medical Center, Highland Hospital Sexual Assault Center, 1411 E. 31st Street, Oakland provides 24-hour assistance, including medical

treatment and examination, advocacy and counseling support for victims of sexual assault. Website: <http://www.highlandahs.org/our-services/specialty-services/medical-counseling>. Telephone 510/437-4688.

- City of Berkeley Adult Clinic, 2640 Martin Luther King Jr. Way 510/981-5290.
- City of Berkeley Domestic Violence Crisis Line 510/562-3731.
- City of Berkeley Mobile Crisis Team (MCT) is available every day from 10:30 AM to 11:00 PM at 510/981-5254.
- Men Overcoming Violence, 1385 Mission Street, Suite 300, San Francisco 415/626-6704.

There are also several national organizations that may be able to provide the GTU community with important information and assistance:

- National Domestic Violence Hotline, 800/799-SAFE (7233)
- National Sexual Assault Hotline, 800/656-HOPE (4673)
- Stalking Resource Center, 202/467-8700
- National Teen Dating Abuse Helpline, 866/331-9474

### **GTU CAMPUS SERVICES**

- Title IX Coordinator: Steven G. Argyris, 510/649-2433, [sargyris@gtu.edu](mailto:sargyris@gtu.edu) and Vice President's Office, 2400 Ridge Road, Berkeley, CA 94709.
- Deputy Coordinator (for students): Kathleen Kook, Dean of Students, 2465 LeConte Avenue, Berkeley, CA 94709, 510/649-2464; and
- Deputy Coordinator (for faculty and staff): Debi Walker, Director of Human Resources, 2452 Virginia Street, Berkeley, CA 94709, 510/649-2577.

### **OFF CAMPUS COUNSELING SERVICES**

While there are many Bay Area resources for counseling services, two counseling centers may be of interest to the GTU community.

The Interfaith Counseling Center of the Bay Area <http://interfaithcc.org/> offers a variety of services including psychotherapy, pastoral counseling, spiritual direction, and other counseling services. Trained and licensed therapists and counselors are available. Reduced fees may be available to GTU students, faculty, staff and families. There are two Bay Area locations. An office is located in San Anselmo at 15 Austin Avenue, San Anselmo, CA 94960 and may be reached at 415/256-9701. In Berkeley the offices are at Durant House at First Congregational Church of Berkeley, 2345 Channing Way, Berkeley, CA 94709 and may be reached at 510/225-5595.

The California Counseling Institute <http://www.californiacounseling.org/> is a non-profit dedicated to integrating the mind, body and spirit through psychotherapy. The institute provides psychotherapy for people facing a variety of life situations, including relationship and family concerns, career choices, depression, anxiety, financial pressures, life transitions, losses and grief. Their East Bay office is located at 1562 Oakview Avenue, Kensington, CA 94707. For information or to set up an appointment call 415/752-1702.

### **CONFIDENTIAL REPORTING OPTIONS**

Persons who would like to speak to someone in confidence about an experience of sexual misconduct or about another's experience of sexual misconduct, should contact off-campus rape crisis counselors, domestic violence resources, private agencies, external mental health agencies and external clergy members.



## Appendix 5: CAMPUS CRIME AND SAFETY REPORT

AUGUST 1, 2016

### **INTRODUCTION**

The Graduate Theological Union (GTU) highly values the individual and collective security of its students, faculty, and staff. This is so not only because we care about individual safety, but also because safety is a pre-requisite for the creation of an academic community devoted to research, learning and teaching. Because of this everyone at the GTU has a role in making sure we have a safe environment.

In addition the Congress and Department of Education have established many requirements for campus crime policies and reporting. The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), codified at 20 U.S.C. 1092(f) as part of the Higher Education Act of 1965 (HEA), and the Higher Education Opportunity Act (HEOA) of 2008 require that the GTU disclose policy information and crime statistics as part of a campus security report published annually.

This report serves as the campus security report for the Graduate Theological Union for the academic year 2016 - 2017.

At the GTU, the Vice President for Administration and Finance has the responsibility for gathering statistics, identifying reportable crimes and providing them to the Department of Education and the public, and for the preparation of this report. The Vice President for Administration and Finance is also the official Title IX Coordinator for the GTU. The Vice President for Student Affairs and Dean of Students is responsible for student services including procedures for student disciplinary actions for sexual assault and rape. The campus security report can be viewed on the GTU website and copies of it may be obtained from the Graduate Theological Union, office of the Vice President for Administration and Finance and from the office of the Dean of Students.

The information in this report comes from a variety of sources, including the City of Berkeley Police Department, incidents reported to the Graduate Theological Union, and the member schools of the consortium.

### **WHAT TO DO IN CASE OF AN EMERGENCY**

The GTU maintains an emergency alert system designed to notify the campus community of an imminent threat to safety or security. In the event of an emergency the GTU will activate the GTU-Alert system. If you are new to the GTU or if you have not set up your alert system please take a moment to do so. The GTU will use this system to notify you of an emergency (see below for guidance on how to sign up.)

#### **PREPARE FOR AN EARTHQUAKE**

Learn evacuation routes in the event of a serious earthquake. Make sure you have three days of emergency food and water in your apartment or home.

Faculty and staff members have been issued evacuation packs that are designed to be kept by their desks in the event of an emergency. Those with these packs are encouraged to keep a small amount of emergency supplies in the pack in case they have to evacuate a building.

## **MISSING STUDENT NOTIFICATION POLICY**

The school has developed a policy regarding the reporting, investigating and emergency notifications necessary in the event any resident student is believed to be missing. The policy provides that school officials be notified that a member of the GTU community is or is suspected of being missing.

Upon notification that a member of the school community may be missing, the Office of the Dean of Students will conduct an investigation to determine facts regarding the report. If the investigator determines that the student may in fact be missing, the investigator will notify the school campus security officer and the City of Berkeley Police Department.

The City of Berkeley Police Department will make the determination that the student is missing. If the police department has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, the school will attempt to contact the emergency contact in accordance with the student's designation.

If the student is under 18 years of age and is not emancipated, the school will attempt to notify the student's custodial parent or guardian and any other designated contact person.

## **CAMPUS SAFETY**

The GTU informs students and employees annually about campus security procedures and practices by dissemination of this report.

The Graduate Theological Union does not have a campus law enforcement or safety staff. No employee of the GTU has, within the scope of his or her GTU employment, police powers or the authority to arrest individuals.

Since the GTU does not have its own safety staff, the GTU urges persons affiliated with the school to make use of the extensive safety resources at the City of Berkeley Police and Fire Departments and the University of California at Berkeley. The GTU encourages students and employees to be responsible for their own safety and the security of others. You can do this by informing yourself about safety procedures and crime avoidance tips available from the City of Berkeley and the University of California. You may access this information at the following websites:

City of Berkeley Police Department: <http://www.ci.berkeley.ca.us/police/>

City of Berkeley Fire Department: <http://www.ci.berkeley.ca.us/fire/>

UC Berkeley: <http://police.berkeley.edu/>

The University of California operates a night escort service called BearWALK that GTU students may use. The service provides escorts who will walk you to your car, a shuttle bus, public transportation, or home if you live nearby. Call **642-WALK after dark until 5:30 AM while UC Berkeley is in session**. Boundaries for the service are Vine Street to the north, Derby Street to the south, Milvia Street to the west and Prospect to the east. For more information go to: <http://police.berkeley.edu/>

## **GTU'S MAIN SECURITY PROVISIONS**

## CONTACTING THE POLIC DEPARTMENT

Since the GTU does not have a police department or any individual with police authority, it relies on the Police Department of the City of Berkeley. You are encouraged to contact this department immediately in the event of a security emergency by calling 9-1-1 from a land telephone and 510/981-5911 from a cell phone. For non-emergency calls please call 510/981-5900.

## RESTRICTED ACCESS TO BUILDINGS

Most buildings at the GTU are not open to the public, but are intended for use by faculty, students, staff, vendors and others with legitimate business with the school. Access to these buildings is intended for the use of these people only.

The Flora Lamson Hewlett Library is open to the public.

## MAJOR CAMPUS EMERGENCY NOTIFICATION

The GTU maintains an alerting and warning service designed to contact faculty, students, staff and other interested parties to warn of situations on or near campus that may pose an immediate threat. The "GTU-Alert" system provides emergency, urgent and important information and instructions in other emergencies. This is an opt-in service. Members of the campus community must visit <http://www.e2campus.com/my/gtu/index.htm> or <http://www.gtulink.edu> and follow the instructions to activate the service. You will be asked to provide your contact information, specifying whether you would like to be alerted by phone (cell, home, office, TTY) or via text message or e-mail.

The GTU will activate this system in the event of an imminent threat to safety, in a serious emergency or on the occasion of an urgent situation. All personal information you may provide by signing up for this alert remains private and is not accessed by the GTU or others for any reason other than alerting you.

The GTU tests this system on a regular basis to ensure that it is functioning properly. The Vice President for Administration and Finance and the consortial IT staff are authorized to determine the content of the emergency communication and to initiate the system in the event of an emergency. If the emergency notification system is initiated all those who have registered for its use by completing the enrollment steps will be notified.

## ACCESS TO THE GTU CAMPUS AND BUILDINGS

Access to all space on the GTU campus is limited to the official occupant of that space and that occupant's officers, employees, students, guests and/or invitees. All areas of the GTU campus are closed between the hours of 10:00 p.m. and 7:00 a.m. unless special arrangements are made with the Vice President for Administration and Finance.

Keys and access cards allowing entry to GTU buildings and offices are issued by the Facilities Department. The Facilities Department maintains a list of persons holding keys and access cards. Unauthorized copying or lending to unauthorized persons, of keys or access cards is expressly forbidden by the GTU. Violations of this policy may result in the loss of access privileges.

## SECURITY OF GTU CAMPUS BUILDINGS

The building at 2400 Ridge Road has a sophisticated security and fire alarm system that automatically notifies authorities in the event of fire or unauthorized entry. GTU personnel monitor the buildings at 2465 Le Conte Avenue and 2452 Virginia Street.

Members of the GTU community are charged with responsibility for safeguarding the spaces under their control, maintaining custody of the keys and access cards to which they have been entrusted, and reporting promptly the loss of any such keys or cards.

The Vice President for Administration and Finance has responsibility for close control of the activities of persons engaged in any form of maintenance or repair anywhere on the campus.

#### PROCEDURES TO REPORT CRIMINAL ACTIVITY AND EMERGENCIES

Members of the GTU community, or any other person authorized to be present on the GTU campus, should report any suspected criminal activity or other emergency that poses a threat to life or property.

- If immediate danger to life or property exists, dial 911 from a land line or 510/981-5911 from a cell phone for the Berkeley Police Department.
- If immediate danger is not present, call the Berkeley Police Department at 510/981-5900 to report criminal activity.

In all cases, report the incident to the GTU Vice President for Administration and Finance or other senior administrator. You may use the attached Crime Incident Report or obtain a Crime Incident Report form from the GTU Business Office, 2400 Ridge Road, Berkeley. If you wish to make an anonymous report you may do so by calling the toll-free 24 hour hotline maintained by a third party company for the GTU at 855/433-9924. You may also visit <https://secure.ethicspoint.com/domain/media/en/gui/33916/index.html> and make a report on this website.

The Vice President for Administration and Finance will make sure every report received under this policy is investigated and take appropriate action to remedy the problem.

The Graduate Theological Union urges that all crimes be reported. Since the GTU does not have a campus law enforcement staff, a report should be made to the City of Berkeley Police Department. After such a report is made, the crime should be reported to the GTU Vice President of Administration and Finance.

Incidents that may or may not be crimes may also be reported to "campus security authorities" defined as, in addition to the Vice President for Administration and Finance, those with responsibility for controlling access to buildings or facilities and officials having significant responsibility for student and campus activities. Licensed counselors and campus clergy are exempt from reporting requirements when they are acting as such. The GTU encourages counselors and clergy, if and when they deem it appropriate, to inform those they counsel of procedures for reporting crimes on a voluntary, confidential basis for inclusion in the Campus Security Report.

The GTU maintains records of all crime and other security information for the GTU community. The Vice President for Administration and Finance is responsible for gathering, recording and disseminating this information and for decisions regarding the content, time and manner of distribution. This includes collecting and preparing the Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act.

#### INFORMATION ABOUT REGISTERED SEX OFFENDERS

Information about registered sex offenders under section 17010(j) of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S. Code 14071(j), may be obtained from the City of Berkeley Police Department. The Berkeley Police Department is located at 2100 Martin Luther King Way, Berkeley, CA 94704 and may be reached by phone at 510/981-5900.

Federal law requires persons who must register as sex offenders to provide notice to the state if they are employed by or a student at an institution of higher education. Since the Graduate Theological Union does not have a campus police department, sex offenders must register with the chief of police of the City of Berkeley. They must notify the chief of police within 5 days of enrolling in the GTU, moving to the City of Berkeley, or of being convicted of an offense qualifying them as sex offenders. The Family Educational Rights and Privacy Act (FERPA) does not prohibit institutions from disclosing information about registered sex offenders.

“Megan's Law” makes available to adults and organizations information on "serious" and "high-risk" sex offenders in their local community. The information on a registered sex offender includes:

- name and known aliases;
- age and sex;
- physical description, including scars, marks and tattoos;
- photograph, if available;
- crimes resulting in registration;
- county of residence;
- zip code (based on last registration).

Viewing this information is free. The State of California maintains a website that provides detailed information about registered sex offenders that can be viewed by going to <http://meganslaw.ca.gov/>. This website will provide you with a map of registered sex offenders by name, address, city, zip code, county, parks and schools. The website will provide you with detailed information about sex offenders in your area.

## **DRUG FREE CAMPUS AND WORKPLACE**

The Graduate Theological Union strives to maintain its campus communities and workplaces free from illegal use, possession, or distribution of alcohol or of controlled substances as defined in the Controlled Substances Act, 21 United States Code Sec. 812, and by regulation at 21 Code of Federal Regulations Sec. 1308.

Unlawful manufacture, distribution, dispensing, possession, use, or sale of alcohol or of controlled substances by GTU employees and students in the workplace, or on GTU premises, at official GTU functions, or on GTU business is prohibited. In addition, employees and students shall not use illegal substances or abuse legal substances in a manner that impairs work performance, scholarly activities, or student life.

Employees, including student employees, found in violation of this policy may be subject to corrective action, up to and including dismissal, or may be required at the discretion of the GTU to participate satisfactorily in a treatment program at their own cost. Students found in violation of this policy may be subject to corrective action, up to and including dismissal from academic programs as set forth in relevant GTU policies and in campus regulations.

In addition, employees and students involved in such illegal activity are subject to legal sanctions under local, State, and Federal law. An employee convicted of any criminal drug statute for a violation occurring in the workplace is required to notify the Personnel Officer or the Vice President for Administration and Finance, of such a conviction no later than five days from the date of the conviction.



The GTU complies with California State law, which prohibits possession or use of alcohol by or sale of alcohol to, anyone less than twenty-one years of age. Abuse of alcohol on the GTU campus is prohibited.

Persons who qualify under California Proposition 215 to use marijuana for medical purposes are not permitted to possess, store, provide, or use the marijuana on any GTU owned or controlled property, including, but not limited to academic buildings, parking lots, library and offices, or during any GTU sanctioned activity regardless of location. Failure to follow this policy may result in termination of employment and/or dismissal from academic programs, in addition to prosecution by police authorities.

The health risks associated with the use of illicit drugs and the abuse of alcohol are many. Detailed information concerning the known health hazards resulting from the abuse of drugs and alcohol may be obtained from your physician, or from the GTU Personnel Officer.

Several drug and alcohol counseling, treatment, and rehabilitation programs are available to GTU faculty, students and employees. Check your health insurance program for the closest location. In addition you may find these resources helpful:

- The New Bridge Foundation, 1820 Scenic Avenue in Berkeley provides assessment, residential inpatient rehabilitation programs, partial day programs, outpatient individual and group counseling sessions and educational workshops. New Bridge accepts private insurance and is conveniently located directly across the street from the library.
- The Merritt Peralta Institute at Summit Medical Center provides residential inpatient, outpatient, day treatment, workshops and group counseling. It may be reached at 510/652-7000.
- A local Alcoholics Anonymous may be reached at 510/839-8900 and a local Narcotics Anonymous program may be reached at 510/444-4673.

See the personnel manual or student mailing for complete delineation of policy and educational programs for drug and alcohol abuse.

## **PROHIBITED SEXUAL MISCONDUCT AND TITLE IX**

The Graduate Theological Union is committed to creating and maintaining an environment free of all forms of harassment, exploitation, and intimidation. Every member of the GTU community should be aware that such behavior is prohibited by law and school policy. The GTU will not tolerate sexual misconduct or harassment in any form, including acquaintance or date rape or violence, sexual assault, stalking or domestic violence. The GTU will take appropriate action to prevent, correct, and discipline behavior that is found to violate school policy or laws proscribing such activity.

This policy affects students and employees of the Graduate Theological Union. Students enrolled at GTU member schools should contact their school for policies on sexual misconduct and harassment. The GTU Faculty Handbook governs faculty members of the GTU. For staff members and administrators, provisions contained in the GTU Employee Handbook as well as memoranda of understanding prohibit conduct that violates the law and school policy, and provide for disciplinary action for inappropriate conduct.

## SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS

Victims and complainants of rape, sexual assault and misconduct have the right to be informed:

- about notifying appropriate law enforcement authorities with the assistance of GTU personnel if requested;
- about off campus counseling, mental health and other services;
- that the GTU will change academic and living situations after an alleged report if those changes are requested by the victim or complainant and are reasonably available;
- that the victim or complainant and the accused are entitled to the same opportunities to have others present during a school disciplinary proceeding; and,
- about the outcome of the school's disciplinary proceedings.

## SEXUAL MISCONDUCT POLICIES AND DEFINITIONS

The Graduate Theological Union is a community of scholars and students that strives to be free of sexual misconduct and harassment. In fact, the GTU has no tolerance for such activities and takes all complaints and accusations of misconduct seriously. Such acts can profoundly impact a student's personal and academic life, a faculty member's ability to provide guidance and assistance to students, and a staff member's ability to provide the support services that this community needs. We therefore urge everyone in this community to take action if you believe an incident of misconduct or harassment has taken place. Our goal is to make you and others safe, respected and able to work productively at the GTU.

Sexual misconduct can include a wide range of behaviors, including sexual assault or harassment, partner and domestic violence, stalking, voyeurism, and other behaviors that have the effect of threatening another person. Not all misconduct involves sexual contact, as in the case of threatening speech or displaying photographs or other material of a sexual nature.

Many forms of sexual misconduct are also prohibited by federal law, including Title IX of the Higher Education Act of 1965, the Violence Against Women Reauthorization Act (VAWA) of 2013, and California state laws. Violation of these laws could result in criminal prosecution and civil liability in addition to disciplinary actions by the GTU.

The GTU prohibits all forms of sexual misconduct, including sexual and gender related violence of any form, assault, harassment, domestic violence, dating violence, and stalking. These terms each encompass a broad range of behavior. The following behaviors are among the forms of sexual misconduct that violate GTU policy. Definitions and examples are provided to assist in the understanding of prohibited conduct.

**CLOSE PERSONAL RELATIONSHIPS AFFECTING TEACHING, MENTORING AND SUPERVISORY FUNCTIONS** — Except where explicit and advanced authorization has been obtained in writing from the Vice President for Administration and Finance, no person who is employed by GTU may participate in a close personal relationship with an individual who is a member of the GTU community for whom the person provides or may (by virtue of GTU assigned position or functions) reasonably be expected in the future to provide teaching, mentoring or supervision. Supervision includes grading or other academic evaluation, job evaluation, decisions pertaining to promotion, the direct setting of salary or wages, and job, internship, educational, or employment references or recommendations.

Close personal relationships include dating, sexual and similar close personal relationships that are or are not consensually undertaken by the supervisor and the individual. Such relationships do not include the usual and customary socializing at GTU of teacher-student; mentor-mentee; supervisor-employee; faculty member-graduate student; co-workers; and supervisor-student employee. A person provides supervision when she or he oversees, directs or evaluates the work of others, including but not limited to, managers, administrators, directors, deans, chairs, advisors.

**DATING VIOLENCE** — means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**DOMESTIC VIOLENCE** — This is a form of sexual violence and is abuse committed against someone who is a current or former spouse, current or former cohabitant, someone with whom the abuser has a child, someone with whom the abuser ha or had a dating or engagement relationship, or someone similarly situated under California domestic or family violence law.

**FORCE** — is the use of physical violence or imposing on someone physically to gain sexual access. Other forms of force include intimidation (implied threats), threats and coercion that overcome resistance or produce consent. For example, “Have sex with me or I’ll hit you.” “Okay, don’t hit me; I’ll do what you want.”

**FORCIBLE FONDLING** — The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because of youth or because of temporary or permanent mental or physical incapacity.

**FORCIBLE SEX OFFENSE** — Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

**FORCIBLE RAPE— (EXCEPT STATUTORY RAPE)** The carnal knowledge of a person, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because temporary or permanent mental or physical incapacity.

**FORCIBLE SODOMY** — Oral or anal sexual intercourse with another person, forcibly or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because of youth or because of temporary or permanent mental or physical incapacity.

**INCEST—** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**PROHIBITED CONDUCT** — In the context of this policy, Prohibited Conduct refers to matters of sexual assault sexual harassment, sexual misconduct, dating violence, domestic violence, stalking, discrimination based on race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or any other characteristic protected by law.

**RAPE** — is defined as “penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.” This definition includes any gender of victim or perpetrator. Sexual

penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

The following scenarios illustrate incidents that are classified as Rape:

- A female college student attended an off-campus party. She drank heavily until she had difficulty standing and was slurring her speech. Two male students offered to walk her home. Once in her dorm room, she passed out. She awoke the next day in pain and found used condoms in her bed. She reported that she was raped to the local police department.
- One night, a woman's husband was very drunk and he accused her of sleeping around. He became enraged and pushed her onto the bed and penetrated her with an object. She was too afraid to struggle.
- A student was drinking with a classmate. The classmate gave her a pill that he said would make her "feel really good." After taking the pill, the woman did not recall what happened. A rape kit indicated semen from sexual penetration.

RAPE - ATTEMPTS TO COMMIT RAPE — are assaults or attempts to commit rape and are classified as Attempts to Commit Rape.

The following scenarios illustrate incidents that are classified as Attempts to Commit Rape:

- A man attacked a woman on the street, knocked her down, and attempted to rape her. A pedestrian frightened the man away before he could complete the attack.
- At a local bar, a man slipped gamma-hydroxybutyrate (GHB), a drug sometimes used to facilitate sexual assault, into the drink of his date. However, the man could not convince the woman to leave her friends and go home with him. After an investigation, detectives concluded that the man intended to rape the woman.

SEX OFFENSES, NONFORCIBLE— (Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

SEXUAL ASSAULT — is defined as the imposition of non-consensual sexual conduct excluding rape, including but not limited to oral copulation, penetration by a foreign object, or touching, caressing, fondling, or touching of a person's genitalia, buttocks, or breasts.

SEXUAL ASSAULT WITH AN OBJECT— To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of youth or because of temporary or permanent mental or physical incapacity.

SEXUAL CONTACT – NON-CONSENSUAL— Any intentional sexual touching, however slight, with any object, by any person upon any other person, that is without consent or is by force. "Person" is regardless of gender status.

**SEXUAL EXPLOITATION** — is defined as taking non-consensual or abusive sexual advantage of another person for one’s own advantage or benefit or advantage of another person. The following scenarios illustrate incidents that are sexual exploitation:

- Causing or attempting to cause another person to become drunk, drugged or otherwise incapacitated with the intent of engaging in a sexual behavior.
- Recording, photographing or transmitting images of sexual activity and/or the intimate body parts (groin, genitalia, breasts or buttocks) of another person without their consent.
- Allowing third parties to observe sexual acts and voyeurism (spying on people who are engaging in sexual acts or who are doing other intimate activities such as undressing, showering, etc.)
- Exposing one’s genitals in non-consensual circumstances or inducing someone to expose their genitals.
- Knowingly transmitting a sexually transmitted disease or virus to another person without his or her knowledge.
- Sexually-based stalking and bullying.

**SEXUAL HARASSMENT** — is defined as any unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as assault or acts of sexual violence. Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by school employees, other students, and non-employee third parties, such as a visiting speaker. Students of any sex can be victims of sexual harassment and the harasser and the victim can be of the same sex.

The conduct can occur in any GTU program or activity and can take place in school facilities or at off-campus locations such as a member school classroom, office or apartment. The conduct can be verbal, nonverbal, or physical.

One form is quid pro quo or “this for that.” Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitutes sexual harassment when it is implicitly or explicitly suggested that submission to or rejection of the conduct results in adverse educational or employment action. An example is a student advisor asking a student to have sex in exchange for keeping quiet about a student’s violation of the plagiarism policy.

Another form of sexual harassment involves hostile environment. It is sexual harassment when an individual receives unwelcome sexual advances, unwanted verbal, physical, or visual behavior of a sexual nature, or is made to feel uncomfortable because of their gender or sexual orientation. Conduct that may constitute sexual harassment may include one or more of the following:

- Physical conduct — unwanted touching, blocking normal movement, or interfering with studies or work.
- Verbal conduct — epithets, derogatory comments, slurs, or humor of a sexual nature.
- Visual conduct — leering, making sexual gestures, displaying suggestive objects or pictures, cartoon posters in a public space or forum.
- Written conduct — letters, notes, or electronic communications containing comments, words or images as described above.

The following scenarios illustrate incidents that are classified as sexual conduct and may constitute sexual harassment if unwelcome:

- A faculty member tells a student that his or her grade can be improved if the student performs a sexual act for the faculty member.
- A student scrawls graffiti of a sexual nature on the book of another student.
- A GTU official sends a student a text message to arrange a time to meet for a sexual encounter. Sending such a text message would constitute sexual conduct.

**SEXUAL INTERCOURSE, NON-CONSENSUAL (OR ATTEMPTS TO COMMIT THE SAME)** — Any sexual intercourse, with any object or body part, by any person upon any other person, that is without consent or is by force. “Person” is regardless of gender status.

**STALKING** — is the act of willfully, maliciously, and repeatedly following or willfully and maliciously harassing another person and making a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family or suffer substantial emotional distress. For the purpose of determining whether stalking has occurred, harass means “engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose. Course of conduct means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose. Credible threat means a verbal or written threat, including that performed through the use of an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct.

**STATUTORY RAPE**—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

## **OTHER DEFINITIONS**

**ADVISOR OR SUPPORT PERSON** — is a person who provides emotional support to a Complainant or Respondent and who may be present in a non-participating role to provide moral support during any meeting or proceeding under this Policy. The advisor or support person may be a currently enrolled student, parent of the student, or a GTU faculty or staff member. Non-participating means that the advisor or support person is silent and does not speak or present information during the meeting or proceeding under this Policy. Attorneys are not permitted to participate in any Campus meeting or proceeding under this Policy, absent advance written consent of the Title IX Coordinator and agreement to terms.

**CLERGY MEMBER** — means “ a priest, minister, religious practitioner, or similar functionary of a church or of a religious denomination or religious organization.” Communications made in confidence with a clergy member may be privileged under the “clergy-penitent privilege” described in Evidence Code sections 1032-1034. A person who meets this statutory definition may also meet the definition of a pastoral counselor for purposes of Title IX and Clergy Act, which dictate various campus officials’ obligations to report sexual assault to campus authorities.

**COERCION** — is a form of force which comprises unreasonable pressure for sexual activity. When someone makes clear that they do not want to participate in a sexual activity, that they want to stop, or that their limit is at a certain point, continued pressure to act beyond that point can be coercive.

**COMPLAINANT** — A student, faculty or staff member who has made an allegation against another person of Prohibited Conduct.

CONSENT — is defined as affirmative, conscious, and voluntary agreement to engage in sexual activity. The individuals consenting must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating relationship is not sufficient to constitute consent. Lack of protest or resistance does not mean consent, nor does silence mean consent. Consent must be affirmative and be ongoing throughout a sexual activity and can be revoked at any time. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other to engage in the sexual activity.

INCAPACITATION — is a state where someone cannot knowingly give consent. It may occur as the result of alcohol or other drug use. This Policy also applies to a person who is incapacitated as a result of sleep, mental disability or from taking rape drugs (Rohypnol, GHB, Burundanga, Ketamine, etc.)

PASTORAL COUNSELOR — means a person who is associated with a religious order or denomination, is recognized by that religious order or denominations as someone who provides confidential counseling, and is functioning within the scope of that recognition. 34 C.F.R. §§ 668.46(a). In this context, a pastor who is functioning as an administrator of GTU or as a student advocate would not be exempt from the reporting obligations under Clery and Title IX.

PREPONDERANCE OF EVIDENCE — The standard used by the GTU, in compliance with directives by the Office of Civil Rights of the Department of Justice, in demonstrating facts in an investigation of a Title IX complaint. Preponderance of evidence means the greater weight of evidence, that the evidence on one side outweighs the evidence on the other side.

RESPONDENT — A student, faculty or staff member who is accused of engaging in Prohibited Conduct.

RETALIATION — Retaliation means any adverse action taken against a person because he or she reported a concern or conduct that may be prohibited or participated in an investigation of such a report or assisted another person in making such a report.

STANDARD OF EVIDENCE — In determining whether the elements of a complaint against a Respondent are sustained, the GTU will use a “preponderance of evidence” standard.

VAWA — refers to the Violence Against Women Reauthorization Act of 2013 (20 U.S.C. 1092(f)). This act amended the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act (Clery) under the Campus Sexual Violence Elimination Act provisions (Campus SaVE Act).

WITNESS — refers to any individual who either witnessed an incident or who has relevant information regarding a case that is being investigated.

## **PREVENTION OF SEXUAL ASSAULT AND RAPE**

As a part of the GTU’s commitment to maintaining its campus and programs free from sexual misconduct and discrimination, this report and the GTU’s Title IX policies will be disseminated widely to the GTU community through publications, websites, student orientations, and other appropriate channels of communication.

The Title IX Coordinator is responsible for overseeing the GTU’s efforts at training, prevention and education as it relates under this Policy. The Title IX Coordinator and the Deputy Coordinators will receive appropriate training for the intake and handling of

reports of sexual misconduct, including those that are victim-centered and trauma informed.

GTU will also provide other employees with online training relating to this Policy every two years.

In addition, in an effort to prevent all forms of sexual misconduct from occurring on the GTU campus or within the GTU community, the GTU will provide incoming students and faculty, at the start of the academic year, with a copy of this Policy, and may also provide additional materials designed to educate students on sexual misconduct and how to prevent it from occurring. Education programs shall promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, and shall be designed to prevent all misconduct prohibited under this Policy from occurring, to empower victims, to identify safe and positive options for bystander intervention, and to help recognize warning signs of abusive behavior and how to avoid potential attacks.

Students, faculty and staff of GTU are all encouraged to take part in education and training programs provided by the GTU that are designed to prevent sexual misconduct.

In addition, the Graduate Theological Union uses a number of other means to prevent sexual assault and rape, including:

- having clear policies and serious consequences for violations of sexual misconduct policies;
- education and training for students, faculty and staff;
- encouraging students to inform themselves about crime prevention techniques, such as those offered by the City of Berkeley Police Department;
- encouraging students to make use of the public safety resources, such as the night escort service provided by the University of California at Berkeley;
- providing students who enroll in the Health Insurance Program for Students (HIPS) with access to services directly from their physician.

### **REPORTING A CONCERN**

The GTU encourages all individuals to seek assistance from a medical provider and law enforcement as soon as possible after an incident that may be sexual misconduct. Prompt reporting helps to ensure preservation of evidence and facilitates the identification and location of witnesses. The GTU encourages anyone who has been a victim of prohibited conduct to report concerns immediately. Complaints should be filed as soon as possible, but within one year of the alleged discrimination.

A report of sexual misconduct or a Title IX concern may be reported in a variety of ways, including:

- Reporting directly to the GTU's Title IX Coordinator or one of the Deputy Coordinators
- Submitted, anonymously or otherwise, on the third party website designed to host comprehensive and confidential reporting at <https://secure.ethicspoint.com/domain/media/en/gui/33916/index.html>
- By calling a toll free number to submit a report: 855-433-9924

The GTU will promptly review and thoroughly consider all reports of incidents that may be sexual misconduct, violations of Title IX, or other actions addressed in this Policy. The GTU will take prompt action to prevent, correct and discipline behavior that is found to violate this Policy, where appropriate, in the judgment of the GTU.



- The filing of a report is independent of any criminal investigation or proceeding that may take place by governmental authorities or law enforcement, and both the GTU and criminal investigations may be pursued simultaneously.

## RESPONDING TO SEXUAL ASSAULT AND RAPE

If you are the victim of assault your personal safety and well-being are most important. We encourage you to go to a safe place as soon as you are able, and if you are comfortable doing so, sharing what has occurred with someone you trust. Sharing as much specific information as you can remember may help if you decide to report the assault to the school and or the police. You should also try to preserve any evidence of the assault, even if you are not certain you wish to report the assault to the police.

It is important for you to think about medical care even if you have chosen not to report the assault to the police. You should also be examined by a doctor as soon as possible for any injuries you may have suffered but cannot immediately see. This may also be a way for you to preserve evidence of the assault. Under some circumstances medical health care providers are required to report crimes such as sexual assault to the police department.

Since the Graduate Theological Union does not maintain a police force, we encourage you to report all violations of the law involving sexual assault or rape immediately to the City of Berkeley Police Department. If you do so, the police should come to you and take an initial report. They will ask you questions to ascertain the type of crime committed, the description of the assailant, and any evidence that might be secured.

You may also go directly to a hospital emergency room and the hospital will call the appropriate authorities. Highland Hospital in Oakland has a Sexual Assault Response Team (SART), a team of specially trained nurse practitioners, rape advocates and police officers. They also have up to date equipment to help with evidence collection. If you go to the hospital directly, most of the questioning will take place there.

The GTU also encourages you to report incidents of sexual assault and rape to the Title IX Coordinator or a Deputy Coordinator. Their contact information is:

- Title IX Coordinator: Steven G. Argyris, 510/649-2433, [sargyris@gtu.edu](mailto:sargyris@gtu.edu) and Vice President's Office, 2400 Ridge Road, Berkeley, CA 94709.
- Deputy Coordinator (for students): Kathleen Kook, Dean of Students, 2465 LeConte Avenue, Berkeley, CA 94709, 510/649-2464; and
- Deputy Coordinator (for faculty and staff): Debi Walker, Director of Human Resources, 2452 Virginia Street, Berkeley, CA 94709, 510/649-2577.

You may also report to any other senior administrator of the Graduate Theological Union. Although you are not required to report incidents to the Police Department or District Attorney, the GTU encourages you to do so. GTU officials will honor your request for confidentiality, but they shall report anonymous information to the Title IX Coordinator, so that the incident can be included in GTU crime statistics.

The GTU encourages bystander intervention to prevent harm when there is a risk of domestic violence, dating violence, sexual assault or stalking. If you see something taking place that you believe is wrong, the GTU encourages you to speak up or contact someone who can assist you in preventing an incident from happening.

If you are a GTU official and an incident is reported to you, you should inform the person in writing of her or his right to inform the Berkeley Police Department or District Attorney. The person shall also be informed of the importance of preserving evidence required for

proof of possible criminal activity, and of the availability of school officials to assist the individual in notifying authorities of the incident.

Although the GTU does not maintain any on campus counseling services, there are other options available to you. Your health insurance provider may provide counseling services as part of your coverage and you should check with them first. There are other services available in the Berkeley area, including the following:

- Bay Area Women Against Rape provides free 24-hour comprehensive services to victims of sexual assault. Website: <http://www.bawar.org> Telephone: 510/845-7273 or 510/845-RAPE.
- Alameda County Medical Center, Highland Hospital Sexual Assault Center, 1411 E. 31st Street, Oakland provides 24-hour assistance, including medical treatment and examination, advocacy and counseling support for victims of sexual assault. Website: <http://www.highlandahs.org/our-services/specialty-services/medical-counseling>. Telephone 510/437-4688.
- City of Berkeley Adult Clinic, 2640 Martin Luther King Jr. Way 510/981-5290.
- City of Berkeley Domestic Violence Crisis Line 510/562-3731.
- City of Berkeley Mobile Crisis Team (MCT) is available every day from 10:30 AM to 11:00 PM at 510/981-5254.
- East Bay Crisis Support Services and Suicide Prevention 800/309-2131
- Men Overcoming Violence, 1385 Mission Street, Suite 300, San Francisco 415/626-6704.

There are also several national organizations that may be able to provide you with important information and assistance:

- National Domestic Violence Hotline, 800/799-SAFE (7233)
- National Sexual Assault Hotline, 800/656-HOPE (4673)
- Stalking Resource Center, 202/467-8700
- National Teen Dating Abuse Helpline, 866/331-9474

#### OFF CAMPUS COUNSELING SERVICES

While there are many Bay Area resources for counseling services, two counseling centers may be of interest to the GTU community.

The Interfaith Counseling Center of the Bay Area <http://interfaithcc.org/> offers a variety of services including psychotherapy, pastoral counseling, spiritual direction, and other counseling services. Trained and licensed therapists and counselors are available. Reduced fees may be available to GTU students, faculty, staff and families. There are two Bay Area locations. An office is located in San Anselmo at 15 Austin Avenue, San Anselmo, CA 94960 and may be reached at 415/256-9701. In Berkeley the offices are at Durant House at First Congregational Church of Berkeley, 2345 Channing Way, Berkeley, CA 94709 and may be reached at 510/225-5595.

4614 California, formerly the California Counseling Institute, is a collective of psychotherapists in private practice who share in a mission to aid the healing transformation of individuals, couples, and families from all backgrounds through the integration of psychotherapy and spirituality. 4614 California is not itself a business, but rather it is a place for independently operating therapists to work in community. 4614 California has offices in San Francisco at 4614 California Street and in Kensington at 4562 Oakview Avenue. Call 415/379-4591 to speak with someone to set up an appointment or visit <http://www.4614california.com/>.

## CONFIDENTIALITY

The GTU will make reasonable and appropriate efforts to preserve the Respondent's and Complainant's privacy and protect the confidentiality of information. Should the Complainant request confidentiality the Title IX Coordinator or Deputy Coordinator will inform him or her that the GTU's ability to respond may therefore be limited, but that where feasible, it will take reasonable steps to prevent prohibited conduct and limit its effects. The Title IX Coordinator or Deputy Coordinator will also inform the Complainant that it is not always possible to provide confidentiality and that the GTU's decision to share information with others is subject to other considerations.

The GTU is required by law to report certain types of reported sexual misconduct in its annual crime statistics report. Names and other identifying details of the incident are not made public in the annual crime report. The GTU is also required by law under certain circumstances to report any incident which might be classified as a violent crime, hate crime, or sexual assault to law enforcement. While the GTU strongly encourages and will assist the Complainant in filing a report with the Police or other trauma services, ultimately it is up to the Complainant whether or not to take this action.

Except if required by governmental agencies, the GTU will not disclose a victim's identity unless the victim consents to being identified after being informed of his or her right to have identifying information withheld. If a victim does not consent to disclosing his or her identity, the alleged perpetrator's identity will not be disclosed either, unless required by governmental authorities.

## CONFIDENTIAL REPORTING OPTIONS

Persons who would like to speak to someone in confidence about an experience of sexual misconduct or about another's experience of sexual misconduct, should contact off-campus rape crisis counselors, domestic violence resources, private agencies, external mental health agencies and external clergy members.

Victims of sexual assault, rape, domestic violence or stalking may request that the GTU change academic and living situations. The GTU will change those situations if it is able to do so and if the changes requested by the victim are reasonably available.

If a student, administrator, faculty or staff member is determined to have committed sexual assault, rape, acquaintance rape, or other forcible or non-forcible sex offense, disciplinary action up to and including dismissal from academic programs or employment may be imposed by the GTU.

## ANONYMOUS REPORTING

Anonymous reports, or reporting without disclosing the reporter's name, can be made, but anonymous reporting is not the preferred way. Depending on the information received, the GTU's ability to respond to an anonymous report may be limited. The Title IX Coordinator or Deputy Coordinator will review anonymous reports received by GTU and determine whether an investigation and response is appropriate.

## **CRIME STATISTICS**

### REPORTABLE OFFENSES

Under the federal "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", formerly the "Student Right to Know and Campus Security Act", the Graduate Theological Union annually distributes statistics on crimes on and around its campus. The GTU collects the crime statistics from the Berkeley Police Department and

includes any crimes reported to the GTU but not appearing in the Police Department statistics.

The following crimes and reportable offenses are included.

**Murder or Manslaughter:** the willful killing of one human being by another.

**Negligent Manslaughter:** the killing of another person through gross negligence.

**Sex offenses:** any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Robbery:** taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary:** unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft:** theft or attempted theft of a motor vehicle.

**Arson:** willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Domestic Violence:** a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Stalking:** willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family.

**Hate Crimes:** includes all the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias, including race, gender, religion, sexual orientation, ethnicity, national origin or disability. The GTU reports these crimes, regardless of if there was bodily injury or not, including crimes of larceny-theft, simple assault, intimidation, and destruction, damage or vandalism of property.

## REPORT CATEGORIES

These offenses are reported according to their occurrence in the following location categories:

CAMPUS (1) Buildings or property owned or controlled by the Graduate Theological Union within the same reasonably contiguous geographic area and used by the school

in direct support of, or in a manner related to, the GTU's educational purposes, including residence halls; and (2) buildings or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the GTU but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

NON-CAMPUS 1) Buildings or property owned or controlled by a student organization that is officially recognized by the institution; or (2) buildings or property owned or controlled by the GTU that is used in direct support of, or in relation to, the GTU's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. The GTU has no Non-Campus buildings or property.

PUBLIC PROPERTY All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. Public property statistics are compiled and supplied by the City of Berkeley Police Department.

Students of the Graduate Theological Union frequently attend classes, visit professors or otherwise make use of the facilities of member schools and the University of California at Berkeley. Since the University of California reports crimes separately from the GTU, those statistics are not provided in this report. University of California at Berkeley crime statistics may be obtained at <http://police.berkeley.edu/>.

Because the GTU does not own properties of the member schools or affiliated institutions the GTU does not include crime statistics from those properties. Each of the member schools files a separate report with that information and you can obtain a copy of the report by contacting the school.

#### SOURCES OF DATA

The Graduate Theological Union relies on the City of Berkeley Police Department to provide statistics on crimes committed on campus, non-campus and public property as defined in the section of this report titled Reportable Offenses.

The Graduate Theological Union also relies on crimes reported to “campus security authorities.” Although every effort is made to avoid duplication between Police Department and campus security authority incidents, individual incidents may be reported multiple times within the same calendar year.

“Campus security authorities” includes the Vice President for Administration and Finance, as well as officials of the GTU who have significant responsibility for student and campus activities including, but not limited to, student housing, student discipline, and campus judicial proceedings.

#### **Crime Statistics for the Graduate Theological Union**

Offense	Year	Campus	Non Campus	Public	Total
Murder or Manslaughter	2015				
	2014				
	2013				
Negligent Manslaughter	2015				
	2014				
	2013				

**Crime Statistics for the Graduate Theological Union**

Offense	Year	Campus	Non Campus	Public	Total
Sex Offense – Forcible	2015				
	2014				
	2013				
Sex Offense – Non Forcible	2015				
	2014				
	2013				
Robbery	2015				
	2014				
	2013				
Aggravated Assault	2015				
	2014				
	2013				
Burglary	2015	1			
	2014				
	2013				
Motor Vehicle Theft	2015			2	2
	2014			1	1
	2013			2	2
Arson	2015				
	2014				
	2013				
VAWA					
Domestic Violence	2015				
	2014				
	2013				
Dating Violence	2015				
	2014				
	2013				
Stalking	2015				
	2014				
	2013				
Arrests					
Weapons	2015				
	2014				
	2013				
Drugs	2015				
	2014				
	2013				
Alcohol	2015				

**Crime Statistics for the Graduate Theological Union**

Offense	Year	Campus	Non Campus	Public	Total
	2014				
	2013				
Hate Crimes					
Any crime	2015				
Any crime	2014				
Any crime	2013				
Disciplinary Actions					
Illegal Possession	2015	Weapons			
	2014				
	2013				
Drug Law Violations	2015				
	2014				
	2013				
Liquor Law Violations	2015				
	2014				
	2013				

**STUDENT HOUSING AND FIRE SAFETY**

The GTU does not own or maintain any student housing.

**EMERGENCY PLAN**

The GTU publishes an emergency procedures plan, including instructions on evacuation, fire prevention, earthquake safety and other topics regarding emergency planning. This report may be obtained by contacting GTU at 510/649-2430. The GTU tests this plan on a regular basis to ensure that it is functioning properly.

**CRIME REPORT FORM**

Federal law requires that employees of the GTU who have a “significant responsibility for student and campus activity” to report crimes, even if the victim does not wish to be identified. This requirement includes faculty, student advisors, and any staff member directing student activities. Use the form below to report crimes and return the completed form to the Vice President for Administration and Finance.



## Crime Incident Report Form

This form should be completed by GTU staff, faculty or administrators. These individuals are required to report information they receive about crimes pursuant to the federal Clery Act. It is the policy of the GTU to encourage victims and/or witnesses to crimes to report such crimes to the Berkeley police department and to a GTU administrator. If a person reporting a crime to you requests anonymity, this request must be honored to the extent permitted by law. If the person reporting this crime to you does not wish to be identified, please complete this form to the best of your ability without identifying that person.

If the person reporting this to you is willing to speak directly with the police, call the Berkeley police department at (510) 981-5900. If this is an emergency, call 911.

Return this completed form to the Vice President for Administration and Finance

- Mail  
Graduate Theological Union  
Vice President for Administration  
2400 Ridge Road  
Berkeley, CA 94709
- Fax  
510-649-1417
- Email  
[cfo@gtu.edu](mailto:cfo@gtu.edu)
- Business  
510-649-2430

<b>Section 1 - Campus Security Authority - Please identify yourself and the person reporting this to you.</b>		
(identify yourself here)	(identify person reporting here)	
Name: _____ Title: _____ Dept: _____ Phone: _____ Email: _____	<input type="checkbox"/> Person does not wish to be identified Name: _____ Address: _____ Phone: _____ Email: _____	<input type="checkbox"/> Victim <input type="checkbox"/> Witness <input type="checkbox"/> Other: (please explain) _____
<b>Section 2 - Location of incident - please be as specific as possible.</b>		
<ul style="list-style-type: none"> <li>If incident occurred inside a building or parking structure, identify the address, building name, floor, and room number.</li> <li>If incident occurred outside, describe the nearest street address or intersection, whether on the street, sidewalk, park, or inside a vehicle. Be as specific as possible, include any nearby landmarks.</li> </ul>		
Address: _____ Building name, floor, unit # _____ City / State: _____ Further description: _____ _____	<input type="checkbox"/> Occurred inside <input type="checkbox"/> Student Housing <input type="checkbox"/> Academic building <input type="checkbox"/> Parking structure <input type="checkbox"/> Other building <input type="checkbox"/> Occurred outside <input type="checkbox"/> Street <input type="checkbox"/> Sidewalk <input type="checkbox"/> Park <input type="checkbox"/> Vehicle or Transit system	
Page 1 of 2		



