STUDENT HANDBOOK

2024-2025

Revised 7-11-2024
## INTRODUCTION

2024-2025 ACADEMIC PROGRAMS

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INTRODUCTION

This Student Handbook provides policies, procedures, and other useful information to students. Academic Requirements: Except by special action of the faculty, students are bound by the academic degree requirements listed in the year of matriculation for their degree program. Each student is solely responsible for being familiar with and abiding by the academic provisions of the Student Handbook in effect at the time of their matriculation. This also includes any updates issued after matriculation. The Student Handbook is an official document, supplementing and superseding the Catalog and other previously published Student Handbook statements of regulations and requirements. The Student Handbook is revised as needed to incorporate current information and the most recent decisions of the faculty, staff, board and administration. The information in the Student Handbook is not to be regarded as creating a binding contract between the student and the School.

2024-2025 ACADEMIC PROGRAMS

2024-2025 Doctor of Ministry (DMin)

DMin General and Academic Policies

All General and Academic Policies, Iliff Resources, Financial Aid Information, and more are found in this Student Handbook and apply to DMin students. As a result, DMin students are strongly encouraged to familiarize themselves with these policies and resources.

DMin General Program Information

All Academic Forms, Academic Schedules, Iliff Resources, and more are found in the Student Handbook and apply to DMin students. As a result, DMin students are strongly encouraged to familiarize themselves with these policies and resources.

DMin Degree Learning Outcomes

The Student Learning Outcomes for the Doctor of Ministry in Prophetic Leadership are designed to address the following four areas from the Standards of the Association of Theological Schools: "(a) advanced theological integration that helps graduates effectively engage their cultural context with theological acumen and critical thinking; (b) in-depth contextual competency that gives graduates the ability to identify, frame, and respond to crucial ministry issues; (c) leadership capacity that equips graduates to enhance their effectiveness as ministry leaders in their chosen settings; and (d)
personal and spiritual maturity that enables graduates to reinvigorate and deepen their vocational calling."

Iliff's Doctor of Ministry Degree Learning Outcomes related specifically to these areas are as follows:

1. Engage in an ethical, substantive, and culturally relevant research process that identifies and investigates an area in vocational context that calls for prophetic leadership.
2. Develop theoretical knowledge, analytical skills, and contextual awareness that enable students to engage in, contribute to, and advance the study and practice of prophetic leadership.
3. Cultivate disciplines and tools necessary for lifelong learning and reflective practice in prophetic leadership.
4. Refine competencies and self-awareness in the art of prophetic leadership within the contexts of culturally diverse congregations, denominations, and communities of intersectional identities and institutional cultures.

Assessment of these Learning Outcomes is undertaken by the faculty as part of the ongoing and regular assessment of all degree programs.

DMin Admission Requirements & Procedures

Admission Requirements and Procedures

Applicants should be currently embedded in an active ministry setting for at least one year, and should have at least three years of total ministry experience.

Applicants should have an accredited Master of Divinity (MDiv) degree. If one does not hold this degree, admissions guidelines follow the Standards set forth by the Association of Theological Schools for DMin admissions:

"Students without an accredited Master of Divinity degree may be admitted, provided the school has publicly stated admissions criteria that address the following six areas and provided the school documents how each applicant meets each of these criteria: (a) the ability to thoughtfully interpret scripture and the theological tradition of one’s ministry context, (b) the capacity to understand and adapt one’s ministry to the cultural context, (c) a basic self-understanding of one’s ministerial identity and vocational calling, (d) a readiness to engage in ongoing personal and spiritual formation for one’s ministry, (e) an accredited master’s degree (or its educational equivalent) in an area related to one’s ministry setting or vocational calling, and (f) significant ministerial experience that enables the applicant to engage as a ministry peer with other students in this advanced professional doctorate."

Applicants should have a demonstrated capacity for undertaking independent academic research, as evidenced by prior academic performance and a strong reference from at least one professor from the applicant’s masters program.
Applicants should normally have earned a minimum GPA of 3.0 in their masters work. Applicants who do not meet this standard may still apply, and in doing so provide evidence of excellent potential and an explanation of the circumstances of their masters GPA. Applicants will be asked to articulate their interests for a potential DMin Project (see DMin Project Options). Although the project may change and evolve during the course of study, at the point of application students should have a sense of the kind of project they would like to pursue. Knowledge of particular languages is not required, except as they are necessary for the successful completion of the proposed project.

Applicants will be asked to submit two letters of reference. One should be an academic reference from the applicant’s masters program that is able to speak specifically to the applicant’s ability to undertake independent academic research. One should be from a ministry colleague who is able to speak to the applicant’s experiences in leadership in a ministry context.

**DMin Orientation**

Orientation for newly matriculating students is held online in coordination with the Advising Center.

**DMin Program Administration and Assessment**

The Doctor of Ministry in Prophetic Leadership is administered by the Program Director(s).

To ensure the breadth and depth of the educational experience, student DMin Projects will be automatically reviewed as part of Iliff’s outcomes assessment process. Further information is available from the Dean's Office or from the Program Director(s).

**DMin Advising**

While the DMin Sequence indicates a suggested schedule of courses, students might find themselves deviating from the schedule for different reasons. All decisions about program progress, particular courses, and timing should be discussed with the DMin Advisor and DMin Director(s) (for students in coursework) or the Project Director (for students who have completed coursework).

**DMin Course Sequence (pending adoption by Faculty Council on Oct 7, 2024)**

Due to Iliff’s change from a quarter system to a semester system in summer 2025, students entering in the January 2025 cohort will be taking courses in both systems. Students who begin in January 2025 will be recruited and matriculate with the understanding that they are starting in the new degree structure and under these new requirements. The course plan will be as follows for these students.
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<th>Course</th>
<th>Credits</th>
<th>Format</th>
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<td>Winter 1 (2025)</td>
<td>DMin Seminar in Foundations of Prophetic Leadership (will need to be taught in both winter quarter and fall semester in 2025)</td>
<td>4 (quarter credits)</td>
<td>Hybrid</td>
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<tr>
<td>Spring 1</td>
<td>Elective</td>
<td>4 (quarter credits)</td>
<td>Hybrid/Online</td>
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<td>Summer 1 (transition to semesters begins June 1, 2025)</td>
<td>Elective</td>
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<td>Fall 1</td>
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<td>Summer 2</td>
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<td>Hybrid/Online</td>
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<td>Fall 2</td>
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<td>Spring 3</td>
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<td>Spring 3</td>
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**Students matriculating in Fall 2025 will follow the course plan below.**

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<tr>
<td>J-Term 1</td>
<td>Library Research Skills</td>
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<td>Spring 1</td>
<td>Research Methods and Ethics in Lived</td>
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<td>J-Term 2</td>
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<td>Spring 3</td>
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**DMin Required Courses**

- DMin Seminar in Foundations of Prophetic Leadership. 3 credits. Hybrid intensive.
- Library Research Skills. 1 credit. Online.
- Research Methods and Ethics in Lived Religion/Practical Theology. 3 credits. Hybrid intensive.
- DMin Project Models. 1 credit. Online.
- DMin Seminar in Advanced Practical Theological Research. 3 credits. Hybrid intensive.
- Proposal Seminar. 3 credits. Online.
- Project Writing. 4 credits (2 credits Fall; 2 credits Spring). Online.

**DMin Electives**

- 12 credits (4 courses; online, hybrid, or residential)

Required courses are focused largely on the construction of the DMin Project. Ideally, the required course sequences should be followed based on matriculation date; however, elective courses may be taken at any time, in conversation with the DMin Academic Advisor and Project Director (if applicable). Electives should be courses offered at the 3000 level and should have some relationship to your proposed or expected Project. Independent Studies with faculty related to one's Project areas are counted as elective courses.

**DMin Exceptions**

Any request for exceptions to degree program requirements should be completed using the Academic Requirement Petition Form and submitted to the DMin Director(s) who will consider the request in conversation with the Advising Center, Dean, and DMin Handbook. All petitions must be approved by the Dean.
DMin Forms

- DMin Project Committee Form
- DMin Proposal Results Form
- DMin Project Results Form

DMin Proposal Seminar

The DMin Project Proposal Seminar should normally be taken in the spring of the second year. The Seminar is designed as a synthesizing experience, aiming to help students articulate a project and gather resources to complete it.

As part of the Proposal Seminar, students should begin forming their Project Committee and identify a Project Director, if they have not already done so.

DMin Project Timeline and Registration

Generally, the DMin Proposal Conversation and Formal Approval should occur only after the student has completed the 40 credits of coursework. Students will receive no academic credit for the Project but must register for the course entitled "DMin Project" (0 credits) each quarter until they successfully complete the Project Presentation, Culminating Conversation, and Approval. Students will be charged a fee of $50 per quarter (fall, winter, and spring only) until they complete the degree. All students have the option of taking their final 4 credits (of the total 40 credit hours) as an Independent Study elective with their Project Director toward the completion of their Project Proposals.

The DMin Project should normally be completed and defended within six years after the beginning of coursework. In extraordinary circumstances, students may petition for a one-year extension after six years, but under no circumstances may a Project be completed after the seventh year. Any petitions for extensions must be approved by the student’s Project Director, DMin Program Director(s), and the Academic Dean and will be contingent on the ability of the student to continue to make progress toward the completion of the Project.

DMin Project Proposal General Guidelines

All DMin students will prepare for their summative project by crafting a proposal. The processes that result in this proposal, and the proposal itself, are designed to help students gather the resources to successfully complete their projects. These resources include knowledge from courses taken, research methods and ethical considerations, project refinement, and faculty buy-in. The DMin Project Proposal is created during the DMin Proposal Seminar course, finalized further in conversation with the Project Director, and should be approximately ten pages in length. The Project Proposal should include:

- *Framing of the Project*, simply outlining the problem the Project will investigate
and the way the Project will address the problem;

- Importance of the Project, describing the ways the project is connected to the student’s own work and the work of others in similar contexts and circumstances, and what the project will add to the discourses and practices in those communities;
- Proposed Research Model, outlining the research the student will undertake, including any IRB considerations;
- Methodology, including any theoretical models the project will engage and the kinds of prior work that have been done with similar questions;
- Scope, specifying what the project will and will not consider, and limiting the nature of any conclusions of the project;
- Bibliography, representing the research undertaken so far, and annotated where appropriate to demonstrate engagement with prior literature and an understanding of the field;
- Appendices, including an approved IRB request if appropriate.

DMin Proposal Conversation & Formal Approval

Following the completion of all coursework (including the Proposal Seminar) and selection of a Project Director and Committee, the student should work with the Project Director to submit a finalized proposal and then to schedule a conversation about the proposed project. This conversation should include all members of the committee, and it should center on the written proposal created during the Proposal Seminar and refined thereafter. This conversation should normally be a one-hour event open to other faculty and students within the program. During this hour, the proposed project is presented; and one of the following decisions is made by the Project Director and Committee on the Proposal: 1) Approval without revisions, 2) Approval with revisions (with a due date for revisions), or 3) Resubmit Proposal (with a due date for resubmission). At the conclusion of this conversation, the Project Director, Project Committee members, and student must complete and sign the Proposal Approval Form and return it to the DMin Director(s).

If a student must resubmit the Proposal, they are allowed to do so only once. If the Committee does not approve the Proposal during the second conversation, the student will not be allowed to move forward in the program.

DMin Project Director & Committee

By the conclusion of the Proposal Seminar, each student should have identified a member of the Iliff faculty to serve as Director of their DMin Project and two additional persons to serve on the committee, and have completed the DMin Project Committee Form and returned it to the DMin Director(s).

In choosing a Project Director, students should consider the proposed direction of their project and the academic expertise of the faculty member, ensuring that the Director will have the appropriate background to be able to direct the project in meaningful ways. Depending on the number of projects a particular faculty member is currently advising,
students might not be able to work with their preferred faculty member. In that
circumstance, the DMin Director(s) will work with the student to find a suitable
alternative from within the Iliff faculty. As much as possible, this problem will be
addressed at the admissions stage, with limits placed on the number of students
admitted who want to work with any particular member of the faculty. Any proposed
Project Director other than a full-time Iliff faculty member will not be approved.

In addition to a Project Director, each student should identify two other persons to serve
on the Project Committee. One of these people should be a second member of the Iliff
faculty, and the other should be a practitioner in the field in which the project is
centered. For example, a project about congregational life might have a parish minister
as the practitioner of the committee, or a project about not-for-profit organizations might
have an activist or non-profit executive on the committee. The practitioner should have
appropriate qualifications for serving on such a committee. A masters degree is
required, and a doctoral degree is preferred. Additionally, the practitioner should have
specific expertise and/or experience that will contribute to the project.

DMin Scope of Projects & Project Options

The DMin Project should normally be about 75 pages in length, and no longer than 100
pages in length (double-spaced in Times New Roman font). The project should
represent a reflective engagement with one of the DMin Project Options.

DMin Projects will vary from student to student, but all projects will typically share these
c characteristics:

- Grounded in the practice of ministry, contextually defined;
- Rooted in the study of religion and culture, and attentive to complex analysis
  of religious, cultural, and material realities;
- Concerned with the nature and function of leadership;
- Attentive to complex analysis of context, including religious, cultural, and
  material realities at play; and
- Reflective of contemporary, responsible scholarship in the student's field(s) of
  study.

The DMin Project is a significant project that furthers the student’s own professional
work and is informative for others undertaking the same kind of work. It should be
grounded in prior published research and inquiry, and designed to address
constructively a particular problem or challenge.

Many approaches to the final project are possible. Any that involve research with
human subjects or communities require IRB permission. Here are some approaches
that could work well:

1. Undertake Qualitative or Quantitative Research of Relevance to One’s
   Ministry Context
   a. Articulate the presenting problem and a well-developed research question.
   b. Engage in contextual and theoretical analysis of the problem.
   c. Review literature of existing related studies to the problem.
d. Articulate a coherent method for your research and design and complete a process of data gathering.
e. Engage in data analysis to articulate research findings.
f. Name implications of the analysis of the research for the problem as presented and as potentially relevant to other contexts.

2. Development and Evaluation of a Contextually-Based Program, Process, or Resource
   a. Articulation of a contextualized problem with current praxis in an area of ministry in which you are focused.
   b. Contextual analysis of that problem with special attention to how it came to be, why it continues, and how it reflects the current interests and values of its participants.
   c. Review of relevant literature to understand the nature of the problem and why it is happening in this context in this particular way.
   d. In response, develop a program, process, series of resources, in-service trainings, curricular materials, educational podcasts, worship services, or retreat sessions for those who are impacted by this problem in praxis.
   e. Pilot what you have developed, evaluate its impact on participants through a coherent research design and data collection process, and document learnings brought about by the evaluation.

3. Development of a Contextually-Based Performance Ethnography or Collaborative Artistic Production (theater, storytelling, spoken word, music, dance, filmmaking)
   a. Identify a problem that a specific community is struggling with in consultation with members of that community.
   b. Engage in participant observation, interviews, focus groups or other forms of data-gathering to understand in-depth what is happening in relation to the problem.
   c. Review relevant literature and existing research with regards to the particular problem.
   d. Drawing on the data and literature review, design and implement a process to collaboratively create and produce an artistic production that communicates the problem and potential constructive responses to it to a relevant audience.
   e. Engage in assessment/analysis of the reception of the event, identifying any potential changes it may have generated.
   f. Reflect on the process of collaborative art production and what learnings it might suggest to other contexts struggling with similar problems.

4. Consulting on a Strategic Visioning Project
   a. Work with an organization/congregation for which you are not the current leader in which you design a process that allows that entity to address a significant presenting problem that the organization/congregation hopes to address.
   b. Engage in significant contextual analysis and data gathering to determine what is happening currently with regards to the presenting problem.
Review of literature relevant to the problem, including engagement with stakeholders of the organization to help them learn from the literature to gain perspective on their own situation.

Engagement with core values and mission of the organization to help imagine how to better live into those values in relation to the current presenting situation.

Help the organization develop a plan for short-term and long-term initiatives to address the presenting problem and live more fully into their core values and mission.

An analysis of what problems will remain or are likely to arise once the strategic plan is implemented along with what the learnings from this specific context might offer to other organizations/congregations.

5. Development of Educational Materials for Other Ministry Professionals
   a. Articulation of a contextualized problem with current praxis in an area of ministry in which you are focused.
   b. Contextual analysis of that problem with special attention to how it came to be, why it continues, and how it reflects the current interests and values of its participants.
   c. Review of relevant literature to understand the nature of the problem and why it is happening in this context in this particular way.
   d. Articulate a constructive response to the problem related to your analysis and research.
   e. Develop a series of in-service trainings, curricular materials, educational podcasts or retreat sessions for educating or re-educating leaders who are impacted by this problem in praxis.
   f. Pilot the educational materials, assess their effectiveness, and document changes in the educational design brought about by the assessment.

6. Work with an Organization to Design a Public Campaign for Education/Financial Support/Call to Action
   a. Work with an organization/congregation for which you are not the current leader in which you design a process that allows that entity to shape a significant public campaign related to an issue that the organization/congregation hopes to address.
   b. Engage in significant contextual analysis and data gathering to determine the current understandings related to the public campaign and beneficial ways to shape the communication in light of the organization’s goals, core values, and mission.
   c. Review of literature relevant to the problem, including engagement with stakeholders of the organization to help them learn from the literature to gain perspective on their own situation.
   d. Design and implement a public campaign that addresses the goals of the organization for educational outreach, increased financial support, or responsiveness from volunteers, including assessment of its impact.
   e. Engage in analysis of what was learned in the process of creating the campaign along with what the learnings from this specific context
might offer to other organizations/congregations.

7. Generalized Practical Theology Project
   a. Identify a theological problem or question that is relevant to a context of ministry that you know well. Describe the context’s current practice in relation to the problem with complex attention to how it is experienced by a range of people within the context.
   b. Engage in analysis of why the current situation has come to be. What are the material realities, histories, ideologies, interests, and ongoing values that keep the problem from being resolved.
   c. What ought to be going on? Identify a normative vision in language appropriate to the community that draws on creative and critical engagement with theological and/or wisdom literatures that are authoritative to the community in which the problem is occurring.
   d. How might the community shift its own practice to better embody their shared vision for flourishing with regards to this problem? Articulate a pragmatic plan/solution that holds promise for actualizing the normative vision through renewed or changed practice.
   e. Conclude with attention to how this response might have implications for other related contexts.

8. Generalized Participatory Action Research
   a. Identify a problem that a specific community is struggling with in consultation with members of that community.
   b. Engage in participant observation, interviews, focus groups or other forms of data-gathering to understand in-depth what is happening in the community in relation to the problem.
   c. Review relevant literature and existing research with regards to the particular problem including engagement with members of the community to help them learn from existing literature to gain perspective on their own situation.
   d. Drawing on the data and literature review, design and implement a process for the community to collaboratively create and implement potential constructive responses to the problem that they have identified.
   e. Engage in assessment/analysis of the collaborative responses, identifying any potential changes they may have generated in the community.
   f. Reflect on the process of collaborative constructive response and what learnings it might suggest to other contexts struggling with similar problems.

DMin Research with Human Subjects and Institutional Review Board (IRB) Approval

DMin Research with Human Subjects and Institutional Review Board (IRB) Approval
DMin projects will normally not require IRB approval. During coursework and while crafting the proposal, students should remain attentive to ways to structure their projects so that IRB approval would not be necessary. Students completing projects that necessarily involve research with human subjects are required to obtain Institutional
Review Board (IRB) approval prior to beginning such research, in order to ensure the protection of these subjects. The IRB application usually is submitted close to, or directly after, the proposal is approved by the Project Director and Committee. Additional information in this regard is shared with students in the IST 5015 Research Methods and Ethics in Lived Religion / Practical Theology and IST 5025 Proposal Seminar courses.

**IRB Program and Training Options**
Students matriculating in 2024-2025 have two options for IRB.

First, students may use the IRB application, review, and approval process administered by the University of Denver. The cost of using the University of Denver's process is $850 and must be borne by the student. Students who choose the University of Denver's process must also undergo the CITI Program online training, at a cost determined by the University of Denver.

Second, students may seek out other IRB application, review, and approval processes with the written approval of the DMin Program Director(s). These can be through major nationwide vendors like Pearl IRB (www.pearlirb.com), at a cost determined by the vendor and borne by the student. Alternatively, if the student has an affiliation with an institution (e.g. a university or hospital) with an IRB program and has access by virtue of their association with the institution, the student may use that process at a cost negotiated with the providing institution.

**Submission and Approval of the Institutional Review Board (IRB) Application and/or Results**
Final projects and theses involving research with human subjects must be approved through the IRB before such research can begin, and documentation of successful approval submitted to the DMin Director(s). For additional questions, contact the DMin Director(s).

**DMin Project Style & Citation Guidelines**
All projects must adhere to an updated standard citation format such as APA, MLA, or Chicago. In cases where disciplinary specificity is needed, particular versions of these (such as the SBL Style, which is a version of Chicago) may be used. In every case, citation must be consistent and appropriate to the project, and decisions about citation should be made in consultation with the Project Director.

**DMin Project Submission Deadline & Procedures**
The project should be submitted to the Project Director by the first week of the quarter in which the student plans to defend the project. For example, a student wishing to graduate in the June commencement ceremony should have a completed project to their Project Director by the first week of the spring quarter. Depending on the Project Director’s work load, the Project Director may request the completed project earlier. After the student submits the completed project to the Project Director, the Project
Director should by the fourth week of the quarter notify the student whether the Project is, in its present form, ready for a culminating conversation with the full Project Committee. If it is, then the student and the Project Director will work to schedule a Project Presentation and Culminating Conversation, which should happen no later than the seventh week of the quarter.

**DMin Project Presentation, Culminating Conversation, and Approval**

The Project presentation is the culminating experience of the DMin degree. It includes two parts:

- A public presentation of the results of the research lasting about one hour;
- A final culminating conversation with the Project Committee that is devoted to assessing the success of the project in terms of its own articulated research goals (as presented in the Project Proposal) and the standards of the DMin Degree Program, lasting between one and two hours.

The culminating conversation with the Project Committee should be scheduled with the Project Director, and the time, date, and location announced at least two weeks ahead of time by the DMin Director(s). The culminating conversation is open to other Iliff faculty and DMin students, but responsibility for final approval lies solely with the Project Committee.

During the culminating conversation, one of the following decisions is made by the Project Director and Committee on the DMin Project: 1) Approval without revisions, 2) Approval with revisions (with a due date for revisions), or 3) Resubmit Project (with a due date for resubmission). At the conclusion of the presentation, culminating conversation, and project approval, the Project Director, Project Committee members, and student must complete and sign the Project Approval Form and return it to the DMin Director(s).

**DMin Final Submission of Approved Project**

Following final approval by the Project Committee, a final copy reflecting all revisions and committee signatures on the Evaluation Form must be submitted to the Registrar by the end of week 9 of the quarter in which the student plans to graduate. To ensure consistency in format, all approved projects must be:

- Submitted in PDF format, complete with 100-word abstract, appendices, tables, bibliography, images, indices, and text in a single document; and
- Formatted in 12-point, Times New Roman font with 1-inch margins.

Students must also submit their approved projects to ProQuest for international database cataloging. Students will need to create an account in Proquest and submit the completed project according to their instructions. Once a student submits their completed project, they must email library@iliff.edu so that the submission can be approved.
Link for ProQuest account creation and project submission: https://www.etdadmin.com/iliff

Link to general FAQ: https://www.etdadmin.com/main/resources?sitId=1220


2024-2025 Graduate Concentrations

These are the concentration requirements for students who matriculated in the 2024-2025 school year. Requirements for other years can be found in their appropriate sections. Iliff offers Graduate Concentrations to persons admitted either as MDiv or MTS students.

- Iliff’s Graduate Concentrations recognize the successful completion of a set of courses totaling a minimum of 16 quarter hours beyond the required courses in the core areas of the MDiv and MTS degree programs.
- Courses taken either for a letter grade or on a pass/fail basis may be counted toward the Concentration.
- Since the MASJE and MAPSC are specialized degrees already, concentrations are only available to students in the MDiv or MTS degree programs.
- Students must submit the Concentration Declaration Form to their advisor upon applying for graduation.
- Only one concentration per student is allowed.

Areas

Biblical Studies

The Biblical Studies Concentration is for students seeking specialization in the study of Hebrew Bible, New Testament, early Christianity and ancient Judaism, including optional language courses in Greek and Hebrew. Students will explore critical methods of biblical interpretation and exegesis, literary analysis, and current issues in biblical research.

Concentration Area Requirements: 16 credits of Bible courses, not including courses already required for the student’s degree program.

Biblical language courses (Greek and Hebrew) may count toward these additional sixteen hours. No more than four of these sixteen may be taken as independent study courses.
Black Religious Studies

A concentration focused on developing students’ knowledge about the particularities of Black religion as well as their capacities to engage as practitioners within and/or partners with Black religious institutions. This concentration especially focuses on Black churches, Afro-diasporic Religious traditions, and womanist and liberation theoethics.

Concentration Area Requirements: 16 credits.

Congregational Practices

This concentration is for students who intend to serve in congregational settings as pastors, youth/young adult ministers, religious educators, spiritual formation, ministries to families, and ministers of discipleship. The concentration provides students an avenue to strengthen their pastoral management, develop their organizational skills, and learn to engage more effectively in the ministries of their churches, faith groups and local communities.

Concentration Area Requirements: 16 credits

Courses Options: Preaching, Congregations, Preaching in Christian Communities, Teaching & Learning in Communities of Faith, Worship in Multicultural Contexts, African American Preaching, Ministry Praxis (i.e Wedding, Funerals), Parish Leadership and Congregational Development, Youth Ministries, Children in Communities of Faith, Life of Prayer, Women and Spirituality, Engaged Spirituality for Social Justice, Ministry and Human Sexuality, Introduction to Pastoral Theology and Care, Congregational Education and Spiritual Formation, Process Theology and Spiritual Care

Gender and Sexuality

This concentration promotes critical thinking about and social justice praxis with issues of gender and sexuality. The concentration prepares students to recognize and respond to social justice issues of equality and equity having to do with sexual orientation, gender identity, reproductive choice, and other related matters especially in terms of their religious, spiritual, professional, political, social, and personal significance.

Concentration Area Requirements: 16 Credits

Historical Studies Concentration

The Historical Studies Concentration is for students seeking specialization or additional coursework in the areas of historical development and/or historical expressions of religious traditions. Students need not concentrate only on the history of Christianity, but may consult Iliff’s history faculty for advice and guidance on how to focus on the historical context of other religious traditions covered in the school’s curriculum.

Concentration Area Requirements: 16 credits
Leadership in Emerging Contexts

This concentration develops sophisticated leaders who are capable of leading in a complex world. The concentration provides students with both a theoretical and practical orientation towards leadership. The area draws on the best thinking from the fields of management, leadership, congregational studies, and social movement studies to provide an array of viewpoints and ways of acting in leadership.

Concentration Area Requirements: 16 credits

Social Justice and Ethics

Through this concentration, students develop the capacity to critically and comparatively evaluate theories of social justice. Students develop an understanding of ethical analysis from a religious and philosophical perspective while they are trained in identifying, evaluating, and conscientiously participating in forms of advocacy. Students will examine symbolic systems, power structures, ideologies, values, and religious meanings at play in micro and macro level events and interactions, institutional structures, ethical judgments, organizational and living communities, and other formal and informal political arrangements.

Concentration Area Requirements: 16 credits

Spiritual Care and Chaplaincy

This concentration is for students interested in pastoral and spiritual care within religious communities or other organizations like hospitals, hospice, and military institutions. Students will be exposed to Iliff’s courses for chaplaincy in interreligious settings that implement both an intercultural and evidence-based approach to spiritual care.

Concentration Area Requirements: 16 credits, not including courses already required for the student’s degree program.

Course Options:
IST 2012 Pastoral Theology and Care

IST 2021 Spiritual Care in Death and Dying

IST 2XXX Justice and Spiritual Care

IST 2061 Ministry Praxis: Funerals

IST 2081 Authentic Engagement

IST 2107 Ministry Praxis: Pre-Marital Counseling and Weddings
IST 2182 Women and Spirituality

IST 2210 Research Literacy for Chaplains

IST 3034 Post-Traumatic Stress Disorder: Pastoral, Psychological, and Theological Responses

IST 3093 Moral Stress

With petition, these courses may count towards Pastoral and Spiritual Care courses:
IST 2157 Christian Bioethics Debate

IST 3089 The Body and Sexuality in the Hebrew Bible

IST 3132 Remapping American Religion: Black and Asian Traditions

IST 3241 Pandemics and healing in history

Systematic/Constructive Theology

By taking courses in specific theological doctrines or in courses that take up the interconnection of doctrines, students will develop: 1. familiarity with the range of possible theological decisions that can be made; 2. a sense of the importance of thinking through individual doctrines in concert with a theological system as a whole; 3. a sense of the connection of systematic theology to changing historical, cultural, and intellectual contexts, and a sense of responsibility for formulating theology carefully in awareness of the effects it has on the lives of people; and 4. an ability to articulate their own theological positions in conversation with historical traditions.

Concentration Area Requirements: 16 credits, not including courses already required for the student's degree program.

Forms in this Section:
Concentration Declaration Form

2024-2025 Master of Theological Studies

Class attendance and class participation is required for all on-campus, hybrid, and online courses. For more information see 2024-2025 Course Delivery Formats and Attendance and Special Days.

*Please note, many of Iliff's required courses are only available in Hybrid format.
The MTS is an interdisciplinary degree that serves students who are preparing for doctoral work in religious studies as well as others who are interested in rigorous exploration across the breadth of religious studies.

Degree Requirements

To graduate, students must meet the requirements as specified in the Student Handbook for their year of matriculation. At least 72 quarter credits with a cumulative grade point average of 2.25 or better are required for the MTS degree. All required courses below (16 of the 72 credits, including the thesis), must be completed with a letter grade of C or better (or with a Pass, when no letter grade is offered).

This degree may be completed in 40 quarter credits if the student has previously completed an MDIV degree or its equivalent from an accredited institution prior to enrollment at Iliff. Specific requirements may be negotiated based on prior educational experience. These include:

First Year Interdisciplinary Seminar (4 credits): This course is team-taught and will introduce students to terminology, reading of primary texts and how to write academic papers as well as expose them to the complexity and significance of theological reflection. The course must be taken within the student's first 40 credit hours.

MTS Thesis Proposal Class (4 credits)

MTS Colloquium (4 credits): is required of all students in the first year. This course explores how human beings act religiously, and questions simple conceptions about what religion is and does; to these ends, students are invited to analyze religion in more nuanced and inclusive ways, to think about how to study the arguably religious phenomena and practices that interest them, and to express themselves in ways that are compelling and accessible to a range of audiences.

Learning Plan (0 credit): Students must register for the learning plan concurrently with the MTS Colloquium.

MTS Interdisciplinary Thesis (4 credits): must add with Advising as IST 4995. Students who do not complete their thesis within the registered quarter will be charged a fee of $100 every quarter thereafter

Thesis Requirements

1. **The thesis is due at the end of the fifth week of the final quarter in the program;** the faculty reader must receive a copy. After the thesis has been turned in, the student will meet with the faculty reader for a concluding evaluation and conversation, after which the student may make final revisions.

2. A copy of the thesis with all revisions completed, this Final Evaluation form, and
one extra copy of the title page must be given to the faculty reader no later than fourteen days prior to the date of graduation; the faculty reader will sign this Final Evaluation form.

3. The faculty reader will forward the thesis and all forms to the MTS Director for his/her signature.

4. The Program Director will forward the thesis and all forms to the Registrar no later than seven days prior to the date of graduation.

5. The Registrar will seek the Dean’s signature and place the thesis in the library.

Other Electives (56 credits): as outlined in Learning Plan
Personal, Professional, and Spiritual Formation credits (IPVC and Internship) are not required for the MTS degree program. Students who wish to take IPVC may take the course as an elective with the approval of their advisor. However, students who would like to enroll in Internship Seminar must be approved by the Director of Professional Formation in consultation with the MTS Director.

Total for Master of Theological Studies: 72 credits

Length of Study

Students who average 40 quarter credits a year (12-14) credits each quarter of the academic year) will complete the course work for the MTS degree in two years. Students may, however, elect to complete their course work over a longer period of time. The MTS does not have a residency requirement. All requirements for the degree must be completed within seven calendar years from the date of the first course taken in the program.

Outcomes Assessment Process

To ensure the breadth and depth of the educational experience, student thesis projects are automatically reviewed as part of Iliff’s institutional learning assessment process. Further information is available from the Dean’s Office or from MTS Program Director.

Guidelines For The Preparation Of A Master’s Thesis

MTS Interdisciplinary Thesis: The interdisciplinary thesis project is intended to be a focused, article-length (approximately 6,000 words), original piece of academic research, demonstrating the student’s: ability to work across two or more identifiable disciplines and articulate clearly how that work is executed in the project, ability to conduct academic research; depth and originality of thought; ability to articulate his or her research in appropriate academic discourse.

Development of the thesis will proceed in several stages:

Initial Development: All MTS students will work with an appropriate faculty member in developing a viable thesis project. A thesis proposal must be approved by the Director of the MTS Program, the Dean, and one faculty thesis reader. Students from programs
other than the MTS who are writing a thesis must have their thesis proposal approved by their program director rather than the director of the MTS program. Ideally, initial discussions about the thesis should begin no later than the Spring of the first year of study and students will have taken or plan to take at least two courses in related areas of study. The MTS Colloquium provides opportunities for students to begin to identify and explore their research interests. Students should enroll in this course during their first year of study.

MTS Thesis Proposal Class (4 credits): In this fall quarter class, students (in the second year of the program) will define and refine their topic, thesis, and points of evidence in order to produce a proposal and a detailed outline of the thesis. At the beginning of the seminar, students will be expected to identify and consult with a faculty advisor about the viability and scope of the topic. By week 4 of fall quarter, a draft of the proposal will be submitted to the faculty reader. By week 10 of fall quarter, a detailed outline of the thesis will be submitted to the course instructor.

The Proposal: The student must discuss the proposal with and receive the approval of the faculty reader and the Director of the MTS Program. When approval is granted, the student will turn in the proposal to the Registrar who will seek the final approval of the Dean. An Approval Page for the Master’s Thesis Proposal is available from the Office of the Registrar or on my.iliff and should be provided with the proposal.

Students will seek approval of the thesis proposal by the fourth week of the proposal seminar. The proposal, on not more than five double-spaced typed or printed pages using appropriate grammar and style, should include the following items:

- Statement of the proposed title
- Statement of the thesis and scope of the study
- Rationale for pursuing the thesis
- Tentative outline
- Discussion of available resources with a working bibliography

Thesis (approximately 6000 words, 24-26 pages): The thesis must clearly delineate the nature of the topic, include a definition of the principle terms, meet standard grammatical requirements, and develop arguments in a systematic and organized fashion. The thesis must be consistent in form with recognized dissertation style manuals, such as Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, or *The Chicago Manual of Style* (use the most recent editions available). Stylistic consistency is crucial. One may use either footnotes or endnotes, and must include an abstract, 3-5 keywords, and a bibliography.

Arrangement for the Thesis:
- Title page (p. i is assigned but not typed) use the form to create this [Master's Thesis Title Page](#)
- Final Evaluation of Master’s Thesis form (no page number) [Thesis Final Evaluation Form](#)
Abstract and keywords (p. ii assigned but not typed)
Text (paginated starting with Arabic numeral 1 through to the end)
Appendix (if necessary)
Bibliography

A grade will be given for the thesis and should reflect the reader's assessment of the academic quality of the Thesis; students may register for up to 4 credits for the thesis. The student may choose, with the concurrence of the reader, a pass/fail option. The student must request the pass/fail option at the time the proposal is submitted.

Students are encouraged to submit the outline to the faculty reader prior to the final quarter of the program so that the student will have five full weeks in the final quarter to develop the outline with attention to the faculty reader's feedback. The thesis is due in final form no later than the fifth week of the final quarter in the program. If the student does not submit their thesis by the end of the fifth week of the quarter, without clearing it with the faculty readers first, graduation is not guaranteed. You will need to submit a petition to the degree program director and the dean. After the thesis has been turned in, the student will meet with the faculty reader for a concluding evaluation and conversation, after which the student may make final revisions. A copy of the thesis with all revisions completed and one extra copy of the title page must be given to the faculty reader for signatures no later than fourteen days prior to the date of graduation. The faculty reader will forward the thesis and all forms to the MTS Director for his/her signature. The MTS Director will forward to the Registrar no later than seven days prior to the date of graduation. The Registrar will seek the Dean's final approval.

After the Dean has given final approval, the Registrar will forward the thesis to the library to be deposited in Iliff's digital collections.

MTS Degree Learning Goals

After successfully completing the Master of Theological Studies Degree Program, graduates will be able to within a broader awareness of the academic study of religion, articulate the complexities emergent in the interdisciplinary study of religious traditions.

1. Formulate a viable research question that puts the student into conversation with historic and contemporary thinkers in the study of religion and that fosters transformative possibilities for humanity and the world.
2. Identify theological resources that would broaden and deepen their thinking about these questions.
3. Organize their response to a research question, both in written and oral format, in such a way as to establish themselves as a competent public voice within the interdisciplinary study of religion.

MTS Forms: MTS Learning Contract, Thesis Proposal Form, Master's Thesis Title Page
Thesis Final Evaluation Form
2024-2025 Master of Arts in Social Justice & Ethics (MASJE)

Class attendance and class participation is required for all on-campus, hybrid, and online courses. For more information see 2024-2025 Course Delivery Formats and Attendance and Special Days. *Please note, many of Iliff's required courses are only available in Hybrid format.

These are the requirements for students who matriculated during the 2024-2025 school year.

Degree requirements for previous years can be found at the bottom of the online Student Handbook main page. Students can track their own individual degree progress through the degree audit on my.iliff and by consulting their advisors.

At least 80 quarter credits with a cumulative grade point average of 2.25 or better (or 40 quarter credits and an MDiv degree or its equivalent from an accredited institution) are required for the Master of Arts in Social Justice & Ethics (MASJE) degree. These include:

- 32 credits from required Iliff curriculum
- 16 credits from required Social Justice & Ethics Core curriculum
- 18 credits in Personal and Professional Formation (PPF) and Masters Recital
- At least 14 credits from electives

All requirements for the degree must be completed within seven calendar years from the date of the first course taken in the program. All required courses must be completed with a grade of C or better. Students must meet the requirements as specified in the Catalog and the Student Handbook (of their year of matriculation) to graduate.

First Year Interdisciplinary Seminar (4 credits): This course is team-taught and will introduce students to terminology, reading of primary texts and how to write academic papers as well as expose them to the complexity and significance of theological reflection. The course must be taken within the student's first 40 credit hours.

Core Courses (28 credits):

*Comparative Religious Traditions (CR), 4 credits - one required course:

IST 2131 Peace, Religion, and Violence

*Bible/Contextual Analysis (BI), 4 credits - one required course:
IST 2117 Justice and Sacred Texts

Social Ethics/Contextual Analysis (SE), 8 credits - two required courses:

IST 2005 Ethical Analysis & Advocacy

IST 2118 Framing Justice: Praxes and Tools for Social Justice and Advocacy

Historical Development & Expressions of Religious Traditions (HI), 4 credits - one required course:

IST XXXX There is a River: A History of Justice

Constructive/Systematic Theology (CT), 4 credits - one required course:

course: IST 2560 Dismantling Justice

Theology & Religious Practices (PR), 4 credits - one required course:

IST 2501 Justice and Spiritual Care

SJE Seminars (8 credits - 4 credits per seminar). Check with your advisor for current offerings.

SJE Praxis (8 credits - 2 credits per praxis). Check with your advisor for current offerings.

Personal and Professional Formation (18 credits)—Required courses:

IST 1100, 1101, 1102 - Identity, Power, and Vocation in Community (6 credits)

IST 4000, 4001, 4002 - Internship Seminar (12 credits)

Masters Recital: A 30-60 minute assessment of Iliff's curriculum to be completed online during the Spring term of the final year.

As part of Iliff's accreditation requirements, the institution must collect data to demonstrate that what it sets out to teach students at the beginning of the program has some relationship to what students know and are able to do at the end. Iliff uses this data to refine how and what the school teaches and to improve the Iliff educational experience for students to come.

Electives (14 credits)
2024-2025 Master of Arts in Pastoral and Spiritual Care (MAPSC)

Class attendance and class participation is required for all on-campus, hybrid, and online courses. For more information see 2024-2025 Course Delivery Formats and Attendance and Special Days.

*Please note, many of Iliff's required courses are only available in Hybrid format.

These are the requirements for students who matriculated during the 2024-2025 school year. Degree requirements for previous years can be found at the bottom of the online Student Handbook main page. Students can track their own individual degree progress through the degree audit on my.iliff and by consulting their advisors.

The MAPSC degree requires at least 80 quarter credits (or 40 quarter credits and an MDiv degree or its equivalent from an accredited seminary) with a cumulative grade point average of 2.25 or better in the following summary:

- First-Year Interdisciplinary Seminar (4 Credits)
- Core Course Requirements (28 Credits)
- Pastoral and Spiritual Care Courses (16 Credits)
- Personal and Professional Formation Courses (6 Credits)
- Clinical Pastoral Education + CPE Praxis (8 CPE +2 praxis Credits)
- Other Courses (16 Credits)

MAPSC Graduates fulfill spiritual care vocations as:

- Chaplains in healthcare, hospice, the military, educational, nonprofit, and business settings
- Pastoral and spiritual caregivers in communities of faith
- Spiritual Directors in private practice, communities of faith, schools, or retreat centers

The MAPSC degree learning goals are as follows: Integrate knowledge, capacities, and skills for practicing socially just, interreligious, and research literate spiritual care through demonstrating 1) a spiritually integrative learning process; 2) spiritual self-differentiation; 3) spiritual and social empathy; 4) spiritual self-reflexivity; 5) research-literate spiritual care.

Courses in pastoral and spiritual care implement an interreligious and socially just spiritual care that laments and interrogates the ways that religious beliefs have contributed to injustice. A research-literate approach helps students assess how spiritual and moral struggles may be harmful or lead to growth.

Coursework includes experiential and integrative learning that bridges the gaps between what students learn in their Iliff courses and what they learn contextually in
clinical pastoral education (CPE), which provides intense group learning and supervision of the practice of pastoral and spiritual care in clinical and community settings.

Students also take courses in the core curriculum. Each area has a thematic focus, and courses within each area cohere in directing students and their teacher to think more critically about their assumptions and to develop theological perspectives necessary for becoming responsible pastoral and spiritual caregivers in a changing world. The personal and professional courses ground students in an understanding of their vocation and help them integrate their beliefs, values, and practices of spiritual care with public theologies using a social justice orientation.

All requirements for the degree must be completed within seven calendar years from the date of the first course taken in the program. All required courses must be completed with a grade of C or better. Students must meet the requirements as specified in the Catalog and the Student Handbook (of their year of matriculation) to graduate.

Degree requirements (elaborated)

First Year Interdisciplinary Seminar (4 credits): This course is team-taught and will introduce students to terminology, reading of primary texts and how to write academic papers as well as expose them to the complexity and significance of theological reflection. The course must be taken within the student's first 40 credit hours.

Core Courses (28 credits)

*Comparative Religious Traditions (CR): One CR course (4 credits).* IST 2000 Religions in the World - This is the preferred course for the MAPSC degree program.

*Bible/Contextual Analysis (BI), one BI course (4 credits) from the list below:*

IST 2003 Introduction to Hebrew Bible

IST 2004 Introduction to New Testament

*Social/Ethical Analysis (SE), 4 credits - one required course:*

IST 2005 Ethical Analysis & Advocacy

*Historical Development & Expressions of Religious Traditions (HI), 4 credits - one required course:*

IST 2500 - Intro to the History of Christianity

*Constructive/Systematic Theology (CT), 4 credits - one required course:*

IST 2510 - Intro to Theology

*Theology & Religious Practices (PR), 8 credits - two required courses*
IST 2012 Pastoral and Spiritual Care
IST 2080 Practical Theology

**MAPSC Elective Courses: (16 credits):**

Courses that count without needing to petition (all courses are 4 credits unless otherwise noted):

IST 2072 Spiritual Care and Sexuality
IST 3034 Post-Traumatic Stress Disorder
IST 3093 Moral Stress, Resilience, and Spiritual Integration
IST 2210 Research Literacy for Chaplains (2 credits)
IST 2021 Spiritual Care in Death and Dying
IST 2501 Justice and Spiritual Care
IST 2182 Women and Spirituality
IST 2061 Ministry Praxis: Funerals (2 credits)
IST 2081 Authentic Engagement (2 credits)
IST 2107 Ministry Praxis: Pre-Marital Counseling and Weddings (2 credits)
IST 2162 Life of Prayer (2 credits)
IST 2240 Spiritual Autobiography and Memoir (2 credits)

With petition, these courses may count towards Pastoral and Spiritual Care courses:

IST 2157 Christian Bioethics Debate
IST 3089 The Body and Sexuality in the Hebrew Bible
IST 3132 Remapping American Religion: Black and Asian Traditions
IST 3241 Pandemics and Healing in History

**Personal and Professional Formation (16 credits) — Required courses:**

IST 1100, 1101, 1102 - Identity, Power, and Vocation in Community (6 credits)
IST 4004 CPE (8 credits) + IST 4006 CPE Integration Praxis (2 credits)

Note: to apply for CPE programs students must complete the following prerequisites:

- At least 24 credits of coursework
- IST 1100 Identity, Power, and Vocation in Community (6 credits)
- First Year Interdisciplinary Seminar (4 credits)
Background Check through the Office of Professional Formation

Masters Recital: A 30–60-minute assessment of Iliff's curriculum to be completed online during the Spring term of the final year. As part of Iliff's accreditation requirements, the institution must collect data to demonstrate that what it sets out to teach students at the beginning of the program has some relationship to what students know and are able to do at the end. Iliff uses this data to refine how and what the school teaches and to improve the Iliff educational experience for students to come.

Other courses (16 credits) Note: these may include courses required for ordination or endorsement in one's faith tradition

2024-2025 Master of Divinity (MDiv)

Class attendance and class participation is required for all on-campus, hybrid, and online courses. For more information see 2024-2025 Course Delivery Formats and Attendance and Special Days. *Please note, many of Iliff's required courses are only available in Hybrid format.

These are the requirements for students who matriculated during the 2024-2025 school year. Degree requirements for previous years can be found at the bottom of the online Student Handbook main page. Students can track their own individual degree progress through the degree audit on my.iliff and by consulting their advisors.

The MDiv degree requires at least 120 quarter credits (or 80 quarter credits and a two-year theological degree from an accredited seminary) with a cumulative grade point average of 2.25 or better, including:

- 56 credits from required courses
- 18 credits in Personal and Professional Formation (PPF)
- 46 credits from other courses
- Masters Recital

All requirements for the degree must be completed within ten calendar years from the date of the first course taken in the program. All required courses must be completed with a grade of C or better. Students must meet the requirements as specified in the Catalog and the Student Handbook (of their year of matriculation) to graduate. Students wishing to write a master’s thesis may petition to do so by filing a Petition to Change Academic Requirements form with their academic advisor and the approval of their program director.

First Year Interdisciplinary Seminar (4 credits): This course is team-taught and will introduce students to terminology, reading of primary texts and how to write academic papers as well as expose them to the complexity and significance of theological reflection. The course must be taken within the student's first 40 credit hours.
Core Courses (52 credits)

*Comparative Religious Traditions (CR): Two CR courses, for a total of 8 credits. Check with your advisor for current offerings. Some options include:*

IST 2000 Religions in the World
IST 2001 Intro to Islam
IST 2086 Religion, Space, and Place
IST 2102 Intro to Hinduism
IST 2131 Peace, Religion, and Violence
IST 2155 Black Religious Denver
IST 3001 Islam, Gender, Sexuality
IST 3010 Pilgrimage in Comparative Perspective
IST 3110 Asceticism and Monasticism
IST 3104 Judaism, Gender, and Religion
IST 3038 Buddhist Philosophy

*Bible/Contextual Analysis (BI), 12 credits - two required courses and one additional Bible course:*

Two required courses (8 credits):

IST 2003 Intro to Hebrew Bible
IST 2004 Intro to New Testament

One additional BI course (4 credits). Check with your advisor for current offerings. Some options include:

IST 3107 Bible in the Digital Age
IST 3106 Migration and the Bible
IST 3167 Bible and Contemporary Issues
IST 3089 Body and Sexuality in the Hebrew Bible
IST 3082 HB Lit: Poetry of the Bible

IST 3074 NT Lit: 1 Corinthians

IST 3073 Gospel of John

IST 3056 Gospel of Mark

IST 3052 HB Lit: Deuteronomy

IST 3047 From Text to Sermon

IST 3005 NT Lit: Romans

IST 3004 HB Lit: Genesis

Social /Ethical Analysis (SE), 8 credits - one required course and one additional SE course
One required course (4 credits):

IST 2005 Ethical Analysis & Advocacy

One additional SE course (4 credits). Check with your advisor for current offerings. Some options include:

IST 2006 Congregations

IST 2078 Christianity in the Global South

IST 3005 Fanon, Foucault, and Friends

IST 3057 Sects, Cults, and New Religions

IST 3058 Liberating Sex

IST 3085 Liberal and Evangelical Protestantism

IST 3064 Formative White Male Figures in Christian Ethics

IST 3102 Atheists, Secularists, and Nones

Historical Development & Expressions of Religious Traditions (HI), 8 credits - one required course and one additional HI course:

One required course (4 credits):
IST 2500 - Intro to the History of Christianity

One additional HI course (4 credits). Check with your advisor for current offerings. Some options include:

IST 2002 Christianity in the Middle Ages in Western Europe
IST 2008 Christianities in Antiquity
IST 2009 Christianity in the Modern World
IST 2103 Medieval Mysticism
IST 3023 Muslims, Jews, and Christians in Medieval Spain
IST 3037 The Pursuit of Happiness: A History

Constructive/Systematic Theology (CT), 8 credits - one required course and one additional CT course

One required course (4 credits):

IST 2510 - Intro to Theology

One additional CT course (4 credits). Check with your advisor for current offerings. Some options include:

IST 2088 Christology
IST 2097 Reformers and Radicals
IST 3043 Being Human in the Modern World
IST 3060 Theology and the Rise of the Historical Consciousness
IST 3134 Theologies in the Age of A.I.

Theology & Religious Practices (PR), 8 credits - one required course and one additional PR course

One required course (4 credits):

IST 2080 Practical Theology
One additional PR course (4 credits). Check with your advisor for current offerings. Some options include:

IST 2005 Pastoral and Spiritual Care

IST 2013 Preaching in Christian Communities

IST 2023 African American Preaching

IST 2016 Intro to Christian Worship

IST 2172 Congregational Education & Spiritual Formation

IST 2017 Teaching and Learning in Community of Faith

IST 2101 Leadership & Organizational Development

IST 2076 Parish Leadership & Congregational Development

Masters Recital: A 30-60 minute assessment of Iliff's curriculum to be completed online during the Spring term of the final year.

As part of Iliff’s accreditation requirements, the institution must collect data to demonstrate that what it sets out to teach students at the beginning of the program has some relationship to what students know and are able to do at the end. Iliff uses this data to refine how and what the school teaches and to improve the Iliff educational experience for students to come.

Personal and Professional Formation (18 credits):

IST 1100, 1101, 1102 - Identity, Power and Vocation in Community (6 credits)

IST 4000, 4001, 4002 - Internship Seminar (12 credits, September-May)

Forms in this section: Petition to Change Academic Requirements
ACADEMIC POLICIES

Degree Learning Goals

Students completing the MDiv, MASJE, or MAPSC degree program should be able to:

Comparative Religious Traditions (CR): demonstrate basic awareness of a range of religious traditions and an emerging capacity to engage in comparative analysis between traditions around a particular topic.

Bible/Contextual Analysis (BI): demonstrate an informed understanding of sacred texts as historically-situated; utilize various methodologies for responsible interpretation of these texts to contemporary audiences.

Social/Ethical Analysis (SE): identify and critically evaluate the symbolic systems, power structures, ideologies, values, and religious meanings at play in events and interactions, institutional structures, ethical judgments, and living communities, and articulate and enact a vision for increased social justice in these contexts.

Historical Development/Expressions of Religious Traditions (HI): demonstrate awareness of religious traditions as historically-situated movements that interacted and changed in relationship to their surrounding cultures and subcultures over time, resulting in various expressions located within and influenced by social structures and institutions, historical events, and ethnic and cultural ideologies.

Constructive/Systematic Theology (CT): critically engage historical and contemporary theological expressions of religious traditions and articulate one’s own constructive theological position in relation to contemporary events and/or situations.

Theology and Religious Practices (PR): engage in critical analysis of contemporary religious traditions and institutions in order to design, cultivate, and embody liberative leadership practices with self-reflexive attention to contextual realities and relationships.

Personal and Professional Formation (PPF): develop strategies for spiritual formation and self-care, demonstrate an awareness of the importance of social location for self-understanding and professional presence, and enact self-aware and collaborative leadership within a specific vocational context.
MAPSC adds: The MAPSC degree learning goals are as follows: Integrate knowledge, capacities, and skills for practicing socially just, interreligious, and research literate spiritual care through demonstrating
- a spiritually integrative learning process;
- spiritual self-differentiation;
- spiritual and social empathy;
- spiritual self-reflexivity;
- research-literate spiritual care.

MASJE adds:
- Demonstrate a complex interdisciplinary understanding of historical and contemporary social change strategies and movements,
- Develop and practice an inclusive and collaborative approach to social change leadership, and
- Demonstrate the cultural capacity and organizational skills necessary for civic agency and efficacy in diverse social, political, and educational institutions.

MDiv adds:
- Demonstrate a complex interdisciplinary understanding of the breadth of theological disciplines as well as the depth within those disciplines.
- Develop and embody a comprehensive range of ministerial responsibilities, skills, and capacities – intellectual and affective, individual and corporate, ecclesial and public – that inform and support a life of religious leadership.

Students completing the MTS degree program should be able to:
- Within a broader awareness of the academic study of religion, articulate the complexities emergent in the interdisciplinary study of religious traditions.
- Formulate a viable research question that puts the student into conversation with historic and contemporary thinkers in the study of religion and that fosters transformative possibilities for humanity and the world.
- Identify theological resources that would broaden and deepen their thinking about these questions.
- Organize their response to a research question, both in written and oral format, in such a way as to establish themselves as a competent public voice within the interdisciplinary study of religion.

Students completing the DMin degree program should be able to:
- Engage in an ethical, substantive, and culturally relevant research process that identifies and investigates an area in ministerial context that calls for prophetic leadership.
- Develop theoretical knowledge, analytical skills, and contextual awareness that enable students to engage in, contribute to, and advance the study and practice of prophetic leadership.
- Cultivate disciplines and tools necessary for lifelong theological reflection in
the practice of ministry.

- Refine competencies and self-awareness in the art of prophetic leadership within the contexts of culturally diverse congregations, denominations, and communities of intersectional identities and institutional cultures.

**Students completing the Joint Doctoral degree program (Ph.D.) should be able to:**

- Make an original and substantial contribution to the study of religion.
- Engage a variety of disciplinary perspectives in interdisciplinary conversation and scholarship.
- Demonstrate competence in a specific field within the study of religion.
- Critically use theories, methodologies, and knowledge from underrepresented groups to address fundamental questions in their primary area of study.
- Demonstrate their ability to communicate effectively in various settings the theories, principles, and practices of the study of religion.

**Academic Integrity**

Academic integrity lies at the foundation of the academic process and the Core Values of the Iliff School of Theology. Academic dishonesty includes, but is not limited to, acts of fraud and deception on an examination or class assignment, acts of forgery or unauthorized alteration of any official academic record or document, and attempts to gain credit for work that one has plagiarized from the work of another person.

**DEFINITIONS:**

**Plagiarism**

Plagiarism is the act of appropriating or imitating the language, ideas, or thoughts of another and presenting them as one's own or without proper acknowledgment. This includes submitting a paper or part of a paper written by another person as one's own, whether that material was officially published in another format, stolen, purchased, or shared freely. It also includes submitting a paper containing insufficient citation or misuse of source material.

**False Citation**

Listing an author, title, or page reference as the source for obtained material, when the material actually came from another source or from another location within that source, is a breach of academic integrity. This includes attributing fabricated material to a real or fictitious source.
Duplicate Submission
Submitting one work in identical or similar form to fulfill more than one requirement without prior approval of the relevant faculty members is a breach of academic integrity. This includes using a paper for more than one course or submitting material previously used to meet another requirement.

Cheating on Examinations
Cheating on examinations by copying material from another person or source or by gaining any advance knowledge of the content or topic of an examination without the permission of the instructor is another breach of academic integrity. In the case of take-home examinations, the guidelines under collaboration (below) apply; failure to follow those guidelines constitutes academic dishonesty.

Group Work and Collaboration
Collaboration on a paper, test, lab, homework, or any other assignment is only allowed with the express permission of the instructor. Violations involving multiple students and group work include: Copying any part of an assignment, including answers, graphs, figures, and data; sharing a paper or assignment with another student without the instructor’s permission; and getting credit for a project when they did not contribute to the work.

Text Generating AI Technology
Using text written by a computer generation system as one's own, for instance, entering a prompt into an artificial intelligence tool and submitting any portion of the output in a written assignment.

Unintentional Plagiarism
Unintentional plagiarism is also a breach of academic integrity. Unintentional plagiarism, also known as patch writing, frequently occurs when students depend too heavily on textual material to make a point rather than making the point themselves and using the text to support it. In such cases, students cite the sources they have used, but do not correctly paraphrase the source material. They often also fail to indicate where paraphrased source material begins and ends. Unintentional plagiarism can also result from excessive collaboration when students fail to give adequate credit to others with whom they have worked. In all cases, unintentional plagiarism leaves the reader unsure of whose ideas are being presented, or leads them to assume that the words and ideas of others are those of the author. See the Writing Center pages on Academic Dishonesty for more information and guidelines to proper citation.
Other Examples of Academic Dishonesty

- Providing false information to an instructor (e.g. falsely claiming sickness or a family death)
- Forging a signature on an academic document
- Falsifying a transcript or other university document
- Intentionally sabotaging the academic work of another student
- Intentionally disrupting the conduct of an exam to gain or provide an academic advantage
- Intentionally preventing other students from accessing resources for an assignment
- Offering a professor a bribe for a higher grade

PROCEDURE:

If a charge of academic dishonesty or plagiarism is to be made, the faculty or staff member must report the incident in writing to the Academic Vice-President/Dean. Adequate evidence should be provided to support the charge. Such evidence may include but is not limited to a report from the Turnitin software; copy of a forged or altered document; a published work from which the student copied; or compelling evidence that the work represented as that of the student does not fit his/her/their usual writing and thinking style.

First Report

If an instructor believes that academic dishonesty or plagiarism has been committed, they must report the incident in writing to the Academic Vice-President/Dean.

- Adequate evidence must be provided to support the charge. Such evidence may include a report from the Turnitin software; copy of a forged or altered document; a published work from which the student copied; or compelling evidence that the work represented as that of the student does not fit his/her/their usual writing and thinking style.
- The instructor must notify the student of the problem by email, providing evidence of the problem, and call a meeting with the student to review the material.
- Depending on the severity, the student’s advisor and/or the academic dean may be invited to join the review meeting at the discretion of the instructor. The instructor will consider different options for the consequence of plagiarism that may include failing the student on the course. A range of options available to the instructor include:
  - Reducing the grade of the student on the assignment in which the plagiarism occurs, with the opportunity to rewrite;
o Reducing the grade of the student on the assignment in which the plagiarism occurs, without the opportunity to rewrite;

o Failing the student on the assignment in which the plagiarism occurs, with the opportunity to rewrite;

o Failing the student on the assignment in which the plagiarism occurs, without the opportunity to rewrite;

o Reducing the student’s grade for the course;

o Failing the student for the course.

The instructor may also require the student to work with the Writing Center for the remaining written assignments of the course.

● The instructor must notify the Dean in writing about the result of the review meeting. This letter will be kept in the Dean’s Office. The Dean will communicate in writing the results of the review meeting and the consequences of future incident(s) with the student and the Registrar.

Second Report
If the Dean discovers that it is the second report of plagiarism, s/he/they will take the following steps:

● The Dean will make the charge known in writing to the student within five (5) business days of the initial report.

● The Dean will also call a meeting to review the charge within five business days from when the student was notified. The meeting will be held with the student, the faculty member reporting the case, the student’s academic advisor, and if necessary, the appropriate program director. When any member of the Committee believes that they should not hear a case because of a possible conflict of interest, that member should recuse themselves. The Dean will then appoint another appropriate person.

● After the review meeting the Dean makes the decision of guilt or innocence based on a preponderance of the evidence in the case.

● If the charge of academic dishonesty or plagiarism is sustained by the Dean, the student will receive a grade of F on the course, and the student is put on academic probation. This F grade will be calculated into the student’s final GPA, even if the student repeats the course and receives a higher grade. An official written reprimand from the Dean will be put in the student’s permanent file with the Registrar.

● Depending on the severity of the case, the student may be dismissed from Iliff. In case of dismissal from Iliff, the student will not be allowed to re-apply to Iliff for the minimum of one year. If the student re-applies after one year, all documentation regarding instances of plagiarism and the Dean’s sanctions will be included in the admissions file for review.

Third Report
A third determination of documented academic dishonesty or plagiarism will result in the
student’s automatic dismissal from Iliff. A written report including the charge, supporting documentation, and the Dean’s decision will be filed with the Registrar in the student’s permanent file. The dismissal will be entered on the student's permanent record. The student will not be given an opportunity for re-admission to Iliff.

**2024-2025 Course Delivery Formats**

**On-Campus Courses**

On-campus courses meet in their designated rooms on campus for the time indicated on the official schedule. Attendance is mandatory (see [Attendance and Special Days](#)). If a student misses more than two sessions of an on-campus course, they will be automatically dropped from the course.

**Hybrid Courses**

Hybrid courses combine online (Canvas) and face-to-face meetings (Gathering Days). Hybrid classes meet online for the first and the last four weeks of the term and meet in person during the fifth week of the quarter. Attendance is mandatory (see [Attendance and Special Days](#)). Students are responsible for making travel and lodging arrangements to ensure their presence for all of the hours that are required on campus.

- Gathering Days 2024-2025
  - Fall Quarter: Oct. 8 -12, 2024
  - Winter Quarter: February 10 - 15, 2025
  - Spring Quarter: April 29 - May 3, 2025

**Online Courses**

Online courses meet solely online, in synchronous or asynchronous time. Participation is mandatory. If a student fails to participate in Canvas activities for two or more weeks (whether consecutive or not), they will be automatically dropped from the course.

**Technology Expectations**

It is the student’s responsibility to procure reliable, readily-accessible Internet service in order to fulfill the course’s expectations. See [Technology](#) for more information. Support is available at [support@iliff.edu](mailto:support@iliff.edu).

**Distance Learning for MDIV and the United Methodist Church**

The University Senate of the United Methodist Church changed its policy on January 26, 2023 and now allows candidates for ordination to graduate with the MDiv offered in fully online delivery from one of the 13 United Methodist theological schools. Iliff’s MDiv is hybrid, requiring on-campus hours in its hybrid format courses, but this policy change no longer requires Iliff students to track the number of on-campus hours accrued toward the degree.
Academic Progress and Probation

Students in all of Iliff's degree programs are required to make satisfactory progress, defined as maintaining a 2.25 grade point average on a 4.0 scale.

Academic Review Committee

Each quarter, the Academic Review Committee reviews all students whose grade point average drops below 2.25, and those who are close to being placed on academic probation. This committee has the authority to place students on academic probation and to suggest to the Academic Vice-President/Dean the dismissal of students on academic grounds.

The Academic Review Committee is a standing committee that reports to the Academic Vice-President/Dean. Its membership includes: the Academic Vice-President/Dean (or the Dean's designee), who serves as chair; the Vice President of Enrollment Management; the Financial Aid Director; the Registrar; and the Advising Center. Other faculty or staff members may also be called upon as needed.

The committee meets once per quarter and reviews the work of every student on probation. A letter is sent from the Academic Vice-President/Dean to each student reviewed by the committee outlining the concerns of the committee and/or changes in status (placed on probation, etc.). Copies of the letters are sent to the student's advisor and Registrar for the student's permanent file.

Academic Probation

Students whose grade point averages fall below the requisite 2.25 following any academic quarter will be placed on academic probation. The student will be notified of the probation action in writing. Full-time students will be given two academic quarters and part-time will be given 20 credit hours to bring the GPA above the requisite 2.25 average. Students on probation may not take a course P/F (unless they are not offered for a letter grade), may not enroll for more than 10 credits per quarter if they are attending as full-time students, and must take appropriate coursework for their degree program. In addition, students must make progress in their degree program by taking and passing classes required by their degree program. Students on probation may not take incompletes. At the end of the probationary period, the Academic Review Committee will review the student's progress and recommend to the Academic Vice-President/Dean to remove or continue the probation or to take action to suspend the student's degree program.

Financial Aid under Academic Probation

Students receiving special financial awards with specific grade point average requirements must maintain that requirement from one quarter to the next in order to remain eligible to receive those funds. Awards with specific GPA requirements will be
rescinded for the quarter following any quarter in which the cumulative grade point average falls below the required minimum. Grades will be reviewed at the end of each quarter. Once a new quarter has begun, scholarship or grant funds will not be adjusted for grade changes resulting from late completion of course work.

Academic Records

Transcripts and Diplomas

Official Iliff transcripts can be requested through National Student Clearinghouse: Student transcripts are considered confidential and will not be released without the student’s signed consent. Transcripts are $10.00 each plus a processing fee from the Clearinghouse. Transcript requests can take up to five business days to be processed. Current students can print unofficial transcripts through my.iliff without a charge.

At the end of the spring and summer terms, diplomas will be ordered for students for which a degree(s) has been conferred. Graduates of Iliff may request a reprint of their diploma by completing a Diploma Request Form. Reprinted diplomas cost $15, and requests can take up to 7 business days to process.

Iliff School of Theology will not withhold transcripts or diplomas of students who have a business office hold and/or an unpaid balance on their student account. However, students are encouraged to contact the Business Office at businessoffice@iliff.edu as soon as possible to resolve any unpaid balances or set up a payment plan.

Iliff offers payment plan options. Please refer to the Financial Information section of this handbook for further information.

Academic Records Maintenance

The Office of the Registrar is charged with maintaining grade and progress records for all students enrolled at Iliff. Students who believe an error has been made in their records should first consult the Registrar. In the event they do not receive a satisfactory answer to their inquiries, they may ask the Office of the Academic Vice-President/Dean of the Faculty to review the records. The Academic Vice-President/Dean will have the final determination in any records dispute. Student academic records are considered confidential. Verification of enrollment can be provided by contacting the registrar's office at registrar@iliff.edu.

Academic Requirement Appeals and Petitions

All academic appeals, including modification of regular academic procedures and requirements, in regard to Academic Policies should be submitted to their academic advisor in writing via the Petition to Change Academic Requirements. The Academic Vice-President/Dean will make the final decision.

The Academic Vice-President/Dean has the option of seeking consultation on any
academic petition or problem with relevant faculty members, the Registrar, or others that the Academic Vice-President/Dean deems appropriate. If the appeal involves the Academic Vice-President/Dean in his/her faculty role, the appeal will be forwarded to the President.

**Forms in this section:** [Petition to Change Academic Requirements](#)

## Admission to Abbreviated Degree Programs

Students may be admitted to abbreviated degree programs based on prior academic theological degree completion. These decisions are made by the admissions committee in consultation with the Academic Vice-President/Dean and are based upon the requirements and policies of the Association of the Theological Schools (ATS).

The most common abbreviated degrees relate to students who have completed an ATS-accredited Master of Divinity degree and are now applying to a two-year professional degree at Iliff, including the Master of Arts in Pastoral and Spiritual Care, Master of Arts in Social Justice and Ethics, and the Master of Theological Studies. In most cases, one year of study (40 credits) can be waived. Additionally, a prior ATS accredited two-year degree can potentially enable the student to waive one year (40 credits) of study in the Master of Divinity program.

As is the case in all admissions decisions, agreement by the school to admit a student to an abbreviated degree program will be stipulated in an official admissions letter from the school. Admission to an abbreviated program cannot be retroactively applied and must be stipulated in the admissions process.

## Abbreviated Application Process

Abbreviated Application Process for Second Iliff Degree or Finishing Iliff Degree after withdrawal.

**Current Iliff students and students who withdrew from Iliff and want to finish their degree:**

- Submit an Abbreviated Application Process (for Readmission or 2nd Iliff Degree) via the “Start Application” button on the website ([https://apply.iliff.edu/](https://apply.iliff.edu/)). Submit an updated personal statement (under the “Essay”) addressing your reasons for wanting a second degree (or for finishing your first degree), including such things as area of concentration and why this degree might be of value to your overall goals. If adding a second Iliff degree, be sure to indicate your current program at Iliff along with the new degree you are seeking to add.
- Have an Iliff Faculty member send a short statement supporting your second degree (or the completion of your previous degree program at Iliff) to: [admissions@iliff.edu](mailto:admissions@iliff.edu).
Alumni who have taken courses or obtained a degree from the Master of Divinity program within 10 years or from the Master of Arts in Pastoral and Spiritual Care, Master of Social Justice and Ethics, or Master of Theological Studies programs within 7 years should fill out a new application online (https://apply.iliff.edu/) when applying for a second Iliff degree.

- Submit an updated essay
- Submit at least one Letter of Recommendation
- Submit any additional transcripts if you have classes from another institution since leaving Iliff.

Additional application requirements to apply for the Master of Theological Studies program

- Writing Sample: Submit a sample of your academic writing. The sample should be a paper previously written. It may be on any topic.
- Personal Statement: Your updated personal statement should include information about your proposed area of specialization in preparation for doctoral work. If you are uncertain about the exact area, please include information about general areas of academic interest.
- References: Please submit two academic references from Iliff faculty members.

Degree Requirements:

Current Students:

- If accepted into a second degree program, it will be abbreviated. Please see the Admission to Abbreviated Degree Programs section of the Student Handbook.
- Students may take courses simultaneously for both degree programs, and complete requirements for both programs.
- If a course is required for both programs, it cannot be repeated for credit.

Alumni:

- If accepted into a second degree program, it will be abbreviated. Please see the Admission to Abbreviated Degree Programs section of the Student Handbook.
- Students must submit a waiver via Petition to Change Academic Requirements for any courses required for both degree programs, and may not repeat courses for credit if approved.

If the student has any credits earned at another institution, but not used towards any completed degree at any institution, they may request a transfer of credits into their second degree via the Transfer of Credit Form.

Forms in this Section:
• **Second Iliff Degree**
• **Petition to Change Academic Requirements**
• **Transfer of Credit Form**

## Attendance and Special Days

### On-Campus, Hybrid, and Online Class Attendance

Class attendance and class participation is an integral part of the degree programs. Absence from classes equivalent to 20% of course work (two weeks for a ten-week course) is grounds for suspension from a course with WF (Withdrawal Failing) recorded on the transcript.

Students must be present within the first two class meetings for on-campus courses or be present within the Friday of the second week for online or hybrid classes.

If not present, students will be dropped from class and the financial policy for dropping courses will be applied. Students who want to stay in the class must petition for the instructor’s permission and the highest eligible grade to be received for the class is a B+. A student may petition via the **Petition to Change Academic Requirements** form which will automatically go to the Instructor, the Advisor, the Dean, and the Registrar. The Academic Vice-President/Dean will make the final decision to accept or reject the request after reviewing the petition.

Online attendance is based on participation in class activities. Interacting with the instructor, interacting with other students, attending required on-campus meetings and/or submitting course assignments all constitute attendance. Attendance for the online classes follows the same policy as on-campus and hybrid classes. An online class absence is identified as a missed assignment or inactivity in the course site in discussion posts and other assignments. It is up to the instructor to determine their specific grading and attendance standards, which is listed in their syllabus. Students should access their courses regularly to remain current regarding expected due dates and assignments.

Hybrid courses require on-campus class attendance in addition to online attendance. On-campus hours and schedules are posted on the registration course schedule, the syllabus, and within the course description. Students are responsible for making travel arrangements to ensure their presence for all of the hours required on-campus for hybrid courses. Since there are multiple hybrid courses offered at the same time, students are responsible for ensuring they do not schedule course conflicts. Students unable to attend hybrid sessions will need to submit a petition to the Dean and the instructor of the course. Petitions are rarely granted, except for rare emergencies, and in most cases, students who miss the on-campus class meetings will be withdrawn from the course and the financial policy for dropping courses will be applied. See [Tuition and Fees](#).
Forms in this section: Petition to Change Academic Requirements

Special Days
Classes will not be held on Martin Luther King, Jr. Day, Good Friday, Memorial Day, Juneteenth, or Independence Day.

Audit Policies
For qualified auditors (listed below), limited courses can be audited on a space-available basis, after credit students have registered. Class attendance is required in courses that are audited in order to obtain a transcript record of the course. The instructor will inform the Registrar if the student attended with sufficient regularity to qualify for a transcript record of the course. The Dean must approve the registration for all audits.

Students or members of the wider community seeking academic credit must apply as either a non-degree or degree-seeking student. Please contact the Admissions Office at admissions@iliff.edu.

Alumni: master’s level courses are available for audit to Iliff degree graduates at a reduced rate of $200.00 per credit hour.

Adjunct Faculty and Part-Time Internship Site Supervisors: as described in their appointment letters, adjunct faculty and part-time internship site supervisors may audit master’s level courses at no charge. *If you are an Intern Supervisor you will need permission from the Office of Professional Formation to audit a course. Submit your completed form to professionalformation@iliff.edu.

Full-Time Degree-Seeking Students: students may audit one course at no charge in any quarter in which they are registered full-time (i.e., eight or more hours for academic credit.) For degree-seeking students, auditing a course requires a submission of the Audit Forms and the Add/Drop Form for the instructor of the class they wish to audit.

Student Spouses/Partners: the partner/spouse of a full-time degree-seeking student may audit one course a quarter at no charge. This does not include hybrid or online courses.

Denominational Partners: Iliff welcomes Denominational Partners to audit approved courses and weekend seminars with the approval of the Dean’s Office. Audited courses are NOT offered for credit. Those seeking academic credit must register as non-degree students and register for courses through the Registrar’s Office. Denominational Partners are charged a reduced fee of $200.00 per credit hour for audited courses. Courses required for ordination or other church appointments may count towards this category. Please contact the Dean’s Office at deansoffice@iliff.edu.
Other than those identified above, Iliff does not offer audit privileges.

Forms in this section:
- Audit Forms
- Add/Drop Form

Change of Degree

Admission to a degree program as a new student is effective for that program only. A student who has not yet started courses must contact their Admissions representative to change their degree programs. A student wishing to transfer to a different degree program after they have matriculated must submit their request for the Change of Degree to their academic advisor. After an initial interview with their advisor, the student will submit a rationale for the change of degree (brief statement requesting the change), a reference letter from an Iliff faculty member from whom they have taken a class, signatures from the faculty program director of their current degree program and the director of their new program to their advisor as documentation of their recommendation.

The Dean will review the Change of Degree request and make the final decision. If approved, all previously earned credits will count toward the new degree program, but the student must meet all requirements in the new degree program under the Catalog and Student Handbook in effect at the time the degree change is approved. All Change of Degree Program requests must be submitted within the first two weeks of the quarter. Requests received after this date will be applied to the following quarter.

The maximum 10 year time limit to complete the Master of Divinity degree and the 7 year time limit to complete all other degree programs begins from the student's first course taken at Iliff, not the entry date into the new degree (this includes approved transfer credits to Iliff from other institutions).

Persons who have changed their degree programs must be in the new program at least two quarters after being officially admitted to the new program before they are eligible for graduation.

Conditional and Contingent Admission

Conditional Admission

Admission into a degree program may be granted conditionally to those who do not meet the minimum admission GPA requirement. Students who are accepted into a program on a conditional status are assessed on their academic performance. A student's Iliff transcript will be reviewed at the end of each quarter. Upon successful completion of 20 credit hours, a student will be required to obtain a letter of recommendation from one of their Iliff faculty members confirming they
have met the academic requirements of their conditional admission. Once this confirmation is received, the conditional admission will be removed. No further probation period will be permitted. If students are admitted to a non-degree program, based on conditional admission, and later apply to a degree program, the Iliff School of Theology has no obligation to formally accept the applicant into the degree program.

Conditional admission requirements include:

- Limit credit hours to no more than 10 credit hours per quarter, until 20 credits are earned.
- Enroll in the required interdisciplinary course and at least one other course from one of the core areas the first quarter you are enrolled.
- Courses must be taken for a letter grade (unless the course is only offered Pass/Fail).
- Incompletes are not permitted while in conditional status.
- Maintain a cumulative 2.75 grade point average.

Contingent Admission

When an applicant has met the minimum admission requirements, but has not provided a final or official transcript/s, an international education evaluation, or any other official required documentation as outlined in an applicant’s admissions letter, the applicant may be admitted contingently and permitted to register their first quarter at Iliff. If those documents are not received before the start of the second quarter, they will be dropped from their courses during the first week.

Course Cancellation

Classes previously scheduled may be canceled by the Academic Vice-President/Dean due to under-enrollment (5 students or less) or for any other administrative rationale. The Dean’s Office will ensure that students have the opportunity to take all required courses for graduation.

Iliff reserves the right to substitute an instructor for any class, if necessary.

Credit Hour Policy

For Iliff courses, one (1.0) quarter credit hour requires the following minimum work:

- one hour of instructor mediated learning and
- three hours of outside of class study

weekly for an average ten (10) week quarter.

Thus, one four credit hour (4.0) course would require a minimum of 16 hours of work per week (4 instructor mediated hours plus 12 outside study hours) for 10 weeks.

Time per Credit

For each graduate credit awarded by a course at the Iliff School of Theology, students
should be spending approximately one hour (50 minutes) in contact with the instructor and three hours (150 minutes) on course work outside of class per week over the equivalent of a 10-week quarter. This applies to on-campus, intensive, online and hybrid classes alike.

- 1.0 credit course = 10 hours of direct contact plus 30 hours outside of class
- 2.0 credit course = 20 hours of direct contact plus 60 hours outside of class
- 4.0 credit course = 40 hours of direct contact plus 120 hours outside of class

These figures are targets, not absolutes. Courses may exceed the expectations, or the ratio of direct contact to outside work may vary somewhat.

Learning outcomes for classes that have multiple formats are to be identical across formats. Format should have no effect on quality or quantity of learning outcomes.

Hours Outside of Class

- Hours outside of class include advance and daily readings, writing, participation in online discussions, studying, reflection, projects, final papers, contextual or community engagements etc.

Intensive Classes

- Intensive classes typically meet for 1.5 or 3.5 hours per day, five days a week. Because we cannot expect students in a five day course to spend 10+ hours per day studying outside of class, substantial student work ahead of and/or following the actual course dates is to be expected.

Online Classes

- Online classes warrant further clarification, as definitions of “contact with the instructor” and “hours outside of class” are less obvious. As stated in fsa partners credit hours GEN1106.pdf:

The credit hour definition does not emphasize the concept of “seat time” (time in class) as the primary metric for determining the amount of student work for Federal purposes. Institutions may assign credit hours to courses for an amount of work represented by verifiable student achievement of institutionally established learning outcomes. Credits may be awarded on the basis of documentation of the amount of work a typical student is expected to complete within a specified amount of academically engaged time, or on the basis of documented student learning calibrated to that amount of academically engaged time for a typical student.

We see a similar line of reasoning in the Department of Education’s Program Integrity Q&A Document:

CH - Q4: How would an institution apply the definition of a credit hour if the institution offers asynchronous online courses that are not also offered in a classroom setting?
CH - A4: There is no “seat time” requirement implicit in the definition of a credit hour. An institution that is offering asynchronous online courses would need to determine the amount of student work expected in each online course in order to achieve the course objectives, and to assign a credit hour based on at least an equivalent amount of work as represented in the definition of credit hour. [Guidance issued 3/18/2011]
Credit for Off-Campus Experiences

Occasionally students seek academic credit for off-campus educational experiences. There is no guarantee that Iliff will accredit any such experience. A student who wishes credit must identify an Iliff faculty member and complete an Independent Study Plan with their academic advisor, which must be signed by the Dean. The form must include such information as the qualifications and credentials of the workshop leaders, the type of work required of the student and the evaluation process of the workshop. If credit is given, the instructor will grade it on a Pass/Fail basis.

**Forms in this section:** Independent Study Plan

English as a Second or Other Language (ESOL) Extension Policy

Iliff faculty shall extend for one week the deadline for written assignments submitted by ESOL students. Iliff faculty shall permit ESOL students 50% more time to complete timed written examinations.

In order to access these accommodations, students must do the following:

- Students must fill out the ESOL Declaration Form and submit it to their advisor prior to the start of the quarter.
- Students must notify their professors in writing at the beginning of every quarter of their status as ESOL students.
- For every writing assignment for which a student wishes to take advantage of the ESOL extension policy, the student must meet with the Writing Center for feedback on a draft of the assignment at least ONE WEEK in advance of the extended assignment deadline.
- The Writing Center will provide the student with a letter stating that the student has engaged the Writing Center for assistance. The student will submit the letter to their instructor for approval of their extension. The student must also be able to demonstrate that they have incorporated Writing Center feedback into their final completed assignment.
- If the extension policy prevents an instructor from entering a student’s final grade by the deadline for grade submission, the student will be allowed to take an “Incomplete” (grade “I”) for the class until the final work is submitted and evaluated. Under these circumstances, the student should follow the process for submitting their incomplete paperwork. Information for this procedure can be found here: Incomplete Grade Policies and Procedures.

If the deadline for the grading submission has passed, the instructor will submit the student’s final grade no later than one week after the final work is submitted. If a student is graduating, the instructor must inform the registrar whether the student will
pass or fail the course prior to commencement.

Forms in this section: ESOL Declaration Form

Grading and Grade Change Policies

The Iliff grading system is a five-letter system from A through F with pluses and minuses. In computing grade point average (GPAs), grades are assigned the following numerical values:

\[
\begin{align*}
A &= 4.00 \\
A- &= 3.75 \\
B+ &= 3.25 \\
B &= 3.00 \\
B- &= 2.75 \\
C+ &= 2.25 \\
C &= 2.00 \\
C- &= 1.75 \\
D+ &= 1.25 \\
D &= 1.00 \\
F &= 0.00
\end{align*}
\]

GPAs involve the number of quarter credits for each course rather than the number of courses. For example, a four-quarter credit hour course in which an A grade is earned results in a total of 16 points; B results in 12; C results in 8; D results in 4; and F in 0.

Grade point averages are computed by dividing the total points by the total credits. All core/required courses must be assigned a letter grade.

Each instructor makes their own decisions regarding the percentage equivalency to each letter grade.

Pass/Fail

In extraordinary circumstances, instructors may allow students the option of P (Pass) or F (Fail) instead of a letter grade. Students are not allowed to take required courses Pass/Fail. The Pass/Fail option is to be used to encourage students to venture into courses in which they may not be academically strong but in which they are interested.

The initiative lies with students to request this option from their instructors during the first week of the quarter. Instructors may grant or deny the request. If the instructor grants the request, they must inform the registrar by the end of the first week of the quarter. The grade P (Pass) carries no grade points and does not enter into the students' GPA. The grade F (Fail) does enter into the students' GPA. In order to earn a Pass, students must perform at a level considered the equivalent of C or better. The Pass/Fail grade election cannot be changed to a letter grade later. The number of courses taken Pass/Fail will affect a student's eligibility for Graduation With Distinction.

In Progress

The grade IP (In Progress) denotes academic work that is in progress at the end of the quarter. IP designates work originally scheduled to cover more than one quarter.
Courses in this category (such as Clinical Pastoral Education, Internship Seminar, and Thesis) shall be completed at the end of the next quarter unless approval is given for an extension to the maximum of two quarters.

Incomplete Grade Policies and Procedures

Work must be completed within the constraints of the ten-week quarter. Under extenuating circumstances and approval from the instructor, the Dean may grant an incomplete in a course via the Incomplete Forms from the student to finish the work no later than 21 calendar days after the final day of the quarter in which the incomplete was granted. This form is considered a binding contract and is due no later than the last day of the quarter in which the incomplete is requested. If work is not turned in by the deadline, the incomplete automatically turns into a failing grade.

Students with 10 credit-hours or more of outstanding incompletes at one time will not be allowed to register. Courses in which an incomplete has been granted but not yet completed are not included in the student’s GPA calculations. Students who are on academic probation are not allowed to take incompletes except with permission of the Dean.

Adjunct faculty are not permitted to issue incompletes in courses because the work extends beyond their contractual obligations with the school.

Incompletes will result in a $25.00 processing fee charged to your student account. Please refer to the Student Handbook for all fees.

Procedures:

- The student will work with their academic advisor and the instructor to submit the Incomplete Forms. The student must turn in their incomplete work no later than 21 calendar days after the end of the quarter in which the incomplete was granted and the faculty must submit the final grade to the registrar within 3 weeks.
- A separate form is needed for each incomplete request.
- The student must fill out the Incomplete Forms which will then automatically go to the Instructor, the Advisor, the Registrar, the Dean, and the Business Office. The final decision will be made by the Academic Vice-President/Dean.
- Final work must be completed, turned into the instructor, and copied to the registrar within the 21 day period.

Grounds for taking an incomplete: Extenuating circumstances typically include a death of a loved one, an unforeseen medical emergency of the student or immediate family member, students with granted ADA or ESOL accommodations, or other substantive changes.

Forms in this section: Incomplete Forms
Course Withdraw Pass/Fail

If a student must drop a course after the second week of the quarter, the student will receive either a grade of WP (Withdrawn Passing) or WF (Withdrawn Failing) and will be billed 75% after the end of the second week and 100% after the end of the third week. To drop a course after the second week of the quarter use this form: Course Withdraw Forms.

To receive a WP, students must be passing at the time of the withdrawal and the withdrawal must be requested before the end of the sixth week of the quarter. A WP may also be given when illness or other emergency situation is judged by the instructor and the Academic Vice-President/Dean to warrant the grade.

To receive a WP after the sixth week of the quarter for medical reasons requires a doctor's note. WPs are not included in GPA calculations. A WF may be recorded in cases of suspension, due to absences from class, when a class is dropped after the end of the sixth week, as part of a disciplinary action, or if current work is unsatisfactory at the time of the drop. Grades of WF enter into GPA calculations. (See my.iliff for spring quarter deadlines.)

Audit

The grade AU (Audit) is recorded for audited work for degree-seeking students. Courses taken for Audit are not included in the GPA calculations.

Retaking Required Courses With Grades Below C

Students must complete all of the required courses in their program with a grade of C or better. Any lower grade in a required course will not be considered a passing grade and the student will be required to repeat the course. When a student retakes a required course due to receiving a grade lower than a C, the original course title and grade will remain on the student's transcript, but only the second grade will be counted in the grade point average. Substitution of other courses may be requested by petition to the Academic Vice-President/Dean.

Students will not receive academic credit for retaking a course in which they received a grade of C or better.

Core courses may be repeated once as the result of a failing grade (that is, a grade below C). Permission of the Academic Vice-President/Dean and the instructor is required if the sequence course is to be repeated more than once.

Grade Change

A student or faculty member may initiate a grade change. A student-initiated grade change must be discussed with the instructor and if they come to an agreement about a different grade, then the instructor must submit a Change of Grade Form within the
quarter following the end of the course in question. Faculty are under no obligation to approve a student’s request for a change of grade. Students may lodge an appeal with the Dean if their initial request is denied.

**Student Forms in this section:** Change of Grade Appeal Form

**Graduation and Graduating with Distinction**

Commencement is held once a year in the spring. Degrees are conferred twice each year: spring and summer. The Graduation Application Form is valid for either a spring or summer graduation in that current academic year.

The fee for graduation from an Iliff degree program is $200. Persons who have changed their degree programs must be in the new program at least two quarters before they are eligible for graduation.

All requirements for the degree must be completed and all grades for prospective graduates are due by noon on the Wednesday of the last week of the quarter. Students are responsible for informing their instructors that they are prospective graduates.

Instructors determine when work is due to meet this deadline. Prospective graduates who have Incompletes must also meet this deadline. Upon recommendation of the Academic Vice-President/Dean and by vote of the faculty, a student may be recommended to the Board of Trustees for graduation after meeting the following requirements:

- Completion of required quarter credits, with a cumulative grade point average of 2.25 or better.
- Completion of all degree and concentration requirements.

Students alone are ultimately responsible for determining and fulfilling the requirements of their degree program and other academic requirements. If advice obtained is contrary to published statements of the School or observed practices of the School, the student is advised to seek clarification from the degree program director, Academic Vice-President/Dean or other appropriate Iliff officials.

Note: Because diplomas and transcripts are legal academic documents, the student’s legal name at the time of the production of the diploma or transcript must be used.

**Graduation With Distinction**

By vote of the faculty, a master’s student with a grade point average of 3.95* or better may be graduated "With Distinction." In order to qualify for this honor, at least 80% of a student’s academic work must be evaluated by letter grades.

Students transferring to Iliff will be expected to complete at least 80% of their Iliff work with letter grades and 3.95 GPA. The cumulative grade average, including transferred
work, must also be 3.95 or better.

*Students who matriculated before June 2015 fall under the following policy:

By vote of the faculty, a master’s student with a grade point average of 3.75 or better may be graduated "With Distinction." In order to qualify for this honor, at least two-thirds of a student's academic work must be evaluated by letter grades. Students transferring to Iliff will be expected to complete at least two-thirds of their Iliff work with letter grades and 3.75 GPA. The cumulative grade average, including transferred work, must also be 3.75 or better.

**Forms in this section:** [Graduation Application Form](#)

### Identity, Power, & Vocation in Community (IPVC)

IPVC is a course requirement for the MDiv, MASJE, and MAPSC programs, and students in these programs must receive a C or better in each quarter of IPVC. MTS students who wish to take IPVC may take the course as an elective for credit with a passing grade, with the approval of their advisor.

IST 1100, 1101, 1102 - Identity, Power, and Vocation in Community (IPVC): The three course sequence cultivates students’ ability to engage in social and theological analysis about social structures, ideologies, and embodied practices that lead to domination or oppression. It facilitates critical thinking about social locations, power and privilege, and what effect these have on students' vocational paths. The course takes the perspective that this sort of analysis, engaged in community and supported with spiritual practices, is crucial to serving effectively in today’s complex social environment. It encourages students to deepen their commitment to dismantling privilege and oppression at individual, institutional, and societal levels. 6 credits.

Because Identity, Power, and Vocation in Community depends on building an intentional community of learners to reach its learning outcomes, students will stay in the same section with the same instructor throughout the academic year. Students must pass all three consecutive quarters (Fall, Winter, and Spring) within a single academic year with the same instructor and cohort in order to complete the required credits for Identity, Power, and Vocation in Community (with passing at graduate level being a C or above). The full course must be taken within the student’s first 40 credit hours. Exceptions to this policy for students with extenuating life circumstances may be approved by the Dean. Extenuating circumstances typically include a death of a loved one, an unforeseen medical emergency of the student or immediate family member, students with granted ADA accommodations, or other substantive changes.

### Iliff Advising Center

The Iliff Advising Center was created in 2010 to empower students to make informed decisions about their educational process. The advising center consists of staff
employees with experience and knowledge about Iliff’s curriculum and faculty. Academic advisors are available to:

- Demystify the registration process
- Create a short-term and long-term educational plan
- Understand the needs and changing life situations of students enrolled at Iliff
- Help students maintain a healthy relationship to their degree programs by discussing, discerning, and referring them to appropriate resources

Students will be assigned to the Advising Center for an initial consultation and a particular academic advisor at the time of their matriculation.

Major times of consultation include registration periods, changes in degree programs, changes in life circumstances, and the graduation process. Students must obtain approval from their academic advisors before each term in order to be able to register online.

Students alone are ultimately responsible for determining and fulfilling the requirements of their degree program and other academic requirements. If advice obtained is contrary to published statements of the School or observed practices of the School, the student is advised to seek clarification from the degree program director, Academic Vice-President/Dean or other appropriate Iliff officials.

The Advising Center can be reached by email at advising@iliff.edu. Please contact the Advising Center or your individual advisor for face-to-face consultations or degree reviews.

**International Student Information**

Applicants to Iliff living outside the United States should consult denominational leaders in their home countries before applying to Iliff. Such leaders can provide guidance regarding special denominational requirements and optimal places of study to prepare for the distinctive ministry in their home countries.

In addition, candidates for all master’s degree programs must have received a baccalaureate degree or its equivalent from a college or university accredited by an agency acceptable to Iliff. Please see the section on entrance requirements for a description of other admission criteria which include:

**English Language Proficiency Requirement**

Applicants whose native language is not English must demonstrate English language proficiency by submitting the required minimum score on one of the following tests taken within the past two years.

- **Test of English as a Foreign Language (TOEFL)**
  - Internet test (iBT): 90 or higher
  - Computer test (cBT): 230 or higher
  - Paper test (pBT): 550 or higher
If you have studied at a high school, college, or university in a country where English is the native language then you may be eligible for a waiver of the English language proficiency requirement. Contact your Admissions Representative for more information.

Credential Evaluation of International Transcripts

All applicants who attended a college or university outside of the United States must send their official transcripts to a recognized NACES agency, click here for a full listing, for a course-by-course evaluation of all university work completed. Once the evaluation is completed, a copy of the report must be sent to the admissions office directly from the evaluating agency.

Recommended providers:

- Educational Credential Evaluators
- International Educational Research Foundation
- Josef Silny
- World Education Services

Since the evaluation process may take several weeks to complete, please start the application early and pay close attention to the priority deadlines of your desired program.

Demonstrated Financial Support

In order to receive an I-20 form, which will allow you to apply for an F-1 or J-1 student visa, accepted international students (including students living in Canada and Mexico) must demonstrate ability to pay for tuition, fees, books, supplies, health insurance, and living expenses for one year of study at Iliff School of Theology. Funds may come from any dependable source, including scholarships, fellowships, sponsoring agencies, personal funds, or funds from the student’s family. Documentation of personal or family funds should be on official bank letterhead stationery, be dated within the past six months, be from an individual bank account and show funds that are immediately accessible and transferable. Credit card statements, business accounts, property value documents, solvency statements, statements of income, and insurance policies may not be submitted as sources of financial support. If you are receiving financial support through an outside scholarship or sponsoring agency a recent copy of your support letter is required stating the amount of support and duration of the award. Photocopies, faxes, and scanned documents are accepted. It may be wise to get several sets of original financial documents. Review our current cost of attendance here: Financial Information.

Please note, off campus housing must be obtained if you enroll in an on-campus program. The estimated cost for lodging is included in the cost of attendance.
Limited scholarships and funding are available to help international students in the master’s degree programs. Consequently, it may be necessary to limit the number of master’s level students coming from outside the United States who will require financial aid from the School.

International students may bring spouses and/or dependent children with them only if they assume all responsibility for their family’s financial support. The applicant must furnish documentation of ability to support his or her family financially during the entire stay at Iliff prior to the issuance of the proper paperwork (I-20 or DS-2019) for a Visa.

Passport Identification

International applicants are required to provide a photocopy of the identification page of their passport. The name and date of birth on your application for admission must match those listed on the identification page of your passport. If the name on your admission letter, I-20 form, and passport do not match, you may have difficulty during your student visa interview or when you enter the U.S.

Financial Support for United Methodist International Students

United Methodist students from outside the United States should contact their local Crusade Scholarship Committee or the General Board of Global Ministries for financial assistance. Students from other denominations should investigate comparable financial assistance in their own denomination.

Leave of Absence and Withdrawals

Leave of Absence

Students who wish to remain active in a degree program but not take courses during a given quarter (not including summer) must apply for a Leave of Absence via the Leave of Absence Form. Financial aid from various sources may be impacted if a student has not filed a leave of absence request and is not enrolled, and therefore active in a degree program.

Students requesting a Leave of Absence must complete the appropriate form and provide written documentation to their Advisor and the Director of Financial Aid, as this will specifically affect a student's graduation plans, and federal loan and deferral status. The reason for and the length of the leave requested must be stated on the form at the time of application. Students who are recipients of Federal Student Loan funds will not go into their grace period so long as they return to school on or before the end of their approved Leave. If students do not return by the end of the approved Leave of Absence, Iliff will be required to notify the U.S. Department of Education that the student's official withdrawal date was the first day of the Approved Leave of Absence.
Iliff School of Theology may grant one approved Leave of Absence for up to 180 days (two quarters) during a 12-month period (one academic year). Multiple Leaves during the applicable 12 month period will be approved only for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act (FMLA) of 1993.

Students will be notified in writing of approval or disapproval of their request.

**Students who take a leave of absence will be charged the EAP fee every year until graduation.** In 2024-25 the fee is $28 per year. (This gives students on leave of absence continuing access to mental health and other EAP benefits.)

*Time spent on a Leave of Absence counts in the ten years given to complete the Master of Divinity or the seven years given to complete the MASJE, MAPSC, or MTS degrees.*

**Failure to enroll for two quarters (except summer) is considered prima facie evidence of withdrawal from school unless a Leave of Absence has been requested and approved.** Students who have not registered for two quarters and who have not petitioned for a Leave of Absence, will be institutionally withdrawn from school at the end of the second quarter.

**Withdrawal from School**

Students who find it necessary to withdraw from school must report both to the Academic Vice President/Dean and Registrar and must complete the Withdraw Form. In emergencies where this is impossible, the Academic Vice-President/Dean and/or the Registrar should be notified by persons authorized to act for the student.

Students who withdraw from school during an academic quarter are advised that the withdrawal process must include formally dropping all classes for which they are registered. **Failure to accomplish the drop procedure may result in a failing grade on the student’s permanent transcript and the financial policy for dropping courses will be applied.** See Tuition and Fees.

Students who withdraw in good academic standing may reapply for admission to a degree program. Those who have been out of Iliff less than two years may use a shortened reapplication process. Applications are available through the Admissions Office. Students who were not in good academic standing when they left Iliff should contact the Dean’s Office to discuss their situation before they reapply.

Students seeking readmission who have outstanding Iliff loans or debts should also discuss their situation with the Business Office before they reapply. Please note that new federal student loans will not be approved for students with prior loan defaults. Students reapplying to Iliff are subject to the ten-year rule: no credits from Iliff or any other institution will be accepted if older than ten years.
Notification of Rights Under FERPA for Post-Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The rights of a student are to:
Inspect and review their education records within 45 days when the School receives a request for access.

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Students may have copies of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document that exists elsewhere). These copies would be made at the student’s expense at prevailing rates.

Educational records do not include records of instructional, administrative, and educational personnel that are the sole possession of their makers and are not accessible or revealed to any individual, except a temporary substitute, records of a law enforcement unit, student health records, or alumni/ae records. Students may, however, request the release of their health records to a physician of their choosing.

Request the amendment of the education records that the student believes is inaccurate or misleading.

Students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the Registrar, clearly identify the part of the record they want to have changed, and specify why it is inaccurate or misleading. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

Student requests for a formal hearing must be made in writing to the Academic Vice-President/Dean who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearings. Students may present evidence relevant to the issues raised and may be
assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panel, which will adjudicate such challenges, will be named by the Academic Vice-President/Dean.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decisions of the hearing panel if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the educational records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the educational records maintained as part of the student’s records and released whenever the records in question are disclosed.

Students who believe that the adjudication of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the institution to aid them in filing complaints with The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting a school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Financial aid records are also open to federal program review personnel, Federal Bureau of Investigation personnel, and Immigration and Naturalization Service personnel.

Iliff may share directory information without student consent. The following is considered directory information at The Iliff School of Theology: student’s name, date of birth, degree program or area of study, honors, awards, photo, denomination and denominational conference, dates of enrollment, degrees conferred, dates of conferral, graduation distinctions, and the institution attended immediately prior to admission.
Revisions and clarifications will be published as experience with the law and the institution’s policy warrants.

Registration Policies

All matters pertaining to registration are coordinated by the Registrar. Students are responsible for ascertaining that all appropriate paperwork has been completed.

Classification of Students

Degree Students – enrolled students taking courses for credit toward a degree.

Non-Degree Students – enrolled students taking courses for credit.

Cross-Registrants – students taking courses at Iliff who are degree students in affiliated schools (e.g. University of Denver).

Course Provider - students enrolled at another school (contracted with Iliff via the guidelines of the Iliff Course Provider Program) who are taking United Methodist study courses at Iliff.

Course Load

A minimum course load for a full-time student is 8 credits per quarter. A minimum course load for a part-time student is 4 credits per quarter. Registration for more than 14 credits per quarter requires advisor approval and will have additional tuition charges.

Registration

Registration is held online for new and continuing students. Dates for registration are listed on Iliff’s academic calendar. No person can register after the first full week of the quarter.

Proof of Medical Insurance

Basic health insurance is mandatory for all students in all programs. Insurance for medical evacuation and repatriation is required for all international students in J-1 status, in addition to health insurance. All students must provide proof of insurance coverage before they are allowed to register. Proof normally consists of a valid insurance card or receipt for payment for an insurance policy. Please contact the Admissions Office at 303-765-3117 or admissions@iliff.edu for more information.

Proof of Immunizations

The Iliff School of Theology adopts the recommendations of the Centers for Disease Control (“CDC”), the Advisory Committee on Immunization Practices (“ACIP”), and the American College Health Association (“ACHA”) and follows Colorado law. Colorado State
law (Board of Health rule 6 CCR 1009-2, effective 5/13/2023) requires all students attending Colorado schools be vaccinated against certain diseases, unless an exemption is filed.

Students who are physically attending college or university classes must provide proof of immunity to measles, mumps, and rubella diseases. Vaccinations and boosters continue to be strongly recommended as a safe, effective tool for minimizing the effects of COVID-19, including serious illness and death. The Colorado Certificate of Immunization form, found here, should be completed by a health care provider and submitted to Admissions@iliff.edu.

A signed waiver may not be sufficient, at Iliff’s discretion, in the event of a disaster or public health emergency or extraordinary law enforcement emergency affecting the Iliff community.

Results from Lack of Submission

Students who do not provide proof of medical insurance, proof of immunization, or exemption, will be permitted to register in the first quarter of their matriculation but will have a hold placed on their account (financial aid will not be disbursed while there is a hold on a student’s account).

Failure to provide records by the assigned date will result in the registrar’s office removing the student from their enrolled courses by the Friday prior to the first day of class. Students may provide missing proof by the day that classes begin for the quarter to be re-enrolled in the class if space permits.

Students who do not comply with this policy may be prohibited from:

- Attending classes;
- Participating in extracurricular events;
- Participating in Iliff-related domestic or international programs or other Iliff-sponsored off-campus events; and
- Other campus related events, programs, and/or activities at Institution’s discretion.

Changes in Course Registration

Dropping or adding courses can be done online during the online registration period. Changes after the online registration period must be done with an Add/Drop Form. Students may add courses manually using the Add/Drop Form until the end of Week 1. Students may drop courses manually using the Add/Drop Form until the end of Week 2. **Note: Do not use the Add/Drop Form after the end of week 2.** Students may withdraw using the Course Withdraw Forms until the end of Week 6. See Grading and Grade Change Policies.

The fee for dropping courses after the first week of the quarter is $25. All add/drop and course withdraw forms will automatically go to the instructor, the Registrar, the Advisor, the Dean, Financial Aid, and the Business Office for signatures.
No notation will appear on students' permanent academic record for courses dropped during the first two weeks of a quarter. If students do not officially drop courses in which they are enrolled but not attending, they are considered to be registered in those courses and will receive a failing grade and the financial policy for dropping courses will be applied. See Tuition and Fees.

For detailed information on grading, see the Grading and Grade Change Policies.

Check with your advisor or the Registrar if you have any questions.

Forms in this section: Add/Drop Form, Course Withdraw Forms

Exams and Papers

There is no examination period. Classes will meet on a normal schedule through the last day of the quarter. Course final examinations and their timing are the option of the course instructor(s). Students leaving the campus who wish to have papers and examinations returned may make arrangements with their instructor(s).

Course Evaluations

Both required and elective courses will be evaluated by students registered in those classes. Course evaluations provide valuable feedback to the Dean and to individual instructors on themes such as teaching effectiveness, curricular design, and achievement of degree learning goals. Evaluations take place online to preserve student confidentiality and results are not made available to instructors until after grades have been submitted.

Although they are not mandatory, students are strongly encouraged to participate in course evaluations as these are the one place where students can offer honest and anonymous opinions of the classes they have taken, to the benefit of future students. Clinical Pastoral Education (CPE) is not covered by these evaluations.

Independent Study

To arrange for independent study, a student must have the approval of his/her prospective instructor(s), who will evaluate the student's academic and extra-curricular work to determine if independent study is feasible. Adjunct faculty are not permitted to supervise independent studies.

Procedure: Prior to registration, secure approval of the advisor and the proposed instructor via the Independent Study Plan form. Submit to the instructor the plan for study, including topic, proposed methodology, and bibliography. At the beginning of the study, arrange with the instructor the requirements and form(s) of evaluation. Meet with the instructor at least five times during the quarter to submit progress reports and confer about next steps, problems, questions, etc.
Independent study is only available with full-time faculty. The approval of the Academic Vice-President/Dean is required for any independent study performed by any instructor who is not a full-time, ranked, member of the Iliff faculty. Independent study is not permitted as a substitute for a regular class offering.

One independent study course may be granted no more than four quarter credit hours. No more than four credits of independent study may be taken in any quarter, and no more than eight credits per academic year. Independent Study extended over more than one quarter must be approved by an Incomplete Forms. No more than two extensions will be approved.

Forms in this section:

- Independent Study Plan
- Incomplete Forms

Transfer Credit

This section does not apply to CPE (Clinical Pastoral Education). See the section on CPE.

While Enrolled At Iliff

Students may register and transfer credits from another accredited, graduate institution provided the course is at a master or doctoral level. The tuition cost at the school in which one chooses to register will be the complete responsibility of the student. No Iliff scholarship aid will be applied to courses taken at another school. Students are responsible for submitting an official transcript from this institution to Iliff to be considered for receiving credit.

Grades from transferred credits are not calculated into the Iliff GPA. No credit may be transferred for courses with a grade below C. Credits applied to a completed credential, i.e. degree program or certificate, may not be applied toward an Iliff degree. A minimum of 40 quarter credits toward a master’s degree must be completed at Iliff. A maximum of 80 quarter credits will be allowed for transfer into the MDIV degree program.

Credit from Courses Prior to Enrollment at Iliff

Students may request that relevant course credits earned in another graduate school, accredited by any agency acceptable to Iliff, be transferred into Iliff programs by submitting a Transfer of Credit Form along with their official transcript. Transferred credits will be included in the maximum allotted time for each of the 2024-2025 Academic Programs.

Grades from transferred credits are not calculated into the Iliff GPA. No credit may be transferred for courses with a grade below C. Credits applied to a completed credential, i.e. degree program or certificate, may not be applied toward an Iliff degree. A minimum of 40 quarter credits toward a master’s degree must be completed at Iliff. A maximum of 80 quarter credits will be allowed for transfer into the MDIV degree program.
Students whose transcripts indicate that they have already completed the reasonable equivalent of a required course may petition the Academic Vice-President/Dean for a course substitution by submitting a Course Substitution Form. Course substitution is not automatic with approved transfer of credit. The Dean approves course substitution on a case by case basis in consultation with Advising and area Faculty. The Dean may require core requirements to be taken at Iliff rather than substituted from other institutions. At least one core course in each of the six areas should be taken at Iliff.

The form will be reviewed by the faculty who teach the course in question. Exemption does not decrease the total hour requirements for any degree program. If students wish to request an exemption from a course or degree requirement based on previous experience, they can do so with the Petition to Change Academic Requirements.

The Advising Center, along with the Registrar and the Office of Admissions, assists students in transferring credits and petitioning for substitutions of requirements. Interdisciplinary courses and IPVC can be waived by the Dean based on an evaluation of the transfer credits. Demands of employment and other outside obligations will not be accepted as a reason for failure to meet course requirements. Students who anticipate unusual demands on their time should register for a reduced program of study.

Forms in this section:
- Transfer of Credit Form
- Course Substitution Form
- Petition to Change Academic Requirements

Denominational Residential Requirements

It is the responsibility of United Methodist students to ensure that they are meeting the UMC residential requirements for ordination specified by their annual conference. The University Senate no longer requires residency for those earning an MDiv, but Boards of Ordained Ministry may set additional, higher standards if they so choose. Students pursuing ordination in other denominations should check with their denominational agency to see if they might be subject to additional residency requirements. Internship (12 credit-hours) is a residential course with the seminar offered in different formats.

Student Responsibility

Students alone are ultimately responsible for determining and fulfilling the requirements of their degree program and other academic requirements. If advice obtained is contrary to published statements of the School or observed practices of the School, the student is advised to seek clarification from the degree program director, Academic Vice-President/Dean or other appropriate Iliff officials.
Writing Skills Assistance (Iliff Writing Center)

The Iliff Writing Center is available for students of any level who need help beginning an assignment, organizing thoughts, or completing a final revision. During the academic year, the Writing Center offers one-on-one sessions, fields general questions related to writing, and provides a host of writing resources. More information can be found at our Zendesk Information Center, accessible here, or by emailing writing@iliff.edu.

PROFESSIONAL FORMATION

Professional Formation Curriculum - Introduction

The Office of Professional Formation (OPF) provides holistic preparation for leadership through praxis within Internship and CPE. The purpose of the professional formation curriculum is to cultivate the habits and practices for critical reflection, skills development, and the capacity to work across diversity and difference towards social justice and peace.

Students in the Master of Divinity (MDiv) and Master of Arts in Social Justice and Ethics (MASJE) are required to complete the Internship per degree program requirements. Students in the Master of Arts in Pastoral and Spiritual Care (MAPSC) are required to complete one unit of ACPE-approved Clinical Pastoral Education (CPE) per degree program requirements.

The Professional Formation section of the Student Handbook provides a policy overview. Additional details, resources, forms, and deadlines can be found on the Professional Formation Canvas website: https://iliff.instructure.com/courses/1546618.

Professional formation requirement policies for students pursuing specific dual degrees, either concurrently or consecutively (within two years):

Generally, students must adhere to and complete the professional formation requirements for each particular degree program (e.g., Internship for MDiv and MASJE and CPE for MAPSC), except in the following cases:

- **MDiv / MSW**: For students pursuing this dual degree option, completion of the Internship required through DU's Master of Social Work (MSW) program fulfills the professional formation requirement for Iliff's Master of Divinity degree. No additional Internship is required.

- **MDiv / MASJE**: Since an Internship is the professional formation requirement for both the MDiv and the MASJE, students must complete Clinical Pastoral Education (CPE) for one of the degrees in order to avoid replication of the Internship and Internship Seminar experience at Iliff. For example, if a student has completed Internship for the MDiv requirement, they must apply and be
accepted to an ACPE-accredited CPE unit for the MASJE requirement. Because the format and focus of CPE units are quite varied, students can apply to units with community-based sites, some of which students themselves can choose. Many online CPE units offer such options.

Prerequisites for Internship & Clinical Pastoral Education (CPE)

In preparation for the MDiv and MASJE Internship degree program requirement, and MAPSC CPE degree program requirement, students must complete the following prerequisites:

- At least 24 credits of coursework
- IST 1100 Identity, Power, and Vocation in Community (6 credits)
- First Year Interdisciplinary Course (4 credits)
- Background Check through the Office of Professional Formation

The Office of Professional Formation highly recommends students prepare for Internship and CPE as follows:

- Reduce your regular course load if possible to make space for the intensive nature of Internship and CPE.
- MDiv students seeking ordination are encouraged to complete applicable denominational polity, mission, history, preaching, and/or liturgy courses in preparation for Internship when possible.
- MDiv and MASJE students are encouraged to take IST 2080 Practical Theology prior to Internship.
- MAPSC students are encouraged to take at least one pastoral care course prior to entering CPE. In particular, IST 2012 Pastoral Theology and Care is highly recommended.

Internship

Internship is a degree requirement for the MDiv and MASJE degree programs. Internship integrates meaningful community engagement, professional practice, theological/spiritual reflection, and critical analysis.

Prerequisites: At least 24 credits of coursework; Identity, Power, and Vocation in Community (IPVC); First Year Interdisciplinary Course; and a background check through the Office of Professional Formation.

Prior to beginning an Internship, students are required to complete and pass a background check through the Office of Professional Formation.

Internship involves spending nine months within a congregation, denominational office, nonprofit, educational institution, healthcare provider, labor organization, government agency, and/or business for a minimum of 420 total hours (approximately 14
hours/week) with concurrent enrollment in the Internship Seminar course during Fall (IST 4000), Winter (IST 4001), and Spring (IST 4002) quarters. (See below for more information about the Internship Seminar course.) Intern learning and formation are supported by an Internship Supervisor, Community Advisory Council (CAC), Internship Seminar Instructor, and the staff and faculty of the Office of Professional Formation. It is recommended that students review and consult the Professional Formation Canvas page for additional details about Internships.

Prior Internships or ministry/vocational work do not count toward the fulfillment of this degree requirement.

Internship Preparation

Preparation for the Internship begins in January of the academic year before the student is planning on fulfilling the internship requirement. The processes of securing a site, Supervisor, and Community Advisory Council are largely self-initiated and self-directed by the student, in adherence to policies and guidelines set forth by the Office of Professional Formation.

Students should complete preparation steps according to the following timeline:

1. January - March: Attend an Internship Preparation Training. These are offered online and last approximately one hour. Details regarding Internship guidelines, policies, and processes are shared in these sessions.

2. January - March: Schedule and attend a one-on-one consultation with the Office of Professional Formation to discuss your specific vocational direction, learning goals and formation priorities for the Internship, and any relevant denominational requirements related to the Internship.

3. January - March: Contact potential sites and Supervisors; negotiate aspects of the Internship upon securing an Internship, in accordance with the requirements of the Internship Agreement.

4. Due May 1: First Draft Internship Agreement (no signatures needed). The intern and Supervisor co-author the Agreement, and the student submits through the assignment in the Professional Formation Canvas site.

5. Due May 15: Iliff Internship Fellowship & Scholarship Application completed (if funds are needed).

6. May - July: Agreement Review & Revisions. The OPF staff/faculty review and provide feedback on the first draft Agreement; the student shares this feedback with the Supervisor for review and discussion.

7. June: Register for IST 4000 Internship Seminar for the Fall quarter. OPF will notify you about the section for which you will register, depending upon site context.

8. Due July 15: Final Internship Agreement (with signatures) & Completed Background Check. The Intern will submit the Final Internship Agreement with signatures to the assignment in the Internship Seminar Canvas course. The Director of the Office of Professional Formation will review and confirm
the Internship by signing the final Agreement. Students must complete an
approved background check through the Internship Seminar Canvas
Assignment prior to beginning their Internship. Iliff does not share background
check results with other institutions. Internship sites may require their own
background check.

9. Due July 15: Supervisor and Site Commitment Form. This must be submitted
directly by your Supervisor to the Office of Professional Formation at
professionalformation@iliff.edu. The form is found on the last page of the
Internship Agreement.

Exceptions or extensions of deadlines are granted by the Office of Professional
Formation only in extreme or extenuating circumstances (i.e., those beyond the control
of the student).

Guidelines for Internship Site and Supervisor
Selection and Approval

Internship sites are discerned and approved in conversation with the Office of
Professional Formation. Approval for sites is at the sole discretion of OPF and is
dependent upon a number of factors that include: vocational trajectory, expressed
learning goals and formation priorities of the student, and potential of the site and tasks
assigned therein to align with expectations and learning outcomes of the professional
theological degree (the MDiv or MASJE) in accordance with accreditation standards.
In addition, the following policies are in place for internship sites:

- Sites within Iliff—whether within a specific department, center, or institute
  housed under the Iliff name—will not be approved. Beyond the internship
  requirement, students may seek work-study, stipended, or independent study
  opportunities within Iliff if this type of work experience is desired.
- Sites in which the main tasks are to conduct academic research, study, or
  writing will not be approved. The MDiv and MASJE degrees are meant to
  prepare students for professional ministry and leadership; therefore, the
  professional formation component of these degrees must align with their
  outcomes.
- MASJE students must select a site that is focused primarily on social justice
  and/or advocacy and must conduct similarly focused tasks within that site.
- A site must have been in existence and incorporated as an organization for
  at least one year prior to the start of Internship.
- Two students cannot have an Internship at the same site and/or have the
  same Internship Supervisor, as the experience should be unique to each
  student.

In determining the appropriateness of a potential internship site, OPF may consult with
the related degree program director to further discern alignment with expectations and
learning outcomes of the specific professional degree.
In general, Internship Supervisors must:

- Possess the appropriate education, training, and vocational and supervisory experiences relevant to the context and suitable for supervising students;
- Be able to help the student theologically, spiritually, and/or vocationally reflect upon their internship experiences, related to the student’s learning goals and formation priorities;
- Not be in their first year at the site; and
- Not be a recent Iliff graduate (at least five years post-graduation).

**IST 4000, 4001, 4002 - Internship Seminar (12 credits)**

This concurrent three-quarter course is to further professional formation through critical reflection on and consultation about your Internship experience with peers and faculty within the seminar setting and course assignments. As a requirement of the MDiv and MASJE degrees, students complete a 420-hour Internship and concurrent 30-week Internship Seminar during the Fall, Winter, and Spring quarters of one academic year. All three quarters must be completed in sequence within a single academic year. Internship Seminars are offered in hybrid-online format, with Gathering Days attendance required in the Fall quarter and synchronous online course time required throughout all three quarters. 4 credits/quarter totaling 12 credits. IST 4000 offered in Fall, IST 4001 offered in Winter, IST 4002 offered in Spring.

**Financial Aid for Internship**

**Paid Internship Sites**

The Office of Professional Formation advocates for paid internship positions during the consultation process with potential internship sites as part of our social justice commitment, and shared stewardship and responsibility in the formation of current and future leadership for the Church and world. Shifting to a culture of paid Internships within certain organizations and congregations is ongoing. Students are encouraged to advocate for compensation as they negotiate their Internship Agreements. The recommended minimum is $19/hour (Colorado minimum wage) for a total of $7,980 for the required 420-hour Internship. Iliff employees cannot provide IRS guidance or advice to Internship sites regarding student employment status or compensation.

**Community Work-Study**

Students who qualify for federal financial aid may be eligible to receive a community work study award (hourly wage) for their Internship hours. The Director of Financial Aid can provide details on student work-study qualification. The Office of Professional Formation can provide details on internship site qualification. More information can be found [here](#).
Internship Fellowships and Scholarships

The Office of Professional Formation offers four financial awards for internship: Schlessman Fellowships, Urban Ministry Fellowships, Rollie R. Kelley Family Foundation Fellowships, and Dr. Louis Bloede Scholarships. A common application for these awards is available in early Spring quarter each year on the Professional Formation Canvas site: https://iliff.instructure.com/courses/1546618.

Terminating an Internship

In the rare circumstance that an Internship must be terminated early, the Director of the Office of Professional Formation in consultation with all constituent partners manages the termination of the Internship.

Clinical Pastoral Education (CPE)

Clinical Pastoral Education (CPE) is a structured form of interfaith professional education. It prepares students for ministry in a variety of settings through contact with persons in crisis along with individual, group, and supervisory reflection on these encounters. One unit of CPE (equivalent to 8 Iliff academic credits) is required for the MAPSC degree program. MAPSC students may take up to 16 Iliff academic credits of CPE (equivalent to two units of CPE). All students taking CPE for academic credit are required to register for the CPE Integration Praxis (2 credits) following successful completion of their unit.

Iliff School of Theology provides academic credit for ACPE-accredited units only. CPE is typically offered in two formats:

1. Intensive Units: 40 hours/week plus limited on-call time for ten weeks; or
2. Extended Units: Reduced weekly hours extended over 14-20 weeks, and sometimes longer.

For more information about ACPE-accredited programs, visit https://acpe.edu/.

CPE completed prior to matriculation, for a non-Iliff degree program, or through a non-ACPE accredited program cannot be taken for Iliff credit or fulfill Iliff degree requirements.

IST 4004 - Clinical Pastoral Education (CPE) (8 credits):

CPE is a structured form of interfaith professional education offered through an accredited Association for Clinical Pastoral Education (ACPE) site and supervisor. Students register for this course and are waitlisted until the CPE Confirmation Form is completed and their background check is cleared by the Office of Professional Formation. Students register for credit in the quarter in which the CPE unit begins. 8 credits, pass/fail. Students do not receive a grade for IST 4004 CPE until they have completed and received a grade for IST 4006 CPE Integration Praxis. A grade of "In
Progress” ("IP") is given for CPE until the Integration Praxis is completed.

CPE Prerequisites: At least 24 credits of coursework; Identity, Power, and Vocation in Community (IPVC); First Year Interdisciplinary Course; and a background check through the Office of Professional Formation. MAPSC students are encouraged to take at least one pastoral care course prior to entering CPE. In particular, IST 2012 Pastoral Theology and Care is highly recommended.

IST 4006 - CPE Integration Praxis (2 credits): The CPE Integration Praxis is a degree requirement for all students who take CPE for credit at Iliff. This online course helps students integrate a completed CPE experience into their ongoing professional formation and coursework at Iliff.

ACPE Application Process & Receiving Credit at Iliff

To receive Iliff academic credit for CPE, students must complete the following process. Additional details are available on the Professional Formation Canvas site: https://iliff.instructure.com/courses/1546618.

1. Review accredited Association for Clinical Pastoral Education (ACPE) sites using the online directory at www.acpe.edu.
2. Start the ACPE application process by:
   1. Applying to ACPE-accredited sites using the online application found at https://acpe.edu/.
   2. Submitting an APCE Academic Reference Request Form: https://goo.gl/forms/hRdmNe8J237gTLD83. In order to receive Iliff credit for CPE, you must request an academic reference from Iliff Pastoral Theology and Care faculty as part of your ACPE application.
3. Once admitted to an ACPE program, register for IST 4004 Clinical Pastoral Education for the quarter in which the CPE unit begins (8 credits/CPE unit, pass/fail).
4. Complete the CPE Site Confirmation Form and subsequent background check authorization form through the Office of Professional Formation. Students will be removed from the course waitlist once these assignments are complete and background check is cleared. Students may not start CPE until they are removed from the waitlist.
5. In order to receive Iliff credit for CPE, students must complete all assignments in the IST 4004 CPE Canvas site.
6. Following the successful completion of a CPE unit, all students taking CPE for credit are required to register for the IST 4006 CPE Integration Praxis (2 credits). The degree requirement will not be completed without successful completion of the CPE Integration Praxis course.

CPE for MDiv Students

Denominations may encourage or require students seeking ordination to complete CPE. However, CPE does not necessarily need to be completed for academic credit at Iliff, nor be marked on a student's Iliff transcript. The CPE supervisor documents
successful completion of a CPE unit and upon student request can submit this documentation to a judicatory.

The financial cost of CPE taken for credit at Iliff includes 8 credits of tuition and may include additional CPE program fees. In contrast, CPE program fees range from $200 - $2,000. Find current tuition rates here: https://www.iliff.edu/costsandfinancialaid/. In order to receive Iliff credit for CPE, MDiv students must follow the "ACPE Application Process & Receiving Credit at Iliff" policy above. MDiv students may take one unit of CPE for Iliff credit in addition to Internship, totaling a maximum of 22 credits (Internship + CPE + CPE Integration Praxis) of contextual education.

CPE Invoicing & Fees
When a student registers for 8 credits of CPE, Iliff will contribute the equivalent of up to two credits of tuition (currently $1,652) towards CPE program fees, paid directly to the CPE site. For many but not all sites, this will cover the entire CPE site fee. If the CPE site’s fees exceed Iliff’s contribution rate, the student is responsible for paying any remaining balance. Iliff cannot pay or reimburse students directly for application fees or deposits; there are no exceptions to this policy.

To process Iliff’s contribution for CPE fees, students must:
1. Download the W-9 form from the CPE Canvas course or the internet.
2. Submit the W-9 form to the CPE site and request that the site invoice Iliff.
3. The CPE site submits the completed W-9 form and invoice via email to professionalformation@iliff.edu.
4. Once the student has paid tuition for the quarter, the Office of Professional Formation will authorize payment to the CPE site.

If a student registers for a CPE unit for 8 Iliff academic credits and does not complete the unit itself, the cost incurred by Iliff for that unit will be deducted from any subsequent unit taken by the student to fulfill the Iliff requirement. For example, if a student does not complete an initial CPE unit and the cost for that unit is $300 paid by Iliff to the site, then the total amount that Iliff will pay for any subsequent unit is $1,352 ($1,652 - $300).

Additional Formation Opportunities

IST 4998 Advanced Community Praxis
Students may arrange an Advanced Community Praxis with the Office of Professional Formation. Advanced Community Praxis is not a substitute for Internship or CPE. As a supplement to the OPF curriculum, it normally follows the successful completion of Internship or CPE. A background check is required through the Office of Professional Formation. 2-4 credits.
Background Checks for Contextual Education

Students in contextual education, such as Internship and CPE, are in positions of power and authority and may be working in relationship with uniquely vulnerable populations. Therefore, in order to support safe communities, model appropriate ethical practices, and protect Iliff from liability, students must complete an approved Iliff background check before beginning any community-engaged course.

The background check includes review by an outside agency of federal, multi-state, and county criminal records, and sex offender registry. Iliff is particularly concerned with crimes of violence, other forms of exploitation of the vulnerable, misuse of power or ethical breaches of trust.

Students are informed of the background check requirement through the admissions application and then receive instruction from the Office of Professional Formation as part of their internship preparation. The background check process is completed in the quarter prior to that in which the student begins contextual education. Approval of contextual education placement is contingent on a successful background check. At Iliff’s discretion, students may be required to repeat the background check. Students may also be required to complete a background check at the request and evaluation of their site placement organization. This is separate from the Iliff background check and neither screening may be substituted for the other.

A record of conviction or arrest is not, in and of itself, grounds to refuse internship/CPE placement. Background check reports are reviewed on a case-by-case basis following the procedures outlined below, and to the extent practical, in compliance with the Equal Employment Opportunity Commission (EEOC) and Fair Credit Reporting Act (FCRA). In the evaluation, Iliff takes into consideration the fact that oppressed groups and other minorities are disproportionately impacted in negative ways by the legal system.

The Process

In the quarter prior to contextual education placement, students must authorize and complete a background check. The process is as follows:

1. Students read and sign the Disclosure & Consent form. To ensure accurate records and that Iliff does not make decisions based on data from someone else with the same name and birthdate, a Social Security Number is required. Alternatively, students without a SSN will need to provide street addresses for the last seven years.

2. Students then complete the online background check application. The background check identifies both convictions and, where appropriate due to the nature of a particular placement, arrests. Iliff evaluates arrests because crimes such as child molestation and sexual/domestic violence are often not prosecuted. This is of particular concern due to the potential contact interns might have with vulnerable populations, unsupervised time with individuals, etc. In evaluating arrest records, Iliff will check police reports for evidence that
3. Where the background check identifies a record of arrest(s) or conviction(s) which suggest ethical violations or that the student might be a danger to others, the Office of Professional Formation will verify and evaluate the accuracy of the report in consultation with the student and, as necessary constitute a committee made up of the Office of Professional Formation, the student’s Degree Director, and the Academic VP/Dean to meet with the student and review the report. In determining whether and where the student may be placed, the committee will consider:
   1. The nature of the placement, the structures of supervision and oversight, and the populations served.
   2. The nature of the conduct for which the student was charged or convicted including:
      1. how long ago the conduct occurred;
      2. the seriousness of the conduct;
      3. connections between prior misconduct and potential role and responsibilities at the site;
      4. whether the infraction is likely to recur;
      5. how similar instances have been handled in the past;
      6. whether there was a pattern of prior misconduct;
      7. truthfulness of candidate in disclosing and discussing past history; and
      8. evidence of rehabilitation and restitution.
   4. After the committee renders a decision about the suitability of placement, the student will receive a copy of the Background Check Decision Report which serves as documentation of the evaluation and notification to the student of the decision regarding the possibility of placement.

Students who wish to challenge the decision in the Background Check Decision Report should follow the Student Grievance Policy in this Handbook.

Please contact the Office of Professional Formation with any questions about this policy or practice.

What Actions Might Be Taken

Following the review, the committee will render one of the following decisions:
   1. The student is approved for contextual education without restrictions, as there were not sufficient grounds to set special restrictions for the student entering contextual education;
   2. The student is approved for contextual education with restrictions, such as informing the supervisor and/or the seminar instructor of background history, or allowing the student to participate only in a setting with appropriate safeguards; or
   3. The student is not approved for contextual education.

A decision not to allow the student to enter contextual education might mean that the
student cannot stay in a professional degree program. Students unable to complete Internship or CPE due to the result of their background check may consider applying to transfer into a degree program that does not require Internship or CPE.

Confidentiality of the Process/Limitations of Use

The content of background checks is confidential and handled accordingly. Background check reports are securely archived by the background check provider. The information gathered from the background check is used only within the process of approving and supervising contextual education. The documentation or immigration status of students is not under review. Information gathered is not available to other Iliff faculty or staff and does not affect academic, financial aid, or business office relationships with the student.

As a condition of placement, a student may be asked to appropriately inform community supervisor(s), Iliff Internship Seminar Instructor, and/or the student’s denominational judiciary of the content of the background check. If the student declines to share this information, Iliff possesses the right to decline to place them, which could lead to removal from the degree program.

Workers' Compensation & Liability Insurance Policy

<table>
<thead>
<tr>
<th>Types of Contextual Education for Students Enrolled in an Iliff Degree Program</th>
<th>Site is providing pay or remuneration to the student</th>
<th>Site is providing in-the-school instruction by qualified instructors</th>
<th>Site is providing on-the-job training</th>
<th>Site provides workers’ compensation</th>
<th>Iliff provides workers’ compensation</th>
<th>Site provides liability insurance</th>
<th>Iliff provides liability insurance when student is representing Iliff within an Internship/CPE context and is registered to receive Iliff credit for Internship/CPE (*some limitations apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Internship and registered for Iliff credit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Site determines need</td>
<td>Partial Coverage</td>
</tr>
<tr>
<td>Unpaid Internship and registered for Iliff credit</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Site determines need</td>
<td>Partial Coverage</td>
</tr>
<tr>
<td>Clinical Pastoral Education (CPE) and registered for Iliff credit</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Site determines need</td>
<td>Partial Coverage</td>
</tr>
<tr>
<td>Clinical Pastoral Education (CPE) and not registered for Iliff credit</td>
<td>Yes/No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

* Students registered for credit at Iliff for their participation in Internship and ACPE-accredited CPE units are covered for allegations resulting from bodily injury or property damage under the Iliff School of Theology’s insurance program. The policy limit is $1 million per occurrence. Two exceptions should be noted: 1) Students are not covered if they involve themselves in medical counseling such as advising particular treatments, medications, or medical malpractice; and 2) Students are not covered for criminal acts such as sexual misconduct where the conduct is intentional on the student’s part.
Title IX Policy & Equal Opportunity, Harassment & Non-Discrimination within Contextual Education

Internship is an extension of the Iliff educational context, and as such, it is bound by Iliff's Equal Opportunity, Harassment & Non-Discrimination Policy and Procedures. Policy and procedure details, and Title IX Coordinator contact information, are available at the following link:  [Title IX Policy | Iliff School of Theology](#)

Internship Supervisor Course Audit Policy

Internship Supervisors are eligible to audit residential or online master's level Iliff courses at no charge on a space-available basis. For each Internship supervision completed, Supervisors may audit one four-credit course. Audit credits must be used within a three-year period from the supervision completion date. Permission of the course instructor may be required. To audit a course, please complete the Audit Form and submit it to the Office of Professional Formation for approval.

ALL STUDENT FORMS

- [Second Iliff Degree](#)
- [Add Drop Forms](#) *(Do not use this form after the end of week 2)*
- [Audit Forms](#)
- [Change of Grade Appeal Form](#) *Instructions: USE THIS FORM IF YOUR REQUEST FOR A CHANGE OF GRADE HAS BEEN DENIED. 1) Before you fill out this form, you must contact the Instructor and discuss the change of grade. 2) Fill out and sign this form 3) Once you sign the form it will automatically go to the Dean and the Registrar.*
- [Concentration Declaration Form](#)
- [Course Substitution Forms](#)
- [Course Withdraw Forms](#) *(Use this form weeks 3 - 6)*
- [Diploma Request Form](#)
- [ESOL Declaration Form](#)
- [Graduation Application](#)
- **Incomplete Forms**
- **Independent Study Plan**
  - [Independent Study Blank Form](#) (Online Web Form)
  - [Independent Study Plan Blank.pdf](#) (Download and print pdf)
- **Leave of Absence Form**
- **Legal Name Change Form**
- **MTS Forms**
- **Personal Information Update Form**
- **Petition to Change Academic Requirements**
- **Student Grievance Form**
- **Transfer of Credit Form**  
  *NOTE: Before filling out this form you will need to obtain an official transcript. Electronic transcripts should be sent to registrar@iliff.edu or a hard copy should be sent to Iliff School of Theology, Attn: Registrar, 2323 E Iliff Ave., Denver, CO, 80210. Instructions: 1) Obtain an official transcript 2) Fill out and sign this form (Once you sign the form it will automatically go to the Advisor, the Dean, and the Registrar).*
- **Withdrawal Form**

**FINANCIAL INFORMATION**

**Tuition And Fees 2024-2025**

Tuition and fees are valid for the 2024-2025 academic year only. Tuition is subject to change. Iliff offers a unique savings opportunity for those students able to enroll for more than 8 credits each quarter. Those taking from 8 to 14 credits each term are charged the same price as 8 credits only, which can mean considerable tuition savings. (Please see below for specific charges.)

**Tuition**
- Full-Time: 8-14 credits per quarter: $6,608 per quarter; $19,824 for three quarters; $826 per credit for each credit over 14.
- Part-Time: 1-7 credits per quarter: $826 per credit.

Payment for tuition is due by the end of the second week of each quarter unless
arrangements for payments satisfactory to the Business Office are made during registration. If deferred payments are arranged, there is a late payment fee of 1% charged at the end of each month for any balance of $100 or more. All accounts must be current at the beginning of each quarter.

Registration Holds
Students will not be allowed to register for courses if they have a balance for the previous term or have not set up a payment plan with the Business Office. Holds are placed automatically when there is a balance on an account and taken off if a student has paid. Students with a registration hold will be notified and will have two weeks to contact the Business Office at businessoffice@iliff.edu to pay their balance and have the hold removed before registration opens. After that, students may still contact the Business Office through the first week of the given term to pay their balance, have the hold removed and register for courses.

Registration holds will be removed upon the Business Office’s receiving payment for the full remaining balance.

Collections
Iliff does its best to prevent student accounts from going to a third-party collections agency. In the rare instance that this may happen, Iliff will send any account with a balance of $200 or more.

Filing a Complaint
The student loan ombudsperson advocates for borrowers having problems with their student loans and investigates complaints about these problems. Iliff student loan borrowers may file a complaint directly to the Student Loan Ombudsperson for the State of Colorado at coag.gov/studentloans or contact them by email at studentloans@coag.gov or by phone at (720) 508-6975.

For more information, refer to these resources:
https://coag.gov/file-complaint/credit-and-debt/
https://studentaid.gov/feedback-ombudsman/disputes/state-ombudsman

Refunds of tuition will be granted on the following scale if the student drops a class for any reason:

- 100% -- within the first week of the quarter
- 75% -- within the second week of the quarter
- 50% -- within the third week of the quarter
- No refunds available after the third week of the quarter
If a student account contains a refund (credit balance) after Federal Loan money or internal scholarships have been awarded, the refund will be processed automatically and there is no need to contact the Business Office. However, if the refund is due to an outside gift or scholarship, the refund must be requested in writing via email to smueller@iliff.edu. The funds must be posted to the students account before requesting such refund.

The first refund of each quarter will hit bank accounts (or a live check will be mailed) on the second Friday of each quarter.

**Fees**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
<th>Frequency</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$60</td>
<td>one time</td>
<td>The application and application fee are valid for a period of one year from the original anticipated enrollment date.</td>
</tr>
<tr>
<td>Enrollment Reservation Deposit</td>
<td>$300</td>
<td>one time</td>
<td>Iliff requires the submission of a nonrefundable deposit when you accept your admission to reserve your place in the entering class. The enrollment deposit is not a separate or additional fee: it will be deducted from your first tuition bill. The Enrollment Confirmation Form and deposit are due thirty (30) days from the date of your admission letter.</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$200</td>
<td>per degree</td>
<td></td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$100</td>
<td>per quarter</td>
<td></td>
</tr>
<tr>
<td>Supervision Fee</td>
<td>$50</td>
<td>per quarter of Internship</td>
<td></td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>$15</td>
<td>per quarter</td>
<td>only charged when enrolling in four or more credits</td>
</tr>
<tr>
<td>Service</td>
<td>Fee</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>EAP Fee</td>
<td>$28 per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add/Drop and Course Withdraw Fee</td>
<td>$25 per course change</td>
<td>after the announced deadline</td>
<td></td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>1% of balance monthly</td>
<td>for account balances over $100; calculated at the end of each month</td>
<td></td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>$10 plus Clearinghouse Processing Fee per transcript</td>
<td>Contact <a href="#">Official Transcripts</a> to request transcripts.</td>
<td></td>
</tr>
<tr>
<td>Incomplete Grade Processing Fee</td>
<td>$25 each Incomplete grade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTS Interdisciplinary Thesis Continuation Fee</td>
<td>$100 per quarter</td>
<td>Students who do not complete their thesis within the quarter they register for IST 4995 will be charged a fee of $100 every quarter thereafter</td>
<td></td>
</tr>
<tr>
<td>DMin Project Fee</td>
<td>$50 per quarter</td>
<td>DMin students must register for the course entitled &quot;DMin Project&quot; each quarter until they successfully complete the Project Presentation, Culminating Conversation, and Approval. Students will be charged a fee of $50 per quarter (fall, winter, and spring only) until they complete the degree.</td>
<td></td>
</tr>
<tr>
<td>Audit Fee for Alumni and Denomination Partners</td>
<td>$200 per credit hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Fee</td>
<td></td>
<td>Check <a href="#">DU Parking Services</a> for updated fees: <a href="#">Parking Permit and Fees</a></td>
<td></td>
</tr>
<tr>
<td>Student ID Replacement Fee</td>
<td>$30 per loss</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student fees may be amended by action of the Iliff Administration on an as-needed
basis. If student groups wish to amend their fees, the following process should be followed: first, by appropriate action of the Student Senate, a fee adjustment should be proposed and student feedback solicited. Next, the Student Senate will vote in favor/denial of the proposed change and, if supported, the fee adjustment will be submitted in writing to the Chief Financial Officer of the school. Third, the CFO takes appropriate action to validate or deny the proposal and sets the date at which the proposed change will take effect for student billing. All interested parties will collaborate regarding how best to communicate the fee change to students and other parties around the school.

Payment Plans
Students can spread tuition and fees over the ten week quarter. If this is an option you are interested in, please contact the Business Office at businessoffice@iliff.edu or by phone at 303-765-3126. Several plans are available and include a three payment and nine payment plan.

- Three Payment Plan: The first payment is due at the end of week three of the quarter, the second payment is due at the end of week six, and the final payment is due at the end of week nine.
- Nine Weekly Payments: The first payment is due by the end of the first week of class; the second payment would be due by the end of the second week of class, and the rest of the payments would follow the same guidelines with the final payment to be made by the end of week nine.

Applying for Financial Aid

Statement Of Principles
Iliff uses the following statement of principles, adopted by the Association of Theological Schools in the U.S. and Canada, as a guide for the administration of its financial aid programs:

- The primary purpose of financial aid for theological students is to assist in their educational preparation for ministry by providing aid to those who demonstrate financial need.
- The total amount of financial assistance offered students should not exceed the amount of their need.
- Financial need is defined as the difference between the total cost of attending a particular institution and the amount of the resources available to the student.
- Financial assistance consists of grants (which include scholarships, grants-in-aid, field education grants, and prizes), loans, and employment.
- The family of a student, whether the student is unmarried or married, is expected to make every reasonable effort to assist the student with the student’s educational expenses.
- A student is expected to provide a major share of his or her expenses through savings and other assets, through summer employment, and through
academic year work where feasible.

- In the case of a married student with no children, the spouse who has completed an education is expected to be gainfully employed. The spouse's total earnings are considered as a part of the total family income.
- The student's home church and conference should assist with the costs of preparation for a church occupation in cases where the student demonstrates financial need and if such assistance is consistent with denominational policy.
- Since the principles of Christian stewardship apply to all Christians, candidates should make provision in their financial estimates for gifts to church and charities out of their own resources.
- Financial assistance is granted on the basis of need on a year-to-year basis, with reapplication and review each year.

Please note: To continue to receive financial aid, students must reapply each year by completing a new FAFSA. The link to the FAFSA is [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You may be required to submit additional information for supporting documentation, such as IRS 1040 forms. Students applying for federal financial aid must complete and sign a Statement of Educational Purpose/Certification Statement on Refunds and Default, Selective Service Registration Compliance and updated information.

**Education Costs**

Tuition and fee costs are outlined in the “Tuition and Fees” entry above. The amount of your books and supplies will vary depending on your course of study, but will average about $900-$1200 per academic year. Your personal living expenses will vary based on where you live and how much you spend for room, board, transportation, clothing, entertainment, etc.

**How Need Is Determined**

For financial aid awards that have "need" as a criterion, your total school costs and all family resources will be considered. The "need" equation is: budget – resources = need. Budgets are determined each year by the Financial Aid Office. These budgets are based on bureau of labor statistic guidelines and student surveys. Resources include family contribution, savings, assets, student and/or spouse earnings, as examples. Your "financial need" is determined by subtracting all resources from your total budget. Your financial need is the amount of aid you are eligible to receive for the academic year, from all sources. This process is repeated for each year that you apply.

**How Aid Is Packaged And Disbursed**

After all known outside aid (scholarships, loans, etc.) have been used, all students will be considered for Federal loan funds.

Disbursements of financial aid funds administered by Iliff are generally made at the beginning of each quarter. Payment for Federal Work-Study and school employment is issued on the last business day of each month. You are then responsible for paying any
account balance due as soon as possible.

Federal loan funds are usually received by Iliff at the beginning of each quarter. Federal guidelines dictate student loan funds must first be used to pay educational expenses (i.e., tuition, fees and on-campus housing). Any remaining funds will be disbursed to the student for other education-related expenses. Outside awards may come to the School or be sent directly to you. If the funds are sent to you, you must inform the Financial Aid Office that the funds have been received.

Students receiving special financial awards with specific grade point average requirements must maintain that requirement from one quarter to the next in order to remain eligible to receive those funds. Awards with specific GPA requirements will be rescinded for the quarter following any quarter in which the cumulative grade point average falls below the required minimum. Grades will be reviewed at the end of each quarter. Once a new quarter has begun, scholarship or grant funds will not be adjusted for grade changes resulting from late completion of course work. Scholarship and grant funds from Iliff require a minimum enrollment of 8 credit hours per quarter to remain eligible.

Financial Aid Limitations

Iliff will not grant institutional aid (grants or scholarships) when a student exceeds the course hour requirement for a master’s degree by 10%. To remain eligible for Federal student loan funds, a student must complete their degree requirements within 150% of the minimum credits required to graduate. Iliff will not grant institutional aid (loans, grants or scholarships), or process applications for federal loans for more than two (2) master’s degrees at Iliff.

Students may be required to return a portion of federal student loan funds if they drop below half-time status or withdraw before the end of the academic term. See Financial Aid - Withdrawals and Refunds for more details.

Iliff will not grant institutional loans or process applications for federal loans for students who have previously defaulted on the repayment of federal loans. In rare instances, the admissions and scholarship committee may waive this policy for students who are otherwise eligible for federal loans. Students may submit a request for a waiver to the Associate Dean of Admissions and Student Services.

Special Circumstances

If, after reviewing your financial aid package, you believe that your resources have been assessed incorrectly, you may appeal the initial calculations. You must submit a letter to the Financial Aid Office documenting the circumstances that you feel should be considered. The Director of Financial Aid will review the letter and make the needed determination. You will then receive a written notice of the decision. If your resources are adjusted, you will also receive an updated award notice. If needed, students always have the right to have their cases reviewed by the Financial Aid Appeals Committee.
You need to contact the Director of Financial Aid to arrange for your case to be reviewed.

Verification Procedures

A sampling of aid applicants is required by the federal government to be verified. This sampling is selected randomly or from standard federal edit checks. If your application has been selected, you will receive notification from the Financial Aid Office. You will be required to submit a completed verification worksheet, copies of federal 1040 forms, and any other items listed in the notification. You will be given 45 days to submit the needed documentation. No federal financial aid will be disbursed until the documentation has been received. After 45 days, if the documentation is not submitted (or other arrangements have been made), all Iliff institutional need-based aid will also be rescinded.

Student Rights

- You have the right to a full disclosure of the methods used to determine your financial aid eligibility.
- You have the right to receive a statement of your awards, together with a full explanation of each award.
- You have the right to review all records pertaining to your financial aid applications and awards.
- You have the right to appeal decisions related to your financial aid awards through the scholarship and appeals committee.
- You have the right to the protection of confidentiality and access regarding your financial aid records as set forth in the June 17, 1976 Federal Register.

Student Responsibilities

- You must inform the Financial Aid Office of changes in your address.
- You must inform the Financial Aid Office of any aid you receive from outside sources. This includes loans, scholarships, grants, agency funds or any other resources you may receive.
- You must repay any loans (principal and interest) advanced to you in accordance with the repayment schedule you have signed.
- You must maintain satisfactory incremental and academic progress toward completion of your degree. Satisfactory progress is defined in this Handbook.
- You must inform the Financial Aid Office of any changes that affect your financial aid eligibility. Such changes include: address, marital status, number of dependents, program, employment or enrollment status.
- You must sign an award notice, Statement of Educational Purpose Certification on Refunds and Default, Statement of Registration Status, and a Statement of Updated Information before any Federal/State funds will be disbursed.
- You must report any significant changes in financial status to the Financial Aid
Financial Aid - Attendance and Participation

Students who have not attended or stopped attending classes may be required to repay a portion of the federal financial aid for that term. The Registrar sends an email to all instructors for the quarter to determine if students are participating or attending courses (generally weeks 3-4). The course instructor may contact the Advising Center at the beginning of the term to inform them if a student is not attending and/or participating in the course (generally weeks 1-3). If the instructor notes that a student is not attending and the student has not officially dropped, the registrar will inform the student’s advisor. If it is determined that a student never attended some or all classes, financial aid may be canceled completely. The instructor will be contacted to determine the last date of attendance or participation. If no attendance or academic activity can be verified by the instructor or student, it will be assumed that they never attended the class. If half-time attendance or academic activity cannot be verified, all financial aid may be canceled. Students no longer attending or participating in class are encouraged to officially drop individual courses or withdraw entirely through the Office of the Registrar. If a student follows Iliff procedures and withdraws, they will have an official withdrawal date and their financial aid refund calculation will be completed according to the Federal Return of Title IV Refund Policy.

Financial Aid - Satisfactory Academic Progress

Federal regulations require the Iliff School of Theology establish new Standards for Satisfactory Academic Progress. The Office of Financial Aid at Iliff is required to monitor the academic progress of all students receiving financial aid. This policy pertains only to financial aid and is separate from other academic policies of the institution. Satisfactory Academic Progress is monitored at the end of each academic year. All recipients of financial aid must maintain the minimum standards to continue receiving financial aid.

Satisfactory Academic Progress – Minimum Standards (effective July 1, 2019)

1. Students must maintain a cumulative grade point average of 2.25 on a 4.00 scale.

2. Complete your degree requirements within 150% of the minimum credits required to graduate. This is known as Maximum Time Frame. For example, a student may attempt a maximum of 180 credits to complete a degree that requires 120 credits. If a class is taken more than once, both courses will be counted toward the Maximum Time Frame. The courses used to calculate the Maximum Time Frame will be courses you were enrolled in after the add/drop period. Once a student has reached the Maximum Time Frame limit, he or she is no longer eligible for federal or institutional aid.

3. Complete and pass a minimum of 67% of all courses attempted. This is known as the Cumulative Completion Rate and is required to finish your degree within the Maximum Time Frame. Grades of W, F, or Audit do not constitute successful completion of a course. All accepted transfer credits are counted toward the 67% rate.
If you fail to meet the requirements in the Standards for Satisfactory Academic Progress, you will be placed on financial aid warning for the next one quarter of attendance. You will be able to receive federal funds for the subsequent quarter. You must meet all standards listed by the end of the warning period or you will no longer be eligible for federal or institutional financial aid until you meet the satisfactory academic progress minimum standards. You will not be eligible for financial aid if you reach the Maximum Time Frame limit, unless an appeal is submitted and approved (see appeal process below).

 Appeal Process

If you are failing to meet Satisfactory Academic Progress standards and have extenuating circumstances, you may appeal your status to the Office of Financial Aid. To appeal a financial aid suspension, you will be required to submit the following documentation: a written statement that includes your program of study, anticipated completion date, a list of required courses left to complete the degree, and the reason for the appeal. Additional documentation from an outside source (doctor, etc.) may be required. Appeals with documentation must be submitted within 45 days of receipt of academic progress (probation or suspension) letter.

To show you are making satisfactory academic progress after an appeal is granted you must receive a term GPA of at least 2.5 and complete 100% of courses taken that quarter. Failure to do so will result in you being placed back into a suspension status and will be required to submit another appeal. This standard must be maintained until you are meeting the cumulative quantitative and qualitative satisfactory academic progress requirements (2.25 GPA or above and at least 67% of course completion). Each appeal is reviewed on a case-by-case basis by the Financial Aid Appeals Committee. Notice of appeals decisions will be mailed and/or emailed within two weeks after submission. If additional documentation is needed to make a decision, the time frame to make a decision will be delayed. Appeal decisions are final. If you have questions regarding this policy, please contact the Office of Financial Aid.

Financial Aid - Withdrawals and Refunds

This policy, known as the Return of Title IV Funds (R2T4) Policy, applies to anyone who receives financial aid, begins classes, and subsequently either withdraws from all classes or fails to receive passing grades during the term. Title IV (Federal) funds are awarded to you under the assumption that you will attend school for the entire period for which the federal funds are awarded. When you withdraw from all courses for any reason, including medical withdrawals, you may no longer be eligible for the full amount of Title IV funds you were originally scheduled to receive.

If you withdraw from all courses prior to completing at least 60% of the term, you may be required to repay a portion of the federal financial aid you received for that term. A pro rata schedule is used to determine the amount of federal student aid funds you will
have earned at the time of withdrawal.

The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the term is completed, you are considered to have earned all of your financial aid and will not be required to return any funds. If you withdraw during the 100% refund (add/drop) period for any term, all of your aid for that term will be canceled and returned.

**Determining The Withdrawal Date**

For an official withdrawal, the effective withdrawal date is the first date of notification by the student to the Office of the Registrar or other designated official offices. For an unofficial withdrawal, it is the date the institution becomes aware that the student is no longer attending the institution.

For an unofficial withdrawal due to the student failing all classes, the effective withdrawal date is the midpoint of the term if there is no late date of attendance reported by instructors. The withdrawal date for students who are academically dismissed is the date of the notification of their dismissal. For suspended students, the withdrawal date is the due date for the suspension appeal if the appeal is denied.

We may use a last date of attendance for the effective withdrawal date if the last date a student attended class or submitted coursework is verified by an employee who has knowledge of a student’s class attendance, or if there is an emergency situation and there is third-party documentation that verifies a student has not attended class. Iliff does not accept a student’s self-reported last date of attendance. It is the responsibility of the student to provide documentation through the tuition appeal process or medical opt-out approval.

The following Registrar policies are pertinent to determining if a student has attended and earned all Title IV aid beyond the 60% point of the term: any student who withdraws after the sixth week of the term must have an instructor or advisor signature to withdraw. Please see the [Leave of Absence and Withdrawals](#) section of this Handbook for more details.

Regulations require schools to perform calculations within 30 days from the date the school determines a student’s complete withdrawal. Iliff must return funds within 45 days of the calculation. Please note: if you have a work-study position, the withdrawal date is also the last day you may work at your work-study position.

**Step 1: Student’s Title IV Information** – The Financial Aid Office will determine: the total amount of Title IV aid disbursed (if any) for the term you withdrew. (Your Title IV aid is counted as aid disbursed in the calculation if it has been applied to your account on or before the date you withdrew). The total amount of Title IV aid disbursed, plus the aid
that could have disbursed (if any) for the term in which you withdrew.

Step 2: Percentage of Aid Earned – The Financial Aid Office will calculate the percentage of aid earned as follows: the number of calendar days completed by the student divided by the total number of calendar days in the term (weekends included) in which the student withdrew. *Days attended / Days in Enrollment Period = Percentage Completed.* If the calculated percentage exceeds 60%, then you have “earned” all aid for the period. The date you earn more than 60% of your aid does not coincide with the tuition refund schedule for dropped classes, and is only used to determine the amount of financial aid we must return (if any). Please refer to the Financial Information/Tuition Fees section of this Handbook or contact the Office of the Registrar for more information on tuition refunds.

Step 3: Amount of Aid Earned by Student – The Financial Aid Office will calculate the amount of aid earned as follows: the percentage of Title IV aid earned (step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew (Step 1). *Total Aid Disbursed x Percentage Completed = Earned Aid.*

Step 4: Amount of Title IV Aid to be Disbursed or Returned - If the aid already disbursed equals the earned aid, no further action is required.

If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program. This means that a balance may be created on your Iliff tuition account, and you will then be billed and responsible for paying all charges. *Total Disbursed Aid – Earned Aid = Unearned Aid to be Returned.* If the aid already disbursed is less than the earned aid, we will calculate a post-withdrawal disbursement. If this post-withdrawal disbursement contains loan funds, you may elect to decline these funds so you do not incur additional debt. You will be notified of any additional disbursements via email to your Iliff account.

**Order Of Funds Returned**

The order of return of funds is defined by the U.S. Department of Education regulations as follows:

1. Unsubsidized Federal Direct Loans,
2. Federal Graduate PLUS Loans.

Loans must be repaid by the borrower as outlined in the terms of the borrower’s promissory note. You should contact your servicer if you have questions regarding the grace period or repayment status.

If a student account contains a refund (credit balance) after Federal Loan money or internal scholarships have been awarded, the refund will be processed automatically and there is no need to contact the Business Office. However, if the refund is due to an outside gift or scholarship, the refund must be requested in writing via email to smueller@iliff.edu. The funds must be posted to the students account before requesting
such refund.

The first refund of each quarter will hit bank accounts (or a live check will be mailed) on the second Friday of each quarter.

Financial Aid - Veteran Information

Degree programs at Iliff School of Theology have been approved by the Colorado State Approving Agency for the training of veterans under Section 253(a)(1), Public Law 550, 82nd Congress. Veterans must note and follow procedures required to establish entitlement to an academic program. This section summarizes some pertinent provisions.

Veterans’ Administration (VA) Regulation 14277 states, in part, that “Entitlement to a program of education is subject to the requirement that the veteran continues to maintain satisfactory conduct and progress...” To maintain certification for VA benefits, a veteran must meet the following minimum requirements in order to satisfy the normal progress procedures:

1. During each quarter of enrollment, a veteran must complete 50% of all courses for which he/she registered and earn a grade point average of 2.0 based on all courses for which he/she registered.
2. A veteran who fails to meet these requirements will be placed on VA benefit probation during the following quarter of enrollment. A veteran who fails to meet the minimum requirements during the probationary period will not be certified for VA benefits, and the regional VA office will be notified of this action.
3. A veteran who has had VA benefits terminated under this procedure may continue enrollment at his/her own expense. Such a student may subsequently be re-certified for VA benefits by receiving counseling and demonstrating normal progress as defined above.

It is required by both Iliff and the VA that veterans report all previous education and training, by official transcript or similar certification, to Iliff. The veteran student is responsible for keeping informed of VA laws and regulations and complying therewith. Iliff participates in the U.S. Department of Defense’s “Yellow Ribbon Program” for qualified veterans.

Financing Your Education

To be considered for institutional financial aid you must be enrolled in at least eight credit hours for a full award. If enrolled less than full time (8 hrs.), awards will be prorated. You must be enrolled in at least four credit hours to be eligible for any type of financial aid, including Federal Student Loans.

Federal funds awarded are contingent upon congressional appropriations. Students
must be making [satisfactory progress] in order to remain eligible for financial aid. Other forms of financial assistance, i.e., outside scholarships, jobs, etc. must be reported to the Financial Aid Office.

All financial aid will be applied first against institutional charges. Any excess funds will subsequently be paid to the student. The student may be required to return a portion of federal student loan funds or institutional financial aid if they drop below half-time status or withdraw before the end of an academic term.

Non-degree and Certificate students are not eligible for Federal financial aid. They may, however, receive financial assistance through their churches and denominational bodies. In The United Methodist Church, for example, the Ministerial Education Fund has provided resources through which many Annual Conference Boards of Ministry are supporting continuing education for ministers. Non-degree and Certificate students are also eligible to apply for private Alternative Student Loans. Contact the Financial Aid Office for more information.

Students must reapply for financial aid each academic year by completing the Free Application for Federal Student Aid (FAFSA).

Employment

In a metropolitan area of more than two million people, numerous opportunities for part-time employment may be found in Denver. Iliff maintains some job listings in various categories through the Iliff Professional (In)Formation Network. Students wishing appointments as sole pastors usually need to contact area judiciary officials.

Church And Agency Support

Local churches, denominational bodies, and a number of service, benevolent, and fraternal organizations offer scholarships and grants to students preparing for religious leadership. Students are encouraged to seek financial assistance from these sources.

Outside Aid Programs

You may be eligible for financial assistance through agencies such as the Veterans Administration, Social Security Administration, or the Bureau of Indian Affairs. If you qualify under any of these programs, you will need to contact the agencies directly. United Methodists are particularly urged to seek aid from annual conference Boards of Ministry through their Ministerial Education Fund income and from the Scholarships Committee of the General Board of Higher Education and Ministry (http://www.gbhem.org). Deadlines for outside aid are determined by the individual agencies, and some deadlines are as early as January 15 preceding the school year you plan to attend.
Federal Programs

All Federal aid programs require applicants to be a U.S. citizen or permanent resident, degree-seeking, attend at least one-half time, maintain satisfactory academic and incremental progress. To be eligible for any form of federal aid, you must complete the free application for federal student aid (FAFSA).

Federal Work-Study

Iliff School of Theology participates in the Federal Work-Study program and has a number of jobs available for students who meet the Federal eligibility requirements. These positions are part-time employment at on-campus jobs with varied pay scale. From time to time there may be a limited number of off-campus, community service positions. Positions are funded by both federal and institutional monies. Once you have completed your FAFSA, apply for positions through the Iliff Financial Aid Office.

Federal Direct Unsubsidized Student Loans

These are loans from the Federal government. Subsidized loans for graduate and professional students were eliminated with signing of the Budget Control Act of 2011 for all loans for periods beginning on or after July 1, 2012. Students may borrow up to $20,500 per academic year with an aggregate loan maximum amount of $138,500, including any loans made to you before you became a graduate or professional degree student or loans obtained at another institution. To be eligible:

- Complete a free application for federal student aid (apply online at www.fafsa.ed.gov).
- Complete a master promissory note (https://studentloans.gov)
- Complete entrance counseling online (https://studentloans.gov).
- No loans will be approved for students with prior loan defaults.

Interest Payments: In passing the Budget Control Act of 2011, Congress and the President have eliminated the interest subsidy on these loans effective July 1, 2012. The Federal government does not pay interest on your behalf. You must pay for all of the interest that accrues on your unsubsidized loan during the time you are enrolled in school, during the grace period, and during any periods of deferment or repayment. There are two ways for you to pay interest while you are in school, your grace period, or a period of authorized deferment: (i) you may make monthly or quarterly payments to your lender or (ii) you and your lender may agree to add interest to the principal of your loan, but no more frequently than quarterly. (This is called capitalization.) If you do not make an interest payment as scheduled while you are in school, in grace period, or during a period of authorized deferment, your lender may automatically capitalize the interest every three months. During other periods, you must pay this interest to your lender, unless your lender agrees to grant you forbearance, as explained in your promissory note.

Federal PLUS Loan for Graduate and Professional Students

If your Federal Unsubsidized Loan isn’t enough, the Federal PLUS Loan for graduate and professional students can help you cover the rest of your expenses. Graduate
students enrolled at least half-time at an eligible school, are U.S. citizens, U.S. national or permanent resident may apply. Apply on-line at https://studentloans.gov. No loans will be approved for students with prior loan defaults.

EMERGENCY LOAN POLICY

The Iliff School of Theology recognizes there may be times when unexpected financial emergencies may cause undue stress and hardship on our students. To assist those who encounter financial emergencies while enrolled, the Iliff School of Theology has established an emergency loan fund that is governed by the policies listed below:

(Please note that poor budget planning does not constitute an emergency.)

- An applicant must be enrolled as a degree-seeking student at Iliff to apply.
- Student must complete a written request for emergency funds.
- The Director of Financial Aid is the designated emergency loan officer. If the designated officer is unavailable, students may contact the Chief Financial Officer in the Business Office. The emergency loan officer is authorized to approve loans up to $1,500 per quarter. Only one advance per quarter will be approved.
- Additional emergency loan funds in a succeeding quarter will be approved only if the loan for the preceding quarter has been repaid.
- No loan will be approved if the student (a) has an outstanding account with the School that will not be covered by approved financial aid, i.e. grants, scholarships or student loans; (b) has repeatedly written insufficient checks to the School.
- Loans are due and payable the first day of the quarter following the quarter in which the emergency loan was received or the last day of the academic year, whichever occurs first, unless the Director of Financial Aid approves special arrangements. Interest will be charged at the rate of 12% per annum. The student may prepay any part of the principal without penalty.

Academic Calendar 2024-2025

GENERAL POLICIES

Americans with Disabilities Act (ADA) Accommodations

ADA Accommodations

The Iliff School of Theology is committed to providing equal access to educational programs for all qualified students with learning, physical, medical, or psychological
In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Iliff coordinates appropriate and reasonable accommodations and access for students with physical, cognitive, or other disabilities. Iliff is committed to providing accommodations to qualified students with disabilities during their studies at Iliff. Students are required to provide appropriate documentation of disability and/or information related to the student’s disability or functional limitations that substantiates requests for services.

Students are encouraged to contact Dr. Samantha Joo, Academic Advising Center Coordinator and ADA accommodations officer at ADAcoordinator@iliff.edu.

The ADA compliance officer will work with Support, and if necessary the Senior Vice President for Academic Affairs and Dean of the faculty and Academic Advisors at Iliff to develop an individualized accessibility plan for students with disabilities.

Definition of Disability
The Americans with Disabilities Act defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activities.

Accommodations Provided
Iliff will engage in a collaborative effort with students with qualified disabilities to provide reasonable accommodations.

Accommodations are arranged on an individual basis and may not be identical to those previously used by a student. Students should allow an adequate amount of time for their request to be reviewed and accommodations to be arranged.

Iliff, as with other institutions of higher education, is not obligated to provide personal aids and services such as attendants, individually prescribed devices such as wheelchairs, readers for personal use or study, or other devices and services of a personal nature.

Reasonable accommodation does not always equate to the best equipment or services available; nor does it require fundamental alteration of academic programs or the imposition of undue burden on the institution.

Eligibility requirements
Accommodations should be requested at the beginning of each academic year or at the time of matriculation and at any time additional accommodations are needed. Iliff School of Theology may require further documentation to substantiate requests for additional accommodations. The institution will need adequate time, usually around five business days, to review all requests. Implementation of more specialized accommodations may
take additional time.

Academic Policy
Accommodations cannot be requested, nor honored retroactively. Undiagnosed or undocumented disabilities cannot be the basis for grade appeals. Students cannot petition grades received as a result of not using accommodation(s) or not following appropriate procedures to request accommodations. Iliff works with students on an individual basis to customize disability accommodations.

Disability documentation
Documentation of disability is required and should accurately reflect current limitations associated with the specific disabling condition(s). Documentation must be signed by an appropriate professional, such as a physician, psychologist, LD/ADHD Specialist, or other qualified professional. Appropriateness of documentation will be determined on a case-by-case basis. We may request additional information to determine eligibility for accommodations. All expenses accrued in the process of obtaining documentation are the responsibility of the student.

All documentation/letters shall be on official letterhead, typed, with signature and date. The following information about the evaluator should be clearly stated in the documentation: Name, Title, Professional Credentials, Licensing Number, and information about the license or certification (e.g., licensed psychologist), as well as the area of specialization, employment and state/province in which the individual practices.

Note: This requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature. This documentation includes a description of the functional limitations resulting from the disability or disabilities. This may include treatments, medications, and/or assistive devices/services currently prescribed or in use. Significant side effects that may impact physical, perceptual, behavioral or cognitive performance should also be noted. Documentation is required for emotional support animals (see Pet and Service Animal Policies).

Confidentiality
All information regarding a student's disability is confidential. Records will remain separate from academic records and will not be released to an individual or source external to the Iliff School of Theology without the student's written consent. However, in order to arrange appropriate accommodations, the ADA compliance officer must often consult with specific faculty and/or staff members. Therefore, it may be necessary to communicate limited information about disability-related needs to Iliff School of Theology faculty and/or staff. Specific details regarding a student’s diagnosis of disability will not be revealed. The Iliff School of Theology will hold students’ disability documentation and records for no longer than a minimum of five years after the student leaves Iliff School of Theology (e.g. graduates or withdraws), at which time all individually identifying records will be destroyed.
Accessibility - ADA information for Instructors

Iliff supports ADA students through accommodations as needed. If you are approached by a student who indicates they need assistance, please refer them to the advising center first. All syllabi should include the following ADA statement:

*Iliff engages in a collaborative effort with students with disabilities to reasonably accommodate student needs. Students are encouraged to contact their assigned advisor to initiate the process of requesting accommodations. The advising center can be contacted at advising@iliff.edu.*

We have included this statement in our standard Canvas course template on the Expectations page. Should you have any questions about our best practices concerning students requesting an ADA accommodation, please contact Dr. Samantha Joo at ADAcoordinator@iliff.edu. There is also help with devices and assistive technology available at support@iliff.edu.

Alcohol, Drugs, and Controlled Substances Policy

This policy applies to all students and to all employees regardless of classification or position. Maintaining a safe and healthy working and learning environment is a vital concern to Iliff and it is committed to taking action necessary to create such an environment. In recognition of this commitment, and through federal, state, and local mandates, the manufacture, distribution, sale, purchase, possession, or use of a controlled substance, whether alcohol, illegal drugs, or legal drugs used illegally, is prohibited on Iliff premises or property. Being under the influence of controlled substances while on Iliff premises is also prohibited.

Only prescription medications provided and supervised by a physician, and over-the-counter medications used as instructed by the manufacturer may be used on School premises.

Violation of this policy includes, but is not limited to:

- Possession, use, manufacture, or distribution of any Federally Illegal Drug, or any possession or use of any prescription drug or other controlled substance except under the direction of a licensed physician. The manufacture or distribution of any drug is also prohibited, including Cannabis plants. Marijuana, including Medical Marijuana, is prohibited on campus, regardless of age.
- Being under the influence of any Federally Illegal Drug, prescription drug, or other controlled substance to the point of endangering one’s own health or safety.
- Any possession or use on Iliff’s premises of paraphernalia used to facilitate the use of any Federally Illegal Drug or other controlled substance in violation of this policy. This includes but is not limited to marijuana pipes, bongs and scales or other measuring devices. Any act which causes a person to ingest any Federally Illegal Drug, prescription drug, or other controlled substance without their
effective consent.

- Like the University of Denver, Iliff is a smoke-free campus.
(Policy adapted from the University of Denver’s Drug Misuse Policy, 2015)

Because Iliff recognizes that its programs have a clear and definite development impact on its students, faculty and staff, all violations of the policy governing Alcohol, Drugs and Controlled Substances will be dealt with on an individual, in-house basis. Offenders will meet with the Academic Vice-President/Dean or the Dean’s designee. Consequent actions may include oral or written warnings and appropriate drug/alcohol education and treatment programs. Repeated violations can result in probation, suspension or dismissal.

In addition, the following minimal actions will be taken by Iliff if a student is convicted of a drug-related offense occurring on Iliff premises or property under local, state or federal statutes: a) The first conviction will result in the required completion of a drug abuse assistance or rehabilitation program approved by Iliff as a condition of continued enrollment; b) The second conviction will result in the immediate dismissal of a student. As a condition of continuation of enrollment, the student must report all convictions of drug offenses occurring on Iliff premises within five days of such conviction.

Campus Safety

Iliff has always been concerned with the safety of students, employees, visitors, and their physical possessions on campus. Over the years, Iliff has responded to changes in the social environment and attitudes toward crime by improving security, increasing the presence of officers of DU’s Campus Safety Department, and increasing the crime awareness of Iliff community members and suggesting what they can do to avoid becoming a victim.

All crimes and emergencies should be reported to the Department of Campus Safety at the University of Denver (DU Campus Safety) by calling 303-871-3000. The Denver Police Department can also be contacted by calling 911 to report crimes in progress or other emergencies. DU Campus Safety provides law enforcement and security services on the Iliff Campus and contacts the Denver Police Department when appropriate. During the first month of the fall quarter, Iliff makes crime-prevention literature available in the Iliff Hall lobby. The literature is produced with the assistance of the DU Campus Safety and focuses on safety on a college campus. All visitors to Iliff must sign in at the front desk while they are on campus. Visitors should sign out when leaving the campus. Students should carry their IDs with them any time they are on the Iliff campus.

Everyone in the Iliff community will automatically receive an email for emergency alerts. These email alerts will be sent when Iliff and/or DU has an emergency situation. There is no sign up required for email alerts. However, there is a sign-up in order to receive SMS Text and Voice Call alerts. As a way of enhancing communications at Iliff and ensuring our collective safety, students are encouraged to sign up for e2Campus SMS Text and Voice Call alerts: General Emergency Alerts.

Changing or Requesting Exceptions to Non-Academic Policies

Students may bring to the attention of the Academic Vice-President/Dean, in writing, an appeal for exceptions to non-academic (general community, health, or disability) policies or petition to have those policies changed. The procedures set forth below apply to non-academic issues only. Information about academic appeals and petitions is included in the Academic Policies section of this Handbook.

In every case, the first step in dealing with concerns related to non-academic issues is to raise the concern with the appropriate person, office, or committee. One or more students concerned that the person, office, or committee normally responsible for the non-academic policy in question has not been responsive should follow the Student Grievance Policy procedures listed in this Handbook.

Fire Arms

Iliff School of Theology is committed to providing a safe workplace and therefore prohibits the possession of dangerous weapons.

Any possession and/or use of weapons, explosives, fireworks, or other object designed and/or used to inflict injury or damage while on Iliff property is prohibited. This includes, but is not limited to, items that simulate such dangerous objects. The possession of non-lethal self-defense instruments is not prohibited; however, the reckless use of such devices may be considered a violation of this policy.

It shall also be a violation of Iliff’s policy to possess any weapon on the private property of Iliff even if the bearer possesses a valid concealed weapon permit issued under current Colorado state statute.

For the purposes of this policy weapons are defined in Colorado Revised Statutes 18-12-101 & 18-12-102.

Iliff Core Values

Academic Engagement

*Authenticity, Empowerment, Engagement, Honor, Integrity*

- We are a learning community that engages the whole person through mind, body, and spirit.
● We value scholarship and the integration of theory and experience.
● We value our progressive theological heritage and how it finds expression in emerging forms of pedagogy and practice.
● We are an incubator for innovation.

Intersectional Accountability

*Action, Dignity, Diversity, Empowerment, Integrity, Respect*

● We value the differences in our community.
● We align ourselves with social justice, equality, and wholeness.
● We strive to take care of each other as we journey together.

Relational Respect

*Openness, Dignity, Reconciliation, Respect, Transparency*

● We promote honesty and transparency and maintain healthy relationships when in tension.
● We strive to involve all affected constituents in decision-making processes.

Dynamic Spirituality

*Dignity, Respect, Spirituality*

● We value the creative and inspirational nature of our work: spiritual, intellectual, and vocational.
● We celebrate theological discernment and spiritual depth.
● Our core values arise out of our United Methodist heritage.

Inclement Weather Announcements

In the case of inclement weather, the President, in consultation with the Academic Vice-President/Dean and the Director of Facilities Management, will decide on the question of school closure. Consultation will be held at 5:15 a.m. to determine whether the school will open later in the day or close for the day. In the case of the onset of inclement weather during the day, an announcement will be made about early closure. The Media and Engagement Relations Manager will inform the media for public announcement. Iliff will inform the following television stations: channels 2, 4, 7, and 9 as well as radio station KOA 850 AM. The decision to air the information, either online or on-air, is at the discretion of the media outlet. Iliff will also place a recorded message on the Iliff main telephone number, 303-744-1287, informing you of the decision and will send out an email message informing the school community of the decision. In all cases, the decision of the administration will be the official and operating policy. In the event of closure, classes are to be canceled and all offices closed. Instructors are not to meet with their classes. Likewise, instructors are not to cancel classes due to weather without an official decision.
Animals on Campus Policies

Pet Policy
Pets of any type are not allowed in any Iliff School of Theology buildings, including classrooms, the library, and offices.

Pets are not barred from Iliff’s grounds, provided they are leashed. Pet owners must abide by all leash laws, be in control of their pet at all times, and immediately clean up after their pet as necessary. Under no circumstances should animals be tied to buildings, handrails, trees, bicycles racks, or any other objects. Any damages caused by pets on Iliff grounds will be the responsibility of the pet owner.

Any complaints regarding animals on Iliff’s grounds or violations of this policy should be addressed to Iliff Campus Safety and The Dean’s Office.

Service Animal Policy
1. Service Animals are permitted in Iliff’s buildings in accordance with the Americans with Disabilities Act of 1990 (ADA) and Colorado Law Sections 24-34-301 (5.6), C.R.S., 24-34-803 C.R.S., and 18-13-107 C.R.S.

2. A Service Animal must be individually trained to do work or perform tasks for the benefit of an Individual with a disability. The work or tasks performed must be directly related to the disability. Service Animals must be accompanied by a Partner at all times and the Partner must maintain control of the animal at all times.

3. The Service Animal must be current on vaccinations.

4. In situations where it is not obvious that the animal is a Service Animal, The Iliff School of Theology may ask:
   a. Is the animal a Service Animal required because of a disability?; and
   b. What work or task has the animal been trained to perform?

If the above inquiries are made and, as a result, it becomes clear that the animal is not a Service Animal, the animal may be excluded from the building.

5. The school shall not require any documentation for the Service Animal, require that the animal demonstrate its task, or inquire about the nature of the person’s disability. Students are, however, encouraged to register the Service Animal with the Disabilities Service Office.

6. The care and supervision of a Service Animal is the responsibility of the Service Animal’s Partner. Service Animals must be harnessed, leashed, or tethered, unless the device interferes with the Service Animal’s work or the individual’s disability prevents using these devices. In that instance, the Partner must maintain control of the animal at all times through voice, signal, or other effective controls. The Partner is liable for any damage to persons, premises, or facilities caused by the service animal.
7. The Partner is responsible for the cleanup of all animal waste.

8. Iliff has the authority to remove a service animal from its grounds or facilities if the service animal becomes unruly or disruptive, unclean, and/or unhealthy to the extent that the animal’s behavior or condition poses a direct threat to the health or safety of others or otherwise causes a fundamental alteration in the Iliff’s services, programs, or activities. If such behavior or condition persists, the Partner may be directed not to bring the animal into public campus areas until the problem is rectified.

Emotional Support Animal Policy

1. Emotional Support Animals (ESA's) are animals that alleviate one or more identified symptoms or effects of a person’s disability.
2. ESA's must be approved and will be considered on a case-by-case basis as an accommodation under the Americans with Disabilities Act Accommodations Policy.
3. Only one ESA is allowed per student or staff member (the “Owner”).
4. All essential personnel will be notified that an approved animal will be on campus.
5. The ESA must be current on vaccinations.
6. The owner is responsible for the proper care and conduct of the ESA. This includes:
   a. Maintaining control of ESA and ensuring the animal is leashed at all times. The ESA cannot be a distraction or a disruption to the classroom environment.
   b. The ESA must be adequately trained for a public environment.
   c. The owner is responsible for the cleanup of all animal waste.
   d. The owner is liable for any damage to persons, premises, or facilities caused by the ESA.
   e. Iliff has the authority to remove an ESA from its grounds or facilities if the animal becomes unruly or disruptive, unclean, and/or unhealthy to the extent that the animal's behavior or condition poses a direct threat to the health or safety of others or otherwise causes a fundamental alteration in the Iliff's services, programs, or activities. Should removal of an approved ESA occur, the owner will be expected to comply with any changes implemented as a result of the removal.

Proof of Insurance

Health Insurance
Basic health insurance is mandatory for all students in all programs. Insurance for medical evacuation and repatriation is required for all international students in J-1 status, in addition to health insurance. All students must provide proof of insurance
coverage before they are allowed to register. Proof normally consists of a valid insurance card or receipt for payment for an insurance policy. Please contact the Admissions Office at 303-765-3117 or admissions@iliff.edu for more information.

Protections Against Sexual Misconduct

Sexual misconduct is unacceptable and will not be tolerated at the Iliff School of Theology (Iliff). A member of Iliff’s community who is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct, or believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct as defined by this policy is urged to make a formal report to the Title IX Coordinator and/or the police and follow the Sexual Misconduct Policy process outlined in Equal Opportunity, Harassment, & Non-Discrimination Policy and Procedures.

All members of Iliff’s community, including but not limited to students, faculty (including adjunct faculty), staff, trustees, volunteers and independent contractors are subject to this policy. Violators will be subject to disciplinary action that may include termination, expulsion, suspension, removal from campus, cancellation of contract, other appropriate Iliff sanctions or any other means necessary to address the behavior. Prosecution by civil authorities may also occur.

Sexual misconduct is defined as the threat or the commission of behavior used to obtain sexual gratification against another’s will or at the expense of another such as inducing fear, shame, or mental suffering. Sexual misconduct includes sexual harassment, unwanted sexual acts or actions, whether by an acquaintance, a person in the position of authority, or a stranger that occurs without indication of consent of both individuals or under threat or coercion. Sexual misconduct can occur either forcibly and/or against a person’s will, or when a person is incapable of giving consent. By law, certain individuals are incapable of giving legal consent to sexual activity, including minors, adolescents, and developmentally disabled individuals. Silence does not in and of itself constitute consent.

The victim of sexual misconduct may be anyone, including but not limited to, adults, adolescents, minors, the developmentally disabled, and vulnerable individuals regardless of age. Sexual misconduct may include, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling, and threat of sexual assault.

Iliff urges an individual to make a formal report if that individual is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct, or believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct. A report of sexual misconduct will be dealt with promptly. Confidentiality will be maintained to the greatest extent possible.
Standards of Community Conduct

The Iliff School of Theology is a diverse community bringing together persons from a variety of cultures, traditions, and theological perspectives who are here for a variety of educational purposes. The Iliff Community expects its members to practice mutual tolerance and respect. In order to sustain our community, it is necessary that, both on and off campus, every member of the community respect the dignity and worth of all persons.

These expectations define the character of our common life and express qualities of interaction for all members of the Iliff community. All students are bound by the procedures described in this Community Standards statement. Faculty and staff are bound by the procedures found in their respective handbooks.

Inclusive Language

Language reflects, reinforces, and creates reality. Therefore, the Iliff School of Theology is committed to the use of inclusive, rather than exclusive, language in our common discourse. All members of the community are urged to avoid the use of language that reflects racial, gender, ethnic, religious, or sexual orientation bias.

Violations of Community Conduct

Where behavior by a student is detrimental to anyone's health, safety or welfare, or significantly disrupts the learning environment or community life for others, Iliff reserves the right to suspend, to expel, or to impose other sanctions as determined by the Student Grievance Policy process. This policy is in no way intended to impinge on normally recognized rights of free speech.

Student Grievance Policy

The Iliff School of Theology is committed to nurturing a professional and fulfilling working and campus environment as well as open communication for all its employees and students. However, if communication issues or problems arise among community members, students with the complaint should refer to existing relevant and applicable policies and then discuss the issue with his/her/their instructor/advisor. Iliff values each student as a member of our community, and encourages comments about how our campus environment can be improved.

Informal Problem Resolution

Iliff School of Theology strives to maintain a collegial campus environment, which minimizes conflict and encourages the resolution of problems. It is most beneficial if problems are resolved informally and at the lowest level where such resolution proves possible. When a student is troubled by an incident that occurs with another community member, that student should speak with the other community member to try to resolve
the issue. (** An exception to this process is in the case of sexual harassment or any other conflict in which there is a risk of harm to oneself or others, whether real or perceived. In such cases it is advised that the grievant cease any contact or communication with the presumed respondent and report to the Title IX coordinator, other appropriate Iliff employees, or local authorities.**)

If the issue is not resolved between the two community members, the grievant (the student) should consult the Senior Vice President of Academic Affairs and Dean of the Faculty (referred to as “the dean” in this policy) in order to review existing student and institutional policies that may address the complaint more specifically. In the case of a student who is troubled by an incident that occurs with his/her/their own instructor or advisor, he/she/they should speak directly with the instructor/advisor to resolve the issue. If the issue is not resolved in this fashion, the student should consult the Dean.

Use of Other Policies Available

It is recommended that all existing policies that are more specific to the nature of the complaint be consulted before invoking a grievance. These policies may include:

- Equal Opportunity, Harassment, & Non-Discrimination Policy and Procedures
- Student Responsibility
- Academic Integrity
- Academic Requirement Appeals and Petitions
- Standards of Community Conduct
- Americans with Disabilities Act (ADA) Accommodations
- Alcohol, Drugs, and Controlled Substances Policy
- Fire Arms
- Pet and Service Animal Policies

However, in an organization of this size and with such diversity, problems may arise that do not necessarily fall into the categories above. It is for such cases that the following grievance procedure has been adopted.

**STUDENT GRIEVANCE POLICY & PROCEDURES**

**INDIVIDUALS COVERED BY THIS POLICY**

This grievance policy applies to currently registered students of the Iliff School of Theology.

**FORMAL GRIEVANCE PANEL GUIDELINES**

The Grievance Panel, appointed by the Dean or the Chief Officer as described in the Appendix (Composition of Formal Grievance Panels) is charged with investigating the
grievance and making a written recommendation for its resolution. The Panel shall establish its own procedures for the conduct of its investigation. The Panel shall have full authority to obtain any necessary documents and discuss the grievance with any related party(s). All information received and reviewed by the Panel shall be kept in strict confidentiality.

The investigation can include, but is not restricted to, discussions with any parties directly involved, review of any applicable institutional policies or state/federal laws, and examination of any written documentation as presented by the parties directly involved (i.e.: memos, letters, etc.). If a grievance is denied due to missed deadlines and the grievant believes there are extenuating circumstances, he/she/they may request an exception. The Grievance Panel in consultation with the Dean shall determine if an exception can be made to this guideline.

Iliff will ensure that a training session is conducted for the co-conveners, as well as provide the full panel an orientation to the grievance process.

**FORMAL GRIEVANCE PROCEDURE**

If the informal problem resolution is not successful, the student can proceed with a formal grievance by filling out the [Student Grievance Form](#). Once the form is filled out it will automatically go to the Dean’s Office.

The Dean (or designee) will promptly inform all parties named in the grievance and will then appoint a Formal Grievance Panel consisting of members as described in the Grievance Panel matrix.

The Grievance Panel will normally conclude the investigation of the grievance no later than twenty-two (22) business days after the Dean formally received the complaint. The Panel shall have full authority to obtain any necessary documents and discuss the grievance with any related party(ies). The grievant and the person against whom the grievance was made each have the right to meet directly with the Grievance Panel. If the Grievance Panel wishes to meet with the grievant or requests more information from the grievant, it must do so in writing. The grievant must provide a documented response to the request within five (5) business days of the request or the grievance will be denied. A response may be documented via email, fax, documented meeting, hardcopy memo, or documented conversation with a panel member. The grievant is not allowed to have his/her/their legal counsel present during the formal grievance procedure. However, should he/she/they desire, a written statement may be given to the Panel from the grievant’s attorney. In addition, the grievant and respondent when called to participate in a hearing may bring an Iliff employee as a note taker; this person cannot address the committee or respond to questions posed to the claimant or respondent.

All information related to this grievance obtained by the Panel members is strictly confidential and may be used only for the purpose of resolving the grievance
both during and after the grievance process.

The Panel may recommend any remedies including any disciplinary consequences up to and including dismissal. In any case in which discipline or dismissal is recommended by the Panel, the Panel’s recommendation shall be made by written report to a Review Group. The Review Group shall be made up of:

a. In the case the disciplined or dismissed party is an employee: The Chief Officer related to the department in which the person works (or designee), direct supervisor of the employee whose discipline or dismissal is being recommended, and a Senior Leadership Team member.

b. In the case the disciplined or dismissed party is a student: The Dean (or designee), the student’s degree program director, Registrar, the student’s advisor.

The membership of the Review Group is designed to provide a balanced decision. If any of these people are implicated in the grievance, he/she/they must recuse from this review group.

One or both of the co-conveners of the Grievance Panel will present the discipline or dismissal recommendation to a meeting of the Review Group to explain the reasons for the recommendation and to answer questions that may arise. After reviewing the recommendation from the Panel, the Review Group will make a final recommendation to the Dean or the Chief Officer regarding the action related to the student or the employee and document the reasons for its recommendation. The Review Group may make additional recommendations to the Grievance Panel (e.g. disciplinary actions rather than dismissal, changes to policies, etc.) but the final decision on all recommendations other than dismissal are made by the Grievance Panel.

At the end of the investigation (including decisions by the Review Board) the Grievance Panel shall submit a written report outlining its recommendations to the grievant and any other parties involved and affected in the grievance and the Dean or the Chief Officer.

In cases of discipline short of dismissal, the Panel’s written decision shall be delivered to the grievant and other involved and affected parties by a member of the Grievance Panel and shall be considered a final decision.

If dismissal is recommended, the Dean (or designee), (and the direct supervisor if the dismissed person is an employee) will deliver the written decision to the person being dismissed in person. A member of the Grievance Panel and the Dean (or designee) will deliver in person or by registered mail the written decision to the others affected by this action.

Whether or not dismissal is recommended, a final decision from the Grievance Panel will normally be delivered to the grievant within twenty-two (22) business days of the Dean’s receipt of the formal grievance. If this time-frame is impossible to achieve, the
grievant will be provided the reasons for the delay.

**APPEAL PROCEDURE**

The decision of the Panel (including the decision of the Review Group) shall become final within five business days, unless the grievant, the person against whom the complaint was lodged, or a person whose dismissal resulted from this process appeals the decision to the President. Appeals must be made in writing within five (5) days of receipt of the Grievance Panel or Review Board’s decision.

a. The President will only accept an appeal if it is based on at least one of the following criteria: An allegation that the grievance panel process was not in conformity with prescribed procedures.

b. An allegation that there is new information or other relevant facts not brought out in the original hearing, sufficient to alter a decision, because such information and/or facts were not known to the person appealing at the time of the original investigation by the Grievance Panel.

The president will make a decision on whether or not to accept the appeal and will notify the grievant about the next steps. The President’s decision is final.

**CONCLUSION OF THE PROCESS**

All documentation developed during the formal grievance process shall be turned over to the Dean who will keep copies for official files.

**PROHIBITION OF RETALIATION**

This policy prohibits retaliation against persons who report a grievance, assists someone with reporting a grievance, or participates in any manner in an investigation or resolution of a grievance case. Retaliation includes but is not limited to threats, intimidation, reprisals, and/or adverse actions related to employment or ability to participate in the educational program, or other non-academic programs that are part of the educational program Iliff provides.

**STUDENT GRIEVANCE FORM: FORMAL PROCESS**

Composition of Formal Grievance Panels

*Staff Respondent:*

- Co-Chair of Grievance Panel: 1 Senior Leadership Team member, appointed by the Chief Officer of the department in which the person works
- Co-Chair of Grievance Panel: 1 Support staff member, appointed by the Chief Officer of the department in which the person works
- 1 Seminary employee selected by Grievant
- 1 Seminary employee selected by Respondent
- If the grievant is a student: 1 student representative
If the grievant is a faculty member: 1 faculty representative

Faculty Respondent:
- Co-Chair: Chair of the Faculty Personnel Committee, or a faculty member appointed by the Dean
- Co-Chair: 1 Senior Leadership Team member, appointed by the Dean
- 1 Seminary employee selected by Grievant
- 1 Seminary employee selected by Respondent
- If the grievant is a student: 1 student representative
- If the grievant is a staff member: 1 support staff representative

Student Respondent:
- Co-Chair: Dean or designee
- Co-Chair: Advisor, Journey Program Director or Title IX Coordinator
- 1 Seminary employee selected by Grievant
- 1 Seminary employee selected by Respondent
- If the grievant is a staff member: 1 support staff representative
- If the grievant is a faculty member: 1 faculty representative

Notes:
- The Dean or the Chief Officer will appoint members of the Panel specified as "representatives" after consultation with appropriate Seminary staff and faculty.
- Adjunct faculty will be treated as faculty for the purposes of this policy.
- Employees who hold both faculty and staff responsibilities will be treated as faculty or staff depending on the situation being grieved. The President will make this determination.

In the event the complaint resolution at the institution is not satisfactory, students may file a complaint with the Colorado Department of Higher Education:

Colorado Department of Higher Education
1600 Broadway, Suite 2200
Denver, CO 80202
303-862-3001
https://cdhe.colorado.gov/filing-student-complaint

Forms included in this section: Student Grievance Form

Student Support Process

The primary purpose of the Student Support Process is to assess student support needs and identify appropriate resources, and when necessary engage student(s) and appropriate Iliff staff and/or faculty in consultation and/or intervention.

Any member of the Iliff community can identify concerns about student safety or
well-being. This includes the student themselves, other students, staff, faculty, or community supervisors. Concerns are brought to the Academic VP/Dean (hereafter, the Dean) and documented to initiate the Student Support Process. The Dean or a staff/faculty member authorized by the Dean will assess the concern with attention to the well-being of the student and others.

The Student Grievance Policy and Procedures can be found here.

Preliminary Assessment: Upon receiving a formal concern, the Dean initiates a preliminary assessment, which may include consultation with one or more of the following: the Director of Professional Formation, the Title IX Coordinator, and/or Iliff’s attorney. If it appears that the student needs support, the Dean will contact the student for consultation.

Consultation: If the preliminary assessment leads the Dean to believe there is a reasonable basis for concern, then the Dean and/or the person who conducted the preliminary assessment will meet with the student to determine whether resources for the student’s well-being, development, and readiness for next steps in the Iliff curriculum are in place, and/or whether additional support may be necessary. The purpose of the consultation with the student is to develop a plan to engage resources for the student’s well-being, development, and readiness.

Conclusion: When the Dean believes that the plan has been carried out and that the concern has been adequately addressed, the Dean will inform the student that the process is completed and further consultation is not required.

If, after consultation, a student is unable or unwilling to engage resources towards their own healing and development, and/or the concern raises questions about the student’s readiness for any elements of the Iliff curriculum, Iliff may limit the student's participation in classes and/or other Iliff activities, or take academic disciplinary actions up to and including temporary removal from classes or permanent dismissal from the degree program.

DENOMINATIONAL RELATIONSHIPS, ORDINATION, AND CERTIFICATION

Preparation for Ministry in the American Baptist Church

Iliff partners with the American Baptist Churches of the Rocky Mountains (ABC-RC). The denomination’s required "ABC History & Polity" course is offered at Iliff on a rotating basis.
Preparation for Ministry in the Christian Church (Disciples of Christ)

Iliff has entered into a partnership with the Disciples Seminary Foundation (DSF) (www.dsf.edu), headquartered in Claremont, California. This partnership provides significant resources to students preparing for various kinds of ministry within the Christian Church (Disciples of Christ), including ordained, commissioned, and lay roles. These resources include:

- Scholarship assistance for students in any degree program, including the PhD;
- Mentoring and advising from DSF’s liaison at Iliff (currently Dr. Eric C. Smith);
- Regular opportunities for fellowship and networking through local, regional, and national events, with financial support from DSF;
- Disciples of Christ History and Polity offered as needed through DSF and/or Iliff DOC faculty; and
- Independent studies related to Disciples of Christ issues, offered as needed through DSF’s liaison at Iliff.

*Based on the availability of funds, UCC students can receive a book scholarship of $50 per quarter.

Each regional body of the Christian Church (Disciples of Christ) functions differently with regard to ordination, so students will need to familiarize themselves with the procedures and policies of the region with which they wish to be under care. DSF’s liaison at Iliff can help with this process. Generic information on preparation for ministry in the Christian Church (Disciples of Christ) can be found at the website of the General Commission on the Order of Ministry (https://disciples.org/gcom), with specific suggestions available at https://disciples.org/gcom/preparing-for-ministry.

Students should begin consultation with the Regional Minister and regional Commission on Ministry as soon as possible. Among the opportunities for fellowship and networking offered by DSF will be conversations with key figures in the Central Rocky Mountain Region of the Christian Church (Disciples of Christ), which will be useful even for students who wish to pursue ordination in other regions.

Students from the Christian Church (Disciples of Christ) tradition, or from related and allied traditions, who wish to know more about this partnership and its benefits to students are encouraged to contact DSF’s liaison at Iliff, Dr. Eric C. Smith, at ecsmith@iliff.edu.

Preparation for Ministry in the Episcopal Church

The Iliff School of Theology has joined with the Episcopal Diocese of Colorado in providing a specific component of the MDiv degree designed to satisfy the canonical
requirements for Postulants seeking ordination in the Episcopal Church. **Students must have prior approval of the Commission on Ministry and the Bishop of the Diocese in which they plan to be ordained.**

Students seeking ordination in the Episcopal Church complete the MDiv degree with specific courses listed below. Students are strongly encouraged to use elective hours to complete coursework in Anglican Studies so as not to lengthen the degree program. CPE is required for ordination in the Diocese of Colorado, but does not have to be completed for credit at Iliff. Students should consult the Director of Anglican Studies for additional information.

**Anglican Studies Courses**

(offered during the winter/spring quarters on a three-year rotation)

- English Reformations**, 4 credits
- Integrative Colloquium in Anglican Studies**, 4 credits
- The Episcopal Church in America, 4 credits
- Polity of the Episcopal Church & the Anglican Communion**, 4 credits
- Anglican Liturgy**, 4 credits
- The Devotional Life: Historical/Contemporary Perspectives & Practice**, 4 credits
- Different Dreams: Anglican Ethics & Moral Theology in Context**, 4 credits

**Denotes a requirement for those seeking ordination.

**Degree Flexibility for Anglican Studies MDiv Students Seeking Ordination**

Anglican Studies MDiv students follow the same pattern of requirements as other MDiv students with the following allowance:

1. In the Theology and Religious Practices (PR) curricular area, "Anglican Liturgy" may meet core requirements. Students should see their advisor or the course schedule for more information.
2. In the Historical Development and Expressions of Religious Traditions (HD) curricular area, "English Reformations" may meet core requirements. Students should see their advisor or the course schedule for more information.
3. Anglican students participate in the Professional Formation curriculum.

**Preparation for Ministry in the Evangelical Lutheran Church in America (ELCA)**

In cooperation with the Rocky Mountain Synod of the ELCA, Iliff offers courses in Lutheran Studies.

**Candidacy in the ELCA**
ELCA students preparing to serve as Ministers of Word and Sacrament (pastors) or Ministers of Word and Service (deacons) must be in contact with their synodical Candidacy Committee prior to beginning study so they may be accompanied through a time of discernment, leading to entrance into Candidacy.

There are three steps in Candidacy: Entrance, Endorsement and Approval. Information regarding the Candidacy process may be obtained from the Synod office or online at www.elca.org/candidacy. ELCA candidates must be a member of an ELCA congregation and work with the Candidacy Committee of their home congregation’s Synod.

Affiliation with an ELCA Seminary

ELCA candidates for ministry must be recommended by the faculty of an ELCA seminary. To be considered for recommendation, ELCA students at Iliff enter into a relationship of “affiliation” with an ELCA seminary, which will advise the candidate throughout the process, supervise the internship year, provide a required year of resident theological study, and submit a recommendation for ordination or consecration for approval to the candidate’s Synod.

ELCA students must be in regular consultation with their ELCA faculty advisors in order to make the best possible use of the resources at Iliff.

Preparation for Ministry in the Presbyterian Church (USA)

Iliff collaborates with the Denver Presbytery. Students should contact the Presbyterian Church (USA) and their local presbytery to schedule exams and determine required courses for ordination.

Preparation for Ministry Fellowship with the Unitarian Universalist Association

Unitarian Universalist students are expected to join the UU Ministers Association when they gain aspirant status, and are strongly encouraged to join the Ministerial Formation Network for individual and group mentoring during ministerial formation. Ordination within the Unitarian Universalist tradition is a congregational privilege. The Ministerial Fellowship Committee of the Unitarian Universalist Association articulates all denominational requirements and is the national accrediting body for Unitarian Universalist aspirants, candidates, and clergy. Many of these requirements are directly addressed in Iliff’s MDiv curriculum: courses in UU Polity, UU History, and social justice electives. Additional information can be found at: http://www.uua.org.
Preparation for Ministry in the United Church of Christ

Iliff offers courses in UCC History and Polity on a regular basis. To learn about UCC ordination requirements and to find local congregations, visit https://www.ucc.org/.

*Based on the availability of funds, UCC students can receive a book scholarship from Disciples of Christ of $50 per quarter.

Preparation for Ministry in the United Methodist Church

Students preparing for ordination as an Elder enroll in the MDiv degree. Students should be aware that UMC requirements include more courses than the MDiv degree requirements. The UMC requires that students complete the Basic Graduate Theological Studies and the five UM courses, which are all listed below. Annual conferences may also ask for additional requirements, including CPE. Academic preparation for ordination as a Deacon can be completed in three different ways:

1. The MDiv degree;
2. The MAPSC or MASJE degrees, which may require enrollment beyond two years of study; or
3. With approval of the denomination, students who already have a professional graduate degree in a field related to their work as a Deacon may enroll as non-degree students. These students complete the Basic Graduate Theological Studies course requirements and the five required UM courses. Students should consult with their Conference Board of Ordained Ministry to discuss the most appropriate way to complete the requirements for ordination as a Deacon.

The following Iliff courses meet the Basic Graduate Theological Studies requirements. This course list was developed in consultation with the UMC General Board of Higher Education and Ministry (GBHEM):

- Sacred Texts/Contextual Analysis (BI):
  - One course in Hebrew Bible
  - Two courses in New Testament
- Historical Development and Expressions of Religious Traditions (HI):
  - One course
- Constructive Theology (CT):
  - Two courses: A Christology course is highly recommended.
- Theology and Religious Practices (PR):
  - One breadth course explicitly on Christian Worship
  - One course on preaching
- United Methodist courses:
  - United Methodist History
  - United Methodist Doctrine
The rest of the Iliff curricular requirements will round out student preparation but are not specified by the denomination.

Support for United Methodist Students

Iliff supports United Methodist students in a variety of ways including:

- Periodic special UM courses in addition to requirements for ordination;
- Hosting Annual Conference representatives and facilitating individual and/or group meetings with students;
- Arranging for mentoring groups for the candidacy process;
- Individual advising for students in the ordination process; and
- The Methodist Society, a student group, which meets throughout the academic year.

For further information, contact the Office of Professional Formation, 303-765-3115. To learn about ministry preparation and resources, visit the General Board for Higher Education and Ministry website at: www.gbhem.org.

ILIFF RESOURCES

EAP Assistance Program

We deeply care about your well-being and self-care. To provide support and assistance, Iliff students are enrolled in the EAP (Employee Assistance Program). This is a comprehensive support service that provides phone counseling, face-to-face counseling, coaching, and thousands of other resources. Regardless of where you live, you have access to this service! Phone counseling and face-to-face counseling is available all around the country. Usually an EAP service is provided for staff and faculty in higher education, but we have extended it to Iliff students! Other than a nominal yearly fee of $28, there are no extra charges. This is billed on your Iliff account only once a year in the fall.

Remember, if you are anxious or stressed and need to talk to someone, you have access to counselors 24/7/365 at 800.252.4555. You also have thousands of resources on health, stress, anxiety, family matters, money matters, debt and more by logging in to www.theEAP.com/Higher-Education-EAP

Summary of services:

- Telephone counseling
- Personal counseling
Peak performance coaching
Legal services
Debt counseling
Child and elder care
Caregiver benefits
Self-help resources
Wellness Center
Lifestyle benefits
Stress assessment and services
and more!

Visit the EAP website. [https://www.theeap.com/](https://www.theeap.com/)

**Online Writing Resources/ Suggested Sites**

We know that it can be difficult to find reliable information with a simple web search. That's why the Iliff Writing Center curates a collection of resources that we have found to be trustworthy.

You can find an array of writing resources, including websites and downloadable handouts, on the [Writing Center Information Page](http://library.iliff.edu). Here, you will also find information about Writing Center Policies, how to make an appointment, and more.

If you have a question that these resources do not answer, feel free to send it to [writing@iliff.edu](mailto:writing@iliff.edu).

**Library and Classrooms**

**Library**

The Ira J. Taylor Library serves the information resource needs of the students, faculty and staff of the Iliff School of Theology. The Library contains the largest theological collection in the Rocky Mountain area with approximately 200,000 print volumes, 60,700 microforms, over 400 current periodical and serial subscriptions, and more than 30 online databases. In addition to these resources, Iliff students, staff, and faculty have privileges at the University of Denver’s Anderson Academic Commons, the Denver Seminary Library, and the St. John Vianney Theological Seminary Library. Books and articles not available through one of these institutions may be borrowed for Iliff students and faculty through interlibrary loan.

All library users are expected to abide by the policies posted on our homepage, at [http://library.iliff.edu](http://library.iliff.edu). For more information on library services, please email us at [library@iliff.edu](mailto:library@iliff.edu), contact us by phone at 303-765-3173, or stop by to see us.

**Classrooms**

Iliff Hall, the original seminary building, was completed in 1892 as a gift from the late
William Seward Iliff, Sr. It houses the Iliff Chapel, classrooms, professors' and administrative offices, and Bartlett Lounge. In 2016, through the generosity of Susan Duncan, Iliff Hall 201, 202, and 301 were remodeled and updated to better fit student and faculty classroom needs.

Skaggs Hall, completed in 1980, was made possible by a major challenge gift from Mr. and Mrs. Sam Skaggs, along with contributions from alumni/ae and friends of the School. In 2013, substantial renovations were done to the lobby, staff offices, and Shattuck Hall. Schlessman Student Commons, also created in 2013, serves as a focal point for the campus community, with informal gathering and study spaces, formal meeting rooms, student multi-use kitchenette, and a patio that provides a panoramic view of southwest Denver and the mountains. The renovations have been designed to maximize student collaboration, study, and social events.

The Bacon Education Center, providing a major addition to and renovation of the Ira J. Taylor Library (originally built in 1955), along with administrative offices, conference rooms and seminar rooms, was completed in 1998 and is named in honor of the family of Herbert L. and Laura May Bacon. Mr. Bacon, a former member of the Board of Trustees, was chairperson of the Board from 1988 to 1996. The Bacon Education Center was funded through gifts of individuals, foundations, corporations and churches as part of the School’s first comprehensive campaign, the theme of which was "A Covenant to Serve Tomorrow's Communities." Various areas of the center are named in recognition of those supporters. Six donor panels at the main entrance commemorate the philanthropic spirit of friends of the School.

Reserving Classrooms and Meeting Spaces
The primary purpose of Iliff’s facilities is to serve the school’s academic and operational activities. In accordance with our mission and as a community resource, Iliff will make its facilities available to other organizations as feasible. Facilities will be made available for public gatherings of a non-profit, civic, social, cultural, etc. nature, as outlined by Iliff’s user definitions and fee schedules. For more information, please contact Michael McMillan at 303-765-3130, mmcmillan@iliff.edu. See here for Iliff Room Reservation Guidelines.

Other Iliff Facilities
Lost and Found
Lost and found articles are located in the Student Commons.

Mail
All personal mail should be delivered directly to your place of residence.
Technology

For any and all IT issues and needs (email, Canvas, my.iliff, wireless, etc.), contact the Iliff Support Team at support@iliff.edu. If the need is urgent (needs attention within 24 hours), you can call the Helpdesk at 303-909-9321. support@iliff.edu

IT Policies

You can find our most current IT Policies on Zendesk. Policy information includes minimum system requirements, internet usage, privacy, etc. Policy information is not included in this document since it is updated often.

IT Frequently Asked Questions (FAQs)

Our knowledge base (Zendesk - the tool you are using right now) provides resources that can address most of the questions that may arise related to technologies at Iliff. For some tips on how to use the knowledge base, see How to Use This Site.

Ira J. Taylor Library

The main site for the Iliff Library provides access to a plethora of services including access to online resources: http://library.iliff.edu
You may also access your library account, and utilize the catalog to search for and request materials be put on hold for you to check out or use on site at the Circulation/Information Desk, located in the library lobby.
There is a group study room located on the main level that may be reserved, as well as individual study carrels located in the basement with the bulk of the physical collections.
An audio recording room on the main level may also be reserved, equipped with acoustic panels and some audio recording equipment to facilitate podcasts, projects, and more.

Email

Each student is assigned an Iliff email address. This address allows for school-wide communications to be sent in a timely and efficient manner. Since your Iliff e-mail address is the primary way that the administrative staff will communicate with you, it is required that you check your e-mail account regularly or that you arrange to have it forwarded to another email address as described below. You are responsible for knowing changes in policies disseminated electronically as well as receiving important correspondence from such offices as the office of financial aid, the business office and other administrative areas within the school. Iliff uses G Suite for Education to provide email and document sharing options for students, staff, and faculty.

- EMAIL FORWARDING OPTIONS
- EMAIL ACCOUNT AND PASSWORD
  - E-mail address: generally is the first initial of your full legal name and
your full last name followed by @iliff.edu.

- See our tutorial on [How to Change Iliff Email Password](#) to change or reset your password

**My.iliff**

my.iliff is Iliff's internal web portal, which provides on-line access to academic information, bill payment, registration, and much more. For instructions on accessing my.iliff, please see our tutorial on [Logging in to my.iliff](#).

**Canvas**

Canvas is Iliff's on-line course management tool. For instructions on accessing Canvas, please see our [Canvas login tutorial](#):  

**University of Denver Facilities**

**Anderson Academic Commons**

Iliff students (with valid Iliff/DU ID) may use the libraries at the University of Denver. For hours of operation or for more information, see their website at [https://library.du.edu/](https://library.du.edu/) or call 303-871-3707.

**Equal Opportunity, Harassment, & Non-Discrimination Policy and Procedures (Iliff's Title IX Policy)**

[Title IX Policy | Iliff School of Theology](#)

**ALL STUDENT FORMS**

- [Second Iliff Degree](#)

- [Add Drop Forms](#) (Do not use this form after the end of week 2)

- [Audit Forms](#)
• Change of Grade Appeal Form  Instructions: USE THIS FORM IF YOUR REQUEST FOR A CHANGE OF GRADE HAS BEEN DENIED. 1) Before you fill out this form, you must contact the Instructor and discuss the change of grade. 2) Fill out and sign this form 3) Once you sign the form it will automatically go to the Dean and the Registrar.

• Concentration Declaration Form

• Course Substitution Forms

• Course Withdraw Forms (Use this form weeks 3 - 6)

• Diploma Request Form

• ESOL Declaration Form

• Graduation Application

• Incomplete Forms

• Independent Study Plan
  ○ Independent Study Blank Form (Online Web Form)
  ○ Independent Study Plan Blank.pdf (Download and print pdf)

• Leave of Absence Form

• Legal Name Change Form

• MTS Forms

• Personal Information Update Form

• Petition to Change Academic Requirements

• Student Grievance Form

• Transfer of Credit Form  NOTE: Before filling out this form you will need to obtain an official transcript. Electronic transcripts should be sent to registrar@iliff.edu or a hard copy should be sent to Iliff School of Theology, Attn: Registrar, 2323 E Iliff Ave., Denver, CO, 80210.  Instructions: 1) Obtain an official transcript 2) Fill out and sign this form (Once you sign the form it will automatically go to the Advisor, the Dean, and the Registrar).

• Withdrawal Form