



# Student handbook

2014-2015



[my.densem.edu](http://my.densem.edu)

## Welcome!

Whether you are a new or returning student, we count it a privilege to serve you as part of the Denver Seminary community. Seminary is a unique and potentially transformative experience, in part because it involves more than the rigorous academic work. You are part of a community with a unique purpose – “preparing men and women to engage the needs of the world with the redemptive power of the gospel and the life-changing truth of Scripture.” Fulfilling that vision demands that we each allow God to speak into and shape every area of our lives. Denver Seminary strives to be the kind of community where you can do that with the encouragement and resources of others on that same path.

As a community of purpose we seek to be a community of discovery, where you can explore the depths of God’s riches in Jesus Christ and how God wants to use you uniquely in his redemptive plan. As a community of purpose we seek to be a community of encouragement, where you enjoy the support and challenge of others who share the same faith commitments but come from different backgrounds and perspectives. As a community of purpose we must also be a community of character. Long ago, the Apostle Paul challenged the Christians in Philippi to “walk in a manner worthy of the gospel” (Philippians 1:27). While that does not involve a long list of rules, it does involve a common commitment to choices that honor and build others, reflect the glory and excellence of our Lord, and create the conditions for pursuing our common purpose without distraction.

This Student Handbook contains lots of important and useful information for navigating your experience as a student in the Denver Seminary community. Please be familiar with it because your enrollment as a student at Denver Seminary is your agreement to abide by its policies, all of which are intended to foster and protect the kind of community we all need.

Again, welcome, or welcome back, to Denver Seminary. May God grant you a fruitful academic year in which your faith in God is deepened, your vision for ministry is clarified, and your love for others is enriched, for your own joy and the glory of God!

Very Sincerely,

Robert Jones

Vice President of Student Life and Enrollment Management

Denver Seminary  
6399 South Santa Fe Drive · Littleton, CO 80120  
303-824-3094 · 800-922-3040  
[www.denverseminary.edu](http://www.denverseminary.edu)

## The Student Handbook

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The Student handbook is an official document that is binding for all students. The Student Handbook communicates and explains important information and policies to help a student successfully complete his or her academic work, understand the different services Denver Seminary offers, and prepare a student for future ministry. Degree seeking students, as well as those earning certificates and auditing classes are to comply with policies and procedures as stated in this Handbook. These policies and procedures have direct bearing on all students, and each student is responsible for becoming familiar with the content and policies herein. Therefore, we encourage each student to review and take seriously the information contained in this Student Handbook.

Denver Seminary admits students of any race, gender, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs. No student can be excused from taking a required course from a faculty member on the basis of the student's objection to the faculty member's race, gender, or national and ethnic origin.

The content of this handbook should not be construed as complete. It may be modified by action of the Faculty, Administration, or the Seminary Board of Trustees at any time. Denver Seminary reserves the right to change policies when necessary. All policy changes will be communicated promptly to the student community. Students unable to access an electronic copy of the student handbook will be provided a hard copy upon request in the Office of Student Life.

### Accreditation and Affiliations

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Denver Seminary is accredited by the Higher Learning Commission and a member of the North Central Association, 230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604-1413; telephone number 800-621-7440; website: [www.ncacihe.org](http://www.ncacihe.org), to award master's and doctoral degrees. The Seminary is also an accredited member of the Association of Theological Schools in the United States and Canada, 10 Summit Park Drive, Pittsburgh, PA 15275-1103; telephone number 412-788-6505; website: [www.ats.edu](http://www.ats.edu). The Master of Arts in Counseling degree is also accredited by the Council for Accreditation of Counseling and Related Education Programs (CACREP).<sup>1</sup> The Denver Seminary CPE Center is solely accredited to offer CPE training by the Association for Clinical Pastoral Education, 1549 Clairmont Road, Suite 103, Decatur, GA 30333; telephone number 404-320-1472; website: [www.acpe@acpe.edu](mailto:www.acpe@acpe.edu), as a Clinical Pastoral Education (CPE) training center. The Denver Seminary CPE Center offers CPE Level I, Level II, and supervisory education CPE units for matriculated Denver Seminary students. Denver Seminary is the first evangelical seminary to receive this designation.

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<sup>1</sup> The Clinical Mental Health Counseling program at Denver Seminary is currently accredited by CACREP under the 2001 Standards for Community Counseling through October 2012. In 2009, CACREP combined the standards for Community Counseling and Mental Health Counseling into Standards for Clinical Mental Health Counseling Programs. Denver Seminary intends to seek accreditation for the Clinical Mental Health Counseling program when it is scheduled for the reaccreditation process in 2012, per CACREP guidelines.

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# Seminary Directory

## General Information:

Mail: 6399 South Santa Fe Drive  
Littleton, CO 80120

Phone: (303)761-2482

Fax: (303)761-8060

<b>Department Name:</b>	<b>Phone:</b>	<b>Email:</b>
Admissions	303-762-6937	<a href="mailto:info@denverseminary.edu">info@denverseminary.edu</a>
Urban Initiatives	303-357-5803	<a href="mailto:felix.gilbert@denverseminary.edu">felix.gilbert@denverseminary.edu</a>
Business Office/Campus Operations	303-762-6891	<a href="mailto:business.office@denverseminary.edu">business.office@denverseminary.edu</a>
Counseling Center (Shepherd's Gate)	303-762-6987	
Counseling Division	303-762-6954	<a href="mailto:sharon.gipe@denverseminary.edu">sharon.gipe@denverseminary.edu</a>
Dean of Students	303-762-6901	<a href="mailto:deanofstudents@denverseminary.edu">deanofstudents@denverseminary.edu</a>
Educational Programs	303-762-6980	<a href="mailto:lisa.linhart@denverseminary.edu">lisa.linhart@denverseminary.edu</a>
Financial Aid	303-762-6903	<a href="mailto:michael.murphy@denverseminary.edu">michael.murphy@denverseminary.edu</a>
Helpdesk	303-762-6983	<a href="mailto:helpdesk@denverseminary.edu">helpdesk@denverseminary.edu</a>
Human Resources	303-762-6887	<a href="mailto:zandy.wennerstrom@denverseminary.edu">zandy.wennerstrom@denverseminary.edu</a>
Hispanic Initiatives	303-783-3137	<a href="mailto:wilmer.ramirez@denverseminary.edu">wilmer.ramirez@denverseminary.edu</a>
Korean Initiatives	303-762-6979	<a href="mailto:sungwook.chung@denverseminary.edu">sungwook.chung@denverseminary.edu</a>
Library	303-762-6962	<a href="mailto:library@denverseminary.edu">library@denverseminary.edu</a>
Registrar	303-762-6995	<a href="mailto:registrar@denverseminary.edu">registrar@denverseminary.edu</a>
President's Office	303-762-6902	<a href="mailto:president@denverseminary.edu">president@denverseminary.edu</a>
Security	303-783-3120	<a href="mailto:kent.quackenbush@denverseminary.edu">kent.quackenbush@denverseminary.edu</a>
Student Life	303-762-6937	<a href="mailto:studentlife@denverseminary.edu">studentlife@denverseminary.edu</a>
Vernon Grounds Institute	303-357-5803	<a href="mailto:vgi@denverseminary.edu">vgi@denverseminary.edu</a>

# Academic Calendar

## Fall 2014

New student orientation.....	August 22
Classes begin.....	August 25
Labor Day—no classes .....	September 1
Convocation .....	September 2
Last day to add a course .....	September 5
Last day to drop a course with no transcript notation .....	September 5
M.Div. doctrinal paper due (fall graduates).....	September 19
MA comprehensive exams (fall graduates) .....	September 27
Graduation application deadline (fall graduates) .....	October 1
First draft of MA thesis due (fall graduates) .....	October 13
Last day to drop a course with a “W” grade .....	October 17
Last day to change a course from credit to audit .....	October 17
Last day to drop a course with the possibility of a “WP” grade .....	November 14
Automatic “WF” assigned for course drops .....	November 17
Thanksgiving break.....	November 26-28
M.Div. oral exam completed (fall graduates) .....	December 1
Final draft of MA thesis due (fall graduates).....	December 1
Fall graduates recognition.....	December 8
Last day of classes.....	December 12

## Intersession 2015

Session dates .....	January 5-23
Martin Luther King Day—no classes.....	January 19

## Spring 2015

New Student Orientation.....	January 23
Classes begin.....	January 26
Graduation application deadline (spring graduates) .....	February 2
Graduation application for summer graduates participating in commencement .....	February 2
Last day to add a course .....	February 6
Last day to drop a course with no transcript notation .....	February 6
M.Div. doctrinal paper due (spring graduates).....	February 20
MA comprehensive exam (spring graduates).....	February 28

First draft of MA thesis due (spring graduates).....	March 16
Last day to drop a course with a “W” grade .....	March 20
Last day to change a course from credit to audit .....	March 20
Spring break.....	March 23-27
Last day to drop a course with the possibility of a “WP” grade .....	April 17
Automatic “WF” assigned for course drops .....	April 20
M.Div. oral exam completed (spring graduates) .....	May 1
Final draft of MA thesis due (spring graduates).....	May 4
Last day of classes .....	May 15
Commencement .....	May 16

**Summer 2015**

Graduation application for summer graduates.....	May 1
Session dates .....	May 18–August 21
Memorial Day—no classes.....	May 25
Independence Day—no classes .....	July 3

# Theological Foundations

## Our Mission

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Denver Seminary prepares men and women to engage the needs of the world with the redemptive power of the gospel and the life-changing truth of Scripture.

## Our Vision

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We commit ourselves and our resources to being a seminary that: Executes a spiritually transformative, intellectually challenging, and professionally focused learning experience that engages the realities of a world in need of redemption at every level.

- Involves our entire community in the ethnic, cultural, and denominational diversity of the global Church.
- Pursues measured and sustainable institutional growth through creative programming and delivery systems.
- Provides adequate financial resources for strategic growth while ensuring long-term financial health for the seminary.
- Partners with alumni, churches, mission agencies, theological education programs and other organizations for kingdom purposes worldwide.

## Statement of Faith

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The National Association of Evangelicals takes its stand on the changeless Word of God as expressed in the following Statement of Faith:

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

## **Doctrinal Statement**

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Denver Seminary is committed to the great truths and abiding fundamentals of the Christian faith as evidenced by its confessional platform:

### **The Word of God**

We believe the Scriptures of the Old and New Testaments are the inspired Word of God, inerrant in the original writings, complete as the revelation of God's will for salvation, and the supreme and final authority in all matters to which they speak.

### **The Trinity**

We believe in one God, Creator and Sustainer of all things, eternally existing in three persons, Father, Son and Holy Spirit; that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence, and redemption.

### **God the Father**

We believe in God the Father, an infinite, personal Spirit, perfect in holiness, wisdom, power and love. He concerns Himself mercifully in the affairs of men and women, hears and answers prayer, and saves from sin and death all who come to Him through Jesus Christ.

### **Jesus Christ**

We believe that Jesus Christ is God's eternal Son, and has precisely the same nature, attributes, and perfections as God the Father and God the Holy Spirit. He is not only true God, but true Man, conceived by the Holy Spirit and born of the virgin Mary. We believe in His sinless life, His substitutionary atonement, His bodily resurrection from the dead, His ascension into heaven, His priestly intercession on behalf of His people, and His personal, visible, return from heaven.

### **Holy Spirit**

We believe in the Holy Spirit, His personality and His work in regeneration, sanctification, and preservation. His ministry is to glorify the Lord Jesus Christ and implement Christ's work of redeeming the lost and empowering the believer for godly living and service.

### **Humanity**

We believe God created humanity, male and female, in the image of God and free from sin. We further believe all persons are sinners by nature and choice and are, therefore, spiritually dead. We also believe that the Holy Spirit regenerates those who repent of sin and trust Jesus Christ as Savior.

### **Salvation**

We believe in salvation by grace through faith in Jesus Christ. This salvation is based upon the sovereign grace of God, and was purchased by Christ on the cross, and is received

through faith apart from any human merit, works, or ritual. We believe salvation results in righteous living, good works, and proper social concern.

### **The Church**

We believe that the church is the spiritual body of which Christ is the head and is composed of all persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit. This body expresses itself in local assemblies whose members have been baptized upon a credible confession of faith and have associated themselves for worship, instruction, evangelism, and service. The ordinances of the local church are believers' baptism and the Lord's Supper. We also believe in the interdependence of local churches and the mutual submission of Christians to each other in love.

### **Separation of Church and State**

We believe that each local church must be free from interference by any political authority. We also believe all men and women are directly responsible to God in matters of faith and life, and that they should be free to worship God according to the dictates of their consciences.

### **Christian Conduct**

We believe that the supreme task of every believer is to glorify God in life and conduct and be blameless before the world. Each Christian should be a faithful steward of all possessions and seek to realize in every area of life the full stature of maturity in Christ.

### **Last Things**

We believe in the bodily resurrection of the saved and lost, the eternal existence of all people in either heaven or hell, in divine judgments, rewards, and punishments.

*Each year trustees, administration and faculty are required to affirm and sign the Seminary's doctrinal statement without mental reservation. Students and Seminary staff affirm and sign the National Association of Evangelicals' Statement of Faith.*

## **Guidelines for a Christian Lifestyle**

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In addition to being an academic community, Denver Seminary's mission calls us to "engage the needs of the world with the redemptive power of the gospel and the life-changing truth of scripture." This requires spiritual, intellectual, and professional growth "in order to lead God's people in the accomplishment of His mission in the world." Therefore, all students, staff and faculty commit themselves to growth in all three areas for God's glory and to enhance the service to which they are called. This involves making choices that express the redemptive character of the gospel, respecting and encouraging others, giving and receiving constructive feedback, and cultivating the disciplines needed for effective service.

The conduct of an employee or student of Denver Seminary, whether occurring on-campus or off-campus has a direct impact on the educational and religious mission of the Seminary and will be subject to these guidelines. In light of these goals, students, staff and faculty as members of the Denver Seminary community agree to the following commitments. [See Matthew 18:15-17; 1 Corinthians 6:13, 18-20, 10:31; Galatians 6:1-5; Ephesians 5:1-21; Philippians 1:27; 1 Timothy 3:2]

## **Personal and Relational Health**

As a community of present and future Christian leaders, Denver Seminary determines to maintain high standards of integrity in all areas of life. Students, staff and all faculty members will pursue spiritual, emotional, and physical health – fostering connection with God, developing lives marked by self-control and peace, and seeking appropriate balance between work and rest. Such health includes living free from addictive behaviors, unhealthy coping mechanism, and idolatry of all kinds.

Interpersonally, we will live exemplary Christian lives, practicing respect and concern for all people, honesty, appropriate behavior, and wise judgment as outlined in the Scriptures. We will maintain a good reputation with outsiders, uphold relationships characterized by love, grace, and truth, and pursue resolution of conflicts and mutual forgiveness as needed.

### **Redemptive relationships**

We will listen to each other and respond with respect and a genuine desire to understand one another, even when consensus cannot be reached. We will endeavor to demonstrate the fruit of the Spirit (love, joy, peace, forbearance, kindness, goodness, faithfulness and gentleness) in all of our interactions with others. We will pursue reconciliation by taking initiative to resolve differences and by responding to others when they do the same.

### **Sexual integrity**

Denver Seminary's [Statement on Human Sexuality](#) forms a framework for instruction on matters related to human sexuality and for employment and enrollment decisions as they may relate to sexuality.

Sexual integrity presupposes a commitment to God's original design and intent for human sexuality as well as an admission that, because of the Fall, we are all sexually and relationally broken. It requires that we pursue fidelity to God's overarching redemptive plan in every area of life, including sexuality. Therefore, we commit to abstaining from all forms of sexual engagement that distort God's original intent for sexuality. At the same time, we will demonstrate compassion for one another as we struggle with our respective brokenness. We commit ourselves to practicing celibacy in singleness, faithfulness in heterosexual marriage and to refrain from advocating for alternative expressions of God's design for human. We will support one another in maintaining sexual integrity recognizing the spiritual benefit of self-control and self-denial. If we fail, we will seek help and accountability.

### **Self-control**

We will practice and cultivate the spiritual fruit of self-control in all areas of our lives, avoiding drunkenness, gluttony, sexual addiction, use of pornography, materialism, workaholicism and other addictive behaviors, while pursuing God-honoring excellence. If we have an addictive struggle, however easily hidden or rationalized, we will seek both help and accountability.

### **Respectful modesty**

We will respect others through attire that reflects sensitivity to each occasion and reasonable standards of good taste, and that does not draw undue attention to ourselves. Expectations of modesty and propriety will be maintained on the Seminary campus and at all seminary-sponsored events.

## **Controlled substances**

Denver Seminary is an alcohol-free, tobacco-free (smoke and smokeless), and drug-free campus. The possession, distribution, and/or use of narcotics, including medical marijuana, the misuse of prescription drugs or use of any form of hallucinogens or brain-altering drugs, are strictly prohibited.

Denver Seminary may initiate disciplinary action for individuals who choose to violate these commitments. We commit to redemptive forms of discipline when that is called for, up to and including dismissal from the Seminary if deemed necessary by the Seminary. All disciplinary action is carefully and prayerfully engaged for the spiritual benefit of the individual and the community. By God's grace, we make these commitments in order that all who come to Denver Seminary may flourish in God's calling.



# Campus Facilities, Usage, and Operations

## The Campus

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Denver Seminary ([map](#)) has a 20.3 acre campus in Littleton, Colorado, a thriving community southwest of the city of Denver.

### Anita I. Graber Administrative Building

The first floor of the Anita I. Graber Administration building houses Student Life and Enrollment Management, the Registrar, Financial Aid, the Campus Operations Group (formerly the Business Office), the Doctor of Ministry program, and the Shepherd Gate Counseling Center. The second floor houses the President's Office, Faculty Offices, Educational Programs, Educational Technology, the Urban and Hispanic Initiatives, and Advancement.

Graber Administrative Building Hours:

Monday – Friday.....7:30 a.m. – 5:00 p.m.  
Saturday – Sunday .....Closed

Shepherd's Gate Counseling Center Hours:

Monday – Thursday.....7:30 a.m. - 9:00 p.m.  
Friday.....7:30 a.m. - 5:00 p.m.  
Saturday.....7:30 a.m. - 1:30 p.m.  
Sunday.....Closed

### Harold and Virginia Simpson Leadership Center

The Simpson Leadership Center houses classrooms and the Hazel Harriet Simpson Chapel. Modern technology provides an excellent teaching environment in each room of the facility.

Simpson Leadership Center Hours:

Monday –Thursday.....6:45 a.m. – 10:00 p.m.  
Friday.....6:45 a.m. – 6:00 p.m.  
Saturday..... Closed

### Vernon and Ann Grounds Student Center

Named after the second and longest-tenured president and previously-appointed chancellor of Denver Seminary and his wife, the Vernon and Ann Grounds Student Center is a place where students can relax, eat, study, and engage in conversations.

Student Center Hours:

Monday-Thursday .....7:00 a.m. - 11:15 p.m.  
Friday.....7:00 a.m. – 8:00 p.m.  
Saturday.....9:00 a.m. - 5:30 p.m.  
Sunday.....Closed

## **Paul and Marjorie Lewan Learning Resource Center and the Carey S. Thomas Library**

Named after the first president of the Seminary, the [Carey S. Thomas library](#) is located in the Paul and Marjorie Lewan Learning Resource Center. The library is comprised of volumes carefully selected to provide the best in theological and scholarly literature as an undergirding for the school's curriculum.

Library hours:

Monday - Thursday .....7:30 a.m. - 10:30 p.m.  
Friday .....7:30 a.m. - 6:30 p.m.  
Saturday..... 9:30 a.m. - 5:00 p.m.  
Sunday .....Closed

## **On-Campus Apartments**

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Denver Seminary owns and operates a four-building apartment complex for both single and married students. For more information regarding on-campus and off-campus housing, please see the housing [website](#).

## **Parking**

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### **Permits**

All vehicles parked on campus are required to display a Denver Seminary parking permit on the front, passenger-side window of their vehicles. New students will receive a parking permit application during new student orientation or from the receptionist at the lobby inside the Graber Administration Building.

Students who live on-campus parking their vehicles on-campus will need a second permit which allows them to park in their designated resident parking spot.

Questions about parking permits may be directed to Shan Lewis at 303-761-2482 or [shan.lewis@denverseminary.edu](mailto:shan.lewis@denverseminary.edu).

### **Policies**

- Vehicles and motorcycles must be parking in a designated marked spots only. Parking along the curbs of landscaped islands or other curbed areas in the parking lots is prohibited.
- Vehicles are to be parked one per parking space. Vehicles taking up more than one space are subject to being ticketed.
- Motor scooters with an engine size less than 50cc may utilize normal parking spots or may park next to the permanently placed bike racks located on-campus.
- Staying/sleeping overnight in any vehicle in any Seminary parking lot is prohibited.

## Locations ([map](#))

- Lots A, B and D are open parking for students, faculty, staff and guests except spaces designated for handicap parking, Shepherd's Gate clinic parking, and the spaces for guests (by permit only) in the southwest corner of Lot B.
- Lot C may be utilized for overnight parking from 5:00pm-7:30am Monday-Friday and during weekends.
- Lot D parking (south/southwest of the Graber building) is limited to 24 hours in order to make more spaces available throughout the day and night.
- Parking in the west section of Lot D in the numbered spaces in and around the campus apartments is reserved for campus residents.

## Enforcement

- Moving violations of \$50 may be issued for offenses such as speeding, failing to stop for a stop sign, or failing to yield to a pedestrian in a cross-walk. Seminary security staff and ACC Campus Police Officers are authorized to issue these tickets. Any member of the Seminary community who witnesses a moving violation may call security and provide testimonial information in order to have a moving violation ticket issued.
- Tickets remaining unpaid 30 days after being issued will be charged to the violator's student account.

## Safety, Security, and Emergencies

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### Safety and Security

Denver Seminary desires its campus to be a safe and secure environment. However, the Seminary cannot guarantee the safety/wellbeing of persons or property and therefore strongly recommends personal responsibility and vigilance on the part of all members of the campus community. For policies, procedures and Cleary Safety reports, see [campus safety information and reports](#).

All Seminary security policies are written and enforced to assure basic victim's rights. The Seminary contracts with the Arapahoe Community College Campus Police Department for patrolling services, law enforcement, training, and general consultation.

### Important Phone Numbers

- **Dial 911** (9-911 from a seminary phone) for the fastest emergency response for police, fire, or medical assistance.
- **Denver Seminary Security for Non-Emergencies: 303-783-3120 (Extension 1001 from a campus phone)**. Students, faculty and staff should call Denver Seminary security to report a crime, suspicious activity, or to request an escort from a building to their car, day or night.
- **ACC Campus Police:** 303-797-5800.
- **Littleton Police Department Non-Emergency:**303-794-1551.

## Campus Emergency and Weather Closure Notification System

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Denver Seminary utilizes the following means of communication in the event of an emergency or a school closure.

1. A notice on [MyDenSem](#)
2. A notice on [the Seminary's web site](#)
3. Broadcast emails and text messages: notices will be emailed/and or texted to all staff and faculty to their Seminary accounts and to students via their [DMail](#) account through the [Rave Emergency System](#). Students may sign up or manage their subscription at [Rave Emergency System](#).
4. Television: CBS 4
5. Radio: 850 KOA

## Usage and Operations

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### Bicycle Registration

All bicycles ridden to campus or stored on-campus need to be registered with the Bursar in the Campus Operations Group located in the Graber Administrative Building. Contact [Kent Quackenbush](#) about questions related to bicycle registration.

### Bookstore

Denver Seminary partners with the on-line bookstore [Akademos](#), although students may buy their books and supplies through any vendor of their choice.

### Dress Code

With the diversity of backgrounds represented in the Denver Seminary community, the question of appropriate dress is occasionally raised. Generally, the seminary's expectations and standards are that of "good taste" and "appropriate dress for the appropriate occasion." Nevertheless, students are to maintain neat and proper dress that does not attract undue attention to themselves and does not inappropriately expose midriffs, backs, or undergarments. Bathing suits are not appropriate attire for any of the classroom or administrative buildings on campus, and shoes must be worn at all times.

### Lost and Found

Lost and Found is located at the Circulation Desk in the Carey Thomas Library. Items will be held for two weeks. Containers holding food or beverages will be discarded.

### Pets

Pets are not allowed inside of buildings on-campus. Dogs are allowed on-campus but should be leashed at all times. If necessary, dogs may be tied outside a building, but for no longer than ten minutes. As a courtesy to everyone, please be responsible to clean up after your pet.

### Public Space Usage

Common areas on-campus, such as the Student Center, are not available for reservation by students. In order to meet the needs of the community, students using these areas should apply

thoughtfulness and courtesy. This includes leaving the location in as good as or better condition than upon arrival, returning furniture to its original location, discarding trash, reporting any problems noticed to [kent.quackenbush@denverseminary.edu](mailto:kent.quackenbush@denverseminary.edu), and keeping group noise at a reasonable level.

### **Receptionist Desk**

The Information Reception Desk in the Graber Administration Center front lobby provides the following services:

- Directions and information for offices, classrooms, and scheduled meetings.
- Directions for off-campus businesses and organizations.
- Requests for parking decals.
- Notary services (by appointment).

### **Solicitation**

Solicitation is prohibited on Seminary property. This pertains to both commercial agents and members of the Denver Seminary community. The Seminary will not assist commercial agents in contacting or connecting with students and will not provide access to student directories. Requests to promote an activity, opportunity, or product may be submitted to the Student Life department, and are subject to approval.

# Student Life

## The Office of Student Life

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The Student Life team, consisting of the [Dean of Students](#), [Community Life Coordinator](#), and the [Student Services Coordinator](#) is committed to supporting student success from New Student Orientation through Graduation by providing a variety of student events, linking students to resources, and one-on-one consultations.

## Communication and Marketing to Students

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Student Life functions as the primary voice to the student body for communication about events, activities, resources, and benefits. Students are encouraged to regularly read the weekly newsletter, Campus News, to stay informed.

Other means of communication to the student body utilized by Student Life include digital display monitors, bulletin boards in the Student Center, advertising on entry/exit doors around campus, slides in chapel, direct emails, and Facebook.

Inquiries for utilizing any of the above methods for communicating to students should be made to the [Community Life Coordinator](#) or the [Student Services Coordinator](#).

## Student Resources and Services

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### Career Services

The [Student Services Coordinator](#) provides assistance and/or resources to students desiring to be better equipped for gaining employment.

### Counseling with Professional Christian Counselors

The Student Life Office has made arrangements with several local Christian counselors to provide a limited number of counseling sessions for seminary students and/or their families at a discounted rate. Please contact the [Student Services Coordinator](#) for additional information.

### Employment

The [Job Board](#) contains a variety of part-time and career opportunities. Students interested in Federal Work Student positions on-campus can find additional information in the [Financial Aid Section](#).

### Food Closet

The Food Closet is intended to assist low-income students and families of Denver Seminary. Located in the northwest corner of apartment building #2, the Food Closet contains a variety of general items that are meant to supplement regular grocery shopping. Additional information and hours of operation can be viewed at [MyDenSem](#). Please note that students who use the Food Closet are expected to sign up for a volunteer shift. Students who have an emergency need for food or other questions should contact the [Student Services Coordinator](#).

## **Bread Closet**

The Bread Closet is open to all Seminary students and consists of bakery products donated by local grocery stores. Located at the bus stop in the parking lot on the south side of the apartment buildings, the Bread Closet includes bread, pastries, and other similar items.

Hours of operation: Mondays.....9:30 a.m. - 4:00 p.m.

## **Manna Ministry**

Manna Ministry offers a food bank, clothing bank, medical services, and haircuts. First-time visitors must present their student ID card. Students utilizing these services are expected to lead a devotional once a semester or speak with Manna Ministry to determine a suitable alternative.

Cherry Hills Community Church  
3900 Grace Blvd  
Highlands Ranch, CO 80126  
303-791-4100

Hours of operation:

Tuesdays.....10:00 a.m. -11:00 a.m. (Food Bank only)

Tuesdays ..... 6:00 p.m -7:00pm - (Food and Clothing banks, Medical Clinic, and Haircuts)

## **Health Insurance**

Denver Seminary recognizes that students and their families have unique factors driving their decisions about health insurance. The [Student Services Coordinator](#) can provide assistance to students as they navigate the insurance marketplace. Additional information can be found on the [Student Insurance](#) page of the Student Life tab on MyDenSem.

*Health insurance is required for all international students and dependents for the duration of their studies at Denver Seminary.*

## **Student Leadership**

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### **Student Leadership Board**

The Student Leadership Board functions as a bidirectional line of communication between the student body and administration with the goal of providing an educational environment that is conducive to student success. Board members are selected annually through an application and interview process.

## **Residential Life**

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### **Community Advisors**

Intentional efforts are made to foster relationships within the broad demographic of on-campus residents so that neighbors can benefit from their shared life experiences. In order to help accomplish this, Community Advisors work under the supervision of the [Community Life Coordinator](#) to organize neighboring activities and facilitate relationship-building opportunities for on-campus residents.

## Group Connections

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### International Students

Denver Seminary is privileged to host students from a variety of nations as they pursue degrees that will help them extend God's kingdom across the globe. Denver Seminary recognizes the unique challenges that faces international students and works to help them succeed.

### Partners in Ministry<sup>3</sup> (PiM3)

PiM3 engages the wives of seminary students in the Denver Seminary community, encourages them to recognize and embrace their call to serve Jesus Christ in partnership with their husbands, and strives to equip them for an effective, life-long ministry.

### Student Interest Groups

From the mutual experience of their studies, students discover they share interests beyond the classroom. Previous groups have included Outdoor Adventure, Community Service, Men's Integrity, and Women's Support. The Student Life Office embraces the role that these groups play in the lives of students and welcomes the formation of new groups. Inquiries can be made by contacting the [Community Life Coordinator](#).

## Cultural Immersion and Seminary Initiatives

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Denver Seminary strives for an environment that celebrates Christian unity and values the diversity within the Body of Christ.

### Vernon Grounds Institute of Public Ethics

The Vernon Grounds Institute of Public Ethics provides environments and resources to educate, facilitate, and train Seminary students, members of Christian leadership, and the Christian community as a whole in the area of social ethics.

### Urban Initiatives

The [Urban Initiatives](#) is intended to be internationally inclusive, embracing all people in urban Denver while focusing on black people of varying ethnic backgrounds. The Urban Initiatives is focused on being an academic bridge by:

- Expanding the presence of black students in Denver Seminary degree programs.
- Enhancing the overall experience of black students through support activities and services.
- Extending the educational resources of Denver Seminary to Denver's urban communities.

### Hispanic Initiatives

The [Hispanic Initiatives](#) serves Denver Seminary and the Hispanic community by providing access and support to pursue theological education. It also provides opportunities to students of other ethnic groups to become culturally effective while ministering in the Hispanic culture. The Hispanic Initiative includes the following programs:

- A certificate of completion on Hispanic Studies.
- The IDEAL Institute (The Institute for the Development and Training of Leaders).
- Oasis (Training Female Leaders for the Hispanic Church).



- Worship Leaders' Program.
- Friends of IDEAL (building the future of the Hispanic Church).

## **Korean Initiatives**

The [Korean Initiatives](#) is actively engaged in the life and mission of Denver Seminary by:

- Developing pastoral and lay leadership among Korean/Korean-American Christians in the metro Denver area through the Korean Lifelong Education Initiative.
- Aiding new Korean students in adjusting to life in Denver. Meeting on Fridays during the fall and spring semesters for worship, the Korean Initiative encourages and supports students in overcoming barriers during their studies in the United States.
- Developing networks and connections between Denver Seminary and churches, para-church ministries and seminaries in Korea in order to expand the Kingdom impact upon the whole globe through redemptive and missional engagements.

## **The Preaching Initiative**

The [Preaching Initiative](#) trains current and future pastors, as well as lay people, to be better preachers. The Initiative includes elective courses in homiletics for students, annual preaching conferences, and preaching cluster groups where students and non-students alike can hone their preaching skills in a relational setting.

## **Common Ground: The Chapel Gatherings of Denver Seminary**

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[Common Ground](#) chapel services are held weekly during the fall and spring semesters. These community gatherings focus on worship, but they also include lectures and special conferences, speakers from within the Denver Seminary community, the Denver area, and from around the world. During these gatherings faculty, staff, students and their guests converge to demonstrate the importance of unity by worshipping, learning and praying together.

### **Attendance Requirements**

Students in the Master of Divinity program (M.Div.) are required to attend 5 semesters of Common Ground chapel services (10 services each semester).

Students in the Master of Arts programs (M.A.) are required to attend 3 semesters of Common Ground chapel services (10 services each semester).

At the conclusion of each semester, students are required to complete the following [attendance form](#).

### **Conferences/Lectureships**

There is at least one conference or lectureship per semester that is intended to expose students to aspects of Christianity which otherwise might not be brought to their attention. These conferences and lectureships present evangelical leaders who by knowledge and experience are able to contribute inspirational stimulation and theological insight.

### **Kent Mathews Endowed Lectureship in Christian Social Ethics**

The Kent Mathews Lectureship addresses the Biblical, theological, and philosophical nature of our obligations, the personal character dimensions of social ethics, the values reflected in social justice, and the concrete responses to which we are called as followers of Christ.

# Informational Technology (IT)

## Acceptable Use and Computer Services

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Students are expected to read and required to abide by the [Acceptable Use Policy](#).

### IT Support Contact Information:

Phone: 303-762-6398 or x2020 from a campus phone.

Email: [helpdesk@denverseminary.edu](mailto:helpdesk@denverseminary.edu)

The IT helpdesk provides support for the computer lab, Dmail, Moodle, MyDenSem, and wireless internet access.

### Computer Lab

The computer lab, located in the library, is available for student use. It is furnished with computers and printers. Students may add money to their printing account at the Bursar during regular business hours or with cash at the library front desk.

### Email

DMail is the student Denver Seminary email account through Gmail. All official correspondence from Denver Seminary will be sent to students via this account.

To login to one's DMail account:

1. Go to: <http://dmail.my.densem.edu>
2. Enter one's student id in the "NetID" text box. Enter one's default password in the "NetID Password" text box.
3. Click "Login".
4. The first time students login they need to register with Google. Enter the characters seen in the picture on the screen. Click "I accept. Create my Account" to agree to the Google terms of service.
5. Google Gmail will load. The student's email address is located at the top right of the screen.

### Moodle

Moodle is Denver Seminary's online resource for locating information about classes including assignments and faculty/ instructor. It also serves as the environment where online classes are taught.

For instructions on how to login to Moodle, students can access the Moodle Student Tutorials at the top-left sidebar of Moodle or go to <http://moodle.densem.edu/media/tutorials/player.html> and view the short tutorial on how to login. Select #3 from the menu.

For students to change their Moodle password and for instructions on how to make their passwords all the same for Moodle, DMail and MyDenSem, select #5 from the tutorial menu.

*Note: only students who have registered for classes and have a course using a Moodle site will have an active account. (See #9 in the tutorial player). New students who cannot successfully login to Moodle should wait one week before the course start date and then try again.*

## **MyDenSem**

MyDenSem is students' online resource to access class schedules, syllabi, bills, academic information, grades, the academic catalog, the student handbook, inclement weather, emergency updates, and much more. MyDenSem also allows students to stay up to date with events, announcements, group activities, Campus News, and calendars (including a personal calendar).

To login to MyDenSem:

1. Go to: <https://my.densem.edu>.
2. Enter one's Denver Seminary student ID number and user name/
3. Enter one's assigned password.
4. Click "Login".
5. Students having trouble logging in, please contact the Help Desk at 303.762.6983.

Once logged in for the first time, please change the password by clicking on Personal Info in the upper left hand corner.

## **Wireless Internet Access**

The Denver Seminary wireless system, DSNet, is available for on campus use. Internet access is granted after agreeing to the Acceptable Use Policy.

# Library Services

## Library – General Information

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The Carey S. Thomas Library and its staff serve the Denver Seminary community by providing and facilitating access to information supporting the Seminary's curriculum, research, and training.

### Contact Information

Library direct phone line: 303-762-6962  
Library email: [library@denverseminary.edu](mailto:library@denverseminary.edu)

Reference Office email: [libref@denverseminary.edu](mailto:libref@denverseminary.edu)  
Reference Office phone: 303-762-6961

Interlibrary Loan email: [libill@denverseminary.edu](mailto:libill@denverseminary.edu)  
Interlibrary Loan Phone: 303-762-6956

### Library Hours of Operation

Monday through Thursday: ..... 7:30 a.m. - 10:30 p.m.  
Friday ..... 7:30 a.m. - 6:30 p.m.  
Saturday ..... 9:30 a.m. - 5:00 p.m.  
Closed major holidays. Other schedule changes will be posted on the [library website](#).

### Library / I.D. Cards

Denver Seminary students must have a current Denver Seminary Photo I.D. card in order to check out library materials. Using another student's ID card for any purpose, including checking out library material, is prohibited.

New students are issued a student ID card at the beginning of their first semester. Students may also complete an [application form online](#).

Returning students must renew their library privileges each semester. This can be accomplished by presenting their Denver Seminary Photo I.D. to the library circulation desk staff.

### Checking Out Books

Books may be checked out anytime during library hours. Periodicals are not available for check out. No more than 26 books may be checked out at any one time. Students may renew their checked out books one time by accessing their record through the My Account tab in the [online catalog](#). However, if another student has placed a hold on the same book, the checkout period for the book will be reduced to two weeks. If a book is needed for Reserve, the library may recall the book immediately. Students in possession of books needed for Reserve must return the book by the date requested or be subject to a fine of \$1.00 per day.

### Fines

Late fees for overdue general collection books are 25 cents per book per day, \$1.00 per day per Reserve item, and \$5.00 per day for Kindle E-Readers. Fines will also be charged on items not properly checked-out. In most cases, a lost or damaged item results in a fine of \$80.00. Refusal to

pay fines or habitual violation of library policies may result in suspension of library privileges as well as a hold placed upon the student's diploma.

## Reference Services

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### Reference Office

The Reference Office is located between conference room 113 and the water fountains in the front of the library. Regular hours are posted but appointments are also available. Email: [libref@denverseminary.edu](mailto:libref@denverseminary.edu) or call 303-762-6961.

Authentication information for off campus use of online databases may be found in the left sidebar under the Academics tab in [MyDenSem](#). The Reference staff can provide assistance in the use of ATLA Religion Databases, Old & New Testament Abstracts, Religious and Theological Abstracts, PsycINFO & PsycARTICLES, Philosopher's Index and other research tools. Print and video tutorials for the databases are also posted on the [library website](#). The Ready Reference page (reached through a link on the Library website) provides links to the online catalogs of other local academic libraries. Please contact [libref@denverseminary.edu](mailto:libref@denverseminary.edu) for more information or to request access codes for the online databases.

### Online Catalog

The library's online catalog may be accessed through the main library web page at <http://www.denverseminary.edu/resources/library/>. Through this site, students can perform library related functions such as search library materials, place holds on checked out books, renew books and find out if they have any fines. Appointments may be made with [Reference staff](#) for a tutorial on the use of the online catalog.

## Interlibrary Loan Services

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Interlibrary loan (ILL) is the process of requesting books, theses, dissertations, and periodical articles (subject to copyright laws) from another library. Since requested material may take 2- 3 weeks to arrive, students are encouraged to first check and see if the material is available at the University of Denver, Iliff School of Theology, and Cardinal Stafford Theological Library at St. John Vianney Seminary.

Submit online requests via the interlibrary loan webpage at:

<http://www.denverseminary.edu/resources/library/interlibrary-loan-ill/>. Patrons will be notified by phone or email when requested items are received. Questions should be directed to the Interlibrary Loan Department at 303-762-6956 or by email: [libill@denverseminary.edu](mailto:libill@denverseminary.edu).

## Special Collections

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### Archives

The library maintains the Denver Seminary archives which contains information about Denver Seminary including historical documents, photographs and slides.

## **EBooks/EReaders**

The Library has a small but growing collection of EBooks and EReaders for students. Additional information can be found at <http://www.denverseminary.edu/resources/library/library-e-books/>

## **Grounds Collection**

Books from the Vernon Grounds library are indicated as "Grounds Collection" in the Copy/Holding Information in the online catalog. Grounds Collection books are located in the Vernon Grounds Reading Room at the west end of the library.

## **M.A. Theses and D.Min. Projects**

Denver Seminary Master of Arts Theses and Doctor of Ministry Projects are available in hard copy in the library's Reference Lab. Denver Seminary M.A.Theses and D.Min. Projects and Theses are available for purchase through the Theological Research Exchange Network at [www.tren.com](http://www.tren.com)

## **Oversize Books**

Books that are too large to fit in the regular stacks are designated "Oversize" in the online catalog. These books are shelved in the stacks on either side of the entrance to the Vernon Grounds Reading Room.

## **Periodicals**

Current periodical issues are arranged in alphabetical order by publication title on the periodical display shelves. Recent back issues may also be found under the display shelves by lifting the bottom front of the display shelves. Bound periodical volumes are located in the open room on the north side of the library between the Student Lab and the Archives. Periodicals are available for use in the library but may not be checked out. After using, students should not reshelf periodicals but allow the library staff to statistically log their usage.

## **Reference Books**

The Reference books are shelved in the open room to the left of the circulation desk and are designated by the letters "Ref" above the spine call number, and by "Reference" in the Collection field in the online catalog. These books must be used in the library and may not be checked out. Reference books should not be reshelved by users but be rather placed on the "Reshelfing Carts" so library staff can log usage statistics.

## **Reserve Materials**

Reserve materials include items such as books, periodicals, and sample papers that are withdrawn from regular circulation at the request of professors. Students may check out up to two reserve items from the circulation desk for a period of two hours. A fine of \$1.00/per hour will be assessed for each item returned late. A student may, within two hours of closing time, check out up to two Reserve items for overnight usage. These items are due back the next business day within two hours after the library opens.

## **Helpful Tips**

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### **Carrels with Lockers**

Lockers are available for use (by semester) upon submission and approval of an application form and payment of a \$20.00 deposit. If available, lockers may be used on a daily or weekly basis upon

payment of a \$5.00 or 10.00 deposit. Library books found in carrel lockers that have not been checked out will result in immediate termination of the lease and loss of locker deposit.

### **Cell Phones**

Students should set their cell phones to vibrate while in the library and exit the library before making or receiving a call.

### **Computer Lab and Wireless Printing**

The Library houses a computer lab available for use by students. Wireless printing is also available in the Computer Lab at ten cents per copy to students who have money on their student printing/copy account.

### **Conference Rooms**

Groups of students can make reservations at the circulation desk to use library conference rooms for up to two hours. The reservation will be cancelled if the reserving party has not picked up the room key at the circulation desk within fifteen minutes of the appointment.

### **Copy Machines**

Students may use copy machines in the library at a cost of ten cents per page or may scan and email material at no charge. Students should contact library staff for assistance with copier problems or questions.

### **Copyright**

Denver Seminary expects all students, staff and faculty stay informed of current copyright statutes and abide by them.

### **Food and Drink Policy**

For the preservation of books and computers, food should not be brought into the library. A beverage in a covered container is allowed.

### **Loss or Damage**

Students are requested to report any loss or damage of library materials to library staff promptly so that the matter can be resolved in a timely manner.

### **Other Large Seminary Library Collections in Denver**

Current students may present their valid Denver Seminary ID at the Ira J. Taylor Library of the Iliff School of Theology and at the Cardinal Stafford Library of the St. John Vianney Theological Seminary and check out materials. More information on other local libraries can be found at <http://www.denverseminary.edu/resources/library/denver-area-libraries/>

### **Study Environment**

In order to maintain an atmosphere conducive to learning, conversations should be brief and kept as quiet as possible. Students who wish to study together may reserve one of the library conference rooms for group study.



# Financial Aid

## Financial Aid Office

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The goal of the Financial Aid Office is to remove financial barriers to help students pursue their calling. Additional information, including tuition and fees, can be found on the [financial aid section of the Denver Seminary website](#).

### Contact Information:

Phone: 303-762-6888, or 800-922-3040 ext. 1239.

Email: [financialaid@denverseminary.edu](mailto:financialaid@denverseminary.edu)

## Eligibility

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Most students must meet the following criteria to become eligible for financial aid:

- The student must be accepted into a degree program pursuing their first degree at Denver Seminary. Certificate students are eligible for federal loans only.
- Students need to complete the FAFSA ([www.fafsa.gov](http://www.fafsa.gov)) each academic year. International students are not eligible to complete a FAFSA and are exempt from this step.
- Students need to be enrolled at least half-time each semester (5 semester hours master's level; 2 semester hour doctorate level). Most, but not all scholarships, require at least full-time status (9 semester credits master's level, 3 semester credit doctorate level). Students will be required to return at least a portion of their award(s) if any courses required for financial aid eligibility are dropped or not completed with passing grades.
- Students are required to maintain Satisfactory Academic Progress (SAP), a minimum 2.0 cumulative GPA (2.75 for certain programs). Students who do not maintain eligibility may be required to return federal loan funds that were disbursed and may lose eligibility for all institutional aid. Students who fail to maintain SAP will have one semester of probation for federal loans while they attempt to regain SAP, during which they will maintain full eligibility for loans. If SAP is not regained after the probationary period, all aid eligibility will be lost until SAP is regained.
- Eligibility for need-based awards is calculated using the [Expected Family Contribution \(EFC\)](#) from the FAFSA and the estimated [Cost of Attendance](#) budget set by the Financial Aid Office.

All Terms and Conditions are published on the Award Letter each student signs when accepting aid.

## Types of Financial Aid

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### Institutional Aid

Descriptions and application steps for all available grants and scholarships are published in the [Scholarship Application Packet](#) and the [Academic Catalog](#).

## **Federal Student Loans**

The Financial Aid Office is committed to helping students understand the various implications of student debt both in school and long-term. The [Loan Management](#) page is designed to help students consider all aspects of debt management, including but not limited to (1) average anticipated salaries, (2) recommended debt-to-income ratios, (3) estimated monthly payments and (4) various repayment plan options.

The [Direct Unsubsidized Loan](#) is the primary federal student loan program available to graduate students. Students who need additional assistance beyond the Direct Unsubsidized Loan are encouraged to consider the [Direct Graduate PLUS Loan](#) program prior to pursuing alternative loan programs from private lenders.

## **Federal Work Study**

Students with high financial need are encouraged to apply for a variety of [Federal Work Study](#) positions available at Denver Seminary. Application steps include completing a [FAFSA](#) and applying for the position (located on the [Student Employment](#) page of MyDenSem, log-in required).

## **Veteran's Educational Benefits**

Denver Seminary works with the Department of Veterans Affairs to ensure that eligible recipients of veterans' educational benefits obtain available assistance, including the following programs: Post-9/11 GI Bill, Montgomery GI Bill, Vocational Rehabilitation, Survivors and Dependents Education Assistance, and Tuition Assistance. Additional details on these programs are published through the VA at [www.benefits.va.gov/gibill/index.asp](http://www.benefits.va.gov/gibill/index.asp).

## **External Scholarships**

[External scholarship resources](#), including scholarship search engines, are posted on the Grants & Scholarships page of the website.

## **Application**

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Applying for financial aid begins with completing a [Free Application for Federal Student Aid \(FAFSA\)](#) and a [Scholarship Application Packet](#). The FAFSA determines eligibility for federal loans, federal work study, seminary grants and need-based scholarships. Both forms must be completed on an annual basis in order to maintain eligibility for all financial aid, with exception of renewable scholarships.

## **Awarding and Disbursing Aid**

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### **Scholarship Committee**

Beginning in April for fall-starts and November for spring-starts, the Scholarship Committee meets on a monthly basis leading up to the applicable semester to award grants and scholarships to applicants who completed their application by the applicable deadline. All applicants are notified of results via email by the end of the applicable month.

## **Award Letters**

Award recipients will be required to return a completed and signed Award Letter to the Financial Aid Office and complete all next steps listed on the Award Letter in order to receive any financial aid that has been offered.

## **Payment Deadline**

All students must make payment arrangements for all tuition and fees by the Payment Deadline each semester (Fall/Spring semesters: 10 calendar days prior to the start of the semester at 12:00pm; Intersession/Summer terms: 12:00pm on the Friday prior to the start of the first class). Payment may include a combination of direct payment, [payment plan](#), and/or financial aid.

Students who need assistance with calculating a combination of financial aid, payment plan and/or direct payment(s) may find the [Net Price Calculator](#) to be a helpful tool.

## **Disbursements**

Loans will be disbursed to student accounts no earlier than 10 calendar days prior to the start of the semester (per federal regulations). Institutional aid (scholarships, grants, discounts) will be disbursed to student accounts no earlier than the drop/add date (10 business days after the start of the semester). Refund checks will be mailed to students on the Friday after a credit balance is created on the student account.

## **Cancellation**

Students have the right to cancel any accepted awards at any time. The process to do so will depend on the timing of the request. Contact the [Financial Aid Office](#) for details.

## **Terms and Conditions**

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All financial aid awards are subject to their terms & conditions. Award recipients are required to read and accept each term and condition on the Award Letter.

# Financial Policies and Services

## Account Information

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Students can inquire about their current account information at any time on [My Account Info](#) (Login required) or from the Campus Operations Group located on the first floor of the Graber Administrative Building. Student account information is considered private and confidential. Students wishing to authorize another party to access their account information must complete and sign an Account Information Release Form.

## Tuition and Fees for 2014-2015

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Tuition, fees, and other expenses can be found beginning on page 28 of the 2014-2015 academic catalog

[https://my.densem.edu/ics/icsfs/2014\\_2015\\_Academic\\_Catalog\\_PRINT2.pdf?target=bddbca68-4aec-49ba-98f7-310987e9900f](https://my.densem.edu/ics/icsfs/2014_2015_Academic_Catalog_PRINT2.pdf?target=bddbca68-4aec-49ba-98f7-310987e9900f)

Tuition and fees are subject to change without notice and are due by the [published payment deadline](#).

## Payment Policies

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Students must pay all outstanding charges before they will be cleared to attend classes for the upcoming semester. Miscellaneous fees and charges are due and payable when they are assessed.

### Payments of Student Accounts

One or more of the following payment options must be met to complete registration each semester:

1. Pay in full online by electronic check or credit card. Credit card payments are assessed a 2.75% convenience fee.
2. Submit full payment by cash, check, or money order to the Bursar. Checks or money orders may be sent by mail but must arrive no later than the posted due date.
3. Enroll in a Denver Seminary tuition payment plan.
4. Obtain a guaranteed student loan (GSL) certification from the financial aid office. \*
5. Obtain a grant, scholarship, or other financial aid certification from the financial aid office. \*

\* Important: Students receiving financial aid that does not fully cover tuition must either pay the remaining balance in full or enroll in a tuition payment plan by the posted payment due date.

## Payment Plan

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An in-house payment plan option for students who can afford to make monthly payments on at least a portion of the tuition/fee balance is available for the Fall, Spring and Summer terms.

## **Plan Details**

Monthly payments per semester, due on the 15th of each month:

- Fall semester: Aug, Sept, Oct, Nov
- Spring semester: Jan, Feb, Mar, Apr
- Summer session: May, June, July

## **Enrollment Fees**

- Fall and Spring semester: \$45
- Summer session: \$35

## **Payment Plan Enrollment**

Plans are set up and maintained by the Campus Operations Group.

Contact Information

- Phone: Direct: 303-762-6891 or Toll free: 800-922-3040 ext. 1212

Email: [Business.Office@DenverSeminary.edu](mailto:Business.Office@DenverSeminary.edu)

## **Nonpayment of Financial Obligation**

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Students who do not pay their tuition by the payment deadline will be dropped from their classes and will be assessed applicable fees to reregister. Students with unpaid account balances will be denied access to grades, transcripts, and graduation status as well as be subject to their account being sent to a collection agency.

## **Audit**

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Those eligible to audit a course in which a transcript record is kept pay approximately one-third the full tuition rate. Those eligible to audit without a transcript record may audit a course for a \$35 fee. A copy of the Denver Seminary audit policy is available in the [Registrar's Office](#).

# Academic Policies and Services

## Student Learning Outcomes

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Compelled by the biblical vision for love of God and others, and compelled by Christ's commission to make disciples of all nations, Denver Seminary graduates will be able to do the following:

### **Biblically and Theologically Grounded**

Demonstrate integrated biblical and theological competence.

### **Contextually Sensitive**

Serve all people effectively and faithfully, with cultural discernment and without prejudice or favoritism.

### **Spiritually Mature and Growing**

Exhibit a mature and growing Christlikeness in their character.

### **Vocationally Fit**

Discern and pursue personal vocation in a theologically integrated manner.

## Academic Integrity

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God is truth and has revealed truth through his Word; God's Son, Jesus, is the Truth; the Holy Spirit guides us into truth. Through Scripture we know that as God's children we are to be truthful and are to avoid all dishonesty, deception and lying.

Denver Seminary is committed to building each other up to be faithful followers of Jesus Christ. As a community of believers, we are called to truthfulness in all areas of life. Academic integrity is built on the assumption that both faculty and students will be truthful and honest – faculty in maintaining academic honesty in their own research, writing and teaching; students in carrying out their assignments with honesty and integrity; all with truthfulness and honesty in their relations with each other.

The following kinds of behaviors violate academic integrity:

***Dishonesty:*** Dishonesty is considered using notes or other materials not expressly permitted for an exam, quiz, or other assignment; copying from the examination of another or allowing one's own examination paper to be copied; reading, without the instructor's permission, a copy of the examination prior to the date it is given; giving or receiving unpermitted aid on an examination; submitting the same work in more than one course without the permission of the instructor(s); or other acts normally considered cheating.

***Plagiarism:*** Plagiarism presenting another's work as though it is one's own academic achievement. The intellectual contributions of others may be utilized, but always with full credit given to the authors whose ideas are presented.

Requirements for acknowledging sources of academic work are:

- Quotations must be placed in quotation marks (“ ”) or indented beyond the margin. The source of all quotations must be acknowledged in the text or in a footnote.

- Paragraphs or summaries of ideas must be acknowledged in text or footnote.
- Bibliography should include all sources used in preparation of a paper or report.

### **Process for Handling Academic Integrity Violations**

The faculty member in whose class or area of responsibility the violation occurred must provide a written report of the incident to the Provost/Academic Dean, the Registrar, and the Director of Mentoring. Depending on the nature and seriousness of the offense, the faculty member may require an assignment to be redone or may give an automatic failure for the assignment or the course. If a second violation is recorded, the student will automatically be placed on disciplinary probation for one semester and required to meet once per month during the semester with a member of the faculty as assigned by the Provost/Academic Dean. A third violation will result in automatic dismissal from the seminary.

A “memo for record” will be kept of all meetings with a student(s) for disciplinary purposes. These memos will document the details of the issue, the content of all conversations with students, all corrective actions to be taken, and all follow-up procedures to be implemented. Written records of all disciplinary procedures will be kept in the student’s academic file until the student graduates, at which time all documentation is destroyed. If the student does not graduate, the memo is scanned and archived in the permanent record. The Registrar will also keep a computerized record of all violations related to academic integrity and report any repeated violations to the faculty.

## **Appeal Process for Academic Matters**

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### **Appeal of Academic Dismissal**

Students have the right to appeal an academic dismissal. All appeals should be mailed or hand delivered, rather than emailed. The appeal must be received by the Provost/Academic Dean within 30 days of the notice date for it to be considered.

The Provost/Academic Dean will refer the appeal to the Educational Policies committee who will render a decision within 30 days of the referral, if the appeal is received before the last scheduled meeting of the academic year. Appeals received after the last meeting of the academic year will be considered at the first scheduled meeting of the fall semester. Students will receive the decision by written communication. The outcome is considered the final decision on behalf of the Seminary.

### **Appeal of Academic Policy**

Students desiring any exception to the academic policies stated in this handbook or the academic catalog must submit their petition to the Registrar in writing, stating briefly the reasons for the exception desired. The petition will be considered at the next Educational Policies Committee meeting during the academic year. The Committee does not meet during the summer or during intercession. The decision of the Educational Policies Committee is considered the final decision on behalf of the Seminary.

### **Appeal of a Grade**

If a student feels that his/her final semester grade in a course is not equitable, he or she should first discuss the issue with the professor of the course. If not satisfied with the decision, the student may set up a meeting to discuss the issue further with the appropriate division chair and/or the Provost/Academic Dean.

At any time during this process, the student may choose to submit a formal letter of appeal to the Office of the Provost/Academic Dean that includes all specifics needed to evaluate the information.

Formal appeals will be handled by the Faculty Concerns Committee and their decision is considered final on behalf of the Seminary. The Faculty Concerns Committee does not meet during the summer or intercession.

## Course Taping Policy

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Students must always request the instructor's permission to make audio or video recording of a course. "Taking the course" by listening to recordings made in class is not permitted except in formalized individualized study situations.

## Extensions of Course Work

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Students are required to complete all course work during the semester or session (intersession or summer) in which courses are taken. In order to accomplish this, some students may need to reduce the number of classes taken each semester.

The Seminary does recognize that on occasion extenuating circumstances may warrant the granting of additional time to complete course work. Such situations require the approval of the professor.

Extenuating circumstances that may warrant an extension include:

- Death in the family.
- Serious illness or accident that required hospitalization and preventing the student from attending class or completing the work.

Events that would *NOT* be considered extenuating include:

- Being too busy/overcommitting oneself/time management difficulties.
- Travel plans.
- Employment demands.
- Ministry commitments.
- Minor illnesses.

Extensions, when granted, are for a period of one week to no more than eight weeks. Failure on the part of the student to complete all the required course work in the allotted time will result in a grade assignment based on course work completed up through the last day of the approved extension period.

*For the fall and spring semesters, course extension forms and proper medical documentation (if applicable) must be signed by the professor and then submitted to the Registrar before the last class meeting. For intersession or summer classes, course extension requests are due no later than noon on the last day of the session.*

*\*Extension requests cannot be granted for projects or thesis and are not available to graduating students unless the graduation date is postponed.*



## Writing Center

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The Writing Center at Denver Seminary is open to all students and offers free tutorial assistance and discounted editing services. These services are designed to facilitate stronger academic writing practices. Additional information can be found on the [Writing Center](#) page of the Student Life tab on MyDenSem.

The Writing Center is located in conference room 113 in the library. To schedule an appointment, sign-up on the clipboard outside the door or email the Writing Center at [writing.center@denverseminary.edu](mailto:writing.center@denverseminary.edu).

## Gender-Inclusive Language

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Denver Seminary students are required to use gender-inclusive language in their writing except when referring to God or when using a direct quote from another source. Students needing more information about the use of gender inclusive language may consult the [Writing Center](#).

## Military Service

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### Called to Active Duty

Students who report for active duty, either involuntarily or voluntarily, should notify the [Registrar's Office](#) as soon as possible.

Students that cannot complete their coursework will be withdrawn from the course(s) enrolled for that semester. All tuition for the incomplete work will be refunded. In cases where it is appropriate and feasible for students to finish their course work, faculty will make a reasonable effort to work with students to this end.

Students called to active duty will retain their student status for up to five years. Notification of intention to re-enroll in the next semester following deactivation must be given to the Seminary by students within 90 days following an honorable deactivation/discharge. Students will not need to reapply to the Seminary but will be required to re-sign the Statement of Faith. Students who have taken coursework at other institutions may be required to submit transcripts.

### Currently Active Duty

Students who are taking courses while on active duty and experience military obligations (field assignment, etc.) that interfere with their ability to meet course requirements (attending class or taking an exam on a specific date) should discuss the matter with their professor and also notify the Dean of Students. Active duty students should expect to provide Denver Seminary with professional documentation from their commanding officer to verify the dates/times that they were away. With such documentation, students will be allowed to make up class work/quiz or a test that was missed during the documented time period. Other assignments, such as research papers, that have deadlines listed in the course syllabus will be reviewed on a case by case basis by the professor to determine if additional time is warranted.

## Transcript Request

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See <http://www.denverseminary.edu/student-life/registrar/transcript-requests/>

## Leave of Absence from Seminary

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Students who need to temporarily put their academics at Denver Seminary on hold should complete a [Leave of Absence form](#). A leave of absence is available for up to one calendar year. Students who do not take at least one course within this time frame will be withdrawn from the Seminary. For additional information, contact the [Dean of Students](#).

## Withdrawing from Seminary

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Students who desire to withdraw the Seminary should complete a [Withdrawal form](#) and submit it to the Registrar's Office.

*NOTE: Former students who wish to move their status from withdrawn to enrolled must re-apply for admission and are subject to current catalog requirements.*

## Student Educational Records

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See [Educational Records](#)

## Official Statements and Policies

### Confidentiality and Institutional Responsibility

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Denver Seminary upholds all federal, state, and local laws and desires to employ sound practices regarding managing student behavior.

Students should be aware that Faculty and Staff have an institutional responsibility to report issues of concerning behavior to Seminary officials and/or the authorities. Therefore students should not assume and can never be assured of confidentiality, even when they discuss personal matters with faculty or staff.

### Crime Awareness and Campus Security Act of 1990

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In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Denver Seminary collects and reports [crime statistics](#). The Clery Act requires all public and private post-secondary educational institutions participating in federal student aid programs to publish an annual report that contains three years of campus crime statistics, security policy statements which assure basic victim's rights, and directions on where students should go to report crimes.

### Missing Student Notification

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In compliance with federal regulations, the following parties should be contacted to report a student who resides in on-campus housing and has been missing for 24 hours:

- Kent Quackenbush – Director of Auxiliary Enterprises, Risk Management and Security, 303-762-6923, [kent.quackenbush@denverseminary.edu](mailto:kent.quackenbush@denverseminary.edu); or, if unavailable:
- John Wood – Dean of Students, 303-762-6901, [deanofstudents@denverseminary.edu](mailto:deanofstudents@denverseminary.edu)
- If after Seminary business hours or during the weekend, call Seminary security at 303-783-3120 and/or the Littleton Police Department at 303-794-1551

Students living on-campus have the option to register with the Seminary a confidential contact person to be notified in the case that they are determined to be missing. Only authorized Seminary personnel and law enforcement officers in conjunction with the missing person investigation are allowed access to this information. Contact [Kent Quackenbush](#) to register.

### Christian Civility, Human Dignity, and Mutual Respect

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Denver Seminary is committed to providing and maintaining a learning and working environment for all students, staff and faculty members characterized by the Biblical concept of *koinonia*. *Koinonia* refers to the quality or character of one's association, communion, or fellowship with others in which truth and wisdom are valued. Equally important is a sense of Christian civility. Treating one another with mutual respect and care lies at the heart of Christian community.

Examples of behaviors that may constitute a violation include, but are not limited to, abusive comments or behavior, bullying, coercive and controlling behavior, demeaning or degrading comments, humiliation, intimidation, verbal, physical or sexual harassment, stalking, and threats.

Students may consult the [Dean of Students](#) to discuss their specific situation or may choose to resolve the matter through either the informal or formal grievance process.

## **Student Grievance Process**

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### **Informal Grievance Resolution**

Students have the option of seeking an informal resolution to concerns that arise. An informal resolution consists of communicating with the other party about the concern present and attempting to resolve the matter without formal intervention on behalf of the Seminary. Students are not obligated to attempt an informal resolution before filing a formal grievance and should only proceed with an informal resolution if they feel safe. Students handling grievances through an informal process are encouraged to keep documented records including a detailed summary of the situation, dates, and times of communication as well as outcomes. A student may decide to move the case at any time to the formal grievance process by simply notifying the [Dean of Students](#).

### **Grievance Process for Non-Academic Matters**

Students who wish to file a formal grievance regarding the behavior of a faculty, staff or fellow student should use the following procedures. These procedures are not intended to create a contract, but to establish a process. The Seminary reserves the right to alter or change the process as it deems appropriate while preserving due process and the integrity of the case. All student grievances should be put in writing with all relevant materials attached. All grievances will be addressed in a reasonably timely manner. \*

### **Formal Student Grievance Procedure involving a Faculty member**

1. Student submits a written grievance and any appropriate supporting material to the Provost/Academic Dean.
2. The Provost/Academic Dean will review the submitted material and may choose to handle it himself/ herself or convene a committee. After being reviewed, a decision will be rendered and the student will be notified.
3. Students have the right to appeal the decision rendered by the Provost/Academic Dean within three (3) business days from the time the student was notified. In the written appeal, students should address the reasons why he/she believes the decision should be overturned by the Faculty Concerns Committee based upon the following criteria: 1) Substantive errors in due process; 2) Presentation of new evidence/information that was not in the original submission and/or; 3) Other outstanding factors
4. The Faculty Concerns Committee will review the appeal and make a final ruling on the matter.

\* Please note that the Faculty Concerns Committee does not meet during summer or intercession).

### **Formal Student Grievance Procedure involving a Staff or another Student**

1. Student submits a written grievance and any appropriate supporting material to the Dean of Students.
2. The Dean of Students will review the submitted material and may choose to handle it himself/herself or convene a committee. Cases involving a Staff member will include

Denver Seminary's Office of Human Resources. After being reviewed, a decision will be rendered and the student will be notified.

3. Students have the right to appeal the decision rendered by the Dean of Students within three (3) business days. Appeals should be submitted to the Vice President of Student Life and Enrollment Management and should address the reasons why he/she believes the decision should be overturned based upon the following criteria: 1) Substantive errors in due process; 2) Presentation of new evidence/information that was not in the original submission and/or; 3) Other outstanding factors
4. The Vice President of Student Life and Enrollment Services will review the appeal, may convene a committee, and will make a final ruling on the matter.

## **Discipline and Suspension for Non-Academic Concerns**

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The ["Guidelines for a Christian Lifestyle"](#) constitutes minimal behavioral expectations in light of Denver Seminary's commitment to graduate individuals who are "fit for ministry." The Seminary is committed to employing a redemptive approach to concerns while also maintaining the safety and wellbeing of all persons working or living on campus. Students who engage in behavior outside of these guidelines or other clear Biblical teachings and/or student handbook policies may be subject to disciplinary action, up to and including dismissal.

Any member of the Denver Seminary community may report a concern to the Dean of Students. The Dean of Students may be assisted by other administrators to determine the appropriate response on behalf of the Seminary.

If the decision is made to attempt to handle the concern as a non-disciplinary matter:

1. Selected member(s) of the Seminary will meet with the student. During this meeting, the perceived concern will be presented and discussed along with specific behavioral expectations that are warranted and potential consequences for non-compliance.
2. If the student does not appropriately address the concern or if the concern persists, a second meeting may be employed or formal disciplinary action may be initiated. If it is determined that a third meeting is needed to again address the concern, standard protocol is to address it through the formal disciplinary process.
3. If a student going through the non-disciplinary process does not believe that the concern exists or believes it is being handled improperly, the student can file a grievance with the Dean of Students or the Vice President of Student Life and Enrollment Management.

If the matter is handled through the formal disciplinary process:

1. Any student going through the formal disciplinary process will be notified of the date/time/location of the meeting. This meeting will be held by the Dean of Students, designee, or an appointed committee. At this meeting, the student will be given a written summary of the alleged concern(s) and be given an opportunity to be heard.
2. The student may request that a Denver Seminary faculty or staff person attend the meeting as a silent supporter. The support person may not be someone outside the Denver Seminary community and may not be an attorney. No portions of the meeting may be electronically or digitally recorded. The student is welcome to take notes.

3. After the meeting, a decision of “Responsible”, “Not Responsible” or “Inconclusive” will be decided for each alleged infraction based upon a preponderance of the information gathered.
4. Students have the right to file an appeal with the Vice President of Student Life and Enrollment Management within three (3) business days from the time that the original decision was presented to the student. The Vice President of Student Life and Enrollment Management may handle the appeal himself/herself or select a committee to adjudicate. The student should address the reason why he/she believes the decision should be overturned based upon the following criteria: 1) Substantive errors in due process; 2) Presentation of new evidence/information that was not in the original submission and/or; 3) Other outstanding factors. The student will be notified as to whether or not the petition warrants an appeal meeting. The decision of the Vice President of Student Life and Enrollment is final.

Students found responsible for violations will be sanctioned. Administrative sanctions include Disciplinary Warning, Disciplinary Probation, Suspension, or Dismissal. Students may also be assigned educational based sanctions designed to assist their growth and/or to make amends. Educational based sanctions will be reviewed to determine if they have been satisfactorily completed or if additional action is warranted.

## **Interim Suspension**

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In cases where the safety or wellbeing of Denver Seminary faculty, staff, students, or their families is determined to be potentially at-risk due to the actions of a student, the seminary may initiate an immediate interim suspension. A student who is interim suspended must leave the grounds of Denver Seminary within the time period mandated. He/she may not return to campus grounds except for attending a scheduled disciplinary meeting (accompanied by appropriate campus personnel) or by advanced permission given by the Dean of Students or designee.

## **Drug and Alcohol Policy**

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See [Guidelines for a Christian Lifestyle](#) Guidelines for a Christian Lifestyle

## **Weapons and Explosives Policy**

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Denver Seminary strictly prohibits the possession, storage, or use of all weapons, ammunition, or explosives on campus property including, but not limited to, firearms, bows and arrows, knives, swords, bludgeons, devices with the capability of being discharged, and fireworks. Individuals permitted to own or operate any the above items, or similar ones, may not bring or store them on campus property including inside apartments or vehicles.

## **Educational Records**

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Denver Seminary complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. This act was designated to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to

file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the Seminary to comply with the Act. More complete information about FERPA can be found at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

According to policy, the Seminary may choose to release directory information about students without specific prior notice. This information may be provided at the Seminary's discretion to campus organizations or officials as well as to external organizations that are consistent with the Seminary's educational purpose. Denver Seminary designates the following student information as directory information: Name, address, telephone number, email address, dates of attendance, classification, degree sought, major, current class schedule, full- or part-time status, awards, honors, degrees conferred (including dates), and previous institutions attended.

Currently enrolled students or alumni may withhold disclosure of any directory information. To withhold disclosure, written notification must be received in the Registrar's Office prior to the end of the first week of the semester. Alumni may request withholding permanently. Forms requesting the withholding of directory information are available in the Registrar's Office and online at [https://my.densem.edu/ics/Academics/Academics\\_Homepage.jnz?portlet=Forms](https://my.densem.edu/ics/Academics/Academics_Homepage.jnz?portlet=Forms).

Failure to request the withholding of directory information constitutes approval for discretionary disclosure.

## **Gender Roles and Ministry Training in an Educational Setting**

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Denver Seminary is committed to training both men and women for all forms of Christian ministry. All who meet our admissions requirements and agree to a common, evangelical confession of faith as reflected in the National Association of Evangelicals Statement of Faith are welcome to any degree program and are supported by the Seminary in their pursuit of any ministry vocation. This commitment does not represent a theological stance on the relationship of gender to ministry. Rather, it reflects our educational mission. Denver Seminary provides graduate level training for ministry, but does not offer ordination or credentialing for ministry. Therefore, churches, denominations, and other ministry organizations are responsible to make decisions about who is eligible for particular ministry roles and functions.

Within the parameters of our statement of faith, we celebrate the diversity of traditions and theological distinctives represented within our community by students, staff, and faculty. The contributions of our different backgrounds provide a rich educational opportunity as we listen to and learn from each other. Such a rich formational opportunity always involves tensions and challenges. Many Christians who are equally committed to biblical authority will differ on issues such as gender roles in ministry. On this issue, Denver Seminary intentionally does not take an institutional position so that there is opportunity for continued exploration, engagement, mutual learning, and growth in our respect for each other even when we disagree.

Denver Seminary takes neither a "complementarian" nor an "egalitarian" stance on the issue of gender roles in ministry. Our faculty reflects a diversity of opinion on the particulars of this question while valuing a climate of charitable orthodoxy, i.e. a clear commitment to biblical authority combined with a commitment to mutual respect and civil discourse. Disagreement on this issue is not a matter of biblical orthodoxy or a litmus test for fellowship, even though we may hold our opinions with great conviction.

Recognizing the range of commitments on this issue, even among evangelical Christians with a strong commitment to biblical authority, Denver Seminary expects all students to demonstrate mutual respect for the rights of all other students to prepare for any form of ministry. Charitable,

respectful dialogue on the issue is encouraged within these boundaries. *Disrespect or demeaning treatment of other students, in any form, will not be tolerated due to the educational and formational nature of our Seminary's mission.*

Accepting a place in the student body of Denver Seminary is a statement of willingness to abide by this policy. We are committed to cultivating and protecting a community in which both men and women are free from derogation of any type and can thrive in their personal and professional development for whatever form of ministry they and their sponsoring fellowships sense the gifts and calling of God.

## **Students with Disabilities**

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### **Overview and Section 504 Notice**

Denver Seminary strives to provide qualified students with disabilities opportunities to succeed in accordance with applicable law and the Seminary's resources, mission, and principles.

Denver Seminary does not discriminate on the basis of handicap in violation of applicable portions of the Rehabilitation Act and its implementing regulations, including 34 C.F.R. Sec. 104.1 et seq. The Seminary has designated the Dean of Students as the coordinator of its efforts under Section 504, and under its guidelines for addressing student requests for special arrangements and its complaint procedure.

Because of its status as a religious institution, Denver Seminary is not subject to Title III of the Americans with Disabilities Act, and the Rehabilitation Act may not apply to all of its decisions or activities. Nonetheless, the Seminary recognizes the gifts and calling to ministry of students with disabilities, and strives to honor and address their needs and concerns through these Guidelines. Persons having questions about these Guidelines should contact the Dean of Students. These Guidelines are not intended to create contractual or other legally enforceable rights, or to waive Denver Seminary's rights or status under law.

### **Students' Requests for Special Arrangements**

Students who have an ADA recognized disability and require special arrangements in order to participate in Seminary classes and programs, utilize Denver Seminary equipment and learning resources, and/or have access to Denver Seminary facilities, should send a request in writing to the Dean of Students.

The request should include: 1) a description of the specific need; 2) problem or barrier that the student has encountered or expects to encounter; 3) a description of the student's circumstances, including a discussion of any relevant disability; 4) medical documentation verifying the disability; 5) a description of the special arrangements the student believes will assist the student in overcoming the need, problem or barrier, and; 6) any other information the student feels will assist the Dean of Students in evaluating the request.

Students should submit such requests to the Dean of Students as early as possible, in order to provide the opportunity to evaluate the need, problem or barrier, the student's circumstances, and the requested arrangements. A student's failure to submit a request in a timely manner may lead to a denial of the request because the Dean of Students does not have adequate time to investigate or implement the request.

In addition, in some situations, the Dean of Students or designee may need to communicate directly with the student's medical provider in order to review the student's needs and request, and to determine whether specific accommodations are appropriate. Students are encouraged to



cooperate with the Dean of Students' requests for information to help facilitate the evaluative process.

### **Section 504 Complaint Procedure**

Any student who has a complaint concerning the Seminary's compliance with Section 504 may either choose to seek an informal resolution by meeting with the [Dean of Students](#) or by submitting to him/her a formal complaint.

Procedures for filing a formal complaint are as follows:

1. The complaint must be filed with the Dean of Students' office no later than 15 calendar days after the decision or action that gave rise to the complaint.
2. The Dean of Students or designee will review the complaint and supporting material and may have to conduct an investigation. This investigation may include requesting more information from the student or others, including relevant Seminary personnel and/or the student's medical provider(s).
3. The Dean of Students /designee will provide a written response to the student in a reasonably timely manner.
4. The student the right to appeal the decision rendered. In such cases, the student must submit his/her appeal in writing to the Vice President of Student Life and Enrollment Management within 72 hours of being notified. In the written appeal, students should address the reasons why he/she believes that the decision should be overturned based upon the following criteria: 1) Substantive errors in due process; 2) Presentation of new evidence/information that was not in the original submission and/or; 3) Other outstanding factors

### **Notice concerning Title IX**

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Denver Seminary does not discriminate on the basis of sex in admission to its educational programs, activities and regulations, as they apply to programs and decisions.

Denver Seminary has appointed a Title IX Coordinator, who is responsible for overseeing its efforts in complying with Title IX. Denver Seminary's Title IX Coordinator is:

John K. Wood  
Dean of Students  
Denver Seminary  
6399 South Santa Fe Drive  
Littleton, CO 80128  
(303) 762-6982  
Email: [deanofstudents@denverseminary.edu](mailto:deanofstudents@denverseminary.edu)

Inquiries regarding the application of Title IX can be referred to the Title IX Coordinator. In addition, the Seminary provides complaint procedures for students and employees who feel they have been subjected to sexual harassment or other unlawful sex discrimination.

Any student who feels the Seminary has violated Title IX or its implementing regulations may optionally make a complaint to the Office of Civil Rights of the U.S. Department of Education.

## Addendum

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### Statement on Human Sexuality

The purpose of the *Statement on Human Sexuality* is to articulate a concise biblically and theologically grounded view of human sexuality that reflects our commitments to the authority of Scripture and to being a community of grace and redemption. Because we recognize that human sexuality is a complex, deeply personal matter, as well as a controversial and divisive issue in our society and in the Church, our intent is to approach it with sensitivity, gentleness, compassion, theological acuity and biblical fidelity. Our desire is to affirm in this statement the intrinsic value of every human being, the tragedy of sin and the power of redemption in every area of human life, including sexuality.

### Biblical Teaching on Human Sexuality

As part of the original creation design, sexuality is both God-ordained and purposeful in His plan for humanity. Instruction regarding sexuality is found in a wide array of passages in both the Old and New Testaments. Because sexuality is part of God's design for humanity, its significance is both theological and practical.

**Old Testament.** The creation of humanity as male and female in God's image undergirds the biblical understanding of human sexuality (Genesis 1:26-28) and the assertion of a unique physical and spiritual relationship between the two sexes (Genesis 2:24). The creation mandate for humans to reproduce and "fill the earth" with image-bearers forms a central purpose for human sexuality. The gift of sexuality, the romance of union, and the joy for which God created humans as sexual beings, male and female, are celebrated throughout the Bible, and especially in the poetry of the Old Testament book, Song of Songs. The harmony of the man and woman in a committed sexual relationship realizes the ideal union described in Genesis 2:24. There are many examples of this glorious union in the biblical narrative including the beautiful love story of Ruth and Boaz found in the book of Ruth. In order to cherish and promote this ideal union of male and female in creation, the Old Testament contains specific pronouncements regarding personal and social responsibility in relationship to human sexuality.

The biblical narrative affirms that sin broke apart the harmonious ideal between man and woman (Genesis 3:16) so that all relationships after this are tainted. The Old Testament warns against and forbids sexual behavior that is a violation of God's design and intent of union between man and woman in the covenant of marriage. Prohibitions against adultery (Exodus 20:14; Leviticus 18:20; 20:10; Deuteronomy 5:18; 22:22), premarital sex (Deuteronomy 22:13- 21; 23-24), rape (Deuteronomy 22:25-29), incest (Leviticus 18:6-18; 20:11-12, 14, 17-21), prostitution (Leviticus 19:29; 21:9; Deuteronomy 23:17-18), and bestiality (Leviticus 18:23; 20:15-16) can be found in the law. Although polygamy is not explicitly prohibited in the Old Testament, it clearly violates the spirit of Genesis 2:24 and contributes to dysfunctional families throughout the biblical narrative.

Explicit homosexuality appears in the practices of the citizens of Sodom (Genesis 19) and of Gibeah (Judges 19), in the holiness laws of Leviticus (18:22 and 20:13), and possibly in the roles of certain cultic functionaries. The citizens of Sodom are condemned for their sexual immorality (Jude 7), though also for their pride and lack of concern for those in need (Ezekiel 16:49). The Leviticus passages address homosexual activity exclusively. Attempts to qualify these prohibitions by ignoring their clear and repeated emphasis are not exegetically convincing. Nor does the use of the masculine gender found in the Hebrew grammar of these prohibitions exclude female practice.<sup>1</sup> Further, understanding the deep friendships between Ruth and Naomi (Ruth 1—4) and between

David and Jonathan (1 Samuel 18—20) as homosexual relationships imposes an interpretation on these narratives that the texts do not support. In light of the broad and consistent teaching of the OT on human sexuality, it is clear that any sexual behaviors other than consensual heterosexual union between a husband and wife were contrary to God’s creation design and his covenant with Israel.<sup>2</sup>

The sharp delineation of maleness and femaleness in the creation narrative and the repeated representation of married heterosexual relations as the biblical norm, indicate that clear distinctions between men and women are important among the people of God. Dispositions toward homoerotic attraction, homosexual orientation, trans-sexuality and transgendered identity are not specifically addressed in the Old Testament. Deuteronomy 22:5 prohibits women from wearing an item specifically identified for use by men, and men from wearing women’s clothing.<sup>3</sup> Although this prohibition’s lack of a clear context in that section of Deuteronomy makes it difficult to apply specifically to transgendered identity and transsexuality, it does illustrate that the distinction between male and female established in the creation narrative remains the norm in the biblical laws that speak to sexuality and gender. The Old Testament affirms that human sexuality, though now thoroughly affected by sin, is not hopelessly lost to sin. God’s intended design and purpose for a complementarity between men and women, each holding a unique and valued identity, affirm the importance and beauty of human sexuality in creation.

**New Testament.** Essentially, the teaching of the New Testament on human sexuality is grounded in the theology and worldview developed in the Old Testament. Jesus insists that the creation narrative demonstrates that God intended marriage to unite a man and a woman in a life-long monogamous relationship—not to be terminated except when one of the parties is guilty of *porneia* (πορνεία), often translated as “immorality” (Matthew 5:32; 19:9). This breach of the marriage commitment shows God’s inviolable intention of permissible sexuality—a committed man-woman, life-long, consensual relationship bound in the covenant of marriage.<sup>4</sup> For this reason all other expressions of sexual behavior are forbidden.

Not surprisingly, the Apostle Paul also bases his view of marriage on the creation narrative (Genesis 1-3). Specifically, he likens the union of husband and wife (the “one flesh” union cited in Genesis 2:24) to the union of Christ and the Church (Ephesians 5:31-32). In such a union a man and a woman have the opportunity to portray in their relationship something of the nature of Christ’s relationship with his bride, the Church. Faithfulness, complementarity, service, and protection all flow out of this union—husband and wife mirroring Christ and the Church. Paul argues for the importance of purity in the lives of leaders in local churches using language that specifically refers to moral purity or chastity (1 Timothy 4:12; 5:9). Moral purity, specifically in the area of human sexuality is essential not only for church leadership but for human flourishing. For those who are married such purity demands marital fidelity and for those who are single, abstinence from sexual relations.

Paul argues that by bearing God’s image, humans were created to worship their Creator but foolishly chose to worship created things (Romans 1:21-23). In like manner humans violated the creation pattern of male-female complementarity and union in human sexuality choosing instead homosexual behavior (Romans 1:24-27). Just as idolatry is a departure from God’s design and intent for humanity spiritually, so homosexuality is seen as a departure from God’s design and intent for humanity sexually.<sup>5</sup>

God has made people, male and female, to engage sexually in a way that unites them physically, emotionally, and spiritually, in the covenantal union of heterosexual marriage to reflect his design in creation and his plan for human procreation and flourishing. Any sexual activity outside of this pattern distorts and departs from God's plan for sexual expression. According to the New Testament, such forbidden behaviors include adultery, fornication, homosexual behavior, lust, rape and incest. While not the worst or most-cited of sins, sexual sins occur in many New Testament lists of behaviors that violate God's intentions for humanity (Matthew 15:19; Mark 7:21-22; 10:19; Romans 1:26-27; 13:9; 1 Timothy 1:9-11; 2 Peter 2:14; et al). Undoubtedly, in the New Testament the incidence and condemnation of heterosexual sins far outstrip that of homosexual sins.<sup>6</sup>

The focus of the biblical texts in both the Old and New Testaments is on sexual behavior rather than sexual orientation and sexual identity. Whereas it is uncertain whether the biblical authors were specifically addressing homoerotic attraction or homosexual identity, the biblical prohibitions against and condemnation of homosexual behavior are strikingly clear and consistent throughout Scripture. God's design and intent in creation is male-female complementarity in human sexuality.

### **Sin and Redemption in Human Sexuality**

Human persons are endowed with worth and dignity unique among all of God's creatures. This dignity derives from being created in God's image which, among other features, is relational existence. Gender distinctions provide the basis for that relational existence to be Statement on Human Sexuality<sup>4</sup> expressed in sexuality. Though sexual expression is not mandatory for the fulfillment of our relational humanity in God's image, it provides a sacred opportunity for that expression within the God-ordained structures of femaleness and maleness and the covenant of marriage commitment.

Sadly, human sinfulness, which emerges from both original and individual choices to sin, impacts every aspect of human existence including sexuality and relationships between sexes. As it relates to sexuality, sin results in various forms of alienation and brokenness. Some of these forms result directly from personal, sinful choices; some result more indirectly from the effects of sinful choices by other people; still other forms ripple out from the broad effects of sin on creation in general. The need for Christ's redemption and the possibility of that redemption are coextensive with the dimensions, the expressions, and the results of sin. This implies the radical need for both forgiveness related to sexual sin and for restoration of our capacities for wholeness.

In thinking about God's design for human personhood, the effects of sin on human relationships and sexuality, and the need for Christ's redemption in every aspect of human existence, particular attention must also be given to the domain of the tragic, i.e., those cascading effects of the Fall over which people have no control and which affect their humanity in some inexplicable fashion. The fact that these effects somehow result from sin's impact on the created order implies that all departures from God's original intent and design for sexuality are in need of God's restoring, redeeming grace. Such is the case even when no direct, personal choice is involved. Whatever their immediate provenance, sexual orientations and practices outside God's created structures for humanity are to be considered a result of the Fall.

The Fall's tragic effect on every dimension of human existence does not necessarily create personal moral responsibility for sexual inclinations or impulses that depart from God's design for human sexuality. Rather, the Fall implies moral responsibility for our actions, how one stewards sexuality so that humans can flourish and experience God's design. Nor does the category of the tragic

alleviate personal responsibility or eclipse the moral character of decisions made in those circumstances. It does not negate the need for redemption. The existence of this theological category should shape how we interpret and respond to sexual brokenness, distortions, or struggles. Responsibility to follow God's creation design and plan exists for how a person lives in one's life circumstance. Identity is located in God's defining call on our lives (*imago Dei*) and not in the conditions of our lives or experiences over which we have no control. Additionally, the redeemed community serves as a vital context and vehicle of God's grace for living faithfully in tragic circumstances that could overwhelm a person's individual resources.

Redemption involves not only forgiveness but also empowerment for godly choices, and the availability of God's grace to follow God's design for human sexuality. Christ's redemption provides grace to live faithfully "as unto the Lord," whether sexual brokenness is the result of personal choices, or the inexplicably tragic consequences of the Fall, or an inscrutable combination of the two. Experientially, this grace may lead to varying levels of healing and restoration or to the resources for living faithfully and joyfully in anticipation of full restoration.

### **Human Sexuality and Personal / Spiritual Formation**

Christian spiritual formation is predicated on specific assumptions about human identity, which encompass both who we are and who we are becoming. A biblical approach to spirituality addresses those two themes with reference to the image of God as the defining construct for who we are and the image of Christ as defining the trajectory and goal for who we are to become.

Our experience of who we are is determined by a complex interaction of genetic, physiological, relational, cultural, and spiritual realities with various aspects of our personhood (e.g., physical, cognitive, affective, moral, social, spiritual, sexual, and personal identity) continuing to develop throughout the lifespan. Two core principles arise from this perspective: 1) everyone is always in process of becoming, and 2) simple statements regarding human functioning are almost always inadequate. These principles must inform our understanding and practice of spiritual formation so that it is not disconnected from the realities of human experience, including sexuality. How individuals understand and experience their own sexuality is an important aspect of their growth in Christlikeness. It directly affects the trajectory and character of that growth. When considering sexuality in the context of personal and spiritual formation, there is a danger of making this aspect of humanity more than it is or less than it is. Sexuality is not all of who we are, but neither is it peripheral.

Christian spiritual formation must impact every aspect of our lives, including sexuality. While radical, about-face changes in behavior are much rarer than we would like, and changes in sexual orientation not always even possible, the work of the Holy Spirit in our lives and the healing context of Christian community bring hope for change. Throughout the process, living with integrity, grace, truth, and love is of paramount importance. Difficult as it is, Christian spiritual formation requires that one must live in relationship with others while abstaining from biblically prohibited sexual behavior, whatever one's sexual preferences or orientation. Such sacrifices are part of the process of developing in Christlikeness. They focus our attention on things beyond our own needs and desires for the sake of Christ and the world. We must not underestimate the difficulty of maintaining sexual abstinence or the spiritual benefit of the self-control and discipline that abstinence demands. The support of the Christian community in upholding a commitment to sexual purity is of paramount importance.

## Human Sexuality and the Mission of the Church

The scope of the gospel of Jesus Christ and, therefore, the mission of the Church encompasses all people. The gospel that we embrace includes not only the hope of forgiveness but also the call to lead a life that is consistent with the character and purpose of God in all areas, including sexuality. In like manner the gospel invites believers into a dynamic relationship with the indwelling Spirit of God through whom we come to recognize and resist deeply embedded temptations to sin. Furthermore, the gospel invites believers into a community of faith where relationships of genuine love for one another can meet deep needs and longings for intimacy. The posture and message of the Church regarding sexuality must be based on the truth of Scripture and bathed in the mercy and compassion of Christ. The behavior of the believing community must not in any way support the misperception that Christians hate others who have embraced sexual identities and behaviors that are not consistent with the biblically affirmed life pattern of sexual purity and fidelity in marriage. Redemption and transformation are deeply rooted in the gospel message. So must they also permeate the Church's life and mission.

## NOTES

<sup>1</sup> If such were the case then one could argue that the ban on coveting, for example (Exodus 20:17; Deuteronomy 5:21), applies only to men because it explicitly mentions only wives (and not husbands) as an object of coveting.

<sup>2</sup> The Leviticus passages clearly prohibit homosexual activity. Attempts to qualify these prohibitions by ignoring their broad apodictic nature are not exegetically convincing. For example, to argue that this applies only to close relatives who live in Israel ignores the book's wilderness context (Leviticus was not given in the land of Israel). On the other hand, the suggestion that the idiom, "lie in the beds of," refers to a non-sexual activity, on the basis of four of the five other occurrences of this expression (Psalm 149:5; Isaiah 57:2; Hosea 7:14; and Micah 2:1), is problematic. The fifth occurrence, Genesis 35:22, does refer to an illicit sexual act (Reuben lying with his father's concubine). Further, this interpretation misses the context of both Leviticus 18 and 20, which are primarily concerned with forbidden sexual activity. Only in these two locations, is the full phrase used, "you shall not lie in the beds of a woman." These attempts appear as special pleading to avoid the implications of the text. The laws regarding homosexuality in Leviticus 18 and 20 should be considered in the ancient Near Eastern cultural context, in the Israelite social context, and in the literary context of Leviticus. Leviticus 18:2-3, 24-28 identify the prohibited practices here, including homosexuality, as forbidden because they were practiced by the Egyptians and by the peoples of Canaan. While mythic texts of Egypt and of Ugarit (a city on the modern Syrian coast whose myths regarding Baal and other deities provide a 13th century B.C. background for Canaanite beliefs) do indeed describe various sexual practices forbidden in Leviticus 18 (and 20), they do not specify homosexual activities. Across the ancient world (except for child rape which is banned), only the Middle Assyrian laws (14th-11th centuries B.C.) prohibit homosexual activity, wherein as punishment the perpetrator was to be sodomized and castrated. Thus, as found at Sodom (and Hivite influence at Gibeah?), homosexuality may well have been practiced in the land of Canaan. Sociologically, early Israel was a patrilineal, kinship-based, agrarian society, generally surviving at a subsistence level and valuing large families for economic survival. This is demonstrated by the narratives of Judges, Ruth, and 1 Samuel. These place Israel in the hill country in small villages. There extended families live together around the oldest male and female. Married couples and young families tend to live with or near the husband's side of the family and the identity of both men and women tends to be defined by the patronym (X son/daughter of Y, where Y is the father) and the male line. This description also concurs with the archaeological excavations of Israelite villages with clusters of the so-called four-room (or pillared) houses, ideal for an extended family. This explains the particular prohibited incest relations, which fit in a patrilineal extended family. Generally, they identify relations a male would encounter in his household (e.g., a sister, mother, daughter, daughter-in-law, etc.). The default masculine gender in Hebrew grammar is part of the patrilineal culture and found in other laws such as the Ten Commandments (e.g., Don't covet your neighbor's wife). However, as the Ten Commandments apply to women as well as men, it can be assumed that the corresponding incest prohibitions would exist for the women of the household. The same is true of the homosexual prohibitions. They should be assumed to apply to both men and women. Further, the value

placed on large families in this society would reinforce prohibition of sexual activity outside of heterosexual marriage, especially the sort that would not provide for children. This would explain the inclusion of the prohibition of sacrificing children to Molech, as well. Besides committing murder and worshipping a false god, the practice destroyed the lives of potentially productive family members. The literary context of the homosexual laws in Leviticus 18 and 20 considers three elements: the nature of the ban as “detestable,” its position in chapter 18 next to the law against child sacrifice, and its double appearance. While Leviticus 18:26 characterizes all the practices in this chapter as “detestable,” only homosexuality is specifically flagged as detestable in 18:22 and 20:13. This suggests a special warning against the practice. It may be related to other warnings against improper mixtures (cf. Deuteronomy 22:11) and the crossing of boundaries (e.g., Leviticus 11) that God has set. As for the law against sacrificing children to Molech in the previous verse (Leviticus 18:21), it is possible that homosexuality played a role in the religious cult (cf. the following paragraph on cultic functionaries). However, this connection does not appear in Leviticus 20:13 and thus it cannot be limited to homosexuality as practiced in the religious cult. Finally, the fact that the law, along with the other sexual prohibitions, appears twice suggests a rhetorical emphasis designed to stress its importance. The question of cultic functionaries raises the matter of the identity of what the NIV refers to as “male shrine prostitutes.” These appear in Deuteronomy 23:17-18; 1 Kings 14:24; 15:12; 22:46; and 2 Kings 23:7 (Hebrew *qadesh*, plural *qedeshim*). Other than their association with the “detestable” practices of the Canaanite religions, there is little that can be stated with certainty. Nevertheless, they may be associated with cultic homosexual activity. A feminine form occurs in Genesis 38:15, 21-22; Deuteronomy 23:17-18; and Hosea 4:14. The OT contexts for homosexual practice are sometimes associated with either gang rape (Genesis 19; Judges 19) or with Canaanite (and other) religious practices (as in the cultic functionaries). Thus condemnation of these figures may involve other considerations than consensual homosexual activity. However, this is not the case for Leviticus 18:22 and 20:13. Taking into consideration the grammar and the variety of contexts (cultural, social, religious, and literary), the conclusion is that homosexual practice was contrary to God’s covenant with Israel.

3 Although the opening clause of the verse is usually translated, “A woman must not wear men’s clothing,” the Hebrew word translated as “clothing,” *keli*, can refer to items used in a variety of settings, including the Tabernacle. Some scholars have noted that the term may also have military connotations.

4 Other NT uses of *porneia* ([πορνεία] e.g., Mark 7:21; Acts 15:20; 1 Corinthians 6:13, 18; 7:2-3; 2 Corinthians 12:21; Galatians 5:19; Colossians 3:5) point to violations of God’s intentions for how the sexual relationship honors God the creator and humans made in his image.

5 See particularly Romans 1:21-32. Whereas Paul identifies the idolatry of rejecting God for other gods as the core issue in all human sinfulness, he specifically denounces the shameful and degrading sexual sins that resulted from humanity’s rejection of male/female complementarity as the created design of human sexuality. When condemning homosexual behavior in 1 Corinthians 6:9-10 and 1 Timothy 1:9-10, among other sins that violate God’s intention for human sexuality, Paul uses *arsenokoitēs* (ἀρσενοκοίτης), translated as “men who have sex with men” (NIV) and “practicing homosexuals” (NET). The NRSV translates this word as “sodomites” in both these texts. Paul probably coined the Greek term, but it’s clear to see how he came to use it—from texts such as Leviticus 18:22 and 20:13 that include the command, “don’t lie with a male as one does with a female.”

6 For example, the sin of “adultery” (translations of forms or cognates of *moicheuō* [μοιχεύω]) occurs forty-eight times in the NIV translation. “Sexual immorality” or “fornication” (translations of forms or cognates of *porneia* [πορνεία]) is mentioned twenty-five times in the NT.



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