Talbot School of Theology

Graduate Student Handbook
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Dear Talbot Student,

Thank you so much for choosing Talbot. I believe you have chosen well as we offer a seminary education loaded with the extra benefits our university campus brings. We have the resources of a comprehensive university with eight doctoral programs, 17 master’s programs, a library to support such graduate degrees, opportunities in music, drama, sports and so much more.

Also available to both you and our excellent theological faculty are experts in intercultural studies, psychology, music, history, business and dozens of other fields through the faculties of our other schools. This breadth will help prepare you for your ministry to a wide range of people.

Yet, we have the feeling of a seminary with a strong commitment to help you know the Word of God, be able to communicate it, and to incarnate its truth into every area of your life. We have a commitment to prepare you well for the professional ministry.

Every seminary campus has its own culture and style. We try hard to make sure that all we do flows from a commitment that who we say we are we truly are. As you become more acquainted with Talbot, I trust you will understand more and more that we are a community of people who love God and want to serve him with our hearts and minds.

I would like to share with you a few of the ways I believe that Talbot students are unique.

Our students are motivated. Talbot students find the right co-curricular activities and programs that are right for them. As they do, they develop skills in leadership and service, in teamwork and self-confidence.

Our students are relational. As they find their place to get involved, Talbot students also find new friends, deep friends, lifelong friends. This is what happened to me in college and graduate school. I am sure it will happen to you. Talbot students hold each other accountable. They help each other make good choices and they pray for each other. If you want to develop deep friendships, this is a place that provides that opportunity.

Our students are passionate about Jesus and they have hearts to be world changers. You'll be studying a lot here and learning not only how to prepare for a career or ministry but how to live a life more sold out for Christ. We're serious when we say that high on our agenda is helping you become more like Jesus in your conduct and your character, to live a life that is courageous and committed for the cause of Christ.

I look forward to meeting you at Talbot at some point during your time with us, and I will be praying that this will be a very special experience for you and that we will truly help equip you to make an impact on the world for Jesus Christ.

In Christ,

Barry H. Corey
To All New Students:

Please let me extend a warm welcome to you as you begin your studies at Talbot!

You are in for a treat. Talbot is an exciting and enriching place to be. We are glad that God has led you to be with us for this season of your life. We pray that God works powerfully during your time here to shape you and equip you for a life of service.

There are numerous resources available to you through Talbot. We invite you to take full advantage of all that is offered. The greatest resource of all is our treasured faculty. We look forward to knowing you and doing everything we can to aid in your spiritual growth and educational experience.

While you are with us, actively look for opportunities to reach out to others. Your gifts, talents and experience are important to God's work at our school. Your ministry begins the first time you help others in our University community — not when you receive your degree at graduation!

This booklet provides an array of important information that you will need for your Talbot experience. Please look through this handbook to familiarize yourself with its contents. Then keep it handy as a vital reference guide when questions arise.

The Lord’s richest blessings upon you throughout your time at Talbot.

Warmly,

Clinton E. Arnold, Ph.D.
Dean
- Talbot Mission and Role Statement -

Talbot is committed to the development of disciples of Jesus Christ whose thought processes, character and lifestyles reflect those of our Lord, and who are dedicated to disciple making throughout the world.

The role of Talbot School of Theology is to provide discerning evangelical biblical/theological scholarship and instruction to facilitate integration, to interpret orthodoxy in the pursuit of knowledge, so that students learn to apply biblical/theological principles in the practice of vocation and to issues of the contemporary world, and to equip lay and vocational Christian leaders for the challenges of significant and meaningful ministry.

- Mission Statement Of The University -

The mission of Biola University is to equip Christians to impact the world for Jesus Christ, primarily through the on-going lives of its graduates, but also through the in-service work of its present students, faculty and staff.

The mission of Biola University is to be a Christian University, providing education at the baccalaureate and post-baccalaureate levels in biblical studies and theology, in the liberal arts and sciences, and in selected applied and professional fields.

It is to be Christian in the sense that the biblical Christian worldview serves as the all-encompassing framework and integrating basis for the entire content and conduct of the institution.

It is to be a University in the full traditional meaning of the term; with knowledge and understanding being generated and disseminated; with students and faculty continually developing their cognitive and affective potential; and with numerous professional skills and abilities being offered to society. In combining the two terms — Christian and University — considerable emphasis is placed upon the scholarly integration of biblical faith with all the fields of learning, and also upon the practical interrelationships and interdependencies of faith, learning and living as they are developed throughout the curriculum, the co-curriculum and the lifestyle.

An expanded version of this statement is printed in the catalog for the University as a whole and also for some of the specific programs.

IMPLEMENTATION OF MISSION

In an effort to accomplish this mission, Biola University recognizes the difficulty of the task of balancing inquiry with answers, freedom to fail with established standards, and individual rights with community expectations. In this complex task, Biola University holds the following basic assumptions and principles:

ASSUMPTIONS

1. That all members of this community profess a personal faith in Jesus Christ, and seek to have Him as Lord and Master of their lives.
2. That all members view the Bible to be the authoritative Word of God and, therefore, are subject to its teachings and admonitions. As the Bible
establishes the basic principles that guide and develop Christian character and behavior, its standards are paramount to the daily decisions made by individuals within the community.

3. That all members of this community desire to grow to be more like Christ both in word and in deed; that their personal commitment to Jesus Christ might mature and deepen while a part of this community.

4. That all members demonstrate stewardship of their mind, time, abilities, funds, and opportunities for intellectual and spiritual growth, as well as care for our bodies as the temple of the Holy Spirit.

**BIBLICAL PRINCIPLES**

The Biola community recognizes that biblical principles are foundational for corporate life and individual behavior. Among those principles that seem pertinent are the following:

1. As Christians, our lives must be lived to the glory of God, daily conformed to the image of Christ, and in recognition of the Lordship of Christ in every activity (Matthew 22:36-38, I Corinthians 10:31, Colossians 3:9, 10, 17).

2. Love for and accountability to God should motivate Christian conduct (Deuteronomy 6:5, II Corinthians 5:10).

3. Consistent with the example and command of Jesus Christ, love must guide and determine our relationships with others (John 15:12-17, I John 4:7-12).

4. Christians bear responsibility for service to others. They are responsible to serve their neighbors and be involved by appropriate means in the process of alleviating such pressing worldwide problems as poverty, hunger, disease, illiteracy and racism (Matthew 7:12, 25:31-46, Galatians 5:14, 6:10).

5. As members of a Christian community, our actions are not solely a private matter. Accordingly, members of the Biola community must hold their neighbors accountable for the implications of their conduct when it directly affects the welfare of community living (Matthew 18:15-17).

6. The community as a whole and members individually are responsible for the effective stewardship of abilities and opportunities, using both personal and institutional resources (Luke 19:11-27, I Corinthians 4:2).

7. In the desire to attain common goals and to ensure orderly community life, the subordination of some individual prerogative may be necessary. Specifically, as servants of Christ we are called to practice forbearance. Christian freedom includes the option of not doing some things in order to contribute to the good of the larger community (I Corinthians 8:9-13, 9:19-23, 10:23-11:1).

8. Certain actions are expressly prohibited in the Scriptures and are, therefore, wrong. Christians are responsible to avoid those practices that are called sinful in Scripture. Similarly, Scripture comments on some actions that are matters of individual conviction based on a given situation. In this latter area, care must be exercised so as not to judge one another or to cause another to stumble or to fall (Matthew 7:1, Romans 14:1-23).

9. Christians are not asked to live the Christian life simply based on their own moral character and strength. God has provided the authoritative Word of God, the guiding power of the indwelling Holy Spirit, and the counsel of the Church. Christians are expected to study and obey the Scriptures, to cultivate a heart attitude that allows for the guidance of the indwelling Holy Spirit and to give serious consideration to the counsel of the people of God (II Timothy 3:16, II Peter 1:19-21, I John 2:27, 5:1-6).

10. The Christian's obligation to separate himself from worldliness is important to an understanding of Biola's behavioral standards (Romans 12:2, I John 2:15) "Worldliness" is a subtle issue involving uncritical conformity to the prevailing
spirit of the age. One’s disposition concerning such matters as materialism, secularism, isolationism, security, success, injustice, hedonism and moral relativism must stand in perpetual review.

**GENERAL PRINCIPLES**

Although there is much we share in common as a community of believers, there is a need to understand that we also come as individuals with a variety of backgrounds and perspectives. Biola University both desires to recognize the rich individuality of our community and seeks to establish norms that will enhance the effective functioning of this body. Therefore, it is important that individuals understand that certain underlying principles exist which needs to be exhibited in the behavior and character of a maturing person in Christ. The following general principles reflect these expectations. That each student:

1. Has voluntarily joined the Biola community. The student by virtue of enrollment agrees to accept the rights and responsibilities of membership within this Christian community.
2. Will seek to understand those who come from different backgrounds but with a common faith in Jesus Christ.
3. Understands that our journey toward maturity entails not only freedom, but also limits.
4. Demonstrates the positive attributes of our new life in Christ as indicated in Scripture (Romans 12:6-21, Galatians 5:22-23, Colossians 3:12-17, II Peter 1:5-9).
5. Works to understand the rights and needs of the community, even at the sacrifice of individual rights.
6. Assumes responsibility for their own actions in order to be persons who speak the truth and demonstrate an understanding of their individual role before God and to the community.
7. Demonstrates a respectful spirit to other members of the community including students, faculty, staff and administrators.
8. Is open to grow and develop, by receiving and seeking constructive feedback from other members of this community in order that each might more clearly reflect Christ.

- *Spiritual Development*

One of the most significant aspects of your seminary experience is the intentional development of your spiritual life. In an academic environment, personal spirituality often becomes the easiest area to neglect. The Apostle Paul was very intellectual, but he also sought intensely to know more of Christ (Phil. 3:10).

Your spiritual growth is dependent in large measure upon your devotional life. The Psalmist emphasizes the importance of God’s word for godly living, and Scripture promises, "the effective prayer of a righteous man can accomplish much" (James 5:16). There is no substitute for Bible study and personal prayer if one desires to “grow in grace and knowledge of our Lord and Savior Jesus Christ” (2 Pet. 3:18).

We urge you to set aside daily time for personal devotions. Certainly there is much to be gained from group prayer meetings, mission’s prayer meetings and student devotional programs. However, these are not sufficient to satisfy the
Christian’s deepest spiritual need. Your daily schedule may be heavy, your course of study may demand much time; but time for private prayer, meditation upon His word and integration of scriptural truths into your personal life and public ministry are God’s indispensable way for spiritual development.

**- Handbook Jurisdiction -**

The contents of this handbook apply to graduate students enrolled in Talbot School of Theology. Baccalaureate students enrolled in the School of Theology relate to the undergraduate student handbook that applies to all baccalaureate students enrolled in the University.

**- Catalog Jurisdiction -**

The contents of the catalog for Talbot School of Theology apply to graduate students enrolled in Talbot. This catalog also serves as a contract between Talbot School of Theology and the student.

**- Information Guide -**

**DIRECTORY OF ASSISTANCE**

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ACADEMIC INTEGRITY

Academic integrity is a significant aspect of responsibility, accountability, and discipline which together serve an important purpose in both individual and community growth. Members of the Talbot School of Theology community have committed themselves to the responsibility of living within the expectations and guidelines as stated in the COMMUNITY LIFE section of this handbook. When a member of the community fails to meet the responsibilities that they have agreed upon, then there is a need to hold the individual accountable. The purpose for accountability and discipline at Talbot School of Theology is to provide an opportunity for individuals to change and grow through an environment that is conducive to living and learning within a distinctively Christian community.

Talbot School of Theology seeks to maintain the highest standards of integrity in academic work, in field education and in community relationships. Members of the seminary community (administration, faculty, staff and students) are expected to keep themselves "above reproach" (I Timothy 3:2-7) in their personal lives. Our Lord expects this of all believers; and Scripture emphasizes it for those involved in church leadership. In general, when evidence of lack of integrity comes to the attention of administrators, faculty members or students, initial response may be to deal with it on a personal basis in accordance with Matthew 18:15-20 and Galatians 6:1-2. If no resolution can be reached, it is the prerogative of students and faculty to bring the situation to the attention of the department chair, and then to the Associate Dean that may ask for further consultation with the Dean if necessary. In cases of academic dishonesty, more specific provisions apply.

Academic dishonesty, cheating or plagiarism almost always involve an intention to show a level of knowledge or skill one does not actually possess. Talbot School of Theology expects student grades will reflect, in the fairest possible way, an individual's own personal academic work.

Cheating is: (1) using dishonest, deceptive or fraudulent means to obtain or attempt to obtain credit for academic work; (2) using notes, aids, or the help of other students on tests in ways other than as expressly permitted by the instructor; (3) looking at another student's work or test answers; or (4) allowing another student to cheat from one's own work on a test or other course assignments.

Plagiarism is: (1) taking the specific substance of another's work and offering it as one's own without giving credit to that person or source; (2) not using quotation marks, indentation and/or footnotes to designate material which has been directly quoted from another person or source; or (3) paraphrasing an author without acknowledgement in footnotes.

Further clarification of plagiarism is presented below:

AVOIDING PLAGIARISM IN WRITTEN WORK

As a Christian graduate educational institution, Talbot School of Theology is committed to fostering integrity and quality in written work. These are exemplified by work that exhibits careful and thorough research, use of primary sources, evidence of comprehension and critical thought, accurate representation of ideas of others, and clear and organized expression of one’s own thinking.

These standards are violated by the practice of plagiarism—an important ethical and moral issue in academic institutions. This practice is regularly condemned, and yet plagiarism still occurs. Talbot School of Theology, unfortunately, is no exception to this problem. This paper seeks to clarify the nature of this problem, address its seriousness, and assist students in avoiding it in their written work.¹

1. DEFINITION OF PLAGIARISM

Briefly put, a student commits plagiarism when, in the course of completing an assignment, he/she uses material taken from a source (e.g., a book, article, or lecture) without giving proper acknowledgment of that source. This is an ethical and moral issue because by plagiarizing, whether done willfully or un-willfully, a student is doing three things. First, the student is stealing ideas and information from another person without properly acknowledging his/her indebtedness to that person. Although ideas, information, and thoughts are intangibles, from a scholarly perspective they are the property of the one who has expressed them, and to use them without acknowledgement is a form of stealing. Second, the student is lying to the faculty. The student is implicitly leading the faculty member to believe that the information, ideas, and/or thoughts are his/hers, rather than acknowledging their true origin. Third, the student is showing disrespect, to the one whose ideas he/she is using by not acknowledging that author with those ideas.

It is recognized that there are facts, ideas and perspectives that are commonly acknowledged to the point where citation of a source is not needed (e.g., Martin Luther nailed his 95 theses to the door of the Wittenberg Cathedral on October 31, 1517). However, a student should be careful to ensure that, in using commonly held ideas he/she is not unwittingly perpetuating what is in fact either untrue or may be questioned by others (e.g., Martin Luther started the Reformation).

2. DESCRIPTION OF DIFFERENT TYPES OF PLAGIARISM

Plagiarism can take a number of different forms. What follows is a brief description of several of these with recommendations on how to avoid them.²

2.1. Handing in another person’s work as one’s own

2.1.1. To claim that another person’s work is one’s own is the most blatant form of plagiarism. There should be no question concerning why this is wrong. Interestingly enough, students readily acknowledge why handing in another student’s work is plagiarism, but sometimes fail to see why plagiarizing from a published source is wrong. In no case should you rely on another person for what should be your own research and writing.

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¹ It is recognized that standards for acknowledging sources in oral work (e.g., an oral presentation or sermon) are different from written work, but the ethical issues are the same.

² This explanation of types of plagiarism is adapted from a handout, “Plagiarism,” developed by Ken Badley for use at Canadian Bible College.
2.1.2. **Recommendations:**

Always do your own work for all assignments. If you are indebted to another person (whether a student or a published author) for specific information or ideas that you use in a paper, you must acknowledge them in a note.

Note that, unless specifically stated by the instructor, all assignments are to be your own work.

2.2. **Paraphrasing information from a source, but not acknowledging it with a note**

2.2.1. Any time you use information or ideas developed by another person (i.e., published, audio recording, live presentation) you must acknowledge that person in your own work. Even if you rephrase the information and put it in your own words (which you should usually do), you must still acknowledge the author by identifying the source in a note.

2.2.2. **Recommendations:**

Ask yourself where you acquired the information and ideas you are using as you write the assignment. Be sure to acknowledge these sources.

Take careful notes and always identify in your notes the source and always include the page number.

If you misplace or forget a source, there are two ways to deal with this problem: (1) you can omit the material from the paper, or (2) you can use the material with a disclaimer in a note that the material does not originate with the author but is taken from a source that is no longer known. If you use this latter alternative (which is not a good alternative), check with your instructor before doing it.

2.3. **Acknowledging a source, but not placing quotation marks around a direct quotation**

2.3.1. When phrases and exact wording are taken from a source and used in a paper, it is not enough to just note the source. Any time you rely on a source for phrases and wording you must place quotation marks around this exact wording. This shows your indebtedness to the author for how you are communicating the ideas or information.

2.3.2. **Recommendations:**

Keep careful notes in which you identify exact phrasing from the source by quotation marks.

Express yourself carefully when rephrasing and incorporating ideas from another source.

For example, your source states the following:

We move here into the second subdivision or strophe of this unit; many of the ideas from the first strophe are continued, but the apocalyptic hostility is heightened.
If you use this source and use the expression “but apocalyptic hostility is heightened,” then you must use quotation marks and identify the source in a note:

In his second section, the author uses several motifs found in the first section, “but the apocalyptic hostility is heightened.”

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If you do not use this expression from the source but still use the idea, then you do not use quotation marks, but you must still identify the source in a note, as follows:

In his second section, the author uses several motifs found in the first section, but the addition of the apocalyptic expression, “the last hour,” strengthens the description of the animosity between the two groups.

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Make sure you understand an author when attributing your own paraphrase of their ideas to them.

Generally speaking, an assignment should be written in your own words and expressing your own ideas. Using a phrase from a source (with quotation marks and a note) is perfectly acceptable occasionally, when needed, but do not use this too frequently.

Do not write an assignment by using quote after quote from various sources. Your written assignment is to express your ideas as you interact with the ideas of others (i.e., your sources).

2.4. **Quoting primary material from a secondary source**

2.4.1. When you read someone else’s research or summary of a subject, he/she often refers to or quotes from a primary source. It is plagiarism if you simply quote this primary source as represented in the secondary source you are reading and not acknowledge that it was acquired through a secondary source.

2.4.2. **Recommendations:**

Acknowledge the secondary source from which you quote the primary source. For example, your source states the following:

The tendency to list three sources or species of evil is widespread . . . Philo, *On the Decalogue* 28 § 153, traces all wars to desire, “the desire for money, or glory, or pleasure” . . .

If you do not go to the writing of Philo, look this reference up, and make sure that it is actually making the point you want, then you must identify your secondary source, as follows:

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In 1 John 2:16 the author identifies three types of love for the world. To have such a list of three is not unique to 1 John. Similar lists are found elsewhere in literature of this period. For example, Philo explains that war originates from “the desire for money, or glory, or pleasure” (On the Decalogue 28 § 153).


A better way to avoid this type of plagiarism is to use the secondary source as a tool to direct you to the primary sources. Study the primary source directly on your own. Then you can legitimately quote the primary source directly. This ensures that you have verified the material and helps you avoid passing on someone else’s mistake or biased misrepresentation. You could then cite the primary reference without acknowledging the secondary source.

It is important that all Talbot students understand what plagiarism is and seek to avoid it, even unintentionally. If you have any questions or concerns about the possibility of plagiarism in a paper you are working on, please see your course instructor before you turn in your paper.

Kevin E. Lawson, Ed.D.
Professor of Christian Education
Talbot School of Theology, October 1995

Given its mission and objectives, Talbot cannot overlook failures of personal honesty and academic integrity in members of the seminary community, and will deal with them in an effort to seek the best interests of all concerned.

If a faculty member establishes to their satisfaction the academic dishonesty of a student, then one or more of the following consequences may result: (1) a grade of “F” for the examination, assignment, or course, (2) loss of credit for the course, or (3) referral of the student to the Associate Dean for possible further disciplinary action. Plagiarism on a thesis, dissertation or dissertation action project may result in rejection of the thesis or dissertation.

Talbot expects that originality will be a prominent characteristic of M.A., M.Div., and Th.M. theses, D.Min. dissertation projects, and Ph.D. dissertations. This policy is specifically intended to disallow duplication of work already submitted for credit or degree requirements at another academic institution, or material published previously. Failure to comply with this requirement could result in the rescinding of a Talbot academic or professional degree.

The School of Theology is committed to fairness, reasonableness, and proper compassion. Such matters may be reported to the Associate Dean, which may in turn refer them to the Dean. Students are advised however, that in cases of cheating or plagiarism, an unrepentant attitude could result in dismissal from Talbot School of Theology. Any student appeals will be handled in accordance with the GRIEVANCE AND APPEAL PROCESS stated in this Student Handbook.

ARRANGED COURSES
An arranged course is a required or elective course, which must be taken outside of class due to irresolvable scheduling problems and is registered during the
normal registration periods. Such an arrangement may be permitted when a particular course is required for graduation but is not offered the semester prior to graduation. A maximum of 6 units M.Div., 4 units MA and 2 units MA reduced may be taken by arrangement. Requirements for an arranged course are detailed in "Independent Study and Arranged Course Guidelines," available from a department secretary. Permission of the student’s faculty advisor and the department chair is required. (See also Independent Study Courses)

AUDITING PROCEDURES
Generally a student may audit at his/her completed degree level or below. Normally students are not allowed to audit a course that they will later take for credit. The University Registrar must approve exceptions.

Auditing students must wait to be sure there is a seat in the class after credit students have completed registration (third week of classes). Professor’s permission is required. Audit applications are available in the Admissions, Registrar’s and Alumni Offices. Completed applications are returned to the Registrar’s Office for approval and course selection. Current full-time or part-time credit students (master’s level—graduate or undergraduate) who wish to audit a course will be charged $50/unit and the audit is recorded on the student’s transcript. An add/drop form is used to add the audit. "Audit Only" students (taking no credit courses) will be charged $50/unit and the audit is not recorded. Graduate auditors are required to provide an official undergraduate BA posted transcript. Graduate auditors must fill out an audit application available in the Office of the Registrar, and provide a pastoral reference.

CLASS SCHEDULE CHANGES
Class schedule changes can be made on Webreg during phase II or can be made on an add/drop form in the Office of the Registrar. Such changes are allowed only during scheduled times (see http://mywebreg.biola.edu or the academic calendar). The use of WebReg requires that you know your NetID and your portal password. There is no fee to add/drop a class on Webreg, but a $5 fee is charged for the add/drops performed at the Office of the Registrar.

Signatures for classes can be done in person or online via WebReg or the Portal. For those signatures done in person, an add/drop slip is needed and the student will have to bring the form to the Office of the Registrar to have the class added. You must know your NetID and Portal password to log on to WebReg or the Portal.

All classes taken for credit will be listed under the "Class Schedule" section of the BSI channel on Portal. Classes appearing on a student’s schedule must be attended. Any class appearing on the student’s class schedule that is not attended will receive a "UW" on the transcript (unofficial withdrawal), which is equivalent to an F. To drop a course after WebReg ends a student must submit an add/drop from the Office of the Registrar. Drops are permitted through the eighth week of the semester (percentage of tuition refund is based on the date the drop is done).
CONFIDENTIALITY OF RECORDS
Talbot School of Theology operates in conformity with the Family Educational Rights and Privacy Act of 1974 in all matters relating to student files and student information. This Public Law 93–380 known as the "Buckley Amendment."

As a student, your name and address appears or will appear in various student lists (i.e., Talbot class schedules, etc.). You have a right, if you choose, not to have your name listed in any publication where there is public access. Further, if you choose not to have your address or phone number given out by the school, you may do so. Forms are available for this purpose at registration or the Office of the Registrar.

Copies of the University’s policy in respect to the Family Education Rights and Privacy Acts of 1974, as amended, are available for students to read in the Registrar’s Office, the Student Affairs Office, and Office of the Dean of Talbot. The forms used by a student to either restrict the release of directory information or to access his/her student files are available in the Registrar’s Office.

CURRICULUM CHART
Each student is encouraged to maintain a curriculum chart indicating his or her status in regard to courses completed. An additional curriculum chart may be requested by the student from the Office of the Registrar.

EXAMINATIONS
All examinations must be taken at the hour and place indicated. Exception is made in case of illness, in which case the examination must be made up within the period of extension specified by the professor. Failure to observe the rule may result in failure in the course. Late papers and assignments may be adjudicated on the same basis as late examinations.

FINANCIAL AID
The Financial Aid Office offers counseling and assistance in obtaining financial aid for students. Please consult the Biola University catalog for specific types of financial aid available.

The Talbot dean’s office can provide information regarding financial aid funds specifically designated for students preparing for ministry.

Student Ministries, Inc. is an organization that arranges tax-deductible contributions toward your financial support. Details may be obtained from the Financial Aid Office or the Talbot dean’s office.

FINANCIAL INFORMATION
Fees are assessed at registration time and a 60% down payment is required. Check with the Accounting or Financial Aid Office for the down payment amount if uncertain. For those paying by installments, monthly payments are due as follows:

a. Fall Semester — October 15, November 15, December 15.
b. Spring Semester — March 15, April 15, May 15.
c. Payment in full can be made with no finance charge assessed by October 15, for fall semester, and March 15, for spring semester. Under the DEFERRED PAYMENT PLAN finance charge is assessed.
No transcripts will be released until all accounts are PAID IN FULL. This includes outstanding Biola emergency loans.

**GRADING SYSTEM**
The faculty in determining the student’s final grade employs the following numerical and letter grading system.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
</tr>
<tr>
<td>A-</td>
<td>Good</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>B-</td>
<td>Min. passing performance for M.A. programs</td>
</tr>
<tr>
<td>C+</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>Min. passing performance for M.Div. programs</td>
</tr>
<tr>
<td>D+</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>Min. passing performance for M.Div. programs</td>
</tr>
<tr>
<td>F</td>
<td>Failure also assigned for withdrawal while failing.</td>
</tr>
<tr>
<td>UW</td>
<td>Unofficial withdrawal (considered failure)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUD</td>
<td>Audit</td>
</tr>
<tr>
<td>RD</td>
<td>Temporary grade assigned for medical or emergency reasons; see Talbot dean.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal-passing</td>
</tr>
<tr>
<td>R</td>
<td>Research-Thesis in Progress</td>
</tr>
</tbody>
</table>

Students are required to maintain grade point averages equal to or above the following, according to degree program:

- **M.Div.** 2.5  Master of Arts 3.0
- **M.A.C.E.** 3.0  Ph.D. 3.25
- **M.A.C.M.L.** 3.0  D.Min. 3.0
- **Th.M.** 3.25

Failure to maintain the required average may result in probation or academic disqualification. (See Probation Regulations) Students whose work is not satisfactory are not permitted to hold A.S. offices.

**GRADUATION**

Graduate students must make an appointment with a Graduate Graduation Counselor in the Office of the Registrar to declare their intent to graduate. This should be done one year prior to graduation. Students declaring this intention late will be charged a late graduate graduation check fee of $100. This graduation
check will be considered late after the last day of add/drop during the semester of a student’s intended graduation.

For students graduating in the Spring, after May 1st students will not be allowed to be added to the graduation lists regardless of payment of the fee. For the Fall, the date is December 1st, after which no students will be added to the graduation lists.

Doctoral students must meet with their department advisor prior to contacting a Graduate Graduation Counselor.

There are two commencements each year, one at the end of each semester. It is expected that all graduating students be present at commencement exercises except in cases of extreme emergency or other difficult circumstances. Permission to graduate in absentia must be secured well in advance from the Dean of Talbot.

**GRADUATION REGALIA**
Your cap and gown will be ordered for you and will be available for purchase in the Biola Bookstore during regular bookstore hours. Payment to the Biola Bookstore is required at the time of pickup. Masters hoods may be picked up at the Talbot Baccalaureate service or graduation rehearsal. Masters gowns, caps, and hoods have been purchased and are yours to keep.

The Dean’s Office will order all Doctoral Regalia, (caps, gowns, and hoods). The regalia may be picked up from the Dean’s office and since Doctoral regalia is rented, it is to be returned to the Dean’s office immediately following the ceremony. Doctoral student accounts will be charged for the rental.

**INDEPENDENT STUDY COURSES**
Independent study courses are provided to allow the pursuit of advanced work in subject areas that may not be covered in courses listed in the catalog. Theological Studies Digital Courses formally known as I.T.S. courses are available during spring and fall semesters only. For information regarding requirements for an independent study please see the secretary in Myers #211.

Students may take a maximum of 6 units M.Div., 4 units M.A. and 2 units M.A. reduced in independent or arranged studies. It is recommended that this be done in the middle or latter portion of the program and with the approval of the major departmental advisor.

**LEARNING CENTER**
Students desiring accommodations based on physical, learning, or psychological disability should contact the Learning Center. The Learning Center office is located on the second floor of the Library, middle section and can be reached by calling extension 4542.

**LIBRARY**
The Library serves the entire university community, both graduate and undergraduate, with extensive book and periodical resources especially appropriate to a school of theology. Talbot students are subject to the same library policies and procedures that apply to everyone attending Biola University.
Librarians and staff are available to assist Talbot students in interlibrary loan procedures, computer search services, and introduction to services appropriate to graduate research and study.

Your student I.D. card is your library card and is required to enter the Library and to check materials.

**PROBATION REGULATIONS**

Students placed on regular academic probation are required to carry a limited number of units in a reduced schedule of courses. Two semesters are granted in which to raise academic work to the required level for the program in which the student is enrolled for continuance at Talbot.

**PROGRAM CHANGES**

Any change from one-degree program to another requires that students make changes at least two semesters before graduation and that students receive clearance of academic status through the Admissions Office. See the Talbot School of Theology Graduate Catalog or the Registrar’s Office for proper procedure to change from one major or degree program to another.

**PROGRESS REVIEW**

**Rationale**

Talbot’s desire is to graduate men and women who are well suited and prepared for a lifetime of effective ministry. As our desire is that students grow in grace and truth, in the love of Christ, and in the character of a biblical leader (see 1 Timothy 3 and Titus 1) we ask that you engage in this process of reflection and evaluation.

Currently, there are two ways to complete the Talbot Progress Review. For students who started Talbot Fall 2009 or later, the Review Portfolio will be completed as part of the TTSF 504 class.

For students who started before Fall 2009, the Talbot Spiritual Formation Focus office will contact you via your Talbot mailbox when it is time to complete your review.

Either way, in the semester in which you complete 30 units or the semester in which you take TTSF 504, and before any more units may be taken, it is required that your Student Portfolio be reviewed. The Portfolio Review will be different for each student, but will provide an opportunity for celebration of progress, discussion of struggles, and if necessary, the appropriate course corrections. This review will cover theological, spiritual, physical, academic, emotional, and practical concerns. This may also be a time when you are referred to the Focused Needs Program to provide assistance, encouragement, and accountability.

Although the Portfolio Review takes place during the semester in which you complete your thirtieth (30th) unit at Talbot or during the semester in which you’re enrolled in TTSF 504, the process begins once you are admitted and continues throughout your Talbot career. During each component of the SFF program, you will be fulfilling the requirements of your Student Portfolio.
STUDENT PORTFOLIO COMPONENTS AND SCHEDULE

OVERVIEW OF YOUR STUDENT PORTFOLIO:
You are responsible to make sure that your Student Portfolio is completed in or before the semester in which you complete your thirtieth unit. You must complete the following components:

- 16PF Assessment
- Prayer Projects from TTSF 501, 503, and 504 -or- Your Personal Growth Assessment and Personal Growth Covenant
- Progress Review Retreat
- Call and Vision Report

STUDENT PORTFOLIO COMPONENTS AND SCHEDULE
Below is a detailed breakdown of each of the components included in your student portfolio, as well as when in the course of your education you are expected to complete them. They are arranged in chronological order.

TTSF 501, 503, and 504 (classes):

PRAYER PROJECTS
As part of each class, you will complete various prayer projects. Your cohort leader will read these. While the physical projects will not be in your portfolio, your leader’s knowledge of them will contribute to their reading of your portfolio.

TTSF 503 (class):

16 PF ASSESSMENT
As a part of the Personal Foundations of Ministry class, you will take the 16 PF (personality factors) assessment test. This is a short assessment to help you understand some of your key personality traits.

TTSF 504 (class):

PROGRESS REVIEW RETREAT
You will be asked to withdraw from your normal schedule for a 24-hour retreat to pray and reflect over your spiritual journey. During this retreat, you will be asked to spend time in prayer covering three distinct areas of your life:

Your past - Spend time in prayer reviewing the path that has led you to this place in your life, including your initial call to seminary/ministry.

Your present - Spend time in prayer regarding your current place in life and ministry.

Your future - Spend time in prayer seeking the Lord and clarifying your calling and what the Lord would have you move towards in the future.

Personal Reflection — Reflect over how God has worked, how He is currently working and how you need to allow Him to work in each of the following five areas of your life — physical, emotional, moral, relational and spiritual.
Call and Vision Report
You will submit a brief summary of the retreat time, reporting on the three areas covered in your retreat, which includes: your call to ministry, your current place in life and ministry, and what God is moving you toward in the future.

Also Included in Your Portfolio:
Your Academic Transcript
Any Student Concern Forms
Each semester, faculty members submit Student Concern Forms for any students that they are concerned about. A concern form will only be in your portfolio if a faculty member is concerned for your spiritual or academic well-being.

If you began Talbot before Fall 2009, your portfolio will be a combination of your work from TTPT 706/709 and any courses you take under the new program to cover for those courses.

PROGRESS REVIEW PROCESS

PORTFOLIO REVIEW PROCESS:
Your Student Portfolio will be reviewed by:

The SFF Secretary will ensure that each portfolio has all the required documents. Portfolios that are incomplete will not be reviewed and will be carried over to the following semester. Students will not be allowed to register for further units until their portfolio is completed and reviewed.

Each completed portfolio will then be reviewed by the SFF Administrator if you started before Fall 2009, or by your SFF Group Leader if you complete your Progress Review in TTSF 504. Portfolios with no documented faculty concerns, academic violations, behavioral violations or any other areas of concerns will be approved.

The SFF Committee will review portfolios with any items of concern. Students not approved at this stage will be referred to the Focused Needs Program.

Portfolios referred to the Focused Needs Program will be reviewed by a committee composed of the SFF Director, professors, degree program faculty member, Associate Dean, SFF Assistant Director, and other professionals if necessary (e.g. medical). This committee approves, conditionally approves, or does not approve the portfolio. Students granted conditional approval are reviewed again the following semester.

PORTFOLIO REVIEW OUTCOMES:
There are three possible outcomes from the Portfolio Review:

Approved - A celebration of your progress and growth and blessing on your continued studies.

Approved with conditions and a referral to the Focused Needs Program to provide assistance, encouragement and accountability. These students will be allowed to continue at Talbot contingent on participation in Focused Needs Program and will be required to complete another Progress Review.
Not approved, which will result in dismissal from Talbot.

The results of the Progress Review will be reported to you in writing no later than the end of the semester in which you have your Progress Review. A copy of this letter will also be put in your portfolio.

**PROGRESS REVIEW INFORMATION**

**CONFIDENTIALITY:**
The Student Portfolio is considered confidential and is only accessible to those with a legitimate educational interest. If you would like to review your Portfolio, you may make an appointment to access your file (photocopies are not allowed).

**APPEALS:**
Any grievance or appeal regarding this process will be handled according to the procedures outlined in the Talbot student handbook. (Section 3 — General Grievance and Appeal process) The informal appeal procedures should be utilized before any formal appeal process is begun.

**ADDITIONAL PROGRESS REVIEWS:**
At any point during your time at Talbot, the Dean’s office may request a Progress Review as necessary. If this occurs before the normal 30-unit review, the review will be based on all available portfolio items. This review will be handled in the same manner as the normal 30-unit review.

*(Please refer “Student Assessment” under the “Student Life” section of this handbook)*

**REPORT DELAYED**

**PURPOSE**
The purpose of the Report Delayed (RD) provision of the University is to meet the needs of a student who faces major emergencies, which are beyond the student’s personal control. Examples are extended severe illness and major family emergencies.

**STUDENT RESPONSIBILITIES**
The student is encouraged to schedule course load levels and class assignments in keeping with personal responsibilities to family, employer and ability to handle class assignments and stress. Students should plan ahead and not count on a Report Delayed to complete course work.

The student should evaluate their course progress and assignments yet to be completed prior to the eighth week (the last week to drop classes without a “UW” for the course). See the current University catalog for the exact date. The student is encouraged to drop a course in which the work cannot be completed by the course and academic deadlines.

If you qualify for an extension under a Report Delayed Request form, please obtain approval from the course professor first. When approval is received, proceed to the Dean’s office to begin the necessary paperwork.

Normally, the student must complete assignments to remove any Report Delayed grades before being allowed to register for other courses.
TIME LIMITS

GENERAL POLICY
If a Report Delayed has been granted, all course work should be completed six weeks after the end of the term.

Exception to General Policy

Only in the most unusual situations should a Report Delayed be extended beyond six weeks after the end of the term. Requests for such extensions must be made through the school Dean’s office and with the approval of the course instructor.

Note: Report Delays are not issued for Special terms (i.e. Interterm, Summer)

TECHNOLOGY IN THE CLASSROOM

Laptops and PDAs – Personal laptop computers and PDAs (personal digital assistants) may be used in Talbot class sessions for note-taking purposes only. Other laptop/PDA uses, including personal email, is strongly discouraged during class time. Laptops and PDAs must be off, and put away, during all exams (except with the clear and expressed permission of the instructor). Students with laptops or PDAs on during an exam will receive a failing grade for the exam.

Cell Phones – Cell phones (pagers; PDAs used for communications purposes) must be turned to silent mode when entering the classroom. Take special care to attend to this. It is the expectation of the Talbot faculty that students will not take calls in the classroom, and will not exit the room during class to take calls, except in the case of emergencies. Cell phones must be off, and put away, during all exams (except with the clear and expressed special permission of the instructor). Students with cell phones on during an exam will receive a failing grade for the exam.

Electronic Dictionaries – Electronic dictionaries are not allowed during exams. Students who anticipate the need of a dictionary during an examination should bring a print dictionary to the exam, and check it in through the professor or exam proctor.

ipods, DVRs, and Lecture Proprietary Matters – It is the expectation of the Talbot faculty that ipods may not be used during class sessions, except for the sole purpose of recording lectures. ipods and digital voice recorders (DVRs), or other recording devices, may only be used to record class lectures with the clear and expressed permission of the instructor (usually stated in the course syllabus). Recordings of classroom lectures, and printed course materials, are the intellectual property of the instructor. They may not be distributed in any form without permission.

THESIS INSTRUCTIONS

Th.M., M.Div., and M.A. students are given the option of writing a thesis. After completing sufficient units in within your degree program (See your advisor for required units.), the student electing to write a thesis will need to enroll in the Thesis Seminar. Students write their theses in consultation with their major
professor who may use the help of another faculty member as a second reader. Any professor has the right to refuse a student the privilege of writing a thesis in that department if the student’s work in the department has been inferior.

For information on the option of a thesis track or a non-thesis track in the Th.M. program, see the current Talbot catalog and purchase a Th.M. Program Handbook from that departmental secretary.

The length of theses for the M.A. and M.Div. degrees is a minimum of 50 pages and a maximum of 100 pages. Th.M. theses are to be a minimum of 100 and a maximum of 150 pages. This includes all regularly numbered pages, exclusive of table of contents and bibliography.

All theses and dissertations at Biola University must conform to the required style manuals and guides of the respective programs. For M.A., M.Div., and Th.M. students, the thesis must conform to *A Manual for Writers of Term Papers, Thesis and Dissertations* by Kate L. Turabian, 6th ed. Chicago Press, 1996.

**THESIS GUIDELINES**

**SELECTING A FACULTY READER**

The thesis writer has the responsibility of choosing a faculty reader to supervise the process. Your major and your special interest within the major determine the faculty reader. Ask a faculty member in your major department to supervise your work.

**Staging the Writing Process to Graduate on Time**

It is vitally important that the thesis student establishes a tentative graduation date with the faculty reader so the thesis writing process can be staged to enable the student to graduate on time. Please refer to the "Calendar for Thesis Writers" below for determining the appropriate due dates of the stages in writing the thesis.

**CALENDAR FOR THESIS WRITER**

Deadlines for submitting drafts of your thesis are determined by when you plan to graduate:

<table>
<thead>
<tr>
<th>May Graduation Due Dates</th>
<th>December Graduation Due Dates</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title page, outline, bibliography due September 30th (or last school day in September)</td>
<td>Title page, outline, bibliography due February 28th (or last school day in February)</td>
<td>To be submitted to faculty reader for approval</td>
</tr>
<tr>
<td>Thesis First Draft (register in the fall) due February 1st (or first school day in February)</td>
<td>Thesis First Draft (register in the spring) due September 1st (or first school day in September)</td>
<td>To be submitted to Myers room # 204 for recording and routing slip and then to the faculty reader for suggestions</td>
</tr>
<tr>
<td>Thesis Final Draft (register in the spring) due March 31st (or last school day in March)</td>
<td>Thesis Final Draft (register in the fall) due October 31st (or last school day in October)</td>
<td>To be submitted to the faculty reader along with first draft for approval</td>
</tr>
<tr>
<td>Submit PDF copy of thesis to Department secretary no later than 2 weeks prior to graduation</td>
<td>Submit PDF copy of thesis to Department secretary no later than 2 weeks prior to graduation</td>
<td>To be submitted to Department Secretary. She will provide paperwork to complete.</td>
</tr>
</tbody>
</table>
**Due Dates**
The completed first draft of the thesis is not due on the semester in which you register for "Thesis First Draft." For instance, if you register for "Thesis First Draft" in the Fall Semester, the completed thesis draft will actually be due on the first school day in February. You will receive no letter grade, however, until the entire project is complete. Your faculty Reader will mark your grade report for "Thesis First Draft" with "R" (thesis in progress).

**Registering for the Thesis**
There are two consecutive thesis seminars for those electing to write a thesis (*Thesis First Draft and Thesis Final Draft*), which the student must take in their major. These seminars are taken during the student’s last year.

The student begins the thesis writing process by registering for "Thesis First Draft." This assumes that the student has secured a faculty reader for the thesis and plans to graduate at the end of the following semester.

The student then registers for "Thesis Final Draft" for the semester he/she plans to graduate.

In each M.Div. department, theses seminars are given the course numbers TTHE 797 first draft and TTHE 798 final draft. The M.A. theses carry the numbers TTHE 793 first draft and TTHE 794 final draft. The Th.M. theses course numbers are TTHE 891 first draft and TTHE 892 final draft.

**Meeting the Deadlines**
There is a reduction of one letter grade on the thesis for each late day. Date of postmark is not sufficient to meet the due date. The thesis must arrive at the time and place designated to avoid penalty. No thesis will be accepted later than one week after the due date, unless the Student Welfare Committee or Associate Dean has granted an exception in advance.

Students who need extra time to work on first or final draft of the thesis are required to register for the course: TTHE799 Thesis Continuous Registration/MA and M.Div, TTHE899 Thesis Continuous Registration/Th.M. A fee of $100.00 per semester is due and payable at registration.

**Thesis First Draft**
The "Thesis First Draft" represents the student’s best effort at researching and writing the complete thesis. The first draft should be viewed as near final from the student’s standpoint. The research should be viewed as 100% complete and the student should see the content as final. By contrast, the first draft is not…

- A 50 or 75 page summary of what the thesis will be in final form.
- A detailed outline of the thesis.
- A neglect of Turabian's form and style guidelines.

The first draft of the thesis in its entirety is to be submitted to the department secretary in Myers Hall 204. Record will be made of the time the thesis is submitted. A routing slip is attached and the student then takes the thesis to the
faculty reader and possibly a second reader. Consultation continues between the faculty reader and the student until the faculty reader is satisfied with the changes.

**Thesis Final Draft**
The "Thesis Final Draft" represents the student's responsibility to respond to the comments of the faculty reader(s).

Once the student has responded to the comments of the readers, he/she presents the final draft of the thesis to the faculty reader. The corrected first draft must accompany the final draft for comparison purpose. When the advisor is satisfied with the final draft, he signs the routing sheet to indicate approval and files the grade card with the registrar.

**The Student's Responsibilities With Regard to the Thesis**
The ultimate responsibility rests with the student for producing a clean thesis, that is, free of excessive spelling, grammatical, stylistic, and form errors. While the faculty reader can offer guidance, he cannot be expected to function as a proofreader. *You are expected to submit a clean copy of the thesis in the first instance.*

If you are prone to committing excessive spelling and grammatical errors, you should avail yourselves of the services of the University's Writing Center and employ a proofreader prior to submitting a formal draft of your thesis.

A thesis draft with an excessive amount of form and style errors will not be accepted. Please make sure you submit a clean copy of your thesis in the first instance so that your intended time of graduation is not put in jeopardy.

By directive of the Graduate Studies committee, the faculty have been instructed to return a thesis draft to the student if it contains an excessive number of stylistic errors. As a general rule, if the thesis or dissertation contains more than three errors per page in the first twenty pages read, it will be returned to the student immediately for proofreading and correction. The student will then be held responsible to correct not only the errors marked on the first twenty pages, but all others (esp. those of the same kind) throughout the thesis.

**Requirements for Theses and Dissertations**

**Print & Margin Requirements**
Printing must be on one side of the page.

An easily read font should be used. Select a font that is compatible with the printer and that accommodates italics, solid underlining and...dotted leads.

All text must be double-spaced. Exceptions may occur in figures and tables, bibliographies, footnotes, and other special items (such as preliminary pages).

All margins must be 1 inch except for the left, which should be 1 1/2 inches.

Right margins should be ragged (not justified).

No erasures or correction fluid alterations are acceptable on the original.
Submit your thesis to Department Secretary
The Department Secretary will be responsible for making sure that the student has been given an acceptance sheet which the student will incorporate into his thesis. Then the student will create a PDF with approval sheet as the first page (see below for information on approval sheet).

Masters theses from Talbot go to TREN (Theological Research Exchange Network) as an electronic PDF as well as a hard copy of the TREN Permission Form (completed through Department secretary). A commercial binding company (Kater Crafts Bookbinders) will bind copies for students which can be done through their website at: http://www.katercrafts.com/ThesesOnline.htm.

Form and Style Guidelines
Talbot adopted the Turabian standard in 1990 so you should use caution against using pre-1990 Talbot theses as models for form and style. The handbook for reference is A Manual for Writers for Term Papers, Theses, and Dissertations by, Kate L. Turabian, 6th ed. Chicago: University of Chicago Press, 1996. This manual provides the primary guideline for the body of the thesis including footnotes, bibliography, etc.

Preliminary Page Requirements
Preliminary page numbers should be small Roman numerals. They should appear at the bottom margin (one inch from the bottom of the page), and centered (unless specifically designated otherwise by an approved manual of style).

The dissertation/thesis must include these pages in this specific order (others may be required by departments).

Approval Sheet
An Approval sheet must be created by Department secretary in Myers 204, then printed, signed, and scanned in order to create a PDF version of this sheet. It is then attached as the first page of the PDF version of the thesis.

There is no page number on the Approval Sheet.

Title Page
The author’s name must appear on title page exactly as it will appear on the degree awarded.

The title page must be worded and spaced as in the sample following. The general rule for the spacing of the title page is: the first line of the title should begin 2 inches from the top of the page and the bottom line with the date should be 1 inch from the bottom of the page. Space the elements in between these two lines as evenly as possible.

The title page is Roman numeral i, but the numeral does not appear on the page.

Copyright Notice
A Copyright Notice must appear in the dissertation whether or not the dissertation is officially registered with the U.S. Copyright Office. The Copyright Notice page attached to your dissertation is sufficient for an official copyright.
See the following sample of how the Copyright Notice should look. The copyright symbol may be drawn in by hand in black ink if your computer is not able to produce the symbol.

The writer may be interested in registering the work with the U. S. Copyright Office. Dissertations and theses submitted to TREN or University Microfilms may, at the same time and for an additional fee, be officially registered for copyright. You may register for copyright as well as request creation of a microfilm backup (both optional) by going to: http://www.tren.com.

**TABLE OF CONTENTS**
Every chapter title, every subheading within each chapter, the List of Figures, List of Tables, Bibliography (or References), and Appendixes must appear in the Table of Contents.

**ABBREVIATIONS AND BIBLIOGRAPHY**
Detailed information and examples can be found in the Th. M. Handbook.

**PRODUCTION GUIDELINES FOR THE THESIS**
There are no mandatory costs to the student for the submission of the thesis, only costs for any optional services mentioned above under the category of Copyright Notice.

**TRANSCRIPTS**
No transcript will be issued until all obligations to the school have been met.

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Official transcripts can be sent only to other institutions, not to individuals.

Transcript records may be released to other institutions upon request provided there is no financial obligation to the institution.
TRANSCRIPT EVALUATION
Tentative evaluation of work done at other seminaries may be rendered after a student has been accepted.

TRANSFER CREDITS
Courses from accredited seminaries in which a grade of B or above has been earned will normally be accepted in lieu of required or elective courses for transfer credit with the approval of the department chair and the Office of the Registrar, depending upon the academic standard of the degree program the student enters.

Students transferring from unaccredited seminaries may have courses considered for credit only if a grade of A or B was received for the courses, and they qualify by content, professor’s credentials and texts used. Such credit is given only with the approval of the department chair and the Office of the Registrar.

WITHDRAWAL FROM SCHOOL
A student desiring to withdraw from Talbot before the end of a semester must first consult with Associate Dean, Doug Geringer. After this consultation, an official departure card must be obtained from the Registrar’s Office. For refunds, see current catalog.

ASSOCIATED STUDENTS

PURPOSE
The purpose of the Associated Student Council is to facilitate community among Talbot students so that the student body reflects the body of Christ.

MEMBERSHIP
Section 1. Qualifications
The membership of the Associated Students consists of all registered graduate students of Talbot School of Theology.

Section 2. Dues
A portion of each student’s tuition is distributed to the council’s general budget for use in A.S.-sponsored activities.

OFFICERS
Section 1. Enumeration of duties
The appointed officers of the Associated Students include: president, vice-president, controller, social chair, event coordinator, ministries chair, community net-worker, women’s ministries coordinator, international chair, student journal editor and publicity chair.
President
Shall serve the A.S. and its officers by providing vision, leadership and management within the program and ministry responsibilities entrusted to the A.S. Council by the students and administration of Talbot School of Theology

Vice-President
Shall support the President in promoting the well-being of A.S. officers and the administration of the A.S. Council

Controller
Shall provide financial and administrative support to the A.S. Council

Event Coordinator
Shall create large-scale events for the purpose of fostering fellowship among the students, faculty and staff of Talbot School of Theology

Social Chair
Shall create informal opportunities for fellowship among students and faculty

Student Ministries Chair
Shall make the physical Talbot campus a welcoming environment for students

Community Net-Worker
Shall assist incoming, out-of-the-area students in integrating into the Talbot community and support the development of micro-communities within the student body

Women’s Ministries Coordinator
Shall facilitate fellowship among women students, serve as an encouragement and ministry resource to them, and communicate their needs and concerns to the A.S. Council

International Chair
Shall help to foster fellowship among international students and help to integrate them into the wider Talbot community

Student Journal Editor
Shall coordinate, edit, produce and distribute the Talbot student journal

Publicity Chair
Shall coordinate and produce all types of publicity in order to promote the events of all A.S.-sponsored ministries

Section 2. Eligibility
All appointed officers must carry a minimum academic load of nine (9) units per semester during their term of service and must have completed at least one full semester at Talbot to be eligible to serve on the A.S. Council. All candidates may be subject to approval by the Student Welfare Committee and Dean’s office based on academic and character concerns.
Section 3. Selection Process
Shall be as follows:

a) Selection for the following year’s team takes place in the spring semester of the current academic year.

b) Current A.S. Council officers have the option to return to their current positions, subject to approval by the Talbot Dean’s office and receipt of a “B” grade or higher. Grades are to be determined by the A.S. President and approved by the Dean of Talbot for the fall semester.

c) All open positions will be advertised to the general student body.

d) Interested persons may obtain applications from the A.S. Office (Myers 100) and should submit the completed application form there at the appointed deadline.

e) Current A.S. Council officers will conduct interviews of applicants and select an individual to fill each open position.

f) All selections are subject to final approval by the Talbot Dean’s office.

STUDENT COUNCIL

Section 1. Membership
The A.S. Council consists of the Associated Students’ officers.

Section 2. Function
The A.S. Council will conduct regular business meetings throughout the school year in order to represent the Associated Students in student body affairs and to promote the stated purpose of the Associated Students for the benefit of the larger Talbot community.

FINANCES

Section 1. Student Funds
There are two funds managed by the A.S. Council of Talbot School of Theology:

a) The General Fund – This fund consists of semester dues collected from the members of the student body at the time of registration, along with donations or other finances designated for this fund.

b) The Talbot Needy Student Fund – This fund is supported by donations and by the A.S. Council President’s designation of general funds. This fund will be used to assist students who, because of unforeseen circumstances have one-time, temporary needs involving food, clothing or shelter. These funds will be given only as a gift and do not need to be repaid.

Section 2. Disbursements

a) The General Fund – The A.S. Council will disburse these funds in a manner deemed to be in the best interest of the student body. A list of all disbursements will be made available to any student upon request.

b) The Talbot Needy Student Fund – Funds will be allocated to those students who have legitimate needs in the areas previously mentioned. The decision to provide financial help as well as the amount of allocation is the responsibility of the President, with the approval of the Controller. Requests for aid can be
made by completing a “Talbot Needy Student Fund” request form available in the A.S. office.

ATTENDANCE
Regular attendance is expected of all students. Because of the variety in class size and purpose, specific attendance requirements and any effect it might have on grades rests with the individual faculty member.

BOOKSTORE
The Biola Bookstore offers a large variety of Bibles, books (including biblical and theological works), music, insignia clothing, greeting cards, school supplies, magazines, candy and gifts. The Biola Express Store is within the main bookstore and offers food items, soda, milk, ice cream and sundries. The Computer Store is adjacent to the main Bookstore and is an authorized Apple Macintosh student dealer with an excellent selection of software and accessory products sold at competitive prices.

BULLETIN BOARDS
Students are responsible for the contents of all bulletin board notices. Students must clear notices posted at Talbot with the Talbot receptionist in the lobby of Myers Hall before placing them on bulletin boards. University Student Affairs must approve posting elsewhere on campus. Notices may not be placed on walls, windows or other areas than the bulletin boards.

CAMPUS SAFETY
Biola's Campus Safety Office is concerned for the safety of individual students as well as the community as a whole. Campus Safety’s primary responsibility is to protect the people and property of Biola University. This includes the responsibility for all persons at the University (e.g., students, faculty, staff, and visitors) and for all property owned or operated by the University. Officers trained in law enforcement, CPR and first aid are on duty 24 hours a day and are willing to assist students in any way.

The Campus Safety Department offers special services such as a campus escort service, a rape prevention program that includes several films and a seminar, a lost and found service, bicycle registration service, and Operation Identification (engraving of personal property for positive identification in case of theft) throughout the year. Vehicle registration, traffic control, building security, and assistance in medical emergencies are additional services handled by this department.

Recognizing that a Christian university is not exempt from crime and danger, students are asked to use common sense and caution in every aspect of their activities. Students who are stopped by Campus Safety officers are required to present their driver’s license and student I.D. and to follow any directions given by the officer. Failure to cooperate with an officer’s request may result in disciplinary action.

BICYCLES
Bicycles may not be ridden on sidewalks because of possible injuries to pedestrians.
CRIMES
If you observe suspicious activity or a crime in progress on campus, report it by calling the Emergency 5111 line. The caller should give their name, the exact location of the crime and details. Campus Safety officers will be notified immediately.

FIREARMS AND FIREWORKS
Residents may not possess or store firearms or fireworks on campus.

REGISTRATION AND USE OF MOTOR VEHICLES AND BICYCLES
All vehicles brought onto Biola property must be registered within the first 72 hours of that vehicle's presence on campus. All vehicles are registered each semester and are billed on the student account.

Vehicles that were registered and then sold should be reported to the Traffic Control Office so that they may be taken out of the system. Those students withdrawing from school for any reason should stop by the Campus Safety Office to remove their vehicle from the system.

Off-street vehicles (not equipped or licensed for use on public highways) may not be stored, parked or driven on Biola property. California state law now requires that all vehicles be covered by insurance or bond. Biola students are expected to abide by such laws. Generally speaking, vehicles belonging to resident students should be parked in appropriate parking lots and not on adjacent residential streets.

The University reserves the right to ask that any vehicle owned or operated by an enrolled student be opened in the presence of the owner or operator and a member of the staff of the Student Affairs Office if there is reason to believe that the vehicle has been involved in a violation of city, state, federal law or school standard.

A vehicle code is available to all students at any time during the semester to inform students of all policies relating to motor vehicles and motorized bicycles. Vehicles not registered may be removed from campus at the expense of the owner.

REGISTRATION FEES
Per semester there is a registration fee for automobiles, motorcycles, and motorized bicycles. Temporary permits are available at a prorated fee.

SKATEBOARDS AND SKATES
Skateboards and skates may not be used on campus. If sidewalks were to be used by skateboards or skates, there would be a clear danger to the visually disabled and others unable to avoid an accident. Use of the roads would also be hazardous because of heavy vehicular traffic.
**CHAPEL**
The purpose of chapel is to provide opportunities for worship, instruction and exposure to current issues, ministries, missions and gifted individuals. Chapel is an important part of a student's educational experience, contributing significantly to individual spiritual formation and the unity of the seminary community.

Chapel services are conducted each Tuesday in Calvary Chapel. Additional special chapels are held as announced. Special chapel series, such as the Lyman Stewart Memorial Lectures, Robert L. Saucy Lectures, and the Faculty Series (Fall and Spring), are held Tuesday through Thursday. Joint university-wide chapel services are held several times a year. Students are *required* to attend Tuesday chapel services if they have classes either immediately before or after the chapel hour. Participation in the chapel services of the university community is highly encouraged.

Exemptions for chapel requirements must be secured from the Administrative Associate in advance or during the first week of the semester. Auditors, Th.M. and Ph.D. students are encouraged to attend chapel, but attendance is not required.

**CHRISTIAN SERVICE**
M.Div. students who expect to graduate in three years must register for field education each semester. M.Div. students who are part-time should register for one field education class for each 16 units completed.

Those students in other degree programs taking nine or more units are expected to engage in some form of Christian service that will contribute toward his or her preparation for the ministry. Should a student experience difficulty in securing a service opportunity, he or she should consult with the field education or Christian education offices.

**COMMUNITY LIFE**
As a member of the Biola community, individual students share in the unique benefits of a Christian university. The breadth of course offerings in the graduate and undergraduate levels provide a rich backdrop for study in a particular major. In addition to gaining an education, which provides competence in a specific discipline, students also gain the benefit of an integrated view of learning that utilizes Scripture as the foundation for all of life. At Biola, we believe that learning occurs both inside and outside of the classroom. We are able to impact the world for Jesus Christ only as we are integratively competent in our fields of study and as we develop a lifestyle that reflects our Maker.

As a body of believers, the Biola community seeks to encourage the development of each individual, in order that all would understand and utilize their unique, God-given gifts and abilities. The support of peers who share a common belief in Jesus Christ is for many a great benefit of being a part of this community. Faculty, staff and administrators are available for those who seek the wisdom and concern of the people who have traveled further in their Christian journeys. The co-curricular programs offered by the University are provided for members of this community as a stimulus for further growth and development. It is the intent of Biola University that all that is done in the classroom, in co-curricular
programs, in relationships established and in knowledge gained, reflect the unique mission of the University.

**COMPLIANCE WITH NON-DISCRIMINATION LAWS AND REGULATIONS**

The University deplores the unfair treatment of individuals based on race, gender, socio-economic status, age, physical disability, or cultural differences, as well as attempts at humor that aim to elicit laughter at the expense of an individual or any group of individuals. Rather, members of the student body should embrace the expectation of Scripture to love God with all their being and their neighbors as themselves.

Biola University operates in compliance with all applicable federal and state non-discrimination laws and regulations in conducting its programs and activities and in its employment decisions. As a religious institution, the University is exempted from certain regulations relating to laws and discrimination on the basis of religion. Such laws and regulations include:

1. Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, and national origin in the programs and activities of the University. This policy of non-discrimination also complies with Internal Revenue Service Revenue Ruling 71-447 required for maintaining the University’s tax-exempt status.
2. Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination based on sex, race, color, or national origin.
3. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of its programs and activities.
4. The Americans with Disabilities Act of 1990 (Public Law 101-336), the purpose of which is to afford the disabled equal opportunity and full participation in life activities and to prohibit discrimination based on disability in employment, public service, public accommodations, telecommunications, and transportation.
5. The Age Discrimination Act of 1975, which prohibits age-based discrimination against persons of all ages in programs and activities of the University.
6. The Age Discrimination in Employment Act of 1967, which prohibits discrimination against persons aged 40 and over regarding employment decisions.
7. Title IX of the Education Amendments of 1972, which prohibits all forms of discrimination on the basis of gender (including sexual harassment) in programs and activities of the University, except where the University has been granted exemptions based on its religious tenets.

**CONDUCT STANDARDS**

Biola University is a community of Christians committed to the principles of Christian living found in the Bible and holds that these biblical standards are vital to our individual and corporate relationships. Maintaining these standards contributes to the kind of atmosphere in which quality Christian education and spiritual nurture can best occur, and strengthens the testimony of Biola within both Christian and secular communities. In this light, and given the clear biblical imperative for spiritual self-discipline, the University has established these "standards of conduct" to be observed and upheld, by all members of the Biola community.
Consistent with the example and command of Jesus Christ, we believe that life within a Christian community must be lived to the glory of God, with love for God and for our neighbors. Being indwelt by the Holy Spirit, we strive to walk by the Spirit, "crucifying the flesh with its passions and desires" (Galatians 5:24). To this end, members of the Biola community are not to engage in activities, which Scripture forbids. Such activities include, but are not limited to, dishonesty, thievery, fornication, adultery, homosexual practice, drunkenness and unscriptural divorce. Scripture also condemns other "deeds of the flesh" such as covetousness, jealousy, pride and lust—sins which the maturing Christian should put off, and replace with "fruit of the spirit": love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (e.g., Luke 10:27; Galatians 2:20, 5:14-24; Ephesians 2:3; 1 Corinthians 6:9-10).

As a Christian educational institution, Biola also recognizes the responsibility of its Board of Trustees, faculty and staff to provide examples of maturing Christian character, conduct and attitude to its students and the community at large. Therefore, as maturing Christians, the entire Biola community will strive for the holiness of God (1 Peter 1:13-19), and love Him with all our heart, soul and mind (Matthew 22:37). In addition, we are called to love our friends and neighbors as God has loved us (Matthew 22:39; 1 John 4:7-11). We will achieve this calling by walking by the power of the Holy Spirit and avoiding sins clearly forbidden in Scripture (Galatians 5:16-21; 1 Corinthians 6:9-11; Ephesians 5:1-14). In addition, we will pursue the fruit of the Spirit from our Lord and with one another (Galatians 5:22-24).

When the Bible is not clear regarding a specific behavior, we will be guided by our desire to glorify God in our bodies as temples of the Holy Spirit (1 Corinthians 6:19-20), and will discern if any of our brothers or sisters in Christ would stumble in their faith (1 Corinthians 8; Romans 14). If our Lord is not glorified or another Christian is harmed or offended by our behavior, then we will freely abstain from that activity, both on and off the campus of Biola. We know that many behaviors are lawful, but not all are profitable (1 Corinthians 10:23-33). Therefore, we will constantly be teachable regarding those activities where the Bible is not clear and will evaluate them in light of our pursuit of holiness and love for our Lord and each other.

Students of Biola are expected to refrain from the use of alcoholic beverages and tobacco in any form, and from gambling. Furthermore, discernment must be exercised in avoiding all activities that may be spiritually or morally harmful. Individual decisions regarding movies, television programs, all forms of electronic media and other activities are expected to reflect this moral commitment. Biola University does not presume to be a censoring agency for all activities; it does, however, expect tangible evidence of maturing Christian convictions and discerning judgment.

In addition, members of the Biola community will observe Sunday as the Lord’s Day and give primary attention to worship, rest, Christian fellowship and recreation, and service.

These standards apply to the student while enrolled in any of the schools or programs of the University on and off campus. Biola therefore reserves the right to discipline or dismiss any student who in its judgment, does not conform to
these conduct standards or to other expressed principles, policies, programs and expectations of the university governing student conduct.

**DAY OF PRAYER**
A day of prayer is scheduled for each semester. Special emphasis on prayer is given in the chapel services and during classes.

**DRESS**
Talbot students are asked to maintain standards of dress appropriate to the professional practice of Christian ministry. These requirements are not regarded as measures of spirituality, and it is recognized that the seminary serves students from many cultures that often bring different perspectives.

Talbot is an integral part of Biola University, a local community and linked to the Church. In these contexts, personal appearance, the nature of one’s Christian testimony and responsibility to and for others are often linked.

Modesty and good taste should guide choices in dress and appearance, whether it is in the classroom, chapel, cafeteria or the residence halls. Tank tops, midriffs, low-rise jeans, exercise apparel and other similar styles are not appropriate for classroom or the chapels.

**GRIEVANCE AND APPEAL PROCESS INCLUDING HARASSMENT**
It is the desire of the University that grievances be resolved at the lowest level possible and that the grievance procedure be as expeditious as possible. In accordance with the biblical injunction (Matthew 18:15), there should be an attempt made to resolve any grievance informally with the person or office with which the grievant has a complaint.

There are three distinct grievance and appeal processes open to the student. The process used will depend on the nature of the grievance: these include processes related to unlawful discrimination and/or harassment, academic matters, and a process for other types of grievances and appeals.

1. **UNLAWFUL DISCRIMINATION AND/OR HARASSMENT.**

   **I. INTENT OF THE PROCEDURE**
   Biola University is committed to maintaining the university environment as a Christian community, which provides a place for spiritual growth, work and study free of all forms of unlawful discrimination and sexual harassment. The intent of this procedure is to implement all appropriate civil rights legislation, and to make a good faith effort to ensure that no person shall, on the basis of race, ethnic group identification, national origin, age, sex, color or physical or mental disability, be unlawfully subjected to discrimination under any program or activity offered under the control of Biola University. Complaints of sexual harassment are included in the discrimination complaint procedures described below.

   **II. GENERAL PROVISIONS**
   A. Coverage: These procedures apply to the processing of complaints arising from alleged unlawful discriminatory actions including sexual harassment. Any student, applicant for admission, employee or applicant for employment (administrative staff or faculty) who believes that he or she is
a victim of discriminatory action may file a complaint under these procedures. Student or employee complaints based on grounds other than discrimination should be pursued under the grievance and appeal procedures contained in the student handbook, faculty handbook, staff handbook or other applicable mechanism.

B. Responsible Officer: The designated individuals ("Responsible Officer") to receive and process complaints under this procedure are as follows:

1. For students attending Talbot School of Theology, men may contact Mr. Doug Geringer (Associate Dean) at ext. 4815; women may contact Dr. Judy TenElshof (Associate Director for the Center of Spiritual Renewal) at ext. 3203.

2. For faculty/staff (or applicant) complainants: Director of Human Resources, Ron Mooradian (Human Resources Office, ext. 4757) or Susan Kaneshiro, Employment Manager (Human Resources Office, ext. 4757).

If the complainant does not meet requirements of the procedure, the Responsible Officer shall immediately notify the complainant of the specific deficiencies of the complaint.

C. Definitions:

1. Complainant: The complainant is an individual or group of individuals who believe that unlawful discrimination or sexual harassment may have or has occurred.

2. Respondent: The respondent is an individual or group of individuals against whom an allegation of unlawful discrimination or sexual harassment is made.

3. Complaint: A complaint is an allegation that a student, employee or applicant for admission or employment has been subjected to unlawful discrimination or sexual harassment.

D. Retaliation Prohibited: Any retaliatory action of any kind by an employee or student of the University against any other employee or student of the University as a result of that person's seeking redress under these procedures, cooperating with an investigation, or other participation in these procedures is prohibited, and may be regarded as the basis for disciplinary action.

E. Privacy: The privacy and confidentiality of the parties shall be maintained to the extent possible during the processing of a complaint.

F. Resolution Options: Individuals are encouraged to use this procedure to resolve their complaints of unlawful discrimination or sexual harassment. However, they may also file a complaint at the beginning, during or after use of Biola's complaint procedure with:

U.S. Department of Education
Office of Civil Rights
50 United Nations Plaza
III. PROCESSING OF A COMPLAINT
Any person who believes they have been discriminated against or sexually harassed may file a complaint with the Responsible Officer. In order for a complaint to be processed, the complaint must be filed within 120 days of the alleged unlawful discriminatory action or sexual harassment, or within 120 days of the complainant learning of the discriminatory action or sexual harassment.

IV. INFORMAL PROCEDURES:
The University has established the following informal process to resolve charges of unlawful discrimination or sexual harassment within thirty (30) calendar days:

A. The complainant or person who would like assistance in determining whether unlawful discrimination or sexual harassment has occurred should be referred to the appropriate Responsible Officer.

B. The Responsible Officer shall meet with the concerned individual to:

1. Understand the nature of the concern;

2. Give to complainant a copy of the Biola University policy and procedure concerning unlawful discrimination and sexual harassment and inform complainant of his or her rights under any relevant complaint procedure or policy;

3. Assist the individual in any way advisable.

If informal resolution of the concern is possible, it is not necessary to pursue a formal complaint.

C. If deemed appropriate, the Responsible Officer shall meet with the Respondent to inform him/her of the nature of the concern.

D. If the parties agree to a proposed resolution that does not include disciplinary action, the resolution shall be implemented and the informal process shall be concluded. At any time during the informal process, the complainant may initiate a formal complaint.

Whether or not the complainant files a formal complaint and/or the parties reach a resolution, if the Responsible Officer determines that circumstances so warrant, the Responsible Officer shall initiate a formal investigation and take appropriate actions as necessary to fully remedy any harm that occurred as a result of unlawful discrimination or sexual harassment and to prevent any further unlawful discrimination or sexual harassment.
E. The Responsible Officer shall keep a written log of discussions and a record of the resolution. This information shall become part of the official investigation file if the complainant initiates a formal complaint. A letter summarizing the informal investigation and the resolution agreed upon shall be sent to the complainant and the respondent and kept as part of the record.

F. Once a complaint is put in writing and signed by the complainant, the complaint is considered to be formal and the formal complaint procedures should be followed.

V. **FORMAL PROCEDURES**

Where informal complaint procedures are not possible or appropriate, or fail to satisfactorily resolve the matter, the complainant may file a formal written complaint with the Responsible Officer.

A. On the Unlawful Discrimination Complaint, the complainant shall describe in detail such alleged unlawful discrimination or sexual harassment and the action the complainant requests to resolve the matter. All written complaints shall be signed and dated by the complainant, and, where known, shall contain at least the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged unlawful discrimination or sexual harassment. Names, addresses and phone numbers of witnesses or potential witnesses should also be included, if possible.

B. Within five (5) working days after the receipt of the signed complaint, the Responsible Officer will review the complaint to determine whether it describes the kind of unlawful discrimination or sexual harassment which is prohibited under these procedures, and whether the complaint sufficiently describes the facts of the alleged misconduct. If the complaint does not describe the kind of prohibited conduct the University investigates under these procedures, the complainant will be notified and will be referred to the appropriate process. If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding the alleged misconduct, the complaint will be returned and the complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.

C. Within ten (10) working days of receiving the complaint or amended complaint, the Responsible Officer shall act as investigator or shall appoint one or more investigators to act alone, together or in conjunction with the Responsible Officer to investigate the charges, and shall notify the appropriate Vice-President and the respondent that a written complaint has been received and a formal investigation has begun.

D. The investigator(s) shall within ten (10) working days of the complainant's referral to the formal complaint process, commence an investigation of the alleged unlawful discrimination or sexual harassment. The investigator(s) shall meet with the complainant to review the nature of the complaint and identify the scope and nature of the investigation. The investigator(s) shall also meet with the respondent to present a copy of the complaint and this policy, to receive the respondent's answer to the
complaint and to review with the respondent the scope and nature of the investigation.

E. The investigator(s) shall thoroughly investigate the complaint. Prior to completing the investigation, the investigator(s) shall meet again with the complainant and the respondent separately to give an overview of the steps taken during the investigation, to ask the complainant and the respondent for the names of any others the investigator(s) should speak with, and to request any additional information.

F. After completion of the investigation, the investigator(s) shall meet with the Provost if either party involved in the complaint is a student or faculty member. The investigator(s) shall meet with the Vice-President of the applicable administrative division of the University if the complaint involves only administrative staff members. The Provost or other appropriate Vice-President shall be responsible for reviewing the report of the investigator(s), making factual determinations, and reaching a conclusion regarding the charges and appropriate disciplinary sanction, if any.

G. Within **ninety (90) calendar days** of receiving the complaint, the investigation shall be completed and a determination shall be made. The Provost or other appropriate Vice-President shall forward to the complainant and respondent all of the following:

1. A summary of the investigative report;

2. A written notice setting forth:
   
   (a) The findings of the Provost or other appropriate Vice-President as to whether unlawful discrimination or sexual harassment did or did not occur with respect to each allegation in the complaint;

   (b) A description of actions taken, if any, to remedy any unlawful discrimination or sexual harassment that occurred, and to prevent similar problems from occurring in the future;

   (c) The complainant's and respondent's right to appeal the determination either as to the finding or to the appropriateness of the recommended actions.

VI. APPEAL RIGHTS

A. If the complainant or respondent is not satisfied with the results of the formal level administrative decision, the complainant or respondent may appeal the determination by submitting written objections to the University President within **ten (10) calendar days** of the receipt of the determination.

B. The appeal shall be considered by a committee comprised of five (5) persons selected from a standing list of faculty, administrative staff and students available for such purpose. The complainant and respondent shall each select one committee member. The two members so chosen shall select a faculty member (from the standing list) who shall be the third committee member. The Provost or other appropriate Vice-President and the Responsible Officer involved in the matter shall each select one-
committee member. The committee members chosen shall select one member to be the voting Chairperson for the committee.

C. Within **thirty (30) calendar days** of receiving the appeal, the committee shall consider the objections presented, review and evaluate the investigative report and findings of the Provost or other appropriate Vice-President and any actions taken, and reach its conclusion (by majority vote) and communicate its conclusion in the form of an advisory recommendation to the President.

D. The President shall issue a decision in writing to the complainant and respondent within **ten (10) calendar days** of the receipt of the committee’s recommendation, which shall be the final decision of the University in the matter.

2. **APPEALS RELATED TO ACADEMIC MATTERS (GRADES, CLASSROOM PROCEDURES, TESTS, ASSIGNMENTS AND RELATED MATTERS)**

These appeals by students are handled first through a personal conference with the professor involved. If the matter is not resolved at this stage, the student may request a meeting with the appropriate department chair, unless that person is also the professor against whom the complaint is being raised, and then the student should consult with the Associate Dean. If this is also unsuccessful in resolving the matter, the student may appeal in writing to the Dean who will review the matter with the relevant parties and issue a decision which will be the final decision of the University in the matter.

In order to facilitate the resolution of academic grievances, students should be aware of the following options also available to them:

**Academic Departments:**

In an effort to resolve grievances quickly and as close to the area of concern as possible, some academic departments may establish policies for those academic concerns relating directly to the major. This course of action may be elected by a student within the major, however, the grievance and appeal process as outlined above is open to all students at all times.

**Scholarship Appeals:**

Appeals on financial aid awards and policy decisions regarding student aid are to be made to the University Scholarship Committee. You may contact Financial Aid, Metzger Hall.

3. **GENERAL GRIEVANCE AND APPEAL PROCESS (FOR MATTERS NOT ADDRESSED BY THE PROCESSES ABOVE)**

**Grievance procedures have two related functions:**

   a. To determine whether or not an injury alleged by the student (grievant) was the result of an erroneous decision of the University regarding the implementation of university policies and procedures or their administration; and

   b. If error is established, to determine an equitable redress for the student.
NOTE: The interpretation or judgment of university administrators regarding the meaning of the written regulations of the University, or of the Implementation of the Mission Statement and Behavioral Standards, or the regulations themselves are not within the scope of the appeal process.

Students are not immune from legal or judicial processes arising as a result of their actions and any disciplinary actions and/or proceedings taken by Biola do not replace federal, state or local law.

INFORMAL APPEAL PROCEDURES
The student and the appropriate university administrator or professor should first attempt to resolve the problem before an appeal to a formal mechanism is made. In cases where this informal appeal is unsuccessful in resolving the problem to the student’s satisfaction, the student should share the grievance with the Dean of Talbot School of Theology. The Dean will make a personal effort to resolve the grievance, unless, of course, the problem is between the Dean and the student.

FORMAL APPEAL PROCEDURES
When informal procedures have failed to resolve a conflict, the student (grievant) may request a Dean’s hearing. There are two formal appeal and hearing procedures: A Dean’s hearing and a committee hearing. If the appeal is from a decision previously made by the Dean, the grievant may request a committee hearing. If the appeal is not from a decision previously made by the Dean, the grievant may request either a Dean’s hearing or a committee hearing.

Dean’s Hearing:
The steps to be taken by the grievant to initiate such a hearing are as follows:

a) A written request for a hearing must be submitted to the Dean. If the grievance involves a disciplinary action taken by the University, this request must be submitted within ten (10) days from the time the student was informed that disciplinary action would be imposed. The Dean may choose which of the disciplinary sanctions are to be implemented while the appeal is in process.

b) The grievant must also submit to the Dean a written statement including all of the issues and evidence to be considered, and a list of any witnesses. Issues omitted from this statement may not be considered in the hearing.

c) The grievant will be notified in writing of the date, time and place of the Dean’s hearing.

d) The Dean’s hearing will be conducted in an informal manner to the greatest extent possible. The Dean will personally interview the grievant, any other witnesses, and will consider all other relevant evidence presented.

e) The Dean will evaluate the testimony and evidence and prepare a written decision in the matter, which will be communicated, to the grievant within 10 days of the hearing. The decision of the Dean will be final and no further appeal is open to the student at Biola University.
**COMMITTEE HEARING:**

The steps to be taken by the grievant to initiate such a hearing are as follows:

a) A written request for a committee hearing must be submitted by the grievant to the Dean. If the grievance involves a disciplinary action taken by the University, this request must be submitted within ten (10) days from the time the student was informed that disciplinary action would be imposed. The Dean may choose which of the disciplinary sanctions are to be implemented while the appeal is in process.

b) The committee will be composed of five (5) members, three (3) from University faculty or staff, and two (2) students selected as follows:

The grievant will select one University faculty or staff member, the Dean selects another and the grievant and the Dean together select a third member. All members are to be selected from a list of faculty and staff members approved by the Provost.

The first two members are to be chosen not as advocates, but rather for their familiarity with the kinds of issues involved in the case. All three members are to be impartial and familiar with the policies and procedures of the University.

c) The three-committee members so chosen shall select one of them to serve as the chair of the committee.

d) The chair of the committee shall select two students from a list of students submitted by the Talbot Associated Students Council.

e) The grievant must submit to the chair of the committee a written statement including all of the issues and evidence to be considered, and a list of any witnesses. Issues omitted from this statement may not be considered in the hearing.

f) The grievant will be notified in writing of the date, time and place of the committee's hearing.

g) The committee hearing will be conducted in an informal manner to the greatest extent possible. The committee will personally interview the grievant, the Dean (or other designated faculty member), any other witnesses, and will consider all other relevant evidence presented. The University may tape the hearing in its entirety. The committee will evaluate the testimony and evidence and prepare a written recommendation to the Provost or his/her designee for final decision. The Provost or his/her designee will consider the recommendation and make a decision that will be final and no further appeal is open to the student at Biola University.

**HEALTH CARE**

Biola University offers health services for all registered students, regardless of insurance coverage. These services are available at the Student Health Center on Monday through Friday, from 8:00am to 4:00pm. There is a small fee for injections or other treatments. (Note: No non-student spouses or children are eligible for the Health Center services, even if they are signed up for the Biola Health Insurance Plan.)

Students carrying seven units or more are required to: (1) have a physical exam on file at the Health Center prior to the time of registration; (2) show proof of private health insurance coverage (at registration) or (3) enroll in Biola's student accident and sickness insurance plan. (Note: Coverage in Biola’s Student Insurance Plan is available to any currently enrolled student, regardless of the number of units
he/she is taking; however, it is required for the student who does not carry a private insurance policy and is enrolling for seven or more units.) The cost of this insurance is subject to change from time to time by the company.

HOUSING
Help is available for off-campus housing through the university Housing Office. Students can also email grad.housing@biola.edu. The Talbot bulletin serves as an additional source of available housing.

LEARNING ENVIRONMENT
Biola University endeavors to provide a safe and orderly environment, insofar as possible, in which all students are able to pursue their academic and social development. In doing so, it reserves the right to implement a disciplinary process, which may culminate in the suspension or dismissal of any student who does not meet minimal and reasonable behavioral standards. The University also expects that the actions of any student not pose an objective danger to self, not pose a direct threat to the health and/or safety of others, and not significantly jeopardize the educational process of other students.

DANGER TO SELF
Danger to self is defined as any direct act or planned act that places a person at reasonable risk of self-induced bodily harm or loss of life. This would include actual and/or planned acts of suicide, self-mutilation, substance overdoses, consistent purging, unhealthy dietary restriction, etc. Additionally, students posing danger to themselves through the use of weapons and/or substances may face other sanctions as imposed by the University and/or by law enforcement agencies.

DANGER TO OTHERS
Danger to the health or safety of others is defined as any act or planned act that places another student, member of the faculty or staff, or any campus visitor at reasonable risk of bodily harm, exposure to illness, loss of life, or destruction of property. Further, a student may be considered to pose a direct threat to the health of others if current medical information indicates that the student’s behavior and/or medical condition could reasonably expose others to illness or disease. This exposure risk must exceed that commonly found in community environments and would include a student’s possession of a presently contagious illness or disease and/or failure to maintain appropriate hygiene.

JEOPARDIZING THE EDUCATIONAL PROCESS
Jeopardizing the educational process of others is defined as any disruptive act that, within reason, impedes another student’s functioning within an academic or community life setting. A violation may include a single disruptive act or ongoing acts and will usually involve complaints from students, faculty, or staff. In determining violations, an assessment will be made of the nature of the disruption, the content and frequency of the complaint(s), and the number of complaints.

UNIVERSITY RESPONSE
While Biola University expects all students to meet the behavioral standards, it recognizes that some students possess medical or psychological conditions that
may affect functioning within the behavioral rules of the University. Additionally, students may not be discriminated against on the basis of verified physical or psychological disability as determined with regard to applicable federal and/or state law, provided that they remain otherwise qualified, which is defined as being able to meet the fundamental academic and behavioral standards of the University. The University thus reserves the right to determine whether medical or psychological intervention (e.g., medication, counseling) is necessary in order for the student to meet the minimal behavioral standards.

If medical or psychological intervention is needed to assist the student in meeting the behavioral standards, the University may choose to offer the student the opportunity to comply with an intervention plan as a partial or complete substitute for disciplinary action. The student may also be placed on a contract that clearly identifies the behaviors of concern, the accompanying behavioral expectations, and the length of contract. If the student does not meet the behavioral standards after assenting to an intervention plan, or if the student violates the contract, the University may take disciplinary action up to, and including, suspension or dismissal.

LECTURES

LYMAN STEWART MEMORIAL LECTURES
The Lyman Stewart Memorial Lectures are held each fall semester. These Lectures by off-campus scholars are of outstanding scholarly and practical value.

ROBERT L. SAUCY LECTURES
This lectureship is intended to give opportunity for students and faculty to be exposed to current issues in the academy and church as addressed by world-renowned scholars.

The lectures are named after Dr. Robert L. Saucy in recognition of his lasting impact on the history of Talbot School of Theology. Dr. Saucy has been a faculty member since 1961, and has had an enduring impact on students, faculty, and programs. He has also been a significant leading figure in American evangelicalism, as evidenced, for example, in his role as President of the Evangelical Theological Society. Dr. Saucy exemplifies a commitment to scholarship in service of the church that characterizes the mission of Talbot School of Theology, and so is a worthy recipient of the honor of having the lectureship named after him as a model for all Talbot faculty and students.

The Robert Saucy lecture series is designed to stimulate scholarly discussion of critical issues that face the academy and church in our day. The series is conducted by scholars who have national and international influence in their discipline, and who can advance thought concerning those issues in the Talbot community.

MAIL
Mailboxes are provided for all students, whether living on or off campus. The Talbot receptionist assigns these at registration each semester. Please instruct all correspondents to specify "TALBOT" and your box number on all mail to ensure prompt delivery. New students may pick up their mail at the reception desk prior to mailbox assignment.
MISSIONS CONFERENCE
Students are required to attend the Missions Conference held each spring for the total number of hours equal to the number of class hours the students would otherwise be attending.

PROFESSIONAL CONFERENCES
Talbot recognizes the value of professional conferences and attendance is encouraged. During any semester a student may substitute attendance at approved professional conferences for class attendance up to a total of one week. The student is responsible to make arrangements prior to the time of absence with each professor whose classes will be missed. The student is responsible to complete all work he misses. Faculty members will cooperate so that the student is not penalized because of class absence.

This policy is in effect only for conferences that are specifically approved in advance by faculty action or by the Student Welfare Committee.

RESPECT TO THE LAW
(See also “Compliance With Non-Discrimination Laws and Regulations” section)

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED
The Family Educational Rights and Privacy Acts (FERPA) and provisions of the California Education Code set out requirements designed to govern the access to, and release of, educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office (U.S. Dept. of Education) concerning alleged failures by Biola to comply with provisions of FERPA.

Biola University has adopted policies and procedures concerning implementation of FERPA on campus. Copies of the policy are available in the Registrar's Office.

PUBLIC LAW 101-883, THE STUDENT RIGHT-TO-KNOW AND CAMPUS CRIME ACT
Public Law 101-883, The Student Right-To-Know and Campus Crime Act requires colleges and universities receiving federal funds to make available yearly campus security policies, crime prevention programs, and specific campus crime statistics to current students and employees, as well as to any applicant for enrollment or employment, upon request. This includes making the community aware of crimes committed on campus within a reasonable amount of time.

When crimes do occur, the campus community will be notified by one or more of the following methods: Campus Safety Alert Notices posted at all common building entry points, The Chimes, Inside Story, and E-Mail. In addition, all these policies and statistics are available at the Campus Safety Office.

THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989 (PUBLIC LAW 101-226)
Biola University is operating in conformity with this law. The following summarizes Biola's program:
1. It is the policy of Biola that the University be free of illicit drugs and alcohol. The unlawful use, possession or distribution of illicit drugs or alcoholic beverages by students and employees of Biola is prohibited and violates this policy as well as the University's standards of conduct.

2. The California Penal Code states, "Every person who possesses any controlled substance shall be punished by imprisonment in the state prison" (CPC 11350). And, "Every person who possesses for sale, or purchases for sale, any controlled substance shall be punished by imprisonment in the state prison for two, three or four years" (CPC 11351). In addition, the purchase, possession, or use of alcoholic beverages is illegal for those under the age of 21 in the State of California and constitutes a misdemeanor under B & P Code 25658, 25658.5 and 25662.

3. Known health risks of illicit drug and/or alcohol use include the following: Damage to respiratory and immune systems, malnutrition, seizures, loss of brain function, liver and kidney damage, and a variety of other possible consequences.

4. The Biola Counseling Center provides individual treatment and counseling programs for drug and alcohol abuse to members of the Biola community, at cost. Referrals of students and employees are also made to external organizations providing substance abuse programs.

5. Students or employees violating this policy are subject to disciplinary actions up to, and including, suspension, or dismissal from the University in accordance with university policies and procedures.

SEXUAL ASSAULT POLICY

Sexual assault is a criminal act that violates the standards of our community and is unacceptable at the University. Sexual assault can be devastating to the person who experiences it directly and can be traumatic to the person’s family, friends, and larger community as well. This policy pertains to incidents of sexual assault between students as well as sexual assaults against students by non-student perpetrators. To report a violation of this policy, follow the procedures outlined below.

For reference, sexual harassment is defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact. In some cases, sexual assault may also constitute sexual harassment. For information regarding reporting issues of sexual harassment, as opposed to sexual assault, see the University’s Sexual Harassment policy.

DEFINITION:

Sexual Assault (Category I) is defined as engaging in sexual intercourse with any person without that person’s consent. Sexual intercourse is the penetration, however slight, of the vagina, or anus with any object or body part, and of the mouth with a sexual body part or sexual object.

Sexual Assault (Category II) is defined as the act of making sexual contact with the intimate body part of another person without that person’s consent. Intimate body parts include the sexual organs, the anus, the groin or buttocks of any person, or the breasts of a female. Sexual contact can occur over clothing.

Consent is defined as an unambiguous and willful participation or cooperation in an act or as an attitude that is commonly understood to be consistent with the exercise of free will. Consent requires participants who are fully conscious, are
equally free to act, have clearly communicated their willingness, cooperation, or
permission to participate in a specific sexual activity, are positive and clear in
their desires, and are able to cease ongoing consensual activity at any time.
Refusal to consent does not have to be verbal; it can be expressed with gestures,
body language or attitude. A prior sexual history between the complainant and
respondent does not constitute consent. Consent is not freely given if one of the
following applies:

a) The individual is unable to make an informed decision as a result of alcohol
   or other drugs (including but not limited to predatory drugs or prescribed
   medications); or
b) The individual is unconscious, asleep, or suffering from shock; or
d) The individual is under the age of eighteen and therefore legally unable to
give consent; or
c) The individual has a known mental disorder or developmental or physical
disability, and therefore legally unable to give consent.

It is important to note that in the University process, use of alcohol does not
diminish personal responsibility or act as a mitigating factor in disciplinary
sanctions should a violation be found to have occurred.

COLLEGE AND COMMUNITY RESOURCES:
The needs of someone who has been sexually assaulted vary from person to
person and may vary over time. The University offers services and external
resources, many of which may be accessed 24 hours a day, so that a person may
choose what she or he would find most helpful and healing.

The University urges anyone who has been sexually assaulted to seek
professional support as soon as possible to minimize and treat physical harm,
assist with processing the unique and complex emotional aftermath, and help
preserve and understand options for legal recourse including criminal
prosecution and/or civil litigation. Even if the victim does not wish to report the
event to the police or pursue civil litigation or formal University action, seeking
medical attention as soon as possible is important. At any point that an
individual is ready to come forward, Biola is prepared to help her or him.

The University offers educational resources to the campus community through
the Division of Student Development, the Department of Campus Safety and the
Physical Education Department (Rape and Aggression Defense system).

BIOLA SEXUAL ASSAULT CRISIS RESPONSE TEAM:
The University’s Sexual Assault Crisis Response Team is available for referral
and support services. Members of the team are trained to assist victims by
providing information and discussing available resources and options (medical,
legal, emotional, and academic), by making referrals and providing access to
appropriate University and community services as needed, and providing on-
going follow-up to the victim.

The contact members are:
Doug Geringer, Associate Dean of Talbot x4815
Judy TenElshof, Director of Spiritual Formation Focus x5477
Students who believe they have experienced a violation of the Sexual Assault Policy are encouraged to contact the Sexual Assault Crisis Response Team for assistance.

**OTHER AVAILABLE RESOURCES:**
Biola Counseling Center: 562-903-4800 Information and resource referral, Professional Building

Biola Health Center: 562-903-4841 Medical and information resource, next to Library

Coordinator of Student Care x4874 or 562-903-4874 Information about the sexual assault policy, Student Services building

Biola Campus Safety Department: x5111 Emergency Response Biola external emergency line: 562-777-4000

National Sexual Assault Hotline: 1-800-656-HOPE Sexual Assault Crisis Hotline 24 hour: 714-957-2737

Local hospitals that have a SART (Sexual Assault Response Team):
Whittier Presbyterian Intercommunity Hospital
12401 Washington Blvd. Whittier, CA 90602 562-698-0811

Long Beach Community Hospital
1720 Termino Ave. Long Beach, CA 90804562-498-1000

**REPORTING:**
Individuals are strongly encouraged to report alleged incidents of sexual assault immediately to the department of Campus Safety and/or other local law enforcement. Campus Safety personnel will assist and advise regarding the importance of preserving evidence for the proof of a criminal offense and to whom the alleged offense should be reported. However, it is the individual’s decision whether or not to file a police report. Individuals will have access to support and referral services on-campus regardless of whether or not she/he decides to report the incident to local law enforcement. All reports of alleged violations of this policy received outside of the procedures described in the paragraph below will be investigated and appropriate disciplinary action will be taken regardless of whether a police report has been filed.

The University will evaluate allegations of sexual assault and, when appropriate, will take disciplinary action in accordance with the sexual assault hearing process set forth in this policy. Reports can be made directly to the Student Development office. If the alleged perpetrator is a University employee, reports should be made directly to the Director of Human Resources and further investigation with Student Development according to applicable faculty and/or staff personnel policies.

**THE PROCESS:**
The process described below applies to alleged sexual assault perpetrated against a student (“complainant”) by another student (“respondent”) (for all other alleged violations of the Biola Community Standards or other University policy,
refer to the Grievance and Appeal Policies and Procedures section of the Student Handbook). Upon receipt of a report or complaint, whether oral or written, of an alleged violation, the Dean of Students (which, for all purposes described in this section, includes his or her designee) as well as the Chief of Campus Safety will begin a preliminary investigation of the incident. The Dean of Students in conjunction with the Chief of Campus Safety will meet with the complainant and the respondent separately to explain the process and obtain from each a written statement and list of witnesses, if any, who have information pertinent to the incident. A preliminary investigation by the Chief of Campus Safety will be conducted. The information associated with the investigation will be forwarded to the Dean of Students who will determine whether “interim sanctions” should be invoked. This process seeks to assess the need to remove any person from campus deemed an immediate threat or danger to any member of the campus community or to take other temporary actions to protect the safety of the complainant.

Upon receipt of the investigation, and allegations, a determination will be made by the Dean of Students as to whether or not there is a sufficient basis to conduct a sexual assault hearing. Insufficient basis to conduct a hearing does not necessarily dispute the accuracy of the charges, but instead reflects the strength of the evidence available and does not imply that there is not a victim or there was no sexual assault.

If the Dean determines that a sufficient basis exists to conduct a hearing, he or she will gather all relevant information and prepare the matter to be heard by the Sexual Assault Hearing Committee (SAHC). The complainant and respondent will generally be given at least twenty-four (24) hour advance notice of the scheduled meeting time for the SAHC Hearing.

Students are expected to participate in the hearing process when they are called as a complainant, respondent, or witness to a hearing. Should a student fail to appear for a hearing or fail to provide a written statement when proper notification has been given, the hearing will proceed without benefit of that student’s input.

All individuals participating in the sexual assault hearing process are expected to tell the full and complete truth. In order to ensure this outcome, individuals participating in said hearings should expect the committee to exercise discernment and discretion regarding how to appropriately respond to other violations of the Biola Community Standards or University policy that may arise in the hearing process. Victims of sexual assault should not let fear of “getting in trouble” because of alcohol use keep them from reporting a sexual assault.

**Rights of the Individual Alleging the Violation (Complainant)**

The Complainant has:

- The right to make a complaint that will initiate the hearing process.
- The right to a timely hearing after filing a complaint (cases reported just prior to the end of a semester may be delayed by the semester break period).
The right to an advisor (defined later in this policy) of her or his choice, in consultation with the Dean (or the Dean’s designee) who will assist the individual through the student discipline process.

The right to confront opposing evidence.

The right to provide witnesses and evidence pertaining to the case.

The right to be informed as soon as possible of the outcome of the hearing.

The right to confidentiality of the student hearing process to the extent possible.

The right to request academic schedule adjustments or other academic assistance for missed classes or exams, or help with rearranging coursework.

The right to request a change of on-campus housing if both you and the accused live on campus, or you may request that the accused be moved pending a sexual assault hearing.

The right to request an ‘on-campus, no contact order’ for the respondent as an interim measure. The right to on-campus emergency counseling sessions with a member of the Biola Counseling Center staff.

The right to seek off-campus medical and counseling services.

The right to seek assistance from the Sexual Assault Crisis Response Team, a member of the Biola Counseling Center staff in a client relationship, or the Associate Dean of Spiritual Development in a confessor relationship.

The right to file a police report and/or take legal civil action separate from and/or in addition to student discipline action.

**RIGHTS OF THE INDIVIDUAL ACCUSED OF SEXUAL ASSAULT (RESPONDENT) The Respondent has:**

- The right to receive written notice of the charges.
- The right to a timely hearing after being notified of the complaint (cases reported just prior to the end of a semester may be delayed by the semester break period).
- The right to an advisor of her or his choice, in consultation with the Dean (or the Dean’s designee) who will assist the individual through the student hearing process.
- The right to pursue his or her educational experience while the hearing process is still pending free from harassment by the complainant or individuals connected to the complainant. Anyone who feels the complainant has inappropriately contacted them or individuals connected to the complainant should immediately contact Campus Safety.
The right to not be required to give incriminating evidence (the University may make negative inferences from the accused student’s decision to not give testimony).

The right to confront opposing evidence.

The right to provide witnesses and evidence pertaining to the case.

The right to be informed as soon as possible of the outcome of the hearing.

The right to confidentiality of the hearing process to the extent possible.

The right to on-campus emergency counseling sessions with a member of the Biola Counseling Center staff.

The right to seek confidential assistance from a member of the Biola Counseling Center staff in a client relationship, or the Director of Spiritual Formation Focus in a confessor relationship.

The right to seek outside counseling support.

**ADVISORS:**
Both the complainant and the respondent involved in the hearing process have the option of choosing — in consultation with the Dean — a faculty or staff member as an advisor to accompany them through the process. The advisor may not be a student, parent, relative, an attorney, or representative of an attorney. Members of the SAHC or individuals who will be serving as a witness in the case may not serve as an advisor. The advisor is not an advocate for the student in the proceedings and may not address the SAHC or speak on behalf of the student. The advisor may speak with the student privately and in a manner that is not disruptive to the hearing process. The respective student’s advisor may be present at any time at which the student they are advising is meeting with the SAHC or other member of the University staff regarding the hearing process and at which the student wishes for them to be present.

The advisor is obligated to maintain the confidentiality of the nature of the allegation(s), the content of the hearing process, and the privacy of the complainant, respondent, and any witnesses known to the advisor.

**SEXUAL ASSAULT HEARING COMMITTEE:**
The sexual assault hearing committee is comprised of the Associate Dean of Talbot School of Theology and Director of Spiritual Formation, the Chief of Campus Safety and one faculty member. At least four members must be present to convene the committee. The Associate Dean (or designee) serves as the discipline process facilitator for all sexual assault cases and may be present during the hearing. The facilitator’s role is to assist the Chair and to ensure compliance with the process and procedures outlined below.

It is expected that SAHC members will exhibit the highest ethical standards and disqualify themselves if they believe they cannot be impartial or fulfill their obligation to maintain the confidentiality of the process and the dignity and privacy of the respondent, the complainant, and any witnesses before, during, and/or after the hearing. Both the respondent and complainant may raise issues
of concern about the impartiality of a member of the SAHC convened for a particular case. The Associate Dean has the sole discretion to decide whether a SAHC member can be impartial and will remove anyone whom he/she determines is unable to be impartial and/or respectful of the confidentiality of the process and privacy of the individuals involved.

**OUTLINE OF HEARING:**

1. SAHC proceedings are closed to all parties except the individual student(s), the SAHC members, the Dean of Students or designee, witnesses, and the respective student’s advisor. The complainant and respondent will be absent from the room while the other party and any witnesses appear before the SAHC.
2. The Chair will convene the SAHC.
3. The Chair will introduce the SAHC members to the complainant and explain the process.
4. The complainant will be asked to make a statement and respond to questions from the SAHC members. The complainant will be excused until recalled for further questions and/or a final statement.
5. The Chair will invite the respondent into the hearing and will introduce the SAHC members to the respondent and explain the process.
6. The respondent will be asked to make a statement and answer questions from the SAHC members. The respondent will be excused until recalled for further questions and/or a final statement.
7. Any witnesses will individually be asked to make a statement and respond to questions from the SAHC.
8. All participants must be available for recall by the SAHC for additional questioning until the chair excuses them.
9. The Chair will give members of the committee the opportunity to ask the respondent any follow-up questions, and will give the respondent an opportunity to make a final statement to the SAHC. The respondent is then excused from the proceedings.
10. The Chair will give members of the committee the opportunity to ask the complainant any follow-up questions, and will give the complainant an opportunity to make a final statement to the SAHC. The complainant is then excused from the proceedings.
11. The SAHC will deliberate in private and weighing all of the evidence, the SAHC must determine whether it is more likely than not that a sexual assault occurred. This level of proof is commonly referred to as a “preponderance of the evidence.” This level is a lesser level than that in the criminal justice system, which requires that a case be established “beyond a reasonable doubt.” The SAHC will determine one of the following appropriate findings by majority vote:
   a. It is more likely than not that the alleged violation occurred and the respondent is responsible and impose sanctions, as appropriate; or
   b. It is more likely than not that the alleged violation did not occur and the respondent is not responsible; or
   c. There is not sufficient information available to make a determination.

*NOTE: IN THE EVENT OF A FINDING OF (B) OR (C) IS REACHED BY THE TEAM, THE FINDING IS NOT NECESSARILY BASED ON THE ACCURACY OF THE CHARGES, BUT RATHER ON THE STRENGTH OF THE EVIDENCE AVAILABLE. THE CHAIR OF THE SAHC AND THE ASSOCIATE DEAN WILL COMMUNICATE THE FINDING OF THE SAHC TO THE RESPONDENT AND THE*
COMPLAINANT IN WRITING AND/OR IN PERSON GENERALLY WITHIN SEVEN (7) BUSINESS DAYS. UNAVOIDABLE DELAY IN PROVIDING NOTICE OF OUTCOME IS NOT GROUNDS FOR AN APPEAL.

SANCTIONS:
Students found responsible for having committed a sexual assault (both category I and II) will be suspended for a minimum of one (1) semester and may be subject to other sanctions up to and including expulsion from the University.

CONFIDENTIALITY:
The University will make every reasonable effort to preserve an individual’s privacy and protect the confidentiality of information related to sexual assault. The degree to which confidentiality can be protected, however, depends upon the professional role of the person being consulted. The professional being consulted should make these limits clear before any disclosure of facts. An individual can speak confidentially with certain persons in legally protected roles. They include counselors at the Biola Counseling Center, medical clinicians, clergy and sexual assault counselors. Exceptions to maintaining confidentiality are set by law; for example, physicians and nurses who treat a physical injury sustained during sexual assault are required to report to law enforcement. Also, physicians, nurses, psychologists, psychiatrists and social workers must report a sexual assault committed against a person under 18 years of age to a child protective agency. Information shared with other individuals is not legally protected from being disclosed. For example, the Dean or the Associate Dean of Students or a Resident Director or Assistant may need to inform other individuals to protect their safety or rights, in fairness to the persons involved, or in response to legal requirements.

The University may issue a safety awareness alert, which is a brief description including time and location, to notify the community about the occurrence of a serious crime or pattern of crimes that might put the public at risk. As required by law, all disclosures to any University employee of an on-campus sexual assault must be reported for statistical purposes only (without personal identifiers) to the Campus Safety Department, which has the responsibility for annually tabulating and publishing sexual assault and other crime statistics.

The confidentiality of disciplinary proceedings deserves special mention. Honoring the confidentiality of sexual assault proceedings and their outcomes is the responsibility of the accused, the victim, the institution, and all others participating in or privy to those proceedings. Unless disclosure is authorized by law, failure to respect the confidentiality of the proceedings and their outcome may result in disciplinary consequences within the University.

Because sexual assault is a serious crime that may threaten the community as a whole, the University may be obliged to pursue an alleged sexual assault through internal disciplinary procedures without the cooperation of the victim. In such instances, the University will inform the victim of its obligation to address a community safety issue.

APPEAL PROCESS:
This process applies to an appeal of a decision made by the SAHC. The complainant and/or respondent may submit an appeal of a SAHC decision.
Appeals must be in writing and submitted to the Vice President of Student Development’s office (or his or her designee) within five (5) business days of when the decision is communicated to the parties. An appeal must be in writing and consist of a statement outlining and supporting the specific grounds on which the student is appealing.

1. An appeal must be based on one or more of the following grounds:

2. A process or procedural error was made that was significantly prejudicial to the outcome of the hearing as it affects the student appealing.

New information that was not available or known to the student appealing at the time of the hearing has arisen which, when considered, may materially alter the outcome. Note: Information that the appealing student chose not to present at the time of the hearing is not considered new information.

If an appeal is received from either the complainant or the respondent, the Dean will notify, in writing, the non-appealing student within five (5) business days of receipt of the appeal that an appeal has been filed and the ground(s) upon which the appeal has been made. Within five (5) business days of such notification, the non-appealing student may submit a written statement to the Dean that he/she wishes to be considered.

During the consideration of an appeal, the Dean will determine if sanctions imposed by the SAHC will be temporarily suspended or modified.

The Dean will consider the merits of an appeal on the basis of the information provided in the student’s written statement, all the material or testimony previously presented, or a written summary of the previous proceedings. The Dean will review appeals to determine whether the original decision is supported by substantial evidence. The Dean will communicate his or her decision on the student’s appeal in writing no later than seven (7) days following receipt of the appeal. The Dean’s decision on the appeal is final and no other office will accept or review appeals.

We want to acknowledge The University of Chicago and Westmont College for allowing their institutions’ sexual assault policies to be primary sources of reference in creating this revised [May 2009] policy"

**SEXUAL HARASSMENT POLICY**

It is the policy of Biola University to maintain the university environment as a Christian Community that provides a place for spiritual growth, work and study free of all forms of sexual intimidation and exploitation. All students, staff and faculty should be aware that the university is prepared to take action to prevent such intimidation and exploitation, and that individuals who engage in such behavior are subject to discipline.

Sexual harassment can vary with particular circumstances, but, generally, it is defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact. None of these reflect a Christian attitude or commitment and all adversely affect the working or learning environment. Coercive behavior, including suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors, or conduct that
unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive work environment; constitutes a violation of the University’s spiritual and/or educational standards, objectives and goals; and such misconduct will not be tolerated.

Under the direction of the appropriate administrator, the University will fully and effectively investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is found to have violated this prohibition against harassment. The reporting student will be informed of the action taken. These university officials will also take action to protect the reporting student, to prevent further harassment or retaliation, and as appropriate, to redress any harm done.

It is the policy of the university not to tolerate sexual harassment, and appropriate disciplinary action will be taken whenever such harassment is demonstrated. Any individuals engaging in such conduct contrary to the university policy may be personally liable in any case brought against them.

A student who feels that he or she has been sexually harassed may meet with a person officially designated to receive reports of discrimination, and to work for resolution in such situations. This reporting procedure is outlined the Grievance and Appeal Process in this handbook.

STUDENT ASSESSMENT
Recognizing the importance of individual suitability for ministerial work, the faculty of Talbot School of Theology is committed to helping each student assess their level of preparedness for service in academic, vocational, and personal areas. Throughout the curriculum of the different degree programs various assessments are administered and studied in order to assist the student in determining personal characteristics and skills related to readiness for ministry. The student is encouraged to consult faculty regarding any such issues that they consider crucial to future success. The school reserves the right to prescribe counsel to the student when deemed appropriate and to require withdrawal from the seminary program when warranted. Any grievance resulting from such action may be approached according to the Grievance and Appeal Process in the Talbot Student Handbook.

STUDENT LOAD

M.Div., M.A., Th.M., and Ph.D.
A student must carry nine (9) units or more to be considered a full-time student. Those carrying less than nine units are considered part-time students

SUMMONS
A student must respond promptly to an administrative or faculty summons.

TORREY MEMORIAL BIBLE CONFERENCE
Students are required to attend the Torrey Conference held each fall for the total number of hours equal to the number of class hours the students would otherwise be attending.
UNIVERSITY/TALBOT STUDENT RELATIONS

Students enrolling in Talbot from the baccalaureate level of the University or other graduate programs at mid-year are expected to resign from any student body offices, which they may hold unless their enrollment in a graduate program is concurrent with their enrollment at the undergraduate level.

UNLAWFUL DISCRIMINATION

Please refer to the “Grievance and Appeal Process” section of this handbook.

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**- Discrimination -**

The University deplores all forms of discrimination based on race, sex, socioeconomic status, physical disability, or cultural differences. Rather, members of the student body should embrace the expectation of Scripture to love God with all their being and their neighbors as themselves. Attempts at humor which aim to elicit laughter at the expense of an individual or any group of individuals is a form of discrimination, which is not acceptable in this community.

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**- Philosophy Of Cultural Pluralism -**

Biola University is committed to producing students who understand and appreciate ethnic and cultural differences. Recognizing the rich contribution that each culture can make to campus life, the University supports the philosophy of cultural pluralism.

This philosophy of cultural pluralism, which is applicable within the University, is defined as:

A state of equal co-existence in mutually supportive relationship within the boundaries or framework of one nation of people of diverse cultures with significantly different patterns of beliefs, behavior, color, and in many cases with different languages. To achieve cultural pluralism, there must be unity within diversity. All must be aware of and secure in their own identity, and be willing to extend to others the same respect and rights that they expect to enjoy themselves.

Biola students freely choose to become united to the body of Christ and committed to the distinctives of Biola University. Similarly, each student is free to remain culturally distinct while partaking of or contributing to the culture of another. They are encouraged to prize and protect the cultural differences of others as much as they prize and protect their own cultural distinctives. A mutually supportive relationship between Biola students who are culturally different is not a relationship of toleration or patronization, but a relationship of respect and dignity that enhances the cultural identity and personal development of all students.
In 2012 the Board of Trustees approved the following theological distinctive related to the sanctity of human life.

*The Bible is clear in its teaching on the sanctity of life. Life begins at conception. We abhor the destruction of innocent human life through abortion on demand, infanticide or euthanasia as unbiblical and contrary to God’s will. Life is precious and in God’s hands.*
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