STUDENT HANDBOOK

GARRETT-EVANGELICAL THEOLOGICAL SEMINARY
# COURSE OF STUDY

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A WORD FROM THE REGIONAL DIRECTOR

Health and peace, sisters and brothers!

I have the privilege to welcome you to the Course of Study (COS) at Garrett-Evangelical Theological Seminary (G-ETS). You are welcome in the name of our Lord Jesus Christ.

The Course of Study at G-ETS has as its primary goal to encourage the development of leadership training for local pastoral ministry in the United Methodist Church and the world, from a committed perspective with the integrity and dignity of human beings and the created world.

Our Regional COS School at G-ETS offers training for local pastoral ministry in four languages: English, Spanish, Hmong, and Portuguese. The richness of intercultural and transcultural character of the school provides a unique opportunity for our students and teachers, allowing them to expand their horizons, visions, and pastoral practices that go beyond their own local contexts, their cultures, and their spiritual experiences. In addition to the twenty courses in the core curriculum, G-ETS also provides the Licensing School for Pastoral Ministry in Spanish and Portuguese, as well as the Advanced Course of Study (ACOS), in Spanish, for those who wish to continue their graduate theological studies, and pursue pastoral ordination in the United Methodist Church. For further information on our COS and ACOS, please use the appropriate link on our G-ETS website.

The Course of Study at G-ETS offers hybrid courses for all twenty classes of the curriculum for all four language schools.

This student handbook is here to help orient you to the COS program at G-ETS, while also making sure you are aware of specific policies and procedures that guide our school. If you have questions that the handbook does not address, please contact us at (847) 866-3625, or email our Assistant Director of Course of Study, Jacqueline Azpeitia, at jacqueline.azpeitia@garrett.edu.

In a hymn composed for the opening of Kingswood School, the first educational institution of the Methodist movement, Charles Wesley expressed a vision that continues to guide United Methodist Higher Education.
Unite the two so long disjoined,
Knowledge and vital piety:
Learning and Holiness combined,
And all truth and love, let all see

May this be your experience at Garrett-Evangelical’s Course of Study School. We are here to serve, ready to answer your questions, and with open arms to welcome you in our midst. In the name of Jesus Christ, you are welcome to our G-ETS community.

Blessings!

Rev. Dr. Tércio B. Junker
Regional Director of Course of Study School
PURPOSE

The United Methodist Church requires local pastors to complete a five-year course of study consisting of 20 courses in a curriculum prescribed by the Division of Ordained Ministry. ([https://www.gbhem.org/education/licensing-and-course-study](https://www.gbhem.org/education/licensing-and-course-study))

Local pastors in full-time appointments must complete four courses each year and part-time local pastors must complete two courses each year in order to be eligible for reappointment. The Course of Study School at Garrett-Evangelical offers all 20 courses each year.

LOCATION

The Course of Study School at Garrett-Evangelical Theological Seminary, a school of theology of The United Methodist Church, is located on the campus of Northwestern University. It is situated in Evanston, a suburb north of Chicago on Lake Michigan. Downtown Evanston is within walking distance of the campus. There you will find restaurants, coffee shops, bookstores, drug and grocery stores, and more. There are also malls, theaters, and shopping centers within easy driving distance. Wrigley Field, the Chicago loop, museums and beaches are easily accessible by public transportation.
ADMISSION

Application for admissions to the Course of Study School is accessible online at www.garrett.edu/cos. If you have any questions about application requirements, please contact the Assistant Director of Course of Study Jacqueline Azpeitia, at jacqueline.azpeitia@garrett.edu, or call at (847) 866-3925.

COSTS

REGISTRATION: A non-refundable registration fee that must be received before the application can be considered completed (Early registration $25/ per class, Regular registration $35/per class, Late registration $55/per class). Forms of payment: Checks should be made payable to Garrett-Evangelical Theological Seminary. Please include a note with student’s name and ID number. Payment can also be made by credit card or debit card (see instructions in the application form). All students are required to pay a $45 activity fee that will cover: internet, snacks, library, and other activities.

COURSE FEES: Basic Course of Study courses cost $210 per course for certified and licensed Local Pastor. The cost for Non-Local Pastor is $280 per course. You may take up to 4 courses per year. Advanced Course of Study courses cost $710/credit hour.

PARKING: A parking pass is required to park in the seminary lot. The lot that we use for our guests is a Northwestern University lot, which typically costs between $50-60 per week. Students renting out apartments during their stay – depending on availability – can choose to park in the seminary-owned apartment-side parking lot for $50-60 per week. Those who park on campus are required to abide by the Northwestern University parking policies and regulations: https://www.northwestern.edu/transportation-parking/

MEALS: Meals are served on campus Monday through Friday. Students staying in the dorm rooms will be required to take a $110 meal plan per session.

FEE PAYMENT: Registration fees are due at registration online. Tuition, housing, and student activity fees are due by July. A signed payment commitment from an annual conference or letter from whoever is paying for fees will be accepted. It is the students responsibly to find/ask for the payee’s information – address, email address, and phone number. Please make check payable to the order of Garrett-Evangelical Theological Seminary and mail all checks to:

Garrett-Evangelical Theological Seminary  
C/O: Course of Study  
2121 Sheridan Rd.  
Evanston, IL 60201

REFERRALS: Current G-ETS COS students may refer new students to the program for a referral incentive of $25/student. Each student may receive up to $100 in credit to go towards paying for tuition for the year.
CURRICULUM

The Course of Study School at Garrett Evangelical Theological Seminary provides two back-to-back sessions every summer, each offering two courses. Courses should be taken in sequence whenever possible, as they build upon one another throughout the five-year program. Course syllabi for each of the 20 courses can be found online at www.garrett.edu/cos.

The maximum number of courses a student can take in the Basic Five-Year Course of Study is four courses per year. In unusual circumstances, students may be granted permission to take additional courses with the approval of the Board of Ordained Ministry, the Regional Director of the Course of Study, Director of the Extension COS and The Division of Ordained Ministry.

In addition to the classroom requirements, students participate in worship services, library orientation, faculty presentations, and special events. Some of these are a mandatory part of the curriculum.

<table>
<thead>
<tr>
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<th>Year One</th>
<th>Year Two</th>
<th>Year Three</th>
<th>Year Four</th>
<th>Year Five</th>
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ADVANCED PREPARATION

You will be expected to complete all of the reading and writing assignments stipulated in each class syllabus prior to arriving on-campus. Completing the reading and writing assignments for each course will require many hours of preparation. It will not be possible to wait until the last minute to begin your preparatory work.

Written homework is due prior to the summer residential session. The due date for the written homework assignments are included in the syllabus of each class and they would not be after June 15. Extension are given by request submitted prior to the due date, in consultation with the instructor and approved by the director.

GRADING

Your instructors will use letter grades A, B, C, F or no credit for grading. The COS Office will send unofficial grade reports directly to students and official grade reports to the Division of Ordained Ministry. Official grades transcripts can only be obtained by contacting the GBHEM COS registrar at cosregistrar@gbhem.org or 615-340-7416. Students are individually responsible for ensuring that grade reports are then sent to the relevant individuals or boards required by their Annual Conference. The final deadline for grades is January 1. Incomplete grades that are not resolved prior to January 1 will be recorded as an F or non-credit on COS transcript. An F or non-credit grade will remain on the transcript even if the course is taken again.

ATTENDANCE

The standard number of class hours for each of their basic courses is a minimum of twenty (20) hours. A student is expected to attend every class session. Unexcused absences may cause for loss of credit or dismissal from the school. A student missing twenty-percent (20%) or more of the classroom work shall not receive credit for those classes.

SEMINARY CREDIT

Students who complete the entire Course of Study program at Garrett-Evangelical with either an A or B in each class can receive 20 hours of elective credit toward the Master of Divinity (M.Div.) degree program at Garrett-Evangelical Theological Seminary.

ADVANCED COURSE OF STUDY

Those who have finished the Basic Course of Study School may choose to enroll in the Advanced Course of Study School at Garrett-Evangelical, where they will take seminary level courses for credit. To do so, students apply for admission as a special student through the Garrett-Evangelical Admissions Office. If admitted, students register for courses through Garrett-Evangelical’s Registrar’s Office.
Other course work may qualify toward the Advanced Course of Study requirements of The United Methodist Church. Questions about qualifications should be directed to:

General Board of Higher Education and Ministry, Pamela Frost at pfrost@gbhem.org 615-340-7416

NAME TAGS

You will be issued a name tag at registration. Please wear your name tag whenever you are on campus. It helps build a sense of community among all students, faculty, and staff when we know one another’s names. If you have a preferred name, make sure to notify us on the registration form.

NON-SMOKING FACILITY

Garrett-Evangelical is a smoke-free campus. The smoke-free policy applies to all common areas and all work areas, including administrative and professional offices, hallways, dormitories, and apartments. Those wishing to smoke are asked to do so outside the building in an area other than the entrance areas of the Main Building and Loder Hall.

ID CARD

ID cards will only be issued once. If you are a new student, ID cards will be made during your first day of class. If you need a replacement ID card, there will be a fee. ID cards grant you access to the library resources and food services.

LIBRARY USAGE

Library hours and policies can be found on the Stybery Library website: http://library.garrett.edu

Course of Study students are permitted to check out materials from G-ETS library. An ID card will be issued at registration which will serve as your library card. The Northwestern University Library facilities hours can be found at https://www.library.northwestern.edu/visit/hours/

COMPUTERS

Upon arrival, you will be given a web login for wireless internet. Computers with versions older than Windows 7 will need to be configured. There will be an IT person or student available to help during registration. If you arrive late or cannot get connected on the 1st day, an IT person will be available to help you.

You may use the computers in the United Library. There are also laptops for rental at the library in 3-hour intervals. You will need your ID card to check out the laptops.
LAUNDRY FACILITIES

All laundry facilities are located in Loder Hall. Each resident floor in Loder has one washer and one dryer for communal usage. The basement floor also has laundry available. The wash takes 4 quarters and the dryer takes 2 quarters. You may spend up to $1.50 each time.

KITCHEN

All communal kitchen spaces are located in Loder Hall. The 2nd resident floor in Loder Hall has a small kitchen space and the Loder basement floor has a larger kitchen for communal usage. Please label food before placing in the refrigerator to avoid food being taken or thrown out by student and staff. There are also communal pots, pans, silverware, etc. labeled in the kitchen areas. Please be respectful of other’s belongings and food.

LOUNGE AREA

The student lounge is located in the basement floor of Loder Hall. The main Loder TV is DISH network ready. There is also a DVD player available for student use. Please be respectful in using the lounge area by keeping it clean for other residents.

LINEN EXCHANGE

Linen exchange will happen once a week for COS residents. The cleaning staff will be available to exchange linens for the guest rooms. Signs in Loder Hall will give the time and day for linen exchange.

CHECK OUT

Keys may be returned to the Housing office upon departure during the business hours. Each Loder key is worth $100. Please make sure that the key is not lost. Upon losing the key, the student will be charged $100 for the replacement of the key.

CAFETERIA / DINING OPTIONS

Monday – Friday: 7:00 AM – 6:30 PM
(Meals are not served on weekends and no dinner on Fridays.)

All meals will be paid for on a declining balance. Students will receive $150/session. Food is priced a la carte & the cost of each meal will be deducted from the beginning balance. You may add more money if you need it. Remaining balances are not refundable.
For weekends:

**$10 or less**

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Address</th>
<th>Phone</th>
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<tr>
<td>Burger King</td>
<td>1740 Orrington Road, Evanston</td>
<td>(847) 864-9199</td>
</tr>
<tr>
<td>Taco Bell</td>
<td>1743 Sherman Avenue, Evanston</td>
<td>(847) 733-8226</td>
</tr>
<tr>
<td>Jimmy Johns</td>
<td>1729 Sherman Avenue, Evanston</td>
<td>(847) 328-8858</td>
</tr>
<tr>
<td>Cosi</td>
<td>1740 Sherman Avenue, Evanston</td>
<td>(847) 328-2050</td>
</tr>
<tr>
<td>Panera Bread</td>
<td>1700 Sherman Avenue, Evanston</td>
<td>(847) 733-8356</td>
</tr>
<tr>
<td>Potbelly</td>
<td>630 Davis Street, Evanston</td>
<td>(847) 328-1800</td>
</tr>
<tr>
<td>Noodles &amp; Co</td>
<td>930 Church Street, Evanston</td>
<td>(847) 733-1200</td>
</tr>
<tr>
<td>Five Guys</td>
<td>816 Church St, Evanston, Illinois</td>
<td>(847) 491-6921</td>
</tr>
<tr>
<td>Mandarin House</td>
<td>819 Noyes Street, Evanston</td>
<td>(847) 869-4344</td>
</tr>
<tr>
<td>Rollin’ to Go</td>
<td>910 Noyes Street, Evanston</td>
<td>(847)332-1000</td>
</tr>
<tr>
<td>Al’s Deli</td>
<td>914 Noyes Street, Evanston</td>
<td>(847) 475-9400</td>
</tr>
<tr>
<td>Papa Johns</td>
<td>1743 Benson Ave, Evanston</td>
<td>(847) 475-7272</td>
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**$20 or less**

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<thead>
<tr>
<th>Restaurant</th>
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<tr>
<td>Chili’s</td>
<td>1765 Maple Avenue, Evanston</td>
<td>(847) 328-9068</td>
</tr>
<tr>
<td>Noyes St. Café</td>
<td>828 Noyes Street, Evanston</td>
<td>(847) 475-8683</td>
</tr>
<tr>
<td>Lou Malnati’s</td>
<td>1850 Sherman Avenue, Evanston</td>
<td>(847) 328-5400</td>
</tr>
<tr>
<td>Little Mexican Café</td>
<td>1010 Church Street, Evanston</td>
<td>(847) 905-1550</td>
</tr>
<tr>
<td>Dave’s Italian Kitchen</td>
<td>1635 Chicago Ave, Evanston</td>
<td>(847) 864-6000</td>
</tr>
<tr>
<td>Walker Bro’s Pancake</td>
<td>153 Green Bay Road, Wilmette</td>
<td>(847) 251-6000</td>
</tr>
<tr>
<td>Le Peep</td>
<td>827 Church Street, Evanston</td>
<td>(847) 328-4880</td>
</tr>
<tr>
<td>Dixie Kitchen</td>
<td>825 Church St, Evanston</td>
<td>(847) 733-9030</td>
</tr>
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**STUDENT COUNCIL/STUDENT LIFE**

There is a Student Council, which is made up of one representative from each class. The class representatives are elected during the first week of the first session each year. Student Council officers for the following year are elected during the last week of the second session. The Student Council works with the COS office to provide communication between the COS staff and the students so that the student’s stay may be as comfortable as possible.

In addition, the English, Spanish, and Hmong speaking Student Councils sponsor a cultural evening that honors all cultures of all our students.

**RECOGNITION FOR GRADUATING STUDENTS**

Students who have completed the basic Course of Study and the Advanced Course of Study are recognized during a special worship service on the final morning of the second module. Family and friends of the graduates are invited to attend.
EARLY MORNING WORSHIP SERVICES

There may be an opportunity to worship each morning at 6:30 a.m. in Howes Chapel. The services are organized and conducted by students and are not mandatory. Please, check with the Student Council if this worship opportunity is scheduled during the week.

IN CASE OF EMERGENCY

Medical Emergencies
Call 911 for emergency assistance (paramedics). Direct them to 2121 Sheridan Rd.

Evanston Hospital Emergency Room: Phone 847-570-2111 Location: 2650 Ridge Ave. Turn right (north) on Sheridan Rd. and drive 7 blocks. Turn left (west) on Central St. 3 blocks to the hospital.

You are responsible for your own medical costs. DO NOT GO TO THE NORTHWESTERN UNIVERSITY HEALTH SERVICE.

Night Security

Emergency: Northwestern University Security (fire, medical, police): Phone: 847-491-3456
Non-emergency: Northwestern University Security: Phone: 847-491-3456. Please do not be offended if you are asked to show your I.D.

If you are LOCKED OUT of your dormitory room or apartment, there will be student Resident Aids to assist you. Their names and room numbers will be posted on bulletin boards.

Housing Emergency: During Office Hours: Rev. Paul Ortiz (847) 866-3939

Hospital: North Shore Evanston Hospital
2650 Ridge Avenue, Evanston, IL
(847) 570-2000

Pharmacy: CVS Pharmacy
1711 Sherman Avenue, Evanston
(847) 328-3105

Grocery Store: Whole Foods Market
1640 Chicago Ave, Evanston
(847) 733-1600

Jewel Osco
1128 Chicago Avenue, Evanston
(847) 869-7950
Post Office: USPS
1101 Davis Street, Evanston
(847) 328-6266

HOW TO DRESS

Classes at Course of Study School are informal. It can be hot in Evanston during the summer, so bring cool clothing. A sweater or jacket may be needed in air-conditioned classrooms. Shorts of an appropriate length are acceptable. There is a nearby public beach for swimming.

OTHER HELPFUL INFORMATION

Message to students: Messages can be left at the information desk. The desk phone number is 847-866-3900. Please indicate the level of urgency or the message. There is also a bulletin board in the hallway of the main building on which messages can be placed.

Photocopying: Photocopying may be done in the G-ETS library at a cost of $.10 per copy. Student I.D. cards serve as copy cards for the library printers.

Postage Machine and ATM Machine: The Northwestern University Norris Center, main floor by the information desk, has postage stamp machines. ATM machines are located next to the stamp machines and also on the ground floor at the bottom of the main stairs.

Restrooms: Restrooms are located in the north end of the main building (first and second floors – second floor is handicapped accessible), lower level library, and adjacent to Loder lounge (handicapped accessible).

Telephones:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-ETS Switchboard</td>
<td>847-866-3900</td>
</tr>
<tr>
<td>COS Office</td>
<td>847-866-3942</td>
</tr>
<tr>
<td>Housing Office</td>
<td>847-866-3950</td>
</tr>
<tr>
<td>Director’s Office</td>
<td>847-866-3969</td>
</tr>
</tbody>
</table>

RECREATION

Evanston Beaches: Daily passes are $4 (adult) and $2 (children under 12 yrs.) – they are available at beaches. Summer pass $30 – available at Dempster St. beach office (at the lake front) 10 a.m. – 5 p.m. Phone: 847-869-6555.

Northwestern Facilities: Phone: 847-491-4300
Beach: Daily pass $4 (adult), $2 (children) -located at lakefront northeast of G-ETS Sports Pavilion: Daily pass $5 – same day beach privileges included Tennis: Daily fee plus court time (phone 847-491-3310) – located on Sheridan Rd. North of G-ETS
TRAVEL

From the Airports

Chicago’s O’Hare International Airport is approximately 15 miles from Garrett-Evangelical. Depending on traffic, the trip could take as little as 30-40 minutes or, during rush hour, 50-60 minutes at least.

Chicago’s Midway Airport is approximately 25 miles from Garrett-Evangelical. Depending on traffic, the trip could take as little as 45-55 minutes, but more than an hour in rush hour traffic.

From O’Hare via taxi: Northshore Cab (847-864-7500) offers a flat rate to the seminary of $28.00 for 1 person. Allow up to 40 minutes for the cab to arrive. Be sure the dispatcher tells you where to meet the cab outside the terminal.

If you choose to take one of the Chicago cabs outside the terminal, you will pay metered rates to Evanston, which will likely cost at least $5-10 more than a cab that charges a flat rate.

From O’Hare via rental car: Exit the airport toward Chicago. In about a mile take I-294 (the TriState Tollway) north toward Wisconsin. After paying a 50-cent toll, exit eastbound at Dempster Street. Follow Dempster east for approximately 9 miles to Chicago Avenue. Turn left onto Chicago Avenue and head north. Chicago Avenue runs into Sheridan Road by Alice Millar Chapel across from the University gates on the Northwestern campus. Continue north on Sheridan. Look for Garrett Evangelical on the right just after the traffic light Foster Street.

From O’Hare via shuttle: Use the Continental Air Transport Bus (312-454-7800). Schedules and tickets are available at the Continental desk in the baggage claim area around Gates 1E or 3E. Cost is approximately $23.00 to Northwestern’s campus. For a slight additional fee the van will bring you to the front door of the seminary at 2121 Sheridan Road on the Northwestern campus.

From O’Hare via Bus: Pace Bus 250. Cost is $1.75. To take the bus you must take the airport shuttle to the ‘Kiss-N-Fly Station’. Take bus to final stop. Take a left at the bottom of the station stairs, and a left out of the station, walk half a block North to Church St. Take a right on Church St. and walk East until you hit Chicago. Cross Church St. and take a left follow Chicago North until it merges with Sheridan. Continue following Sheridan North for four blocks. Garrett-Evangelical will be on your right.

From Midway via taxi: Northshore Cab (847-864-7500) offers a flat rate to the seminary of $49.00 for 1 person. Allow up to 40 minutes for the cab to arrive. Be sure the dispatcher tells you where to meet the cab.

From Midway via rental car: Leaving the airport, go north on Cicero Ave. In about 2 miles, take I55 (Stevenson Expressway) north to Lake Shore Drive. Take Lake Shore Drive north past downtown Chicago. In approximately 6-7 miles, soon after passing Foster Ave., Lake Shore Drive will end at the Hollywood Ave. and Sheridan Road intersection. Turn right onto Sheridan Road. Follow the Sheridan Road signs for approximately five miles (it curves several times) into Evanston until you reach the Northwestern University campus. Turn right at the curve by NU’s Alice Millar Chapel (on your left) and continue four more blocks. Look for Garrett on the right after the traffic light at Foster Street.

Via Automobile

From the north via I-94

- take I-94 south to Skokie Boulevard
- follow southbound Skokie Boulevard approximately 2 miles to Golf Road
• turn left at the traffic light onto eastbound Golf Road
• follow Golf Road approximately four miles into Evanston (the road name changes to Emerson Street in Evanston!)
• follow Emerson until you get to Sheridan Road (t intersection)
• turn left onto northbound Sheridan Road
• follow Sheridan Road two and one-half blocks, passing a traffic light at Foster Avenue, until you reach Garrett Place street

From the west or northwest via I-88, I-90 or I-190 (from O'Hare)

• take I-88, I-90 or I-190 eastbound until you reach northbound I-294 (heading toward Wisconsin)
• take I-294 north to Dempster Street east
• follow Dempster Street approximately ten miles through the suburbs of Des Plaines, Park Ridge, Niles, Morton Grove, Skokie and Evanston
• turn left on to northbound Chicago Avenue until it merges with and ends at Sheridan Road
• follow Sheridan Road two and one-half blocks, passing a traffic light at Foster Avenue, until you reach Garrett Place street

From downtown Chicago via US-41 (Lakeshore Drive)

• take US-41 (Lakeshore Drive) north until it becomes Hollywood
• turn right onto northbound Sheridan Road. follow Sheridan Road approximately six miles through Chicago and into Evanston
• Sheridan Road curves to the left (westbound) when it reaches the main body of the Evanston campus. It then curves sharply to the right where it intersects with Chicago Avenue, following the border of the NU campus to the right (east)
• follow Sheridan Road two and one-half blocks, passing a traffic light at Foster Avenue, until you reach Garrett Place street
• turn right onto Garrett Place - circle drive to Garrett Evangelical Theological Seminary

SEXUAL HARASSMENT POLICY

Garrett-Evangelical Theological Seminary is committed by Christian faith to justice for all persons and will not tolerate any behavior, verbal or physical, by any person associated with the Seminary, which constitutes sexual harassment against any other person associated with the seminary.
Any person of the seminary community who believes that he or she has been subjected to sexual harassment should immediately report the situation to the designated administrator. When reporting a complaint, the individual should be prepared to furnish accurate date, name, and facts. All such complaints will be treated in a confidential manner to the extent feasible, while permitting the seminary to investigate the complaint thoroughly and to take appropriate action.

The seminary expects the cooperation of all members of the seminary community with respect to avoiding such harassment. The seminary will investigate all complaints. If it is determined, after investigation, that a member of the seminary community has violated this policy, he or she will be subjected to appropriate disciplinary action up to and including suspension or termination from the seminary.

DEFINITION OF SEXUAL HARASSMENT

*Equal Employment Opportunity Commission section 703 of Title VII. Italicized words are added for the academic environment at Garrett-Evangelical Theological Seminary.*

“Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature constitute sexual harassment when:

a. Submission to such conduct is made, wither explicitly or implicitly, a term of condition of an individual’s employment or *academic standing*; or

b. Submission to such conduct by an individual is used as the basis for employment or *academic standing* decisions affecting such an individual; or

c. Such conduct has the purpose or effect of substantially interfering with an individual’s work or *study*.

PROCEDURES

Garrett-Evangelical Theological Seminary is committed to using the process outlined below to deal with allegations of sexual harassment within the seminary community. Every attempt is made to function within the structures of the institution and the guidelines of this document. A sexual harassment allegation may be resolved on an informal basis.

Any member of the seminary community who wishes to make a formal complaint must submit a written description of the incident to the designated administrator (president for administrators, academic dean for faculty, departmental vice president for staff, dean of students for students, or the director or associate director of field education for students in a field education setting). That administrator contacts the designated administrator for the accused and coordinates with him/her the relevant procedures of the respective handbooks.

If the accused and the complainant have the same person as the designated administrator, then the affirmative action officer will be the second administrator; and for staff/staff concerns, one of the co-chairpersons of the sexual harassment advisory panel is the second administrator.

a. Allegations are thoroughly investigated by the designated administrator(s), including a meeting with the person alleged to have engaged in harassment. The accused and/or the
complainant may bring a trusted colleague (other than an attorney), committed to maintaining confidentiality, with him/her to such a meeting.

b. If the administrators decide inappropriate behavior has occurred after completing the investigation, the designated administrator(s) take(s) appropriated disciplinary and/or other action by using guidelines of respective handbooks: staff handbook, and special needs process. The procedures of different handbooks are coordinated by the designated administrator(s).

c. Those called to investigate the allegations take appropriated steps to ensure that a person who in good faith brings forth a complaint of sexual harassment will not be subjected to retaliation. The seminary also takes steps to ensure that a person against whom such a complaint is brought is treated fairly and has adequate opportunity to respond to such accusations.

The complainant and the person complained against are notified within 10 working days of the disposition of the complaint. If the disposition involves any ongoing process, the designated administer keeps the complainant informed until the process is completed.

**APPEAL PROCESS**

If the accuser or the accused is not satisfied with the action taken, s/he may express such dissatisfaction, in writing, to the president of the seminary within 10 working days after receiving notification of the action taken. After reviewing all pertinent materials, and after consulting with an advisory committee (identified below), the president determines within 20 working days after the receipt of the written request whether the action taken is appropriated.

The decision of the president is final and binding.

a. The advisory committee is drawn from the sexual harassment advisory panel, which consists of the following: two staff members nominated by the employee relations advisory committee (ERAC), academic dean, two faculty members nominated by the general reference committee, two administrative staff members nominated by the administrative council, dean of students and three students nominated by the student council. The president annually names two persons, male and female, from the panel to serve as co-chairpersons. The purpose of the sexual harassment advisory panel is to plan periodic educational events for the community, to regularly review this document, and to serve as a panel of advisers to the president.

b. When an individual case is reviewed, the president shall appoint an advisory committee of three to six persons drawn from the sexual harassment advisory panel. Every attempt is made to balance the committee between men and women and to include persons who by background and experience are most qualified.

c. The president schedules the meeting(s) of the advisory committee.

d. In the interest of protecting both the complainant and the person complained against, members of this committee must recognize and accept their obligation to maintain confidentiality regarding all matters with which they become familiar in the process.

**CONFIDENTIALITY**

Every effort will be made to ensure confidentiality to the extent feasible, while permitting the seminary to investigate the complaint thoroughly to take appropriate action. The seminary will not
tolerate retaliation against any member of the seminary community who complains of sexual harassment.

EXPLANATORY NOTES
In the event that a person designated in this document cannot be reached in a reasonable manner and period of time, the president or president designate determines who will be the replacement. Since titles change over the course of the years, the positions named in this document shall be clarified by the president at the time he/she appoints the advisory panel. If the person alleged to have engaged in sexual harassment is a vice-president, the president is consulted. If the person alleged to have engaged in sexual harassment is the president, the chairperson of the board of trustees is consulted.

PLAGIARISM

A documented case of academic dishonesty, especially plagiarism, requires a conference with the student, faculty member, and the Course of Study Director. The professor is required to submit any suspected instances. Following the conference, the faculty member and COS director will determine the appropriate level of grade deduction and required follow-up work from the student. A second instance of documented academic dishonesty may be cause for the student's automatic dismissal from the COS program. See further information about plagiarism below. **Please note that some faculty use plagiarism detection software to assist in checking submitted work.**

How to Avoid Plagiarism

To avoid plagiarism, use one of the following style manuals on writing and citation. Students are expected to follow the style manual guidelines outlined from either:


It is also strongly advised that you review the following from the Office of the Provost at Northwestern University about How to Avoid Plagiarism:
   http://www.northwestern.edu/provost/students/integrity/plagiarism.html.