



STUDENT HANDBOOK
2017-2018

2017 - 2018



PASSION

To have a transforming impact on
Church and Society
by providing a teaching/learning
experience that integrates Biblical
principles and academic excellence

VISION

An ever-increasing number of Godly
men and women,
deployed in the Caribbean and beyond
who will have transforming impact
in Church and Society.

MISSION

To provide Christians with
quality and Christ-centered graduate level
training, for the strengthening of the Church,
the transformation of Society in the Caribbean and beyond, for the glory of
God.



A

Presidential Welcome...

Congratulations on your decision to attend the Caribbean Graduate School of Theology. You have chosen an institution that has provided more than 30 years of academic excellence in shaping the lives of students entrusted to our care.

I believe our programmes will provide you with a clear path towards achieving your academic goals. Everything we do as an institution is with the student in mind. We make no apologies for our commitment to Christian values and mission. As a graduate institution, we prepare students to confront the growing intellectual culture that is often hostile to issues of faith.

At the center of our institution is our faculty. Here are Christians who are highly qualified in their respective fields and embody the core values of the institution. Our team of instructors are persons who have dedicated their lives to the success of students through integrated teaching styles. Our faculty drives our academic programmes which offer a wide selection of opportunities and activities designed to enhance your academic experience.

As mentors and instructors, we pledge to walk this journey with you. We know you will need this handbook as your reference for important information, including CGST procedures, along with your rights and responsibilities. I hope you will find it to be a useful resource.

Sincerely,

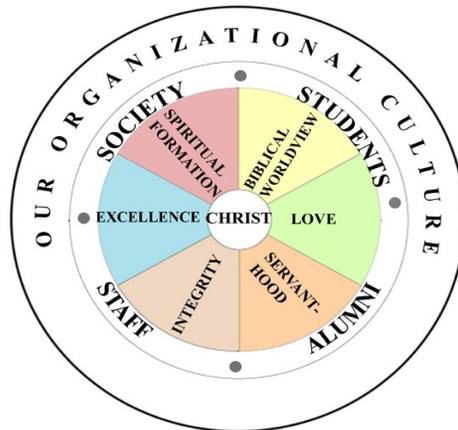


David A. Corbin, *D.Min.*,
President

Core Values

The fulfillment of the Graduate School's mission is demonstrated through its commitment to its Core Values. These values were identified as Christian Worldview, Spiritual Sensitivity, Academic Excellence, Contextual Relevance and Practical Engagement.

The diagram below outlines the new statement of the Graduate School's Core Values.



The statement endeavors to more clearly define and shape an organizational culture that is modeled firstly and unapologetically upon the person and work of Jesus Christ. Our values are centered on Christ and our ultimate goal is for everyone to be conformed to the image of Christ. From this Christ-centered model

radiates six core values that are intended to govern all that Graduate School does. The six core values are:

1. BIBLICAL WORLDVIEW
2. LOVE
2. SERVANTHOOD
4. INTEGRITY
5. EXCELLENCE
6. SPIRITUAL FORMATION

Biblical Worldview

Caribbean Graduate School of Theology is committed to a comprehensive conception of the world that is viewed from the perspective of a biblical, Christian frame of reference. This biblical worldview includes and fundamentally understands God's truth and its claims over every area of human life and society. A biblical worldview is central to each academic discipline at the Graduate school and forms the basis for life and ministry.

Love

Caribbean Graduate School of Theology is committed to the development of a community of love as described in 1 Corinthians 13: 4-8a: *Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonor others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails.*

Servanthood

Caribbean Graduate School of Theology is committed to the practice of servanthood as demonstrated in the life of Christ and taught in all of the scriptures: e.g. Matt. 20:26-28 *'But it shall not be so among you: but whosoever will be great among you, let him be your minister; And whosoever will be chief among you, let him be your servant: Even as the Son of man came not to be ministered unto, but to minister, and to give his life a ransom for many.*

This means the development of a culture of service to one another and to Christ. By focusing on producing transformational leaders, the Graduate School endeavors to prepare women and men, called by God, to lead local churches and other ministries in faithful and effective service with wisdom and vision. Transformational leadership skills and dispositions, emphasizing servanthood, that are explored in the classroom are practiced within the students' learning and ministry contexts.

Integrity

In a society that has evidenced an alarming trust deficit of over 80% in the majority of the population, according to surveys conducted by the Centre for Leadership and Governance at the University of the West Indies (Mona), it is important that CGST produces people of **integrity**. Caribbean Graduate School of Theology endeavors to accomplish this not only by its commitment to exploring, through the lens of a Christian, biblical worldview, the cultural forces that shape the way persons in a given context express their cultural values, especially in the Caribbean context, but also to developing and building an environment of integrity, trust and respect for diversity and various Christian backgrounds.

In keeping with its mission and goal to 'strengthen the church and transform society' the Graduate School endeavors to develop an organizational culture in which the highest ethical values of integrity, transparency, and consistency of life and behavior are evident and consistently practiced.

Excellence

Following the biblical injunction to consider... *'whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things'* (Philippians 4:8) the Caribbean Graduate School of Theology focuses its education not just on academic excellence, but on developing the whole person through cultivating excellence in teaching and learning, and the integration of faith, learning, and living.

The Graduate School is committed to ensuring that its dedicated faculty members demonstrate excellence in the elevation of critical thinking skills, and in personal, spiritual, and intellectual growth. Likewise, it seeks to model and demand excellence from its students, administrative staff, and alumni representatives in the marketplace.

Spiritual Formation

Caribbean Graduate School of Theology believes that Spiritual Formation is an indispensable value and goal in the educational process to which it is committed. As St. Paul expressed, *'My dear children, for whom I am again in the pains of childbirth until Christ is formed in you'*(Gal.4:19), it is the goal towards which all who are involved in the community of the Graduate School must strive, regardless of sphere of involvement, rank, or orientation.

Caribbean Graduate School of Theology is therefore dedicated to cultivating a Spirit-led environment where students grow in their spiritual relationship with God and their interpersonal relationship with others and to guiding the spiritual formation of Christ-like leaders who are able to nurture Spirit-formed communities by modeling personal wholeness, biblical faithfulness, and theological competence.

Caribbean Graduate School of Theology believes that the restatement of its Core Values in these six key values definitions will develop and drive a new organizational culture that *'serves our students, alumni and each other toward spiritual formation and the practice of excellence'*. The communication and practice of these values will strategically help in the attainment of the School's Mission and Vision.

Collectively, these statements of Mission and Core Values continue to represent the character, tasks, and constituencies of Caribbean Graduate School of Theology and its commitment to "strengthen the Church and transform society". The statements clearly identify the Graduate School as a school of theology that places itself within a strong tradition of historical Christian faith. The statements clearly identify the Graduate School as an institution of higher learning and specify the intellectual, behavioral, and affective traits that are expected of its graduates and alumni. The statements clearly identify the Graduate School as an institution committed to maintaining a Caribbean regional perspective.

REGISTRATION

There are 4 simple steps to the Registration process.

STEP 1

Meet with Head of Department (HOD) for Course Planning

- To begin registration, you must contact/meet with your HOD to ensure that you are on track with class selection for your program.
- Complete Course Planning

STEP 2

Registration Card

- Go to the Registry to sign up a Registration Card for the module (s) you intend to take. **Please note that you are NOT a registered student in the desired module until you complete STEP 4.**

STEP 3

Accounts & Payment

- Proceed to the Accounts Department to pay for your module (s).

STEP 4

- Once you pay for the module, the Registry Coordinator will sign to confirm that you are REGISTERED for the module. Once registered, your name will be placed on the appropriate class list.

ACADEMIC STANDARDS

PRE-REQUISITE REQUIREMENTS

Counselling Psychology students who have been accepted under the 'Special Student' admission status are required to complete the required pre-requisites detailed in their admission letter with a grade of B and above. Students who obtain a grade lower than a B, are required to re-take the pre-requisite class in order to meet the admissions requirements. Once students complete their pre-requisites, they will be cleared by the Counselling Psychology department to be given full admission status.

Theology students who do not have a background in theology/biblical studies at the undergraduate level will be required to take the New Testament Introduction & Literature, Old Testament Introduction & Literature, and Effective Research Writing classes as pre-requisites for all theology degree programs.

MBA students who do not have a first degree relevant to the area of Business Administration, will be required to take two (2) pre-requisite courses: 1) Research and Communication Skills, and 2). Demystifying Mathematics and Statistics.

CLASS ATTENDANCE

Daily class attendance with promptness is required. Unexcused lateness carries a penalty. Arriving late three times is equal to one class cut. It will be left to the discretion of the Lecturer to determine whether an absence or lateness is excused or unexcused. For online classes, students are expected to follow the course schedule as detailed in the course outline to post, upload and complete the requisite assignments weekly.

The lecturer may reduce the final grade of a student with excessive absences or a lack of interaction on the distance learning portal. More than two (2) absences for any face to face module may jeopardize the grade for a course and be referred to the Academic Dean.

COURSE ASSESSMENT

Each course assessment and weighting will be outlined in the course syllabus. In general, student assessment is based on various pieces and styles of coursework (60%) and a final examination (40%).

Whenever a final examination is unavoidably missed, both the instructor and the Academic Office should be informed in writing as soon as possible. A make-up examination should be conducted at a time mutually agreeable to the instructor and the student concerned at the earliest possible date but not exceeding the end of the following module.

If absence during the exam was excused, there will be no penalty. However, if the absence was unexcused, the student will automatically receive a grade of "F" for the exam.

COUNSELLING PSYCHOLOGY EXAMINATION (CP EXAM)

Students in the Counselling Psychology program will be required to sit what is called the 'CP Exam'. It will consist of two sections - an oral exam and a written exam and it is offered in November of each year.

The pass mark for the CP Exam is 65%. A study guide for the CP Exam is provided to all students taking the examination.

The oral exam is worth 50% of the final grade and is 1 hour in duration and will be video recorded.

The Written exam is worth 50% of the final grade and 3 hours in duration.

Note:

- Students who take the Oral and Written CP Exam and fail ONE part of the examination will have an opportunity to take a supplemental exam of the failed section within 2 months of their first sitting.
- A student who fails both sections of the CP Exam must re-take the examination in the next sitting.

THESIS - THEOLOGICAL STUDIES STUDENTS

Students in the MA Theological Studies program are required to submit **only their thesis** in order to fulfill the requirement of the research component of their degree program. Students must register and pay for the thesis submission and submit the final thesis by the end of May in order for it to be graded and the thesis defense conducted.

INTERDISCIPLINARY STUDIES STUDENTS

Students in the MA Interdisciplinary Studies program are required to submit a 15-25 page major *Integration Paper* **by mid-April** in place of the previously required Comprehensive Exam.

Guidelines for the paper are as follows:-

1. The paper will cover 2 core courses and 2 emphasis area courses.
2. The paper must be integrative and demonstrate that the student has developed critical thinking skills and is able to effectively write on a topic/area from an interdisciplinary approach
3. The student is able to choose any topic to work on but **MUST** liaise and be guided by the Head of the Theology Department.
4. **Students must obtain a passing grade of B in order to pass the Integrative Paper requirement.**
5. Students will register and pay for the Integrative Paper.

GRADING SYSTEM

The current CGST grading system uses letter grades for courses. The following criteria are used at the Caribbean Graduate School of Theology in assigning letter grade. The table below demonstrates the relationship between percentage scores, grade points per semester hour and the assigned letter grades.

Letter Grade	Percent age	Grade Point	Letter Grade	Percent age	Grade Point
A	94-100	4.0	B-	71-75	2.7
A-	86-93	3.7	C+	68-70	2.3
B+	81-85	3.3	C	65-67	2.0
B	76-80	3.0	C-	61-64	1.7
			F	Below 61%	

OTHER NOTATIONS:

CR - Credit represents the successful completion of a course offered on a credit/no credit basis; these hours count toward meeting graduation requirements but are not calculated in the grade point average.

NC - Non-Credit represents the successful completion of a course offered on a credit/no credit basis; these hours count toward meeting graduation requirements but are not calculated in the grade point average.

AUD - Indicates that an auditing student regularly attended the class and participated in discussions although not enrolled for credit.

I - Incomplete course work is given only by joint agreement of the lecturer and Dean. The "I" will automatically become an "F" if work is not completed by the agreed date between the Academic Dean and the lecturer. All Incomplete courses attract an automatic F at the end of the semester. Any exceptions must be appealed to the Dean or Academic Committee.

WP - Withdrawal Passing indicates that the student withdrew from the course while doing acceptable work.

WF - Withdrawal Failing indicates that the student dropped or withdrew from the course while not doing acceptable work. WF is not used in the calculation of the Grade Point Average.

The Grade Point Average is determined by dividing the total number of grade points earned by the number of semester credit hours taken.

Honors are awarded at graduation to those graduates with a cumulative Grade Point Average of 3.5 or above as well as a pass on the CP Exam, Integrative Paper and Thesis. *High honors* are awarded to those graduates with a cumulative Grade Point Average of 3.8 or above and a pass on the CP Exam, Integrative Paper and Thesis.

GRADES

All grades submitted by lecturers are entered into the grade book located near the Registry. Students can look through the grade book at their convenience during office hours. Please note that no grades will be given to students verbally or over the phone by any CGST personnel. An unofficial copy of a student transcript may be obtained in person or by email if the student desires.

ACADEMIC PROBATION AND DISMISSAL

Probationary status may apply to an applicant who holds an undergraduate degree from a non-accredited institution or whose undergraduate academic performance merely meets minimal standards for admission. A student accepted on probation must maintain a grade point average of at least 3.0 (on a 4.0 scale) for the first three (3) modules done at the Graduate School, before the

probationary status can be removed. Failure to maintain such academic standard may result in the dismissal of the student from the Graduate School.

The Graduate School allocates 5% of its *admissions* intake annually to applicants who fall short of the admission requirements but who otherwise provide satisfactory indicators of their potential to succeed in graduate studies. Such applicants are placed on academic probation and are appropriately informed by their Head of Department and in their letter of acceptance. During the probationary period the academic grades of the student are monitored, social attitudes carefully observed, and coaching given by Department Heads where needed. Failure to attain the required standards will result in their dismissal from the program.

A student whose academic performance for the next three (3) modules of course work does not warrant the removal of the probationary status runs the risk of being dismissed by the Academic Committee of the Graduate School.

STATUTE OF LIMITATIONS

Students are expected to complete their program within the time frame advertised. However, it is customary for students to not be able to complete their program on time. It is strongly advised that students who anticipate they will exceed the statute of limitations for their program consult their Head of Department prior to the expiration time of their program and make a formal request in writing to the Academic Dean for an extension of time to complete.

The current statute of limitations for CGST programs is

- MDiv :-6 years
- IDST:- 4 years
- TS:- 4 years
- MBA:- 4 years
- CP:- 5 years

LATE WORK RULES

All late work in a course within a term shall be dealt with by the individual instructor. No work will be accepted after the end of the module unless previous permission was granted by the instructor.

An incomplete grade ("I") automatically becomes an "F" at the end of the semester following the one in which the module was taken. The summer holidays count as one semester. An Incomplete Grade can only be given by an instructor in consultation with the Academic Dean.

COURSE FAILURE

Students are permitted to repeat a maximum of two (2) courses below B-. However, the initial grade remains on the permanent record of the student. A third

grade of “F” will result in automatic dismissal from the program. It should also be noted that a student who repeats any course to improve the GPA is not eligible to graduate with honours even if the final GPA is above 3.5.

ADD/DROP PROCESS

Students who are registered in a regular module may drop a course within the first two (2) days of classes without financial or academic penalty as long as they notify the academic office of their intent. As of the third day of the course, the student must complete the relevant ADD/DROP form. Authorized personnel from both the Academic Office and the Business Office should sign this form. The table below illustrates the refund structure for adding/dropping classes.

Length of class	100% Refund	50% Refund	25% Refund	0% refund
4 week class	End of wk 1	End of wk 2	-	wk 3 & 4
6 week class	End of wk 1	End of wk 3	End of wk 4	Wk 5 – 6
8 week class	End of wk 2	End of wk 4	End of wk 5	Wk 6 - 8

Failure to notify the Registry and complete the proper academic procedure to DROP a class later than the third day of the class will result in either of the following grades WF or an “F” being applied to the course. Failure to follow formal procedures for withdrawal will result in an automatic “F” for a course.

WF – Withdrawal Failing indicates that the student dropped or withdrew from the course while not doing acceptable work. WF is not used in the calculation of the GPA however students **MUST** re-take the course. . Failure to follow formal procedures for withdrawal will result in an automatic “F” for a course. Any exceptions must be appealed to Academic Dean.

Students wishing to add classes must complete the normal registration process.

PLAGIARISM POLICY

The Caribbean Graduate School of Theology (CGST) like other tertiary institutions has a zero tolerance policy for plagiarism. Plagiarism is the intentional or unintentional presentation of another’s person’s ideas or words as your own. Therefore proper documentation of one’s source is essential in the presentation of course work. Ignorance is not an excuse so students are expected to examine carefully the sections dealing with plagiarism in Mandell, Kirszner. The Brief Wadsworth Handbook, Turabian, Kate L.. A Manual for writers of term papers, thesis and dissertations and Publication manual of the American Psychological Association and any other guidelines provided by the institution. The course “Academic (**THIS SHOULD BE “EFFECTIVE” AND NOT ACADEMIC**) Research and Writing” will also present guidelines on how to avoid plagiarism.

Students who are found guilty of this offense will be subject to disciplinary actions which will be determined by the nature and extent of the plagiarism. This disciplinary action could range from zero for the specific assignment to failure of the entire course. Lecturers are advised to report cases to the Academic Office, even on suspicion, for investigation and appropriate action.

DUE PROCESS

Students may launch a formal appeal to the Academic Committee on grievances concerning academic work, which cannot be resolved with the lecturer. This appeal must be in writing and the student must first have had discussed the matter thoroughly with the relevant lecturer.

RE-ADMISSION

Requests for re-admission from students who have withdrawn from the institution, for one (1) or more years are welcomed. Student who have not taken classes up to one year are able to be reintegrated into the student population. After one year, individuals must re-apply following the normal application procedure. Previous study will be taken into consideration; however, the individuals are re-admitted subject to the standards and prevailing requirement at the time of re-admission.

CHANGE OF PROGRAM

Students may choose to change degree programs while they are enrolled at CGST. The student must discuss their desire to change program with their Head of Department and complete the relevant form which details the reasons for the request. While students do not need to apply to the new program, they must meet all of the admissions requirements for the new program in order to be approved.

LEAVE OF ABSENCE

Students may choose to take a leave of absence for a short period of time due to immediate matters which takes them away from their academic study. The student must consult their Head of Department and complete the leave of absence form.

WITHDRAWAL FROM PROGRAM

Students may choose to withdraw from their degree program for an extended period of time due to medical issues, financial circumstances or work related matters. The student must consult their Head of Department and complete the withdrawal form. Students will be required to re-apply if their time away is longer than 1 (one) academic year.

THE LIBRARY

All students should present their photo identification to access the library resources.

Each student should become familiar with the resources available in the Zenas Gerig Library. The library staff will provide orientation to new students; however, additional instruction will also be provided when necessary.

PURCHASE OF BOOKS

A comprehensive book list is made available to all registered students. This list can be obtained from the Registry.

The purchase of textbooks is highly recommended. Text books and other materials may be purchased online at www.amazon.com or other online book merchants. Locally, students can contact UWI/UTech bookstore, Acorn Bookstore, Christian Books & Music, Sangster's Bookstore or any other bookstores throughout the corporate area. There is a bookstore located on campus, Krysdave Books and Stationery which may have in stock some of the books for classes. (THE BOOKSTORE IS NO LONGER ON CAMPUS)

Please note that the bookstore is not the property of the Graduate School; hence the Graduate School has no control over its operating hours or stock of books.

TRANSCRIPTS

Students may obtain unofficial copies of their transcripts from the Registry. For official copies, the relevant form must be completed, and the requisite fees paid.

GRADUATION REQUIREMENTS

Students must complete all academic and departmental requirements and also clear all student balances and financial obligations by the graduation deadline in order to be eligible for graduation.

GENERAL STANDARDS

CHAPEL SERVICES

The Chapel Services are designed to contribute to the spiritual growth of the Graduate School community. Chapel sessions are typically scheduled for the third Thursday of the month from 7:00 p.m. to 8:00 p.m.

CHURCH INVOLVEMENT

Students are reminded that as Christian workers our conduct in the church and in worship will greatly influence others.

All students are expected to be a member of a local church and attend regular church services. Within the first semester of school, all foreign students must inform the Dean's office concerning the church in which they will be attending.

FINANCIAL POLICY

Students **must register** with the Academic Office in order to be enrolled for classes. Registration, Library & Technology and JAMCOPY Fees are charged on an annual basis (refer to the current rate sheet).

The fees set out on the Rate Sheet are quoted in US dollars and converted to Jamaican dollars. Rates are determined each semester, based on banking projections.

Students will benefit from the following incentives:-

- Payment in full for the Academic Year will attract a 5% discount. Exchange rate movements within the year will not affect these students.
- Payment in full for the Semester will attract a 2 ½% discount. Exchange rate movements within the semester will not affect these students.
- Students may make payment using the "Flexi Payment Plan".

Fees can be paid at any branch of NCB using vouchers that are available from the Business Office. The Graduate School's copy must be returned to the office **promptly** for updating of students' accounts. Students can also pay fees using their debit or credit cards at the Business Office.

Payments can be made through payroll deductions. The payroll deduction form can be downloaded from the Graduate School's website (www.cgstonline.org). Please complete the form, leave the top section with your employer and return the bottom section to the Business Office.

Students with outstanding balances will be barred from enrolling for classes. Year 2 students must settle all outstanding balances before starting the new academic year. Outstanding balances will also result in **transcripts, grades, etc. being with-held and requests for letters denied.**

Students with outstanding balances cannot register for Integrative Paper (IDST students), Research Project (MBA students), nor sit the C.P. examinations (oral & written). **NOTE: Students cannot graduate until all fees are paid.**

Practicum Fees

Students must get clearance from the Business Office in order to register for practicum with the Counseling Centre. This is done via the normal Registration process.

SCHOLARSHIPS

Scholarship funds are provided by generous donors and organizations. These funds are specific in nature and are restricted to students meeting the requisite criteria. Application forms are available from the Registry or the front desk.

Students who have applied/received scholarship assistance should pay keen attention to their obligations. Failure to meet this obligation can result in your scholarship assistance being forfeited. In addition, students who apply for and receive scholarship assistance are required to make a contribution to the community, for example, to be part of a ministry team on a CGST Sunday or assist the institution in other promotional opportunities.

CAMPUS LIFE

When living with other people in a community setting, guidelines must be formulated that will enable a congenial living environment. It is hoped that all residents will benefit from the facility of on-campus living, and that these guidelines will help to enhance this experience.

CGST students can meet with the Academic Dean on matters regarding campus life. Appointments can be made with the Dean's Administrative Assistant.

TELEPHONE

Students are encouraged to use their mobile telephones to make and receive telephone calls. As a courtesy, students are asked to turn off their cellular phones during classes, chapel, case conferences, and theological reflection meetings.

CLASSROOMS

The classrooms are to be used for scheduled classes and approved meetings. They are not to be used for private study unless permission is given by the Registrar. Students are encouraged to use the library and the student lounge areas for study and small group meetings

DORMITORY LIFE

Students approved to live on the dormitory should bring the following: Bed linen, kitchen utensils and personal effects. Other useful items would be window curtains, iron, desk lamp and bedside rug.

The minimum essentials for married students, living in the one-bedroom apartments, would be as above, aside from linens for a double bed. If a child is involved, linen for a single bed would be necessary.

PERSONAL QUIET PERIOD

A consistent devotional life should be a top priority for all students at CGST. It is expected that each student will set aside times to meet with the Lord each day.

IN THE RESIDENCE AREAS

All residents are expected to own responsibility for harmonious and wholesome living in residence. Consideration for others and respect for guidelines are indispensable ingredients of communal life. Persons flouting these principles are liable to be placed on housing probation or to forfeit the facility of on-campus living.

Students are not permitted on the floor where members of the opposite sex are accommodated. Students are required to keep their rooms, bathrooms, kitchenettes, corridors, stairs and washroom clean and tidy. There will be periodic room inspections and infractions will be noted and penalties applied if necessary.

Sheets must be used on the beds and no mattresses will be allowed on the floor. Furniture and equipment must not be moved from room to room or from building to building.

Cooking or heating units must not be used in the rooms. Perishable food items should be stored in the kitchenettes, not in the rooms. This is essential so as to avoid infestation by pests. Any infestation should be reported immediately to the Academic Dean.

The following are prohibited:

- a) The driving of nails and screws into walls, doors and furniture. (Permission may be sought from maintenance personnel for walls to be drilled and plugged to receive nails, screws, etc.)
- b) Pasting stickers and pictures on walls, doors and furniture.
- c) Defacing walls, doors and furniture by scratching and marking.
- d) Ironing on beds or any surface that could be damaged.

OVERNIGHT STAY

Requests for overnight stay by visitors, non-resident students, etc., must be made to the Academic Dean or Business Office during office hours. Payment of the required fee must be made in advance.

LAUNDRY FACILITIES

Along with the regular washing facilities, two coin-operated washing machines are available for student use. Ironing boards are also provided. Students must supply their own irons. The tidiness of the laundry room is the responsibility of all its users.

STUDENT ROOM USE

Roommates are expected to be guided by Christian principles in their relations, and where difficulties arise, these should be dealt with privately. If an amicable solution is not reached, students are advised to discuss the situations with the Academic Dean. Students are not permitted to switch their assigned room.

SECURITY AND RELATED MATTERS

The security of the campus is the responsibility of residents and all users. Care should be taken to lock up when rooms are being vacated. The grill gates of the residence buildings should be padlocked at all times.

A security guard provides 24-hour assistance. Residents returning late should ensure that the guard is advised of expected arrival time so that he can be available to unlock the gate. The Academic Dean should be advised when residents are spending time off campus. An address and/or telephone number should be left so persons may be reached in the event of an emergency.

Visitors are to be entertained in the lounge of the Student Centre. Brief meetings, however may take place on the ground floor of the residence building, the students' lounge or the park benches and tables on the campus

All members of the campus family should be alert to visitors or strangers entering the grounds. Persons should not be sent to the Administrative offices unless they are really doing legitimate business with the school. It is expected that all persons making inquiries will be treated with courtesy.

HOLIDAY PERIODS

Students are strongly encouraged to move off campus during Christmas and Easter holidays. If a student desires to remain on campus, permission must be obtained from the Academic Dean and arrangements made with the Business Office.

END OF SCHOOL YEAR

At the end of each school year, all rooms are to be cleaned and inspected before departure. All personal belongings are to be removed from the rooms prior to inspection. (Students may also be asked to vacate their rooms during Christmas and Easter holidays). Students may store their belongings (if returning) in the space provided, at their own risk. They should be boxed with the name and address of the student clearly visible.

Students should return keys to the Business Office before leaving the campus. If keys are not returned, it will be assumed that the student is still occupying the room, and appropriate charges will be applied.

GRADUATION ATTENDANCE

All students in Jamaica are expected to attend graduation exercises. All graduating students are required to be present at graduation, unless exempted by the Academic Dean.

STUDENT HEALTH INFORMATION

All resident students are required to have medical insurance. Medical insurance is also recommended for non-resident students. Students, are however, free to use the healthcare provider of their choice.

It is also recommended that students establish a relationship with a local doctor of their choice.

Emergencies or illnesses, which confine students to their rooms, should be brought to the attention of the Academic Dean

A medical certificate should be obtained from a physician and given to the Academic Office if a student is absent from class while under a physician's care.

It is generally expected that students will provide their own transportation to physicians. Exceptions are dealt with on an individual basis, by consultation with the Academic Dean.

Emergency care is available at the nearest hospitals: Medical Associates Hospital or Andrews Memorial Hospital.

BEHAVIOURAL STANDARDS

As a Graduate School we are committed to an evangelical position doctrinally and are persuaded that there should be a direct relationship between belief and practice in the life of the Christian. We acknowledge that it is impossible to create a community with behavioural standards that are acceptable to every member. We do, however, believe it is essential to specify certain behavioural patterns that will assist the community in obtaining its objectives.

ASSUMPTIONS

Love for God and accountability to Him are the primary motivations for Christian relationships and behaviour. Scripture provides the essential teachings and principles for personal and community conduct.

God, through the Holy Spirit, places in every believer the inner resources and attributes to minister to other believers through supportive relationships. Scripture acknowledges the need for governance and the appropriate use of authority.

STANDARDS

Since members of the CGST community are also members of the broader community of the body of Jesus Christ, it is expected that everything we do will reflect our commitment, both to our Lord and to His body of believers. This commitment is to be demonstrated by faithful involvement in a local church, fulfillment of all responsibilities within the CGST community, and support of those in need, through Christian love and loyalty to one other.

All students are expected to adhere to the general code of conduct for campus living. The Administration reserves the right to withhold accommodation from students who do not conform to the spiritual regulations or whose level of conduct falls below required standards.

BIBLICAL EXPECTATIONS

The Word of God is the final authority on all matters of faith and conduct. Therefore, items expressly forbidden in the Scripture are not acceptable for members of the CGST community. Included among these are such acts as drunkenness, stealing, lying, the use of slanderous or profane language, all forms of pre and extra-marital sex, adultery and homosexual behaviour, immodesty of dress and occult practices.

Such attitudes as greed, jealousy, pride, lust, bitterness, hostility, an unforgiving spirit and prejudice based on race, sex or socio-economic status are also condemned in the Scripture. Although these attitudes are not always easy to discern, they can hinder relationships with God and others and lead to

unacceptable behaviour. Therefore, the CGST community is strongly committed to eliminating these attitudes as they are evidenced in speech and action, and to see them replaced by Christ-like attitudes appropriate for mature Christians.

While Scripture does not provide specific teaching regarding all social practices in a given cultural setting, it does speak to the Christian's responsibility in areas of conduct which may be harmful or offensive to self or others. In keeping with the objectives to develop moral and spiritual leadership, CGST holds unacceptable the following activities: gambling, use of alcoholic beverages and tobacco, narcotics or hallucinogenic drugs (including ganja). Further, the graduate school expects restraint and discretion in the choice of entertainment and literature. Without question, the Christian must abstain from all that is morally degrading.

Consideration for others, and standards of good taste are important, therefore, the display of affection in public or in lounges must be limited by these considerations. Likewise, one's dress should reflect modesty and cleanliness. While the Graduate School does not normally assume the role of a censoring agent, it does expect tangible evidence of growth in Christ and sound judgment based on Biblical principles.

Above all, we the members of the CGST community are committed to accurately representing the Lord Jesus Christ on our campus, in our community and to the ends of the earth.

VIOLATIONS

Each student is expected to observe these behavioural standards while enrolled in the Graduate School. Violations are considered a breach of integrity within the community which each of us has chosen to join. Any student who does not fit in with the aims and ideals of the school, may be asked to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

DRESS CODE

The dress code seeks to set our guidelines for dress and deportment, for the CGST community. Dress and fashion are constantly changing. We recognize that in a setting where a wide range of churches and denominations are represented, it is impossible and, perhaps, inadvisable, to seek to cater to everyone's taste and the broad range of values and opinions with respect to fashion and appearance. While dress is largely a matter of taste and custom, we should be willing to forgo our liberties if the well-being of others will be better served. The Bible does not prescribe a specific dress code for Christians. However, the general principles of modesty, appropriateness, neatness and cleanliness are relevant in making God-honouring choices. We are expecting that all will cooperate so we can operate in an environment of harmony.

Hair, apparel and accessories should be neat, clean and conservative and dress appropriate to the occasion. Sportswear, for example, should be reserved for sporting events and inside the dormitories.

Tights and shorts are not acceptable for general school wear. This includes library, office, class and chapel. Those leading or participating in chapel or functions open to the public should take particular care to be appropriately attired. Please also bear in mind that when you leave the school environs you are still an ambassador of Christ and of the institution, so please seek to be appropriate in your entire demeanor.

Tips for Males

Caps, tams, vests, unbuttoned shirts; flip-flops, earrings and faded clothes are not considered to be appropriate for school wear. Please keep shirts tucked in, except where the cut is obviously meant to be worn outside the pants.

Tips for Females

Please consider your body-type when choosing certain styles. In this case what looks modest on one person may be immodest on another. Please refrain from inappropriate exposure by avoiding low necklines, spaghetti straps, deep sleeveless cuts, short skirts and dresses which unduly expose the thighs. Long pants and culottes are allowed, but these should fit loosely and should preferably be covered with a long blouse or jacket.

GENERAL COMMENTS:

On the matters of dress, as in all other forms of deportment, we are keepers of our brothers and sisters. Sometimes a person is unwittingly exposed or otherwise inappropriately attired. Each of us should feel free to approach one another in love as we point out the detail needing correction and let us in turn be gracious in our response.

Please note that what is acceptable wear for you as part of our community here, may not be deemed acceptable when you go out to minister. Please find out before-hand, what is accepted as appropriate attire, so as to maximize ministry opportunities and also avoid embarrassment.

DISCIPLINARY PROCEDURES

When a student has been charged with a breach of standards or regulations of the Graduate School, the following procedure shall be applied:

1. The Academic Dean will study the case, give appropriate counsel and determine appropriate action if needed.
2. The Academic Dean may refer the case to the Disciplinary Committee and will determine if it may be able to be taken care of at that level. The Disciplinary Committee will then counsel the student and make recommendations for further action if needed. The Dean may accept the recommendation from the Committee as being sufficient or decide on an alternative approach.
3. The Committee's decision will be studied by the Dean who will recommend what action should be taken. Final action will be taken by the Disciplinary Committee, whose decision will be conveyed to the student. This action could either be: a) a notation placed in the student's permanent record, b) probation, c) suspension, or d) dismissal.
4. If necessary, the case may be referred to the President for intervention and recommendations and even further to a Special committee of the CGST Board of Directors.
5. This decision may be appealed to the Committee of the Board no later than ten days after the student has been notified.

In serious cases, a student may be dismissed from the School. In which case, he/she would not be eligible to re-apply for admission until such time as is seen fit by the Graduate School.

Outline the mechanisms for handling student complaints.

**Student should gather as much information as possible regarding the specific concern that needs to be addressed. This might warrant speaking with classmates or a Student Council representative. This sometimes allow for a clearer perspective

of the situation to be addressed. This might later result in the student reverting to one of three actions:

- take no further action
- make adjustments regarding the issue at hand, or
- make a formal complaint on the issue.

**If the issues relate to a particular class, then the first line of report should be made to the lecturer of the class concerned. Other complaints unrelated to class issues could be made to any member of staff in the main administrative office, who will then direct the concern to the appropriate person for action.

**If the issue is not resolved a formal written or oral report is made to the HOD within the particular faculty. The majority of complaints are resolved at this level.

**Students, who feel that their complaints are not resolved satisfactorily at this level, can seek the intervention of the Academic Dean. This can be done formally via email or by completing the Student Complaint Form that is available in the Academic Office. A period of five (5) working days is required for the acknowledgement and update on the complaint that is lodged. The HOD may also refer the complaint to the Academic Dean, for a resolution.

**The Academic Dean then meets with the, aggrieved person (s), to further discuss and clarify the issues, and to outline the remedial action(s) to be taken. Action should be in tandem with policies outlined in the Student or Lecturer Handbook. Students will be informed in writing, of the decision taken by the Academic Dean. Some issues may be referred to the Academic Committee for a ruling.

** Failure to achieve satisfaction, the student may seek the intervention of the President.

CONCLUSION

The intent of this statement is to identify expectations that assist CGST in functioning as a meaningful community and they must be consistently maintained to ensure a proper climate for learning. The book of Colossians provides an appropriate summary of the goals for our community:

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you are called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another...And whatever you do, whether in word or deed, do it

all in the name of the Lord Jesus, giving thanks to God..." Colossians 3 : 12-17 (NIV).

CONSTITUTION OF THE STUDENT COUNCIL

ARTICLE I - NAME

The name of this organization shall be "Student Council of the Caribbean Graduate School of Theology."

ARTICLE II - PURPOSE

The purpose of the Council shall be:

- a) To provide a forum for the expression and addressing of the needs, interests and opinions of the student body;
- b) To act as liaison between the students and the administration of the School, and to foster a closer and harmonious relationship between students and administration;
- c) To facilitate fellowship, spiritual growth and the development of leadership ability among the students; and
- d) To plan and coordinate student activities.

ARTICLE III - MEMBERSHIP

Membership of this council shall consist of all students enrolled for any course\ s at the Caribbean Graduate School of Theology.

ARTICLE IV - FINANCES

Each member shall be assessed a fee per semester for the effective functioning of the Council. The fee shall be set by the council from time to time.

ARTICLE V – MEETINGS

SECTION I -- REGULAR MEETINGS

Regular meetings of the Council shall be held at least once each semester and shall be called by the Executive Committee through the President.

SECTION II — EMERGENCY MEETINGS

Emergency meetings may be called at the request of one-fourth of the Student Council.

SECTION III — QUORUM

A two-thirds majority of full-time students shall constitute a quorum for the transaction of the business of the Council.

SECTION IV — REPRESENTATION TO ADMINISTRATION

Representation of the Student Council's deliberations shall be made to the school's administration, as required, through meetings at least one week in advance of the meeting.

SECTION V — NOTICE OF MEETINGS

All members of the Council, resident in Jamaica, shall be duly notified of regular meetings at least one week in advance of the meeting.

SECTION VI — MINUTES

A copy of the minutes of each Council meeting will be sent to every member of the Council and given to the Dean.

ARTICLE VI – LEADERSHIP

SECTION I — OFFICERS

The officers shall consist of the President, Vice-president, Secretary/Treasurer and Assistant Secretary/Treasurer. These officers shall constitute the Executive Committee.

SECTION II — DUTIES OF THE EXECUTIVE COMMITTEE

- a) To see that the provisions of the Constitution are carried out so as to fulfill the purpose of the council;
- b) To propose legislation, as necessary, to the Student Council for the welfare of the Student Body;
- c) To make official representation, when necessary, to the Administration on behalf of the students;
- d) To authorize the disbursement of the funds of the Student Council; and
- e) To appoint sub-committees as deemed necessary.

SECTION III -- ELECTION OF OFFICERS

Election of officers shall take place during the first semester of each academic year. All enrolled full-time students are eligible for election to any office.

SECTION IV — DUTIES OF OFFICERS

1) **President**

- a) Shall be responsible for the general supervision of the Student Council;
- b) Shall call to order all meetings of the Student Council and serve as ex-officio member of all sub-committees;
- c) Shall be responsible for carrying out all decisions of the Student Council;

- d) Shall be responsible for making recommendations to the Student council for corporate action; and
- e) Shall be the official representative of the Student Council to the Administration of the school.

2) Vice-President

- a) Shall assist the President in carrying out his/her duties; and
- b) Shall substitute for the President in case of absence.

3) Secretary/Treasurer

- a) Shall keep proper Minutes of all meetings of the Council and the Executive Committee;
- b) Shall be responsible for preparing and recording all correspondence of the Council and Executive Committee;
- c) Shall be accountable to the Council for receiving and keeping all monies of the Council;
- d) Shall carry out the disbursement of funds after same has been approved by the Executive Committee;
- e) Shall keep proper records of all financial transactions;
- f) Shall present an up-to-date financial statement at each regular meeting of the Council.

4) Assistant Secretary/Treasurer

- a) Shall assist the Secretary/Treasurer in carrying out his/her duties; and
- b) Shall substitute for the Secretary/Treasurer in case of absence.

ARTICLE VII – AMENDMENTS

This Constitution may be amended when proposed amendment notice has been presented to the membership at least one regular meeting in advance of when the matter is to be voted on by the Council. An amendment may be made by a two-thirds majority vote of the membership, and upon Approval by the Administration of the Graduate School.