

# Student Guide 2011-2012

This guide represents a presentation of the current curriculum, educational plans, offerings, and requirements that may be altered from time to time to carry out the purposes and objectives of the Seminary. Neither the provisions of this guide, nor acceptance of students through registration and enrollment in the Seminary, constitute a contract or an offer of a contract. The Seminary reserves the right to change any provisions, offering, requirement or fee at any time within the student's period of study at the Seminary. The Seminary further reserves the right to require a student to withdraw from the Seminary for cause at any time.



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# REGISTRATION PROCEDURES

## Faculty Advisors

Each student is assigned a faculty advisor to assist in planning an academic program and for consultation with respect to other concerns. After the first semester a student may request that another faculty member be assigned as their advisor. After securing that faculty member's permission in writing submit the request to the Registrar to officially record the change.

Doctor of Ministry candidates are likewise assigned a faculty advisor for the first year of the program. Thereafter they may select another advisor to assist them in developing their project. In all cases, the final responsibility for fulfilling degree requirements rests with the student.

If the student's advisor is temporarily unavailable (for example, when the student needs a form signed), the student should make an appointment with the Academic Dean.

## Academic Work Load

Full-time: 12 or more credits per semester

Three-quarter time: 7-11 credits per semester

Half-time: 6 credits per semester.

**Changes in a student's academic workload may have financial aid implications.** Those students receiving financial aid should check with the financial aid office before dropping courses.

D.Min. candidates take one Intensive (2 credits) and one Seminar (4 credits) each semester (Units I-IV) for four consecutive semesters. In the third year, candidates enroll in the Project Seminars (Units V and VI) for 6 credits per semester.

## REGISTRATION

Registration is a three-stage process that consists of a

1. Meeting with your advisor to discuss course selection
2. Submitting the signed registration form to the Registrar
3. Making payment arrangements with the Business Office

All students taking courses for credit must obtain the signature of their advisor before submitting their Registration Form. Regularly enrolled students are expected to pre-register for the next semester at the time designated by the Academic Calendar. Registration for all courses is to be completed before the beginning of class work. **A late fee is charged to all returning students who fail to meet this deadline.**

**Anyone registering for an Independent Study must complete an Independent Study Contract in addition to the Registration Form. Registration is not complete until you have submitted the appropriate completed forms.**

## Independent Study Courses

Students registering for Independent Study courses must complete both a Registration Form and an Independent Study Contract with the appropriate full-time faculty member for each course. A student, who wishes to complete an Independent Study with an adjunct faculty member, must also secure the approval of the Academic Dean and obtain a full-time faculty member to supervise the unit.

The due date for the final work can be **no later than the last day to submit course requirements for that particular semester** as indicated on the Academic Calendar.

Up to 12 credits of Independent Study may be taken and applied toward a degree. A student desiring to include more than 12 credit hours may petition the Academic Dean outlining the rationale for such an exemption.

## **ADD/DROP**

**All students who register for a course will be financially responsible for the course and graded in it unless the course is officially dropped by the published add/drop dates.** It is the student's responsibility to return the completed Add/Drop Form, signed by both the student and their advisor, to the Registrar.

Add/Drop Forms are available from your advisor, the registrar or online at [www.bts.edu/current](http://www.bts.edu/current).

During the first two weeks of classes each semester, students may, with the approval of the instructor, add a course to their schedule.

Students may drop a course during the first two weeks of the semester for a full tuition refund. There is no tuition refund for students who withdraw after the add/drop period.

After the first and before the second session a student may add a CMU or change from audit to credit with the instructors permission. Following the first class session a student may drop and CMU.

## **PAYMENT OF TUITION AND FEES**

The Business Office is located in Peabody Hall on the Bangor campus and is available for consultation with all students concerning their financial obligations to the Seminary. You may contact the Business Office at 800-287-6781 x118. The Seminary accepts payment by Visa, Master Card, American Express, and Discover. All students are encouraged to register as early as possible, and to keep the Business Office informed of any changes in financial status or any condition that may affect payment.

- All fees and tuition are due at registration or prior to the first class meeting.
- Before being permitted to register or to attend classes, students are required to pay all financial obligations due the Seminary (except loans). All debts due the Seminary must be paid before grades or transcripts are released. Likewise, degrees and diplomas are not awarded until all financial obligations have been settled. Students who may be experiencing difficulties in fulfilling their financial obligations to the Seminary are encouraged to consult with the Business Office as early as possible.

### **Student Financial Aid**

- Students **who have filed** all the necessary paperwork in the application for Federal aid, but who have not received those monies prior to the first class, will be allowed to attend class. Any portion of tuition and fees that is not covered by Federal aid must be paid prior to the first class meeting or a payment arrangement must be made with the Business Office.
- Students **who have not filed** all the necessary paperwork for financial aid or other sources to cover their tuition costs, must make payment arrangements with the Business Office at least 10 business days prior to attending the first class meeting.

In the event that payment is not made at registration, the following procedure is followed:

### **Matriculated and Special (Non-degree) Students**

- Students who are unable to pay the full tuition and fees at registration must contact the Business Office at least 10 business days prior to the first class meeting to make payment arrangements (there is a once per semester fee for this). A minimum of 25% of the semester's charges is required at the time the payment plan is set up.
- Students who have not paid, or made payment arrangements, will be dropped from the class list before the second class.

### **Auditors**

- An auditor's registration forms will not be processed, their name will not appear on the class list, and they will not be permitted to attend class until full payment is received.

### **Seminary Refund Policy**

Students who drop a course or withdraw before the end of the Add/Drop period of either the Fall or Spring semester are entitled to a full tuition refund. There is no tuition refund for students who withdraw after the Add/Drop period of either the Fall or Spring semester. There is no refund of audit fees.

Changing a course from a credit to an audit status will follow the same procedure, refund policy, and fee as established for add/drop.

## **INSTRUCTIONAL PRACTICES**

### **Attendance**

Students are expected to attend classes regularly. If absence is necessary, courtesy to the instructor calls for an explanation of the absence. The absentee is responsible for the assignments made and notices given. Excessive absence from class may result in a lowering of the grade and can be the cause of failure in the course. Faculty members maintain class attendance records to satisfy Federal regulations.

### **Make-Up or Extra Class Sessions**

Faculty may schedule a make-up session in consultation with members of the class. Ordinarily, extra class sessions are not scheduled.

### **Reading Week**

Reading Week is a time of independent study related to the preparation of papers/exams. Specific assignments and make-up classes may be scheduled during reading weeks at the instructor's discretion.

### **Teaching/Learning Styles**

Resident and adjunct faculty use a variety of instructional techniques, including lecture, discussion, a seminar format, audio-visual tools, electronic communication and small group interaction. Students at Bangor Seminary are adult learners. While they need guidance, instruction and direction in their work, they also deserve our respect as responsible adults with a depth and variety of life experience. They bring with them different learning styles and skills. Attention to visual, aural, oral, and tactile learning styles through handouts, outlines, verbal presentations, discussion, and physical involvement promote learning.

### **Testing**

Make-up examinations may be provided for students at the discretion of the instructor. Examinations in the classroom are proctored by the faculty member. Take-home examinations do not require proctoring. Many instructors use a combination of examinations and other written work in order to adequately address learning styles among students.

## Style Guidelines for Essays

To maintain consistency in class papers and essays across the spectrum of course offerings, students will use the guidelines presented in the sixth edition of Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, [latest edition], Chicago: The University of Chicago Press. Issues regarding a paper's style, proper footnoting and bibliography, etc., are discussed in this text and useful examples are provided.

## Plagiarism

Students are reminded that using others' words or ideas without attribution and citation constitutes plagiarism, an act of intellectual dishonesty. Plagiarism is strictly prohibited by Bangor Theological Seminary, and cases of it may result in a failing grade for a course or other academic penalty.

Plagiarism can take a variety of forms, all of which are unacceptable: the extreme form is the knowing attempt to pass off someone else's work as the student's own. Most forms, however, consist of the careless mixing of a student's own thoughts and words with those of another source or sources. Direct quotes must always be in quotation marks, with a footnoted or endnoted reference to a specific source and page or electronic site. Websites consulted must be acknowledged by URL and date accessed. Paraphrases of another's ideas must also be so noted, and clear indication given of where a student's own analysis and/or ideas begin and end. Students should be aware that papers consisting largely of a mix of paraphrases and direct quotations, with little or none of the student's own thought and analysis, are also unacceptable—even when full and precise attribution is given. The use of sources is never intended to replace the student's own effort in expounding and analyzing a given topic or issue.

## Faculty Grading Principles

The Resident and Adjunct faculty of Bangor Theological Seminary maintain standards for the evaluation of student work pertinent to their subject matter and to their teaching methods. Evaluation and constructive criticism of written and oral performance is a central part of academic work. The following principles guide faculty assignment of grades:

1. A letter grade is an evaluation of a specific piece of academic/professional work or of the overall academic professional work in a course. A letter grade is not an evaluation of either the person or the call of the student who receives the grade.
2. A letter grade, which will be accompanied by the faculty member's written comments, is intended to assess the student's
  - a) understanding of the material presented in class
  - b) ability to expound upon class material and its implications
  - c) ability to integrate and use the information and skills learned for their practical application outside the class.

Course syllabi will specify how these principles will be applied in particular courses.

## Letter Grades

Letter grades, including pluses and minuses, will be recorded on transcripts. The following numerical values will be assigned to the letter grades and used to calculate quality points:

A	4.00	B-	2.75	D+	1.25
A-	3.75	C+	2.25	D	1.00
B+	3.25	C	2.00	D-	0.75
B	3.00	C-	1.75	F	0.00

## **Grading of Written Materials**

- A - work is excellent. It must be punctual and demonstrate full control of the assignment, the material and the language. The writing has no English usage problems, the material is clearly and effectively organized and presented, and the writer speaks clearly and firmly from the page.
- B - work is very good. It should be punctual and directly address the assignment. The writing may show English usage problems, but the grammar, punctuation and spelling are good. The material is well organized but transitions may be abrupt and information may be thin.
- C - work is adequate. The assignment should be punctual and completed according to instructions. However, the writing may be awkward, unclear and contain English usage problems. The material is only partly grasped.
- D - work is barely adequate. It may be late or not according to instructions. It is careless, not well organized, and the information is not under the control of the student.
- F - work is inadequate
- Inc. - incomplete
- W - withdrew

At the suggestion of the instructor, and with the student's agreement, a student may submit rewrites for materials that have been deemed unsatisfactory. Also be aware that individual instructors may, at their discretion, eliminate the letter "D" as a grading option in certain courses. This means that less than "C" quality work will receive an "F." This modification will be noted in course syllabi.

## **Pass, D/F Grading**

Students wishing to take a course with Pass/D/F grading, which is not normally taught on a Pass/D/F basis, must file an Academic Petition (pg 9). Satisfactory completion of such courses will be designated as follows: pass - "P"; low pass - "D"; and failure - "F." In any course a student may, by submitting an Academic Petition, within three weeks of the beginning of the semester, receive a letter grade rather than a "Pass, D/F" grade or a "Pass, D/F" instead of a letter grade. It is the student's responsibility to explore the implications of taking courses on a "Pass, D/F" basis for their academic future.

**For purposes of evaluating a student's academic record, "P" grades will not be calculated in a student's GPA.**

Students should be aware that choosing the Pass, D/F option in too many courses might affect their financial aid eligibility. Consult with the Financial Aid officer. Furthermore, if a student also hopes to pursue further graduate studies, she or he should be aware that too many Pass, D/F courses on a transcript may be viewed negatively by some institutions. Too many Pass, D/F courses may also affect the transferability of the credits and/or the possibility of advanced placement.

## **Incomplete Grades**

Students who have been granted an extension for their course work will have the grade for a class recorded as an "I" on their transcript. After a final grade has been submitted to the Registrar it will be recorded on the student's transcript as "I/grade."

## **Withdrawal**

Withdrawal from a course will be permitted in those cases determined to be caused by extreme personal or academic hardship. In such cases, students will not be eligible for any refund of tuition, but neither will they face any academic penalty (there is no effect on G.P.A.). The student's final standing in the course will be permanently recorded as a "W" on his or her transcript. The final date to withdraw is listed on the academic calendar,.

## **Retakes**

Low grades are disregarded for figuring the cumulative GPA on the student's record if the student retakes the course. Students wishing to retake a course should register for the course through the standard registration procedure and indicate on the Registration Form that it is a retake. The subsequent grade stands. **Academic Probation, dismissal, and retakes are recorded on the student's transcript and become a permanent part of their academic record.**

A student who wishes to retake a course that has successfully been completed cannot receive VA benefits. Successfully completed courses are those in which a student has earned a grade of "C" or better.

## **Academic Probation/Dismissal**

### **Academic Probation**

M.Div., M.A. or Bangor Plan students will be placed on Academic Probation if their cumulative GPA falls below 2.5 in the Theological Studies program, or below 2.0 in the Liberal Studies program (Bangor Plan only). Removal from Academic Probation requires achievement of a cumulative GPA of 2.0 or higher in the Liberal Studies program and 2.5 or higher in Theological Studies program.

Special (non-degree) students will be placed on Academic Probation if their cumulative GPA falls below 2.00. Failure of a Special student to achieve at least the required minimum cumulative GPA by the end of the second semester on probation will result in a Special student only being allowed to audit courses.

Cumulative GPA will be determined on a semester by semester basis. If the grade eventually submitted for any work not completed in a previous semester causes the cumulative GPA to fall below the required minimum, then probation will be counted as beginning with the semester immediately following that semester when the course was taken.

### **Dismissal**

Failure to achieve at least the required minimum cumulative GPA by the end of the second semester on probation will result in dismissal.

## **Grievance procedure concerning grades**

In case of a question about graded work:

1. The student will first consult with the instructor to clarify the reasons for the grade given. The procedure is concluded if a mutually acceptable solution is reached.
2. If the student is not satisfied, he or she may make a written request to the Academic Dean (with a copy going to the instructor) that the Academic Dean consult with the instructor regarding the matter.
3. If, after such consultation, the student still is not satisfied, he or she may make a written request to the Academic Dean, with a copy going to the instructor, that a third party read the material in question and give an opinion.
4. Such a third party, named by the Academic Dean, must be agreed upon as a reader by both the student and the instructor. The reader's familiarity, or willingness to become familiar, with the material is assumed.
5. The reader is to give a written opinion of the grade to the Academic Dean, with a copy going to the student and to the instructor.
6. The Academic Dean will meet with the student and the instructor to discuss the findings, after which the instructor will determine the final grade

## Academic Records and Grade Reports

The Registrar maintains all academic records. Grade reports are issued at the conclusion of each semester to students who have no unpaid balance on their Seminary account.

### Transcripts

An official transcript of the student's academic record includes all academic work attempted at Bangor Seminary and is issued by the Registrar *only* upon written request of the student. Requests should include the student's full name and signature, return address, social security number, date of birth, dates of attendance, and mailing information. Requests should be made at least two weeks before the transcript is needed. Transcripts are issued only if the requestors have no unpaid balances on their Seminary accounts. Forms are available from the Registrar's Office or online.

The Seminary will fax transcripts, but a faxed transcript is not considered official and the Seminary cannot ensure the confidentiality of faxed documents. Consequently, students must sign a statement releasing the Seminary from any obligation to maintain the confidentiality of a faxed document.

Transcripts and other documents from other institutions are the property of Bangor Theological Seminary, and, as such are under the control of the Registrar's Office. Under Federal policy, the student has the right to view the documents in their file; the Seminary is not required to provide (or allow the making of) copies of these documents. Transcripts submitted to Bangor Theological Seminary for admission or credit transfer become the property of the Seminary, and cannot be returned to the student or forwarded to other institutions. The Seminary has set this policy for the following reasons:

1. Transcripts and other documents are a reflection of a student's record at the other institution at a particular time. They may not be complete or may not reflect the student's most current record.
2. The current, complete, accurate and official record of a student's academic work is made available by the transcribing institution. Bangor Theological Seminary is concerned that those receiving and using the record work from official and complete documents, not copies.
3. Bangor Theological Seminary has no way of knowing whether a student wishes to use a copy of a transcript from another institution (with an incomplete record) to avoid having others see grades or other information which may be considered by the student to be negative (e.g., low grades, records of disciplinary actions). In other cases, students may have an account balance at the issuing institution, and may therefore be prevented from obtaining an official transcript until such obligations are met. As a professional courtesy, the Seminary honors the desire of the issuing institution to have official records obtained directly from that institution. We expect other institutions not to make copies of our transcripts that may be found in their students' files.

Official copies must be requested in writing by the student from the respective institution. Fees vary; you may want to call beforehand to find out the current rate. Some institutions may be able to provide quick emergency service (possibly fax), but nearly all will provide copies only when all financial obligations have been met.

### Name Changes

A student's name of record is the name that the student listed on the application as their full name. To change or correct the name on their academic record, including their transcript, a student needs to submit documentation of their legal name. Such documentation could include a court order, marriage certificate, or divorce decree.

## **Leaves of Absence and Withdrawal from the Seminary**

### **Forms Available**

Request for Withdrawal/Leave of Absence forms are available from the Registrar's Office or online. Leave of Absence and/or Withdrawal are recorded on a student's transcript.

### **Leave of Absence**

A Leave of Absence is a specified period of time during which a student is permitted to be absent from registering for or attending classes of the Seminary. Leaves may be granted for up to one year and are renewable. Leaves of Absence may have conditions attached for return to active student status. A student on Leave of Absence with Conditions must fulfill those conditions to the satisfaction of the Academic Dean and/or the Curriculum and Academic Policy Committee before resuming active student status. A student who does not return at the end of a Leave of Absence or renew the leave will be considered withdrawn.

### **Initiating Leaves of Absence**

*Leave of Absence.* A student may appropriately apply for a Leave of Absence when faced with changes in life circumstances and/or medical conditions that make impossible successful completion of academic work for a specified period of time. Such application is instituted by filing the appropriate form with the Registrar.

*Administrative Leave of Absence.* Should circumstances warrant it, a student may be placed on Administrative Leave of Absence by the Academic Dean or the Dean of Students for a specified period of time, with or without conditions of return to active student status.

### **Financial Aid Implications**

Students who receive Federal student aid should be aware that an approved leave of absence cannot exceed 180 days and will only be permitted if no other leave of absence has been granted within a 12 month period. If a leave of absence does not meet these requirements, the student will be considered withdrawn for financial aid purposes.

### **Inactive Student Status**

Students who do not register for one or more credit courses in two successive semesters will be placed on Inactive Student Status. Inactive students must reapply for admission through the Enrollment Office before resuming course work as per following section on readmission.

## **Withdrawal/Readmission**

### **Withdrawal**

A Withdrawal is the formal departure of a student from the Seminary. Withdrawal from the Seminary constitutes forfeiture of a student's original admission to the Seminary's degree programs and/or status as Special Student. Should a student wish to return to the Seminary, he or she must submit a new application, as indicated under following section on readmission, with no presumption of automatic readmission.

### **Initiating Withdrawals**

*Withdrawal.* Application for withdrawal is appropriate for students who wish to forfeit their admission to a program, their status as a Special Student, or their degree candidacy. Application is initiated by filing the appropriate form with the Registrar.

*Administrative Withdrawal* may be applied to (1) students who do not return after a Leave of Absence; (2) students who fail to register for credit courses in six semesters; (3) D.Min. candidates who do not attend four consecutive meetings of the seminar or miss two consecutive Intensives; and (4) students and D.Min.

candidates who violate the Seminary's code of expected conduct in the Non-academic Dismissal Policy, as described on p. 9, of this Guide, or are under formal ecclesiastical discipline.

### **Readmission**

1. A student who officially files for a leave of absence and then returns when the leave of absence expires does not need to re-apply. An official letter of intent requesting reactivation of the student's file is all that is required. The Director of Admission reserves the right to request an interview.
2. A student who officially withdraws and is out for less than one year needs to send a letter of intent for readmission to the Director of Admissions. The Director of Admissions reserves the right to request one or more interviews with the student, and may request new references and a new personal statement.
3. A student who officially withdraws and is out for more than one year, withdraws unofficially, or does not return after a leave of absence will be required to send a formal written request to the Director of Admissions who reserves the right to request additional application materials as determined by the Admissions Committee.

## **Non-academic Probation and Dismissal**

### **Dismissal**

A student may be dismissed from Bangor Theological Seminary on academic grounds or on the basis of improper conduct. Students are expected to conduct themselves in accordance with the purposes and goals of the Seminary. A student may be dismissed or placed on non-academic probation because of conduct the Faculty judges is disruptive to the educational process, is incompatible with the goals of the Seminary, or demonstrates lack of fitness for leadership in ministry.

Formal notice of the Faculty's decision to terminate a student's course of study shall be given in writing by the Academic Dean. The student shall have a right to appeal on the basis of the Seminary's established grievance procedure as defined on page 35 of this Guide.

### **Readmission**

Students who are dismissed for non-academic reasons may apply for readmission after a waiting period of at least one year from the date of dismissal. Readmission requires the consent of the Faculty.

## **Academic Petitions and Policies**

### **Academic Petitions**

A petition process has been established to deal with any exception to Seminary policy. Special requests with respect to the student's academic program, including requests to waive academic policies, must be submitted in writing to the Academic Dean. The Academic Dean will handle the request. **Academic Petition forms are available in the Registrar's office or online.**

If the Academic Dean turns down the student's petition, the student may appeal to the faculty by asking the Academic Dean to put the matter on the agenda for the next faculty meeting. If the faculty upholds the Academic Dean's position the student may appeal to the President. If the President upholds Academic Dean's position the student may appeal to the Educational Policy Committee of the Board of Trustees. If the President upholds the student's position, the faculty, upon a 2/3 vote, may appeal to the Educational Policy Committee of the Board of Trustees.

## **Incomplete Policy**

Course work is due as indicated on the syllabi of individual instructors. The last day an instructor may choose to accept that semester's course requirements is the final day of the semester. Students who will not complete a course's requirements by the time that work is due may petition to receive an Incomplete.

To initiate an Incomplete, students must obtain an Incomplete Contract and submit it to the instructor for approval. In addition, the Academic Dean must also approve the form for an Incomplete to be granted. The student must complete the contract no later than the day the course work is originally due.

Due dates for Incomplete work are as follows:

Fall Semester course work is due April 15th of the following semester.

Spring Semester course work is due August 29th of the following semester.

Summer Semester course work is due December 18th of the following semester

Students shall submit completed assignments to the Registrar who will stamp the receipt date on the documents and forward them to the appropriate instructor. The instructor will evaluate the work, compute the course grade, and submit that grade to the Registrar– the final grade will then be recorded in conjunction with the "I" ( i.e. I/B-). All course work not submitted by the required due date will automatically receive the grade of "F."

If the request for an Incomplete is deemed not due to an emergency (such as a death in the family, serious illness of the student, or severe personal circumstances), the Dean may recommend a grade penalty on any work subsequently submitted within the time permitted by this policy.

## **Transfer Credit Policy**

Students wishing to transfer in credit for courses taken elsewhere while currently enrolled in a degree program at the Seminary must submit an application to the Academic Dean before enrolling in the course.

The Academic Dean is authorized to approve/disapprove the transfer of credits from other institutions. The Application for Transfer Credit form is available on the Registrar's Forms page on the website: [www.bts.edu/current](http://www.bts.edu/current)

Students will be expected to provide a catalog description and syllabus for these courses before permission can be granted. **Courses taken without prior written permission will not be accepted for transfer to the Seminary.** Students should request an official transcript of the completed work be sent to the BTS Registrar in order for credit to be awarded.

### **Enrollment Certification:**

Students who have been approved for transfer credit as described above, may count those course(s) toward their enrollment status for the semester in which they are enrolled. For enrollment certification purposes, students must complete and submit a consortium agreement as outlined in the Financial Aid section of this guide.

### **Clinical Pastoral Education/Chaplain Intern Program**

Students taking the Clinical Pastoral Education (C.P.E.) out of state must complete an Application for Transfer Credit prior to enrolling, and pay the C.I.P./C.P.E. fees. In-state a student must register and pay tuition.

With the exception of the CIP program, Bangor Theological Seminary will not grant credit for non-A.C.P.E. programs nor will the seminary credit church education programs that do not already have credit from another seminary.

A student may take a maximum of 2 units of CPE, for 12 academic credits.

### **Degree Program Change**

Any student wishing to change programs before completing a degree will apply in one of the following ways for acceptance into the new program.

- M.Div. student who wishes to change to the M.A. will need to submit a formal written request to the Academic Dean to be considered by Faculty.
- M.A. students wishing to enter the M.Div. program must submit a formal written request to the Director of Admissions. The Director of Admissions reserves the right to request additional application materials and interviews as determined by the Admissions Committee.

### **Special students wishing to enroll in a degree program must submit a new application**

### **Admission Policy for Prior Students**

A student who has previously been awarded a degree by Bangor Theological Seminary who wishes to apply for another degree offered by the Seminary will be required to complete a comprehensive application process. This will include the basic application and program insert, a letter of intent for admission to the Director of Admissions, a new personal statement, new references and interviews. Ordinarily, advanced standing will be granted, but will be decided on a case-by-case basis. Candidates should expect to complete two full years in the M.Div. program, usually between 48 and 60 credit hours.

Students who have received their M.A. degree may surrender that degree and enroll in the M.Div. program and receive all the hours credited to the M.A. towards the M.Div. upon the surrender of their previously earned degree.

Students who have received their M.A. and who wish to retain that degree may receive up to 20 hours advanced standing towards the M.Div. The additional seventy hours of credit must be taken as part of the Master of Divinity program.

## **Degree Students**

### **Classification of students**

	<b>Bangor Plan</b>	<b>M.Div</b>	<b>M.A.</b>	<b>D.Min.</b>
# of credits				
Freshman	<24	n/a	n/a	n/a
Sophomore	24-59	n/a	n/a	n/a
Junior	60-83	<30	<18	<12 (Year1)
Middler	84-113	30-59	19-29	12 (Year 2)
Senior	114+	60+	30+	24 (Year 3)

### **Classification of Non-matriculated Students**

#### **Special Students**

“Special students” are non-degree students who are not formally enrolled in a degree or diploma program. In order to register for courses, special students must have a baccalaureate degree from an accredited college, must complete an Application for Admission, and must show proof of their baccalaureate. Not all courses taken as a Special student will necessarily be applied to a degree. Special students are normally limited to four (4) courses. Exceptions to this policy are at the discretion of the Academic Dean and/or the

Faculty. Students enrolled in accredited M.Div. programs elsewhere may take Masters level courses at Bangor Theological Seminary as “Special Students.”

### **Auditors**

Subject to the permission of the instructor, persons may apply and register to audit courses at the current audit fee. The fee entitles the auditor to attend class lectures and any other formal class meetings, and to receive the course syllabus and any other instructional handouts distributed to the class. The instructor may establish other terms with which auditors must comply.

With the instructor’s permission and proof of their baccalaureate as indicated above for Special Students, students may convert audit courses to credit courses within the first five weeks of the semester (first five class-hours for CMU courses) by filling out an Add/Drop Form, filing it with the Registrar, and paying the difference between the audit fee and the current credit hour fee.

Spouses/Partners of full-time degree candidates, and current Mentored Practice mentors may apply to audit any course, without charge, with approval from the instructor and proper registration. Full-time students (those registered for at least twelve credits in a semester) may audit additional courses at no charge with the approval of the instructor and proper application and registration. Alumni/ae can audit a total of two courses, without charge, with approval from the instructor and proper registration. For each additional course, the current audit fee will be charged.

## **Mid-Program Review**

### **M. Div. and M.A. Review Committee**

The student is responsible for convening a Mid-Program Review Committee at the mid-point of their degree program (46 – 60 credits for M.Div., 20 – 30 for M.A.) The Review Committee will be composed of two or three Faculty members, the student’s Mentored Practice Mentor, a judicatory representative where appropriate, and another student if desired. The Committee is chaired by the student’s advisor. The student is responsible for gathering all the information outlined in the Checklist, and for arranging the meeting. The Checklist outlining the requirements for this review is available in the Registrar’s office and online. Students are encouraged to obtain this Checklist in preparation for scheduling their review.

The committee will review the student’s program of study and assess the progress being made toward attaining the educational goals and competencies set out in the student’s educational goals and the respective program goals. The committee will work with the student to clarify specific educational needs and will review the student’s draft of a plan for completing the remaining degree requirements. After consultation with the committee, the student will prepare a final draft of the plan of study, to be approved by the advisor, and a copy will be placed in the student’s permanent file. The advisor will write a summary report of the meeting, which will be circulated to the committee and student for consent. When common consent is achieved, the report will be placed in the student’s permanent file, and will be, as appropriate, available for judicatory review.

## **Senior Integrative Experience (SIE)**

### **Summative Evaluation**

A summative evaluation demonstrates skill and expertise in the area of concentration, as well as the capacity for critical and constructive theological reflection in the area of concentration.

Students may choose from the following options: Thesis, Project, or Portfolio (M.Div. students may also use ST1730:Credo to fulfill the SIE requirement).

## Guidelines for the Thesis

### General

M.Div., M.A., or Bangor Plan students may complete a thesis during their senior year for two courses (6 credits). The topic of the thesis must be academically acceptable and within the collective competence of the faculty. Completion of the thesis must involve work equivalent to that of two regular courses.

### Guidelines for Theses, M. Div., and M.A.

A Master of Divinity or Master of Arts Thesis at Bangor Theological Seminary is equivalent to the same assignment at a secular institution of higher education. In general, this means that the thesis requires a year of disciplined study on a topic approved by the thesis advisor and the Faculty.

The Thesis Proposal should include the name of the First Reader or the Thesis Advisor, a preliminary bibliography, and a discussion of the relationship of the Thesis to existing scholarly literature. Although a Master's Thesis does not meet the standard of "original research," the work should fit into a definite disciplinary niche.

Ordinarily, theses should be fifty (50) pages in length, not counting appendices and bibliography, and should be carefully footnoted. Bibliographies should include articles, books, and electronic resources and should encompass two semesters of reading. A good thesis will include both primary and secondary sources. While there is no absolute rule regarding the length of a bibliography, it should include the principal works in the student's research area. In most cases this will number more than 50 citations.

### Procedure

1. **Thesis Application** (during 3<sup>rd</sup> semester prior to your graduation)
  - Consult with a faculty member to discuss, define, or formulate the proposed topic.
  - Obtain a "Thesis Application" form from the Registrar.
  - Submit the completed application to the Academic Dean's office at least *six weeks before the end of the semester*. The Dean will assign an advisor, or request additional information from the student. The Dean will appoint the thesis advisor in consultation with the appropriate faculty member.
  - Include "Thesis" in your class schedule both semesters when you register for your final year.
2. **Outline** (Final year, first semester)
  - During your next to last semester in the degree program, the candidate engages in research and consults with the thesis advisor at intervals agreed upon by student and advisor. Within the first six weeks of this semester, the student may withdraw from writing the thesis without academic penalty.
  - File an outline of the thesis and a bibliography with the advisor *not later than three weeks before the end of the semester*.
3. **First Draft** (Final Year - Second Semester)
  - Submit the completed first draft to the thesis advisor at least *eight weeks before the end of the second semester*.
4. **Final Copy** (Final Year - Second Semester)
  - Obtain the advisor's signature on the completed final copy of the thesis.
  - Submit the signed thesis to the Librarian *not later than ten days before the end of the term*. The Librarian will certify to the Registrar that the thesis, in acceptable format, has been received. The grades for both semesters will then be recorded. At the discretion of the advisor, either P/F or a letter grade will be given.

### Colloquy Option

At any time during the writing of the thesis, or upon completion of the thesis, the student may request that the thesis advisor schedule a faculty-student colloquy for the purpose of receiving further input from faculty and peers, assessing the strengths and weaknesses of the project, and weighing the educational value of the thesis for the student's professional development. If the student elects this option, the advisor will convene a gathering of interested parties, typically consisting of at least one other member of the

faculty and one or two student peers, for a one to two hour discussion of the thesis. The colloquy should be scheduled in time to meet the set purposes of such a meeting

### **Technical Guidelines**

The completed thesis is deposited in the library and, thus, becomes accessible to the public (students, faculty, visiting scholars, and examination and accreditation committees). Consequently, the thesis represents not only the achievement of the degree candidate, but its quality serves as a public indicator of the academic standards of both the thesis advisor(s) and the Seminary as a whole. [Sample title pages and approval sheets available from the Registrar.] Candidates are encouraged to contact the Librarian or the Registrar for official guidelines regarding theses preparation.

## **Guidelines for the Project Report**

### **Definition**

A Master of Divinity or Master of Arts' Project is a well-defined task or set of tasks done in a church or community organization. It includes (a) an approved proposal which includes a rationale for why the work should be done; (b) a period of planning and resource gathering; (c) the appointment of an on-site advisor or supervisor; (d) the selection of a First and Second Faculty Reader for the Project; (e) completing the proposed work; and (f) the presentation of a Project Report.

### **Project Report**

The Project Report is to include a description of the project from its inception to its conclusion. The most important part of a project in ministry is the student's evaluation of what they have learned throughout the course of the project. The candidate should be able to reflect theologically on what they have accomplished with this Project. It should include a substantial bibliography that includes human, electronic, and print sources. Since some projects are for three (3) credits or more, the length and thoroughness will vary based on the number of credits desired.

**For more information please refer to the Project Handbook available online.**

## **Guidelines for the Portfolio**

The portfolio will include the mid-program and final statement of goals and purposes for the degree and an analysis of their accomplishment; materials from the mid-program review; work sufficient to demonstrate how the student is meeting the goals and objectives of their degree and personal educational goals; and a final paper which integrates the material studied for the degree, personal and vocational aspirations and theological reflection. The paper will normally be 10-15 pages, cross-referenced to other items in the portfolio and completed in proper scholarly form. The portfolio will be evaluated by first and second faculty readers.

**For more information please refer to the Portfolio Handbook available online.**

## **Graduation**

### **Candidacy to Receive Diploma/Degree**

#### **M.Div., M.A., and Bangor Plan**

To be a candidate for either the Seminary (Bangor Plan) Diploma, M.Div., or M.A. degree, a Senior must achieve a cumulative GPA of 2.5 or higher, have completed, not later than eight weeks after the beginning of the final semester, any work not yet completed from the previous semester, and submit an Application for Diploma or Degree.

## **D.Min.**

To be a candidate for the D.Min. degree, a student must be in the third (project) year of the program and submit an Application for Diploma or Degree. Upon satisfactory completion of the four Intensives and Seminars, the development of and engagement in a project, and the acceptance of the written report by the Faculty, a recommendation will be made as to whether the candidate should receive the Doctor of Ministry degree and under what conditions, if any.

## **Participation in Graduation**

Students may participate in graduation ceremonies if satisfactory completion of the work in which they are currently enrolled would fulfill the degree requirements. Degrees will not be granted, however, until that work has been successfully completed.

## **Bangor Plan Students**

The Seminary regards Diploma graduates and other Bangor Plan students who are working for a baccalaureate degree at any accredited college or university in preparation for the receipt of the Master of Divinity degree as off-campus students of the Seminary. The *ultimate responsibility* for abiding by the Seminary's policy, which follows, lies with the individual student.

### *1. B.A. Degree*

Diploma graduates wishing to be granted an M.Div. degree from Bangor Seminary must complete the work for their baccalaureate degree within seven years. In order to be accepted by the Seminary, this baccalaureate degree may not include graduate level theological courses that have already been applied to a degree.

### *2. Liberal Studies Credits*

Diploma graduates and other Bangor Plan students may transfer all academic credits earned in the Liberal Studies Program to any accredited institution to be counted toward their baccalaureate degree.

### *3. Advanced Standing*

- a) The Seminary may recommend to the college or university in question the granting of advanced standing to the transfer student. Such recommendations depend on the quality of the student's academic record at Bangor Theological Seminary and follow the guidelines established for recommendations concerning students transferring to the University of Maine. Students may inquire at the office of the Academic Dean about their eligibility for advanced standing recommendation.
- b) Some institutions grant advanced standing to students on the grounds of "educational experience". Any advanced standing granted on the basis of the student's "experience" at Bangor Theological Seminary must not exceed the Seminary's recommendation.

### *4. Awarding of the M.Div. Degree*

- a) The Master of Divinity degree is to be awarded only after the Registrar has received an official transcript indicating the receipt of the baccalaureate degree (See #1 above).
- b) Students may participate in graduation ceremonies if the Seminary has received both 1) an official transcript following the conclusion of the student's next to last term and 2) an official letter indicating that satisfactory completion of the work in which they are currently enrolled would fulfill the degree requirements and the date the degree is expected to be awarded. Degrees will not be granted, however, until that work is successfully completed.

## **Bangor Plan returning for M.Div.**

Bangor Plan diploma graduates who wish to be considered M.Div. candidates must submit an official transcript indicating receipt of the baccalaureate degree before the M.Div. degree will be awarded. However, the student may participate in graduation ceremonies if the Seminary has received both 1) an official transcript following the conclusion of the student's next to last term and 2) an official letter stating that satisfactory completion of the work in progress will fulfill all the requirements for awarding the baccalaureate degree.

# FINANCIAL AID

The Office of Admissions and Financial aid works with current and prospective BTS students to help make seminary education affordable and possible. Need-based aid from federal and state programs is determined with a formula developed by Congress and administered by the Department of Education.

Assistance may be in the form of grants, scholarships, student employment or loans. Applicants are encouraged to discuss their needs and eligibility for aid with the Financial Aid Administrator.

## **ELIGIBILITY FOR FINANCIAL AID**

To be eligible to receive aid from Federal, state, and institutional sources, students must comply with the following requirements:

- Meet enrollment status requirements (minimum half-time – 6 credits per semester) through eligible coursework that fulfills degree requirements not to exceed 42 or 51 credits for the M.A. (depending on program) and 90 credits for the M.Div. Aid will not be awarded for courses that do not fulfill requirements.
- Have demonstrated financial need (for need-based aid)
- Be enrolled or accepted for enrollment in a degree program.
- Be a U.S. citizen, permanent resident of the U.S., or other eligible non-citizen.
- Be making Satisfactory Academic Progress.
- Must not be in default on any federal loan program or owe a refund on a federal grant.
- Have a Social Security number.
- Must report to the Office of Admissions and Financial Aid all outside scholarships or assistance received

The Seminary does not discriminate on the basis of race, color, religion, sex, age, veteran's status, national origin, sexual orientation, gender expression or disability in its awarding of student aid and scholarships.

Current and prospective students are encouraged to check with the Financial Aid Administrator, who coordinates all student financial aid, for information on the availability of Seminary sponsored scholarships.

Information on the financial aid application process is available in the Seminary catalog, the seminary website - <http://www.bts.edu/current/financialaid/index.html> - and in the "Guide to Financial Planning" available from the Office of Admissions and Financial Aid.

In order to be considered for any type of financial aid, students must re-apply each year. The Free Application for Federal Student Aid (FAFSA) is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). As a result, a Student Aid Report (SAR) will be emailed to the student. Any changes or updates to the FAFSA may be done online.

Students applying for aid must also complete the Bangor Theological Seminary Application for Financial Assistance each year. The Seminary Application and a signed copy of the previous year's tax return must be submitted to the Office of Admissions and Financial Aid before an aid award will be calculated.

Priority consideration is given to students who apply for financial aid before May 1. New students should apply as soon as they begin the application process. Ideally they should complete the financial aid application process before May 1. Students interested in summer employment via the Federal Work-Study program must complete all paperwork by May 1. Recipients are notified of financial aid awards for the academic year once their award has been determined. The awarding process continues throughout the year as student files are completed. All financial aid paperwork is available through the Office of Admissions and Financial Aid or on the website.

The Seminary reserves the right to review and alter its financial aid commitment to any student who does not enroll at the level indicated by them on the Student Aid Report, fails to enroll or maintain satisfactory progress toward a degree or who is placed on academic probation. Students who are placed on academic

probation are placed on financial aid probation for one semester. Financial aid eligibility will be suspended at the end of this period if the probation is not lifted. A student may appeal a Satisfactory Academic Progress decision by petitioning the Faculty. Academic Petition forms are available in the Registrar's Office. A student whose aid has been suspended may reapply for financial aid once it has been determined that he or she has met eligibility requirements.

Students receiving Federal financial aid must report any additional outside scholarships received to the Office of Admissions and Financial. Students providing false information in order to obtain financial aid will lose all aid and become ineligible for any future aid. If Federal funds are involved, the Federal government will be so advised. Students may appeal aid decisions in writing or by making an appointment with the Financial Aid Administrator.

Students who are convicted of using, possessing or trafficking illegal drugs may lose their eligibility for Federal financial aid up to one year for the first offense, and up to five years for the second and subsequent offenses. This policy notifies members of the school of the Seminary's intention to act quickly and decisively to rid the school of illegal drugs and alcohol use. It commits the school to the establishment of drug abuse prevention programs through the use of community agencies and agents who will periodically offer seminars and forums. Further, this policy commits the school to active intervention when members of the community display behavior that works against good order and governance. The school commits itself to be helpful in every appropriate way to those needing to free themselves from any chemical dependency.

#### **Consortium Agreements: Procedures for Transfer credit**

Occasionally students want to enroll in a course or courses at another graduate institution for the purpose of transferring those credits to their BTS degree program. It is possible to receive financial aid under these circumstances as long as certain requirements are met. In order to receive financial aid for study at an institution other than Bangor Theological Seminary, you must follow these procedures.

1. You must have applied for and received aid and meet all the terms and conditions required for eligibility.
2. You must have applied for transfer credit and have it approved by the Academic Dean. **You may receive financial aid only for courses that transfer back to BTS and count as hours toward your degree.** Unless you will receive transfer credit from BTS, any courses taken at another institution will not be eligible for aid.
3. With an approved transfer credit notification, the Registrar will also send the Consortium Agreement Form. Typically it takes three weeks or longer to get all the necessary signatures on a consortium agreement. **We cannot disburse aid to you without this signed agreement.**
4. The completed agreement must be returned to the Registrar by July 1 for Fall semester and December 1 for Spring semester. Agreements received without enough time to process for the intended semester will not be approved.
5. Satisfactory Academic Progress: Courses taken at both institutions will be used to determine your Satisfactory Academic Progress as an aid recipient. Grades received for transfer credit will not be recorded on the BTS transcript and thus not included in the grade point average calculation. However, the transfer course(s) will be used in the calculation of credits earned and attempted.
6. A consortium agreement must be completed for each school and each semester of transfer credit. The only purpose of a consortium agreement is to ensure proper disbursement of financial aid. Consortium agreements will not be processed unless they are necessary for you to receive the full amount of your student aid.

## **Satisfactory Academic Progress**

### **Satisfactory Academic Progress**

Institutions that participate in Federal student aid programs must define and enforce standards for satisfactory academic progress (SAP). Students must be making satisfactory academic progress in order to maintain eligibility for aid administered by Bangor Theological Seminary. SAP will be evaluated at the close of each semester.

Satisfactory academic progress consists of two components: Grade point average and cumulative credit hours earned. A student must meet both components in order to make satisfactory academic progress.

### **Grade Point Average (GPA)**

M.Div. and M.A. students must maintain a minimum cumulative academic GPA of 2.5.

Bangor Plan students must maintain a minimum cumulative academic GPA of 2.0 in Liberal Studies and a 2.5 in Theological Studies.

### **Cumulative Degree Hours Earned**

Students are expected to successfully complete at least 75% of cumulative credits attempted. Courses earning a grade of A, B, C, D or P (Pass) are considered "successfully completed". Courses receiving a grade of F or W (withdrawal) are not considered successfully completed.

All students who expect to complete a degree at Bangor Seminary must also do so within the following time frame, beginning at matriculation:

Master of Divinity	7.5 years
Master of Arts	10 years
Doctor of Ministry	7 years
Bangor Plan	12.5 years

### **Incomplete Courses**

Courses for which a student is granted an incomplete (I) will count toward cumulative credits attempted but will not be used to determine the cumulative GPA until the grade has been submitted to the Registrar.

### **Repeated Courses**

Courses which are repeated count as credits attempted. Only the first time a passing grade is received is it counted as successfully completed.

### **Doctor of Ministry Candidates**

D.Min. candidates are considered to be making satisfactory progress when they are in good standing. Candidates are in good standing when they earn 12 credit hours per year.

### **Financial Aid Probation and Suspension**

Students who are not meeting the institution's standards for satisfactory academic progress will be placed on financial aid probation for the following semester. Students will receive Federal financial aid funds for this probationary semester. If the situation has not been corrected by the close of the probationary semester, the student's further aid eligibility will be suspended until it has been corrected.

### **Appeal Procedures**

Students not making progress may submit an Academic Petition. The Dean may consider such an appeal in the following circumstances: (1) the death of a relative of the student, (2) an injury or illness of the student, or (3) other special circumstances.

## **Refund and Repayment Policy**

The Seminary has a fair and equitable refund policy. As required by Federal law, when a student withdraws from school while a semester is in progress, the Business Office will calculate and provide a refund of at least the larger of the amount provided under the Federal Return of Title IV Funds calculation, or the school's refund policy. Refunds for students who do not receive Federal Title IV aid will be calculated using the school's refund policy.

For the purpose of calculating refunds and repayments, the school considers financial aid to be any assistance that a student has been or will be awarded, including Federal PLUS and Federal Direct PLUS loans received on the student's behalf, from Federal, State, institutional, or other scholarship, grant, or loan programs.

The portion of the refund that the school returns to any Title IV program will never exceed the amount of assistance the student received under that program for the period of enrollment for which the student was charged. Upon request, the student is entitled to see examples of the application of the school's refund policy in the Business Office. To obtain a refund, a student must first complete an official withdrawal or add/drop slip and submit it to the Registrar. When the Business Office receives notification from the Registrar that a student has withdrawn, a refund calculation will be performed.

## **Federal Return Of Title IV Funds**

Students who withdraw, or take an approved Leave of Absence from, Bangor Theological Seminary are subject to a refund or repayment situation under federal regulations. Under these guidelines, a calculation is done to determine the amount of aid that a student has earned prior to withdrawing or temporarily leaving BTS. Aid earned is equivalent to the percentage of the payment period completed. For the purposes of this calculation, the payment period is equal in length to a semester.

The Business Office will allocate the refund back to the student aid programs according to statutory and regulatory requirements in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Program
- Unsubsidized Federal Direct Stafford Loan
- Subsidized Federal Direct Stafford Loan
- Federal Direct PLUS Program
- Federal Perkins Loan Program
- Federal Pell Grant Program
- Federal SEOG Program
- Other Title IV Programs
- Other Federal, state, private, or institutional assistance
- The student

## **Repayment**

When a Title IV recipient who has received a cash disbursement for non-institutional costs ceases attendance, the Business Office will determine whether the student was entitled to all of the cash he or she received. For the purpose of calculating repayments, the school defines housing costs as non-institutional charges.

Repayments will be allocated back to the student aid programs according to statutory and regulatory requirements in the following order:

- Federal Perkins Loan Program
- Federal Pell Grant Program
- Federal SEOG Program
- Any other non-loan Title IV program
- Other state, private or institutional student financial assistance programs.

No amount of an overpayment will be allocated to the Federal Work-Study program or to the Federal Family Education Loan (Stafford) Program.

### **Policy for Student Employment**

Students interested in employment through Federal Work-Study must complete all financial aid paperwork, including the BTS financial aid application on which they indicate their interest in work-study and where they wish to work (on or off-campus.) Federal Work-Study is not awarded until a student's financial aid file is complete and correct. A list of students interested in campus employment is provided to department supervisors and a list of available positions is provided to students. Supervisors decide who to interview and hire. Students who are offered positions receive a Federal Work-Study employment agreement and will also need to see the Business Office regarding payroll information. Students interested in summer Work-Study employment must have all paperwork completed prior to May 1.

A variety of off-campus, community service positions are also available through the Federal Work-Study program. Employment at such non-profit organizations can be tailored to match student interests and ministries. Students interested in such positions should contact the Financial Aid Administrator.

A commitment to work in a certain department or organization is made for an entire semester. Work-study students may change employment from one department or organization to another at the end of a semester. Unless special circumstances are involved, transferring to another department or organization will only be considered between semesters.

### **GI Bill Benefits**

Military personnel, veterans and their eligible dependents who wish to take advantage of GI Bill Benefits should contact their local Veterans Administration Office for the proper application form, [www.gibill.va.gov](http://www.gibill.va.gov). When the Certificate of Eligibility had been received from the Veterans Administration, the student should file it promptly with the Registrar. The toll-free number to the VA Telephone Answering Unit is 1-800-827-1000. Any person in this unit is able to answer specific questions a veteran might have about benefits.

The degree programs of Bangor Theological Seminary are approved for Department of Veterans Affairs Educational Assistance (GI Bill) by the Maine State Approving Agency for Veterans Education.

## **Mentored Practice and Student Ministries**

The service students perform in churches as volunteers or as student ministers during the years they are enrolled in seminary provides valuable ministry to those they serve, and makes an important contribution to their preparation for ministry. All students enrolled in the Master of Divinity program at the Seminary are required to practice ministry as an integral part of their theological education. A student's educational needs and a church's needs for ministry are most likely to be met when student, local church leaders, and staff work together with the director of Mentored Practice to design the student's work in a church or other context of ministry.

While they are pursuing theological education, the services students can offer as student ministers are limited by their academic obligations. Churches or other employing groups who seek a student minister should prepare a job description which lists specific responsibilities, including the number of hours the student is expected to work, and submit this description to the director of Mentored Practice for review. A student minister's work responsibilities should be defined clearly and specifically in the job description so that both student and church know exactly what will be expected of the student pastor. The student and those among whom the student ministers need to recognize that the student has entered seminary to prepare for ministry and, therefore, that the student's educational commitments are primary.

### **STUDENT MINISTRIES AND COURSE REQUIREMENTS**

Students enrolled in the Master of Divinity Program are required to complete six (6) credits of Mentored Practice, including two Ministry Seminars. Theological reflection is a primary component of the Ministry Seminars. They are designed to provide peer support as well as action/reflection opportunities for students to evaluate their growth in ministry through conversation with peers and faculty members. The practical experience requirement can be either as a volunteer or in a paid position in a local church. Other pre-approved contexts of ministry may also be considered. Each student is responsible for choosing a suitable site and enlisting a mentor for ministry who will guide them in making effective use of the site as a context for strengthening their ministerial skills. Assistance in making these choices is provided by the director of Mentored Practice and material is available from the Director to introduce the program to a potential mentor. In addition, in consultation with the director of Mentored Practice and the respective course instructor, students may attach a Practice Unit (one elective credit only) to an existing course.

All students accepting a student pastorate who have not completed their Mentored Practice requirements are encouraged to enroll in Mentored Practice at the earliest possible date (to be determined in consultation with the director.) If students have already completed Mentored Practice requirements, they are encouraged to enroll in the Advanced Ministry Seminar each semester that they remain in their pastorates. If students have already completed the Mentored Practice requirements, they are encouraged to enroll in the Advanced Ministry Seminar (3 credits) or a Mentored Practice Colleague Group (1 credit) each semester that they remain in their pastorates.

### **VOLUNTEER WORK**

Many students find it vocationally satisfying and educationally stimulating to work as volunteers in local congregations. Such work may take the form of teaching classes in church education programs, serving as an advisor to various groups in local congregations, volunteering services in a local nursing home, or other forms of volunteer ministry. Student volunteers should work under the guidance of a qualified supervisor.

### **LEADING WORSHIP AND PREACHING**

There are many opportunities for students, staff, and faculty to lead worship and preach in nearby churches. Such opportunities are afforded students, faculty, and staff with equal frequency and are regarded as opportunities both to serve these churches in the name of the Seminary and to develop liturgical and homiletical skills. Students wishing to participate should request in writing that the director of Mentored Practice include their names on the supply-preaching list.

Eligibility criteria for such opportunities are as follows:

- completion of one semester of work at Bangor Seminary;
- completion of either the required courses in Preaching and Worship, or the CMU, *Orientation to Leading Worship and Supply Preaching*;
- good academic standing.

Since the Mentored Practice Office is committed to giving equal opportunity to faculty, staff, and students engaged in pulpit supply, student pastors who wish to secure pulpit supply for the congregations they serve are urged to contact the director of Mentored Practice, or to advise the office when someone from the Seminary is preaching for them. In a similar vein, students who do pulpit supply which does not come through the Mentored Practice Office should report such activity to the director, so that a record can be kept of who is representing the Seminary in this way.

## **SALARIED WORK**

Salaried work in churches takes the form of student pastorates, youth workers, assistants to the minister, directors of educational ministries, and occasional internships. Occasionally, a student will serve as pastor of a congregation on a full-time basis while attending school as a part-time student. All students who wish to apply for any such salaried positions, whether or not the position is posted through the Mentored Practice Office, shall consult with the director of Mentored Practice as the first step in the application process. Students who are on academic probation are considered “not ready” for salaried work in churches.

### 1. General Eligibility for Student Pastorates

In order to be eligible to apply for a student pastorate, a student must satisfy the following criteria:

- completion of one semester of work in the M.Div. program, or three semesters of work in the Liberal Studies program;
- good academic standing;
- completion of the required courses in Preaching and Worship, or the CMU, *Orientation to Leading Worship and Supply Preaching*.

Exceptions to any of these criteria must be requested by petition through the Academic Dean’s office and approved before a student may apply for a pastorate.

### 2. Denominational Eligibility for Student Pastorates

There is a great variety of denominational polities represented in our student body, and our students serve in churches of diverse polities (United Church of Christ, United Methodist, Unitarian-Universalist, Episcopalian, Presbyterian, National Association of Congregationalists, American Baptist, and others). In order to honor the distinctive polities of all denominations, the Mentored Practice Office, in cooperation with appropriate denominational officers, will honor the placement policy of the congregation that is seeking a student pastor. Moreover, when the placement policy of the denomination with which the student is affiliated is different from the placement policy of the congregation seeking a student pastor, the student, along with the director of Mentored Practice, is expected to abide by: 1) the placement policy of the student’s denomination, 2) the placement policy of the congregation seeking a student pastor, and 3) the relevant placement policies of the Seminary. Any questions or uncertainties about these expectations should be discussed with the director of Mentored Practice **before** any initiatives are taken.

### 3. Other Salaried Work

Students (whether in Liberal Studies or M.Div. Studies) who wish to apply through the Mentored Practice office for salaried work in churches other than as a student pastor must meet the following criteria:

- completion of one semester of work at Bangor Seminary;
- good academic standing;
- if the work in question includes preaching or leading worship, completion of the courses in Preaching and Worship, or the CMU, *Orientation to Leading Worship and Supply Preaching*.

Exceptions to any of these criteria must be requested by petition through the Academic Dean's office and approved before any initiatives are taken.

4. *Academic Probation*

Students who are placed on academic probation while serving a parish may not be considered eligible to move to another parish. Students who are failing in academic work may be required to withdraw from parish work.

### **MISUNDERSTANDINGS AND CONFLICTS**

Occasionally misunderstandings or disagreements arise between student ministers and the churches they serve. When a student and congregation experience a disagreement or conflict, either can request the director of Mentored Practice to meet with them. When appropriate, denominational staff may also be invited to such a meeting. Student ministers and official leaders of congregations that employ a student minister are obligated to inform the director of Mentored Practice when they are unable to resolve disagreements, and to invite the director of Mentored Practice to meet with them to mediate any unresolved disagreement.

### **PLANNING YOUR MENTORED PRACTICE**

The Mentored Practice Program within the M.Div. curriculum is designed to help you discover the kinds of ministry in which you will be most effective, and to equip you to begin at least one kind of ministry. The M.Div. curriculum is designed so that you will be ready to begin Mentored Practice in your second term as an M.Div. student.

#### **Some steps to help you plan your Mentored Practice**

1. Read: William T. Pyle and Mary Alice Seals, eds. *Experiencing Ministry Supervision: A Field-Based Approach*. Nashville: Broadman & Holman Publishers, 1995.
2. Think about the kinds of ministry in which you feel called to engage. Describe, as specifically as you can, the kind of ministry in which you intend to serve. This ministry should be the primary focus of your Mentored Practice.
3. Obtain and review the Mentored Practice section of the website.
4. A list of potential sites and mentors is available from the director of Mentored Practice. Explore mentor possibilities and potential practice ministry sites that you would be interested in. If the potential mentor is basically unknown to you, do not confirm the mentor relationship without consulting the director.
5. Fill out the application/worksheet for Mentored Practice on the website. In addition, provide a resume and complete the skill section of the life profile form to facilitate your first conversation with the director. A copy of this form should eventually go to your mentor.
6. Arrange an appointment with the director of Mentored Practice to discuss your practice requests.

#### **Other considerations to keep in mind as you plan your Mentored Practice**

1. The three major ingredients that provide an effective Mentored Practice learning experience are the place, the people and the mentor. If you wish to design a practice experience (and you are encouraged to do so), please be prepared to describe why you believe this is a place where you can learn about ministry, why you think you can learn about ministry from the people in this place and who there is qualified to function as the mentor guiding your learning. You should also be prepared to list your goals and objectives for this ministry setting.
2. Mentored Practice units that you want to integrate with other courses in the core curriculum will need to be scheduled when those courses are offered.
3. Clinical Pastoral Education (C.P.E.) and Chaplain Intern Program (C.I.P.) may be used toward Mentored Practice requirements, but only three (3) of the six credits can be used for the Mentored Practice requirements. All students will enroll in a Ministry Seminar concurrently or in the Fall semester following a summer of C.P.E. or C.I.P.

# Doctor of Ministry

## Grades for Evaluation of D.Min. Candidates Work

- P - Pass
- R - Rewrite
- F - Failure
- I - Incomplete
- W - Withdrawal

## D.Min. Dismissal Policy

The Seminary's dismissal policy applies to candidates in the Doctor of Ministry program. In addition, if there is a significant change in a D.Min. candidate's circumstances (e.g., loss of ministry site, change in denominational affiliation), the candidate shall report the change as soon as possible to the Academic Dean and the Chair of the Doctor of Ministry Committee. That Committee may recommend to the Faculty a range of options, including probation, leave of absence or dismissal from the program. D.Min. candidates may also be dismissed from the program for failure to attend four consecutive meetings of the seminar or two consecutive intensives.

If a D.Min. candidate is charged with professional and/or legal misconduct, the candidate shall inform the Academic Dean and the Chair of the Doctor of Ministry Committee. The candidate may be placed on probation or leave of absence. If found guilty of the charges, he or she may be dismissed.

## Incompletes in the D.Min. Program

1. Each candidate will negotiate directly with the instructor to set the due date for submission of final work, as well as any rewrites, for the Seminar or Intensive.
2. At the candidate's request, the instructor may grant an extension of up to two weeks beyond the previously negotiated due date.
3. For an extension beyond this two-week period, requests should be made in writing and submitted to the Doctor of Ministry Committee, which will see that the process is carried to completion. The authorization of the D.Min. group is needed before the instructor will be able to read the candidate's late work.
4. Candidates with incomplete work in a Seminar or Intensive will receive a "I" (Incomplete) on their transcript. The grade of "I" changes to an "F" after 1 year.
5. Satisfactory completion of all Seminars and Intensives, including rewrites, is required in order for a candidate to begin the D.Min. project.

## Extension of Time in the D.Min. Program

Ordinarily, D.Min. candidates are expected to complete their program within the given three-year time frame, but they may request additional time for significant reasons, such as health issues or relocation.

Requests to extend the time a Doctor of Ministry candidate has to complete the program requirements, including the D.Min. project and project report, must be submitted in writing to the Doctor of Ministry Committee. The Committee, after consultation with the candidate and the project advisor(s), if any, shall forward the candidate's petition to the Faculty with their recommendation for action. The Faculty may grant a one or two semester extension. A continuation fee will be required. All D.Min. candidates who expect to complete a degree at Bangor Seminary must do so within seven years of their initial enrollment as a degree student.

## **The Master of Science in Pastoral Counseling – Offered by Husson University**

The Master of Science in Pastoral Counseling offers coursework and field experiences designed to prepare students for the practice of Pastoral Counseling. Graduates of the program will have the academic preparation and field experience to apply for the National Certified Counselor (NCC) credential and for conditional licensure as a Pastoral Counselor in Maine. This program is offered by Husson University in cooperation with Bangor Theological Seminary.

The Master of Science in Pastoral Counseling program combines academic preparation with rich practice experiences. This program consists of a minimum of 56 credit hours of courses designed to provide students with a foundation in counseling including individual and group counseling theories and skills; ethical and professional issues; social and cultural foundations; human development; career development; assessment; and research and program evaluation. In addition, specific courses in ministry and leadership; pastoral care, theology, and psychology; grief and bereavement and marriage and family counseling; and diagnosis and treatment planning; as well as an applied internship in a pastoral counseling setting prepare students to function as clinical pastoral counselors.

The courses and programs required and suggested in the program were designed to reflect what the faculty believe represent necessary and appropriate educational experiences for Pastoral Counselors seeking national certification or state licensure as a Pastoral Counselor. The content and sequence of courses are guided by the Standards the National Board of Certified Counselors (NBCC), the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), and the licensing requirements of the State of Maine.

For full details on the program please visit [husson.edu](http://husson.edu)

## **Appendix A: Policies & Statements**

### **CRIMINAL BACKGROUND CHECK POLICY**

In order to provide a safe and hospitable learning environment, Bangor Theological Seminary requires a formal criminal background check for all new community members as of fall 2008:

- All full-time and part-time employees, including faculty, adjunct faculty, staff, and President;
- All entering degree students, including M.Div., M.A., and D.Min.;
- All special students transferring to a degree program;
- All students entering the Mentored Practice program;
- All Mentors;
- Trustees may volunteer for this background check; the Treasurer is required to do so.
- All admissions, employment and voluntary positions are conditional until the criminal background check report has been received.

#### **Policy and Fee Administration**

- Admissions checks will be administered by the Director of Admission, the Deans, and the Admissions Committee.
- Mentored Practice checks will be administered by the Director of Mentored Practice and the Dean of Students.
- Employee checks will be administered by the President.

The Seminary will split the costs of the Criminal Background Check with entering students and students entering the Mentored Practice Program. It will pay the full costs for all employees and volunteers.

The background check will be equivalent to that used by the United Church of Christ. The service is provided by Oxford Management Company and the cost for an individual background check is \$160 as of May 1, 2011

### **STATEMENT OF NON-DISCRIMINATION**

Bangor Theological Seminary prohibits discrimination against any individual on the basis of race, color, religion, gender, sexual orientation, gender expression, age, national origin, physical or mental handicap, marital, parental, or veteran status. This policy extends to all rights, privileges, programs, and activities, including admissions, financial assistance, employment, housing, and educational programs. The Seminary is an equal-opportunity employer. The following person has been designated to handle inquiries regarding the Seminary's policy of non-discrimination:

Academic Dean, Bangor Theological Seminary Two College Circle, PO Box 411, Bangor ME 04402-0411

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office of Civil Rights, U.S. Department of Education, J.W. McCormack, P.O.C.H., Room 222, Boston, MA 02109-4557

### **OPEN AND AFFIRMING (ONA)**

Bangor Theological Seminary is an Open and Affirming (ONA) seminary related to the United Church of Christ. For many years we have welcomed people of diverse sexual orientations to our campuses and sought to incorporate them into our common life. We are pledged to continue and strengthen the collegial character of our life together. The seminary is committed to the support of all who study, teach, or administer in our community.

### **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT**

Bangor Theological Seminary recognizes that nondiscrimination does not ensure that equal opportunity is a reality, therefore, the Seminary will continue to implement affirmative action initiatives, which promote equal opportunity for all students, applicants, and employees. Inquiries regarding the application of this policy should be directed to the Academic Dean, Bangor Theological Seminary, Two College Circle, PO Box 411 Bangor ME 04402-0411

### **STATEMENT OF CONFIDENTIALITY**

Ordinarily, personal information shared with Faculty or staff will be considered confidential. However, where that information may have ecclesiastical, civil, or criminal implications, it will be forwarded to the Academic Dean, and the Dean may then pass it on to other relevant authorities.

### **STATEMENT OF STUDENT ACADEMIC FREEDOM**

Bangor Theological Seminary acknowledges the right of all students to freedom of conscience, inquiry and expression.

### **STATEMENT OF GENDER-NEUTRAL LANGUAGE**

Bangor Theological Seminary charges its members to minister faithfully against discrimination and oppression. Language may and often does reflect and perpetuate unjust divisions and distortions within the human family of God. Therefore, while respecting the right to express one's faith, the Seminary calls upon everyone to employ only language, written and oral, which affirms the dignity of all persons and communicates the Gospel as the liberating and healing Word of God.

### **SMOKING**

The law of the State of Maine requires that places of employment establish "...a written policy... which prohibits...smoking except in designated areas." In compliance with this legislation, the smoking policy of Bangor Theological Seminary is as follows: Smoking is permitted outside campus buildings. Please use waste receptacles.

### **CAMPUS SECURITY REPORT**

Bangor Seminary is committed to keeping its campuses free from any criminal activity by supporting applicable local, state, and Federal laws on its campuses. The *Campus Security Report* provides information on campus safety programs and the incidence of reportable crimes on all three campuses. This report is available online or from the Registrar's Office.

### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The *Family Educational Rights and Privacy Act of 1974 (FERPA)*, as amended, is a Federal law which states that a written institutional policy must be established and that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

#### **Definitions**

*Directory Information:* At its discretion the Bangor Theological Seminary may provide Directory Information in accordance with the provisions of FERPA. Directory Information is that which would generally not be considered harmful to the student, or an invasion of privacy if disclosed. Bangor Seminary defines Directory Information to include: **student name, address, telephone number, e-mail, spouse name, children's names, date and place of birth, photograph, degree program, class standing, dates of attendance, anticipated date of graduation, degrees and awards received, the most recent previous educational agency or institution attended by the student, former employment, personal interests, current employment, and participation in officially recognized activities.**

*Disclosure* means to permit access to or the release, transfer, or other communication of personally identifiable information contained in educational records to any party, by any means, including oral, written, or electronic means.

*Education record* means those records directly related to a student and maintained by the institution or by a party acting for the institution. Educational records as defined by FERPA include, but are not limited to: **grades, admissions application and supporting documentation (except those recommendations to which access has been waived), and any documents, notes or information added to a student's active folder maintained in the Registrar's Office, the Office of Student Services, or by the faculty advisor.**

*Legitimate educational interest:* For these purposes, ‘legitimate educational interests’ shall mean an EDUCATIONALLY RELATED purpose which has a directly identifiable educational relationship to the student involved and underlies the request. More particularly, the following criteria shall be taken into account in determining the legitimacy of a Seminary official’s access to student records:

- The official must seek the information within the context of the responsibilities that he or she has been assigned;
- The information sought must be used within the context of official Seminary business and not for purposes extraneous to the official’s area of responsibility or to the Seminary;
- The information requested must be relevant and necessary to the accomplishment of some task or to making some determination within the scope of Seminary employment;
- The task must be determined to be consistent with the purposes for which the data are maintained. Requests related to institutional research and studies are subject to this criterion.

Disclosure to a Seminary official having a legitimate educational interest does not constitute institutional authorization to transmit, share, or disclose any or all information received to a third party. AN UNAUTHORIZED DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION FROM THE EDUCATION RECORD OF THE STUDENT IS PROHIBITED.

*Record* means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video- or audiotape, film, microfilm, and microfiche.

*Seminary officials* are those members of the institution who act in the student’s educational interest within the limitations of their need to know. These may include **faculty, administration, supervisory, academic and research, clerical and professional employed personnel and other persons who manage student education record information or who are employed by or under contract to perform a special task.**

Within the Bangor Seminary community, only those members, individually or collectively, acting in the students’ educational interest are allowed access to student education records. These members include **personnel in the Registrar’s Office, Academic Dean’s Office, President’s Office, Business Office, Student Services Office, and Admissions Office, as well as academic personnel within the limitations of their need to know.**

**Types, Locations, and Custodians of Education Records**

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
Academic		
Current	Office of Academic Records	Registrar
Over 2 years	Archives	Registrar
Admissions	In academic file	Registrar
Advisor files	Advisors’ offices	Advisor
Disciplinary	Academic Dean’s office	Academic Dean
Faculty Minutes	President’s Office	President
Financial aid	Office of Admissions and Financial Aid	Director of Admissions & Financial Aid
Financial	Business Office	Comptroller
Housing	Business Office	Comptroller

### **Annual Notification of Rights**

Each educational institution shall annually notify eligible students currently in attendance of their rights under FERPA by any method reasonably likely to inform students of their rights. Bangor Theological Seminary has chosen to notify students by publishing its policy and notification annually in this Guide and to publicly notify students of the categories of Directory Information along with the specific procedures to withhold when Student Directory forms are distributed.

### **Disclosure of Education Records**

Bangor Theological Seminary accords all the rights under the law to students who are declared independent. No one outside the Seminary shall have access to, nor will the Seminary disclose any personally identifiable information from a student's education record without the prior written consent of the student, except when prior written consent is not required under FERPA. Those situations in which prior written consent is not required includes, but are not limited to, **Seminary officials, to officials of other institutions in which students seek to enroll, to persons or organizations providing students' financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons.** All these exceptions are permitted under FERPA.

Written consent of the student must specify records to be released, purpose for the disclosure, party to disclose to, and be signed and dated by the student.

### **Withholding Directory Information**

Students may withhold Directory Information by notifying the Registrar in writing during the first week of the fall semester. Request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold Directory Information must be filed annually in the Registrar's Office. It is Seminary policy that Directory Information not be released to outside groups or the press, with the exception of denominational requests.

### **Inspection of Education Records**

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing panel is unacceptable. Students wishing to review their education records must make written requests to the Custodian of the record in question specifically listing the item or items of interest. Only records covered by the act will be made available within forty-five days of the request. The Seminary is not obligated to provide students with copies of transcripts or source documents from other institutions.

### **Right/Refusal to Provide Copies**

Students may have copies made of their records with certain exceptions, (e.g., a copy of the academic record for which a financial hold exists, or a transcript of an original or source document which exists elsewhere). These copies would be made at the student's expense, \$0.05 per page plus postage. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records, or alumni records.

### **Right of Seminary to Refuse Access**

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the Seminary will permit access only to that part of the record which pertains to the inquiring student.

### **Amendment of Education Records**

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may put their concerns in writing to the custodian of

the records in questions. If the decision is in agreement with the student's request, the student will be notified that the appropriate records have been amended.

If the decision is not in agreement with the student, the student will be notified within a reasonable period of time that the records will not be amended and will be informed of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Academic Dean, who, within a reasonable period of time after receiving such requests, will inform the student of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice at the students' expense. The hearing panel which will adjudicate such challenges will be the Dean and the Chairs provided such person has no direct interest in the outcome of the hearing.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reason(s) for the decision, and will be delivered to all parties concerned. The education record will be corrected or amended in accordance with the decision of the hearing panel, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student will be informed that they may place with their education record statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decision of the hearing panel. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

**Students who believe that adjudications of their challenges were unfair or not in keeping with the provision of the Act may request, in writing, assistance from the President of the Seminary to aid them in filing complaints regarding the Family Educational Rights and Privacy Act (FERPA), with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.**

#### **Deceased students**

FERPA privacy rights expire with an individual's death. The Seminary will disclose only with written authorization of the executor/executrix of the estate or parents written authorization during first year after death. Thereafter anyone is permitted access under normal circumstances.

#### **POLICY ON STUDENT SEXUAL HARASSMENT**

Bangor Theological Seminary is committed to maintaining an environment free of discrimination, including harassment. It is the policy of Bangor Theological Seminary that no employee or student sexually harass a student.

The following types of behavior are prohibited:

1. Making unwelcome sexual advances or requests for sexual favors or making other verbal or physical conduct of a sexual nature a condition of a student employee's continued employment or promotion or a condition of student learning opportunities, advancement, or ranking.
2. Making submission to or rejection of such conduct (as stated in # 1 above) the basis for employment decisions affecting the student employee or the basis of an academic decision affecting the student.
3. Creating an intimidating, hostile, or offensive working or learning environment by such conduct.
4. Abusing the dignity of a student employee or student through insulting or degrading sexual remarks or conduct.
5. Other sexually harassing conduct that may include:
  - Offensive sexual flirtations, advances, or propositions;
  - Graphic, verbal comments about an individual's body;
  - The display of sexually suggestive objects or pictures.
6. Bangor Theological Seminary prohibits any form of retaliation against any member of the Seminary community filing a complaint against another member.

Bangor Theological Seminary's Sexual Harassment Grievance Officer shall be the Dean of Students, who shall investigate any complaint with the assistance of the Director of Human Resources or the Academic Dean as appropriate (see #3 below). Should any of these Seminary officials be the subject of a complaint of sexual harassment, the complaint shall be presented to the President, who shall designate another Seminary official to investigate and adjudicate the complaint. Should the President be named in the complaint, the Dean of Students shall notify the Board Chair, who shall initiate an investigation.

No person who has been accused in the complaint shall participate in the investigation of the complaint.

The Seminary will attempt to process complaints in as dignified and professional a manner as possible. However, it cannot guarantee confidentiality.

### **Complaint Procedure**

1. The complainant shall present the complaint as promptly as possible after the alleged harassment occurs to the Dean of Students.
2. After the initial discussion, the Dean of Students shall request the complainant to submit a written statement.
3. The Dean of Students shall inform the appropriate Seminary officials (the Academic Dean and President if the alleged offender is a faculty member or a student, the President and Director of Human Resources if the alleged offender is a staff member). The Dean of Students shall provide the alleged offender with the formal complaint including the identity of the complainant in writing. A copy of this information shall be sent to the complainant.
4. The Dean of Students and the Academic Dean or the Director of Human Resources as appropriate shall gather the facts pertinent to the allegations of the complaint.
  - The investigation shall be conducted promptly and objectively.
  - The investigation will include interviews with the complainant(s), person(s) accused, and others as necessary. Any individual may, in addition, supply a written statement.
5. If the Dean of Students and the appropriate Seminary official conclude on the basis of the investigation that insufficient evidence of sexual harassment exists to warrant action, the investigation may be closed and the complainant and the alleged offender will be so notified in writing.
6. If the Dean of Students and the appropriate Seminary official conclude on the basis of the investigation that sexual harassment has occurred, the complainant and offender shall be notified in writing of the finding and that appropriate action is being taken. The following disciplinary actions are available:
  - If the offender is a student, a letter of reprimand shall be sent to the student's judicatory and placed in the student's permanent file. The Dean of Students may place further restrictions regarding behavior upon the student, and warnings may be given regarding continuation as a student at the Seminary. Repeat offenses or initial offense(s) of significant seriousness will result in expulsion.
  - If the offender is a staff member, a letter of reprimand shall be placed in the staff member's personnel file. The Director of Human Resources may place further restrictions regarding behavior upon the staff member, and warnings may be given regarding continuation as a member of the Seminary staff. Repeat offenses or initial offense(s) of significant seriousness will result in termination.
  - If the offender is a faculty member, a letter of reprimand shall be placed in the faculty member's personnel file. The President may place further restrictions regarding behavior upon the faculty member, and warnings may be given regarding continuation as a member of the Seminary faculty. Repeat offenses or initial offense(s) of significant seriousness will result in termination.
  - Training and education regarding sexual harassment and appropriate and inappropriate behaviors may be required, with documentation to the Dean of Students and/or the Director of Human Resources that this training has been completed. Failure to comply may result in expulsion if a student, or in termination of employment if a staff or faculty member.

7. If, after investigating a complaint, the Dean of Students determines that a complainant knowingly made a false complaint or knowingly provided false information regarding a complaint, the Dean of Students may take disciplinary action.
8. The decision of the Dean of Students may be appealed to the President.
  - If the appellant is an employee, they shall follow the faculty or employee grievance procedure as appropriate.
  - If the appellant is a student, they shall present a written appeal within two weeks of the decision in Step 6 above, which shall also be given to the other party, who may file a written response.
    - If the President decides that further investigation is necessary, the President or a designated proxy shall undertake such investigation.
    - The President shall render a decision within one month, which shall be final.

### **Faculty/Student Relationships**

Bangor Seminary prohibits any sexual and/or romantic relationship between students and any Faculty member, including Adjunct, Visiting Faculty, Teaching Associate, Visiting Lecturer, and Emeritus/a. Violation of this policy will result in disciplinary action up to and including termination of employment.

### **STUDENT SERVICES PHILOSOPHY**

Student services at Bangor Theological Seminary are based on our Mission Statement: as an ecumenical seminary in the Congregational tradition of the United Church of Christ, our primary responsibility is to equip men and women for the work of Christian ministries. Student services are designed to provide an environment that fosters and supports the students in their intellectual, spiritual, and personal development as they seek to deepen their knowledge of God and strengthen their relational and pastoral skills as they prepare to serve others in a broken suffering world. Our Admissions and Financial Aid Office, the Registrar's Office, the Comptroller's office, the Dean of Students office, the Faculty, libraries and bookstore are all committed to supporting students in their academic, personal, and spiritual journeys through the Seminary's three degree programs. Our students are all adult learners who commute, and therefore, we seek to support rather than manage them. As a small institution on two campuses, our student services follow applicable federal and state legal and regulatory requirements for student confidentiality while maintaining personal and direct knowledge of each student.

### **ACCESSIBLE SERVICES POLICY**

#### **Introduction and Overview**

Bangor Theological Seminary intends to operate as an accessible institution by providing opportunities for all persons to participate in its life and work. We invite the participation of differently abled persons in our community. We will make every reasonable effort to accommodate students and visitors who apprise us of the nature of their abilities and help us to formulate appropriate responses. Any interested person, including persons with impaired vision or hearing, can obtain information as to the existence and location of services, activities and facilities that are accessible to and useable by persons with disabilities by contacting the Dean of Students.

The small size of our school and the limitations on resources require some creative responses to meeting the needs of differently abled persons. Students should consult with the Dean of Students for any special services required to meet that student's academic needs.

In order to provide access to its facilities, degree programs, and activities, Bangor Seminary will:

1. Analyze its degree programs to determine placement of classes and other activities to facilitate access;
2. Meet and discuss with students who have disabilities to determine how degree programs can be made accessible to them and the extent of their need for auxiliary aids or academic adjustments;
3. Select the appropriate method for making the degree program or activity accessible, including accommodative techniques, aids, auxiliaries, and services;

## **Academic Accommodation**

Under Seminary policy and federal, state, and local laws, reasonable accommodations are provided to qualified students with disabilities. A qualified individual is a person who, with or without reasonable accommodations, can meet essential degree program or course requirements. The essential requirements of an academic course or degree program need not be modified to accommodate an individual with a disability.

Final responsibility for selection of the most appropriate accommodation rests with the Seminary and is determined on an individual case by case basis, based on the nature of the course or degree program and the student's disability-related need. Students with disabilities who need academic accommodations should contact the Dean of Students to develop a plan for their accommodations.

A request for accommodation is deemed reasonable if it:

1. Is based on documented individual needs;
2. Occurs in the most integrated setting appropriate to the students' need.  
AND
3. Does not compromise essential requirements of a course or degree program;
4. Does not pose a direct threat to the safety of self or others;
5. Does not impose undue financial or administrative burden to the Seminary;
6. Is not of a personal nature (such as paying for a personal care attendant, eyeglasses, etc.)

## **Procedure for Academic Accommodation**

### Initial Request

The student shall make a formal written request for accommodations to the Dean of Students, following the procedure listed below.

1. A student requiring academic accommodation shall file a written request with the Dean of Students office following the procedures listed below. The statement must be accompanied by a letter from a medical or licensed professional defining the disability and stating the necessary academic accommodation(s). Once the academic accommodation(s) has been certified, the Dean of Students will notify the student of the certification.
2. The student will then make an appointment with the Dean of Students to discuss accommodation needs, bringing with him or her the class schedule and names of professors for the relevant semester.
3. If the implementation of the accommodation(s) involves professors, the Dean of Students will write a "Faculty Letter(s)," which will describe the necessary accommodations but will not contain information about the student's disabling condition. The Faculty Letter will be given to the student to deliver to her or his professor(s).
4. The student will make an appointment with the professor(s) to discuss implementation of the accommodation.
5. If the professor does not provide the authorized accommodations, it is the student's responsibility to notify the Dean of Students.

### Continuing Requests

1. The student will make an appointment with the Dean of Students before the beginning of each semester, and bring a written request for accommodation. If additional accommodations needed that are not covered by the original request, additional medical or licensed professional evaluation will be required.
2. The Dean of Students will review the request, determine whether additional documentation is required, and discuss the matter with the student. The process will then continue as above, Step 3 in Initial Request.

**Class/Room Assignments**

The classrooms will be scheduled as they normally are unless otherwise requested by students with special needs. Reasonable accommodations can be achieved by rescheduling classrooms on request

**Library**

The Library staff will assist all people who require assistance. The service is available on request whenever the Library is open for use.

**Parking**

Parking on the Husson campus is available in designated areas close to the Peabody Hall entrance for people with vehicle registration plates indicating disability. Parking on State Street at the Portland campus is available in designated areas close to the State Street Church entrance for people with vehicle registration plates indicating disability. All parking is clearly marked by appropriate signage.

**Counseling Services**

Bangor Theological Seminary works with its students to address their need for counseling services. Students in need of mental health or substance abuse counseling are to contact the Dean of Students or the Academic Dean to request assistance.

**AIDS POLICY**

Any member of the Seminary community who is HIV-positive or has AIDS will be treated fairly and compassionately, and his/her right of privacy will be respected. Students, Faculty, and staff with HIV infection shall be afforded the same unrestricted classroom attendance, working conditions, use of Seminary facilities, and participation in Seminary activities as any other member of our community. This open policy is in accordance with current scientific information and knowledge, which indicate that persons with AIDS or HIV infection pose no risk to other persons in the normal academic setting.

Therefore, it is the policy of this Seminary to make reasonable accommodation for any persons affected by HIV to ensure their full participation in the Seminary community. Differential treatment may be applied to an affected person only if a medically-based judgment determines that such treatment is necessary to protect the welfare of that person or other members of the Seminary community.

## Appendix B: Grievance Procedure

For use in all cases except sexual harassment and grade disputes.

This procedure is intended to encourage and facilitate resolution of a serious grievance a student may have with a faculty member, supervisor, administrator, or member of the staff in the performance of their institutional responsibilities. The policy explicitly prohibits retaliation of any kind against a student who presents a grievance.

The procedure has two phases, an informal and a formal process. The purpose of the informal process is to resolve disputes without recourse to the formal grievance procedure.

### Informal Procedure

A student who believes he or she has a grievance other than a grade dispute should notify the person immediately involved and meet promptly with that person. If a mutually acceptable solution is reached, the parties may commit the resolution to writing. If so, a copy will be placed in the student's permanent file. Upon mutual agreement, a third-party mediator may be invited to join the conversation.

### Formal Procedure

If the matter is not resolved informally, a formal grievance may be filed when the dispute meets one or more of the following criteria:

- When a provision of the Student Handbook has been violated
  - When a student and a member of the faculty, administration, or staff are in a dispute which cannot otherwise be resolved
  - When a student believes that she or he has been unjustly treated by the Seminary
1. If the grievance meets one or more of the criteria above, and has not been resolved, the student may pursue the matter in the following manner:
    - a. Within seven days of the final meeting described in the informal procedure, the student shall send a signed written statement with full particulars of the grievance to the appropriate Seminary official.
      - (i) the Dean of Students, with a copy to the Academic Dean, if a faculty member is involved in the grievance
      - (ii) the Supervisor if a staff person is involved in the grievance
      - (iii) the President if an administrator is involved in the grievance
      - (iv) the Board Chair if the President is involved in the grievance.
    - b. The statement must clearly indicate:
      - (i) The nature of the complaint, with specific reference to the criteria above
      - (ii) The steps already taken
      - (iii) The relief requested
    - c. As soon as possible after receipt of the written statement, the appropriate Seminary official (see a. i, ii, iii, iv above) may:
      - (i) Meet with each party separately and/or
      - (ii) Meet with the parties together to attempt to resolve the grievance. If deemed advisable by the appropriate Seminary official, an external mediator may be invited to conduct the meeting.
    - d. The appropriate seminary official will issue a decision within two weeks of the final meeting in 1.c above. Copies of the decision will be provided to each of the parties. Copies will be filed with the President's office, Dean of Students and Academic Dean's offices, and/or the Human Resources Office, as appropriate.
  2. If the grievance is not resolved through the steps above, the student may make a written appeal within seven days of the date of the decision to the Academic Dean. The Academic Dean will convene and chair a hearing committee as follows:

- a. The Academic Dean will select one member of the faculty, one member of the staff/administration, and two students to serve on the committee. The Academic Dean will convene the committee as soon as possible after receiving the written request and will apprise the President, Dean of Students, and the Director of Human Resources as appropriate, of the process. The committee will meet to hear and decide whether the grievance is without merit or has been substantiated.
  - b. The decision will be presented in writing to each of the parties with a recommendation to the President. The President will issue a decision within one month of the date of the decision of the Committee. The decision of the President will be final. The final decision will be kept on file in the offices of the President, Academic Dean, Dean of Students, and the Director of Human Resources as applicable.
3. If the President is involved in the grievance, the grievance procedure found in the Seminary by-laws shall be used.

## Appendix C: Campus Disclosures

Sexual Assault Prevention Program  
Drug and Alcohol Abuse Prevention Program  
Student Right to Know

BTS Office of Student Services  
Two College Circle, PO Box 411  
Bangor, Maine 04402-0411  
207-942-6781 x 114

The following information is provided to every student (prospective and enrolled) and employee of Bangor Theological Seminary in accordance with the Student Right To Know, the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug Free Schools and Communities Act (P.L. 101-226)

**Student Right to Know: Completion/Graduation Rates** - In accordance with the Student's Right to Know Act, schools must report the completion/graduation rates of their full-time, first-time undergraduates after six years of enrollment. As a graduate institution, these statistics as applied to Bangor Theological Seminary are not an accurate representation of the entire student body. As such, this information is available upon request from the Registrar: 1-800-287-6781 x136.

### Sexual Harassment and Sexual Assault Prevention Plan

Bangor Theological Seminary is committed to maintaining an environment that is free from discrimination, including sexual harassment. It is against the policy of Bangor Theological Seminary for any employee or student to sexually harass another employee or student.

This means that the following types of behavior are prohibited:

1. Making unwelcome sexual advances or requests for sexual favors, or making other verbal or physical conduct of a sexual nature a condition of an employee's continued employment or promotion, or a condition of student learning.
2. Making submission to or rejection of such conduct (as stated in #1 above) the basis for employment decisions affecting the employee or the basis of an academic decision affecting the student.
3. Creating an intimidating, hostile or offensive working or learning environment by such conduct.
4. Abusing the dignity of an employee or student through insulting or degrading sexual remarks or conduct.
5. Other sexually harassing conduct that may include:
  - Offensive sexual flirtations, advances or propositions
  - Graphic, verbal comments about an individual's body
  - The display of sexually suggestive objects or pictures
6. Retaliation against an individual for complaining about sexual harassment.

If an employee or student believes that he or she has been the subject of harassment, such employee or student should immediately report the alleged act to the Academic Dean if employee or Dean of Students if student or the President. If a seminary official receives such a report, he or she must report it to the President or Academic Dean or Dean of Students as appropriate immediately. BTS is committed to promptly investigating each complaint and determining its merits and the appropriate action to be taken. In the course of the investigation, every effort will be made to protect the privacy of those involved. Any employee or student shall be subject to appropriate disciplinary action or termination depending on the circumstances.

Employees should be aware that the Maine Human Rights Commission is the State agency responsible for enforcing the discrimination laws. The Commission can be contacted at State House Station 51, Augusta, Maine 04333 or at (207) 289-2326.

### **Sexual Assault Prevention Program**

The Seminary is required, as are all educational institutions, to provide a sexual assault prevention program for all students and employees to promote awareness of sexual offenses.

Information on preventing sexual assaults will be provided in this document which each student and employee will receive by October 1st of each year. In addition, prospective students and employees will receive this information to assist them in making a commitment to attend, or be employed by, the institution.

Seminars and workshops to promote the awareness of rape, acquaintance rape and other sexual offenses will also be offered during the academic year.

### **What is Sexual Assault?**

Sexual assault is any sexual contact that occurs without a person's consent. It includes rape, attempted rape, same-sex assault, incest and child sexual abuse.

### **Reporting an Alleged Sexual Assault**

The following procedures will be used in the reporting and handling of an alleged sex offense.

A. All alleged sexual offenses should be reported to the police department nearest to the campus in question (see phone numbers below) -even if the victim does not want to press charges. All students and employees should refer victims to these law enforcement authorities. In addition, victims may be given references to local rape crisis centers. Victims should be encouraged to preserve all evidence and to see law enforcement officials as soon after the alleged crime as possible.

It is important to seek medical attention for injuries, tests for venereal diseases, AIDS and pregnancy.

B. As in the case of a sexual harassment complaint, every effort will be made to protect the privacy of those involved. Any employee or student found guilty of sexual assault shall be subject to appropriate disciplinary action or termination.

Federal regulations provide that, in cases of an alleged sexual offense, both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding.

C. BTS will honor reasonable requests for changes in class schedules or on-campus work situations.

### **Incidence and Prevalence of Rape**

A rape is reported about once every six minutes in the United States. Nevertheless, reported rapes represent only a fraction of the number that actually occur. Fifty percent of all reported rapes are acquaintance rape. Under-reporting is much more common among victims of acquaintance rape than among victims of stranger rape.

### **Ways To Avoid Circumstances Which Might Lead to Rape**

1. Accept a person's refusal to engage in sexual behavior. "No" means "no." Don't assume other meanings.

2. Avoid the use of non-prescription drugs and excessive use of alcohol. Alcohol and drugs interfere with clear thinking and effective communication.
3. Trust your intuition. If you feel you are being pressured into unwanted sexual relations, don't hesitate to express your unwillingness, even if it might appear rude.

### **How You Can Help**

If someone you know has been sexually violated, you should:

- encourage your friend not to bathe or change clothes until he or she has seen the police and medical professionals. It is important not to destroy valuable evidence that may be needed for the investigation;
- be supportive;
- share your feelings and listen;
- communicate that your friend isn't responsible for the violation;
- make sure he or she has a safe place to stay;
- realize that you, too, have been affected, and seek counseling if necessary;
- allow your friend to regain control by making his or her own decisions;
- make yourself available to accompany your friend to the hospital or a counseling center.

What you should not do:

- attempt to seek revenge;
- make jokes;
- be angry with your friend;
- force your friend to talk;
- ask your friend how he or she could have "let this happen";
- assume you can understand how your friend feels;
- take control;
- discuss the incident with others -- unless you have permission from the victim.

### **What should you do if you are a victim of sexual assault?**

- Get help quickly;
- Do not bathe or change clothes until you have talked to the police. You may destroy valuable evidence needed by the police.

### **SOURCES OF HELP**

#### **Bangor:**

Bangor Police Department Phone: 911 or 947-7384  
Rape Response Services, Inc. Phone: 800-310-0000  
In Bangor 989-5678

*Provides 24 hour, totally anonymous, confidential hotline counseling and referral for victims of sexual assault/rape. Also provides advocates who can be with the victim as needed, through medical procedures, court processes, etc. Advocates must complete a 40 hour training program for responding to rape.*

Penobscot County Victims' Witness Coordinator 942-8552

*Provides information and support for victims of sexual assault/rape as the case is prosecuted through the court system. Affiliated with the District Attorney's Office.*

St. Joseph Hospital, Emergency Room 262-5000

*St. Joseph's is the area hospital designated to provide physicians and nursing staff trained to treat sexual assault/rape victims with attention to collecting such evidence. The response also involves testing for sexually transmitted diseases, and pregnancy prevention and testing. To assure the best chances for successful prosecution, if chosen by the victim, the victim should be advised not to wash or change clothes (if possible) before going to the hospital.*

**Portland:**

Portland Police Department Phone: 911 or 874-8300

Rape Crisis Phone: 774-3613

Maine Medical Center, Emergency Room Phone: 662-2381

This program and its effectiveness will be evaluated at least once every two years.

**DRUG & ALCOHOL ABUSE PREVENTION PROGRAM  
Drug Free Schools & Communities Act (P.L. 101-226)**

Bangor Theological Seminary is committed to keeping its campuses free from the use and abuse of illegal drugs and the abuse of alcohol (including the enforcement of state underage drinking laws) and to supporting state and federal laws which strictly forbid the possession, use, sale, distribution, or manufacture of illegal drugs and alcohol on its campuses. When the administration becomes aware of students or employees who use or abuse illegal drugs on its campuses, it will provide that information to the appropriate law enforcement authorities and the Department of Education as required by law.

BTS will make available to all members of the school the health and legal risks involved in using illegal drugs or alcohol.

BTS will make available to all members of the school a list of local and state agencies that provide counseling and treatment for alcohol and drug abuse.

- While persons are actively using alcohol illegally or illegal drugs, they may not participate in the life of the school in any form.
- Persons are expected to assume responsibility for their own behavior while drinking and must understand that being under the influence of alcohol in no way lessens their accountability to the Seminary community.
- The possession and consumption of alcoholic beverages will be restricted to those persons who have reached the legal drinking age of 21.
- Persons who have been dismissed from the school will be encouraged to seek appropriate treatment.
- When they are released from treatment, persons may petition to return to the school.
- If a person's treatment fails after two trials, that person will normally be dismissed from the school immediately. Petitions to return to school will be submitted to the faculty.
- Students who are convicted of using, possessing or trafficking of illegal drugs may lose their eligibility for federal financial aid up to one year for the first offense and up to five years for second and subsequent offenses.

This policy notifies members of the school of the Seminary's intention to act quickly and decisively to rid the school of illegal drug and alcohol use. It commits the school to the establishment of drug abuse prevention programs through the use of community agencies and agents who will periodically offer seminars and forums.

This policy commits the school to active intervention when members of the community display behavior that works against good order and governance. The school commits itself to be helpful in every appropriate way to those needing to free themselves from any chemical dependency.

**Where Can You Go For Help?  
Bangor and Portland:**

Prevention & Treatment Resource Center 800-499-0027  
<http://www.maine.gov/dhhs/osa/help/index.htm>

Community Health & Counseling 207-947-0366 (Bangor)  
<http://www.chcs-me.org/>

Alcoholics Anonymous 207-941-8326 (Bangor)

Maine Drug Enforcement Agency 822-0380 (Portland)  
<http://www.maine.gov/dps/Mdea>

Narcotics Anonymous 800-974-0062  
<http://namaine.org>

Office of Alcoholism and Drug Abuse Prevention 207-289-2781  
Bureau of Rehabilitation  
<http://www.maine.gov/dhhs/osa/>  
35 Anthony Avenue  
State House Station #11  
Augusta, ME 04333

**National toll free lines:**

National Clearinghouse for Alcohol & Drug Information 1-800-729-6686  
Monday through Friday, 9 a.m. - 7 p.m.

National Institute on Drug Abuse Information & Referral Line 1-800-622-HELP  
Monday through Friday, 9 a.m. - 3 p.m.

National Council on Alcoholism 1-800-622-2255  
7 days a week, 24 hours a day

Cocaine Helpline 1-800-COCAINE  
Monday through Friday, 9 a.m. - 3 p.m.  
Saturday and Sunday, noon - 3 a.m.

*The following information is provided by the U.S. Department of Health and Human Services, Alcohol, Drug Abuse, and Mental Health Administration*

**What are the physical / psychological effects of alcohol and other drugs?**

**Alcohol**

Alcohol is a psychoactive or mind-altering drug, as are heroin and tranquilizers. It can alter moods, cause changes in the body and become habit forming. Alcohol is called a "downer" because it depresses the central nervous system. That's why drinking too much causes slowed reactions, slurred speech and sometimes, unconsciousness.

A person does not have to be an alcoholic to have problems with alcohol. Every year many people lose their lives in alcohol-related crashes, drownings, and suicides. Serious health problems can and do occur before drinkers reach the stage of addiction or chronic use.

Some of the serious diseases associated with chronic alcohol use include alcoholism and cancers of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse also can lead to such serious physical problems as:

- Damage to the brain, pancreas, and kidneys
- High blood pressure, heart attacks, and strokes
- Alcoholic hepatitis and cirrhosis of the liver
- Stomach and duodenal ulcers, colitis, and irritable colon
- Impotence and infertility
- Birth defects and fetal alcohol syndrome
- Premature aging
- A host of other disorders such as diminished immunity to disease and sleep

NOTE: This is not a complete list of all possible health risks associated with alcohol and drug use. For more information, please contact your physician.

### **Legal Consequences of Illegal Drug and Alcohol Use**

The Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) require that BTS inform its students and employees of the legal sanctions of illicit drugs and illegal alcohol use.

The illegal use or possession of controlled substances will result in the following federal penalties:

1st conviction: Up to 1 year imprisonment and a fine of at least \$1000 but not more than \$100,000 or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and a fine of at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison not to exceed 3 years and a fine of at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and a fine of up to \$250,000, or both if:

1. 1st conviction and the amount of crack possessed exceeds 5 grams
1. 2nd crack conviction and the amount of crack possessed exceeds 3 grams
1. 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment.

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

Civil fine of up to \$10,000 (pending adoption of final regulations).

Denial of Federal benefits such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

Ineligible to receive or purchase a firearm.

Revocation of certain Federal licenses and benefits (e.g. pilot licenses, public housing tenancy, etc.) that are vested within the authorities of individual Federal agencies.

### **Maine Statutes**

Maine law prohibits the unlawful possession, use or distribution of illicit drugs by a wide variety of statutory prohibitions and sanctions. Among these are the following: (Maine Criminal Code - Title 17A)

#### Section 1103. Unlawful trafficking in scheduled drugs

A person is guilty of unlawful trafficking in a scheduled drug if he intentionally or knowingly traffics in what he knows or believes to be any scheduled drug, and which is, in fact, a scheduled drug.

#### Section 1104. Trafficking in or furnishing counterfeit drugs

A person is guilty of unlawful trafficking in or furnishing of counterfeit drugs if he intentionally or knowingly traffics in or furnishes a substance which he represents to be a scheduled drug but which, in fact, is not a scheduled drug, but is capable, in fact, of causing death or serious bodily injury when taken or administered in the customary or intended manner.

#### Section 1106. Unlawfully furnishing scheduled drugs

A person is guilty of unlawfully furnishing scheduled drugs if he intentionally or knowingly furnishes what he knows or believes to be a scheduled drug, and which is, in fact, a scheduled drug.

#### Section 1107. Unlawful possession of scheduled drugs

A person is guilty of unlawful possession of a scheduled drug if that person intentionally or knowingly possesses what that person knows or believes to be a scheduled drug, and which is, in fact, a scheduled drug.

Depending on the nature of the scheduled drug, the offense charged, and the quantity involved, Maine law classifies violations of the above law as class B, C, D or E crimes. The sanctions imposed upon conviction for these degrees of offenses are as follows:

Class B Term of imprisonment not to exceed 10 years. Fine not to exceed \$10,000.

Class C Term of imprisonment not to exceed 5 years. Fine not to exceed \$2,500.

Class D Term of imprisonment less than one year. Fine not to exceed \$1,000.

Class E Term of imprisonment not to exceed 6 months. Fine not to exceed \$500.

#### T.22 M.R.S.A. Section 2383. Illegal possession of marijuana and butyl nitrite and isobutyl nitrite

1. Marijuana. Possession of a usable amount of marijuana is a civil violation for which a forfeiture of not less than \$200 nor more than \$400 shall be adjudged for the second and subsequent offenses within a six year period.

2. Butyl nitrite and isobutyl nitrite. Possession of a usable amount of butyl nitrite or isobutyl nitrite is a civil violation for which a forfeiture of not more than \$200 may be adjudged.

#### 28-A M.R.S.A. Section 1

Any person, who purchases, imports, transports, manufactures, possesses or sells alcohol in violation of law commits a Class E crime.

#### 28-A M.R.S.A. Section 2(20)

“Minor” means a person who has not reached the age of 21 years.

#### 28-A M.R.S.A. Section 2081

Furnishing or allowing consumption of liquor by certain persons prohibited.

1. Offense. Except as provided in subsection 2, no person may knowingly:

A. Procure, or in any way aid or assist in procuring, furnish, give or deliver liquor for a minor or visibly intoxicated person; or

B. Allow any minor under his control, or in any place under his control, to consume liquor.

2. Exceptions. This section does not apply to a person who serves liquor to a minor in a home in the presence of the minor's parent, legal guardian or custodian, as defined in

Title 22, Section 4002.

3. Penalty. Any person who violates this section commits a Class E crime.

4. Applications. This section does not apply to licensees or agents of licensees in the scope of their employment.

### **Operating Under the Influence**

It is against the law of the State of Maine to operate a motor vehicle while under the influence of intoxicating liquor or drugs or a combination of liquor and drugs. (29 M.R.S.A. Section 1312 and 1312-B). The penalty for a first offense is a minimum fine of \$300 and license suspension for 90 days. Repeat offenses carry mandatory jail sentence, increased fines and longer license suspensions.

### **Vehicle Seizure or Forfeiture**

A person operating under the influence while under suspension for a previous OUI or refusal is subject to vehicle seizure or forfeiture.

Any vehicle used to transfer alcohol intended for illegal sale may be impounded or seized.

This policy and its effectiveness will be evaluated at least once every two years.