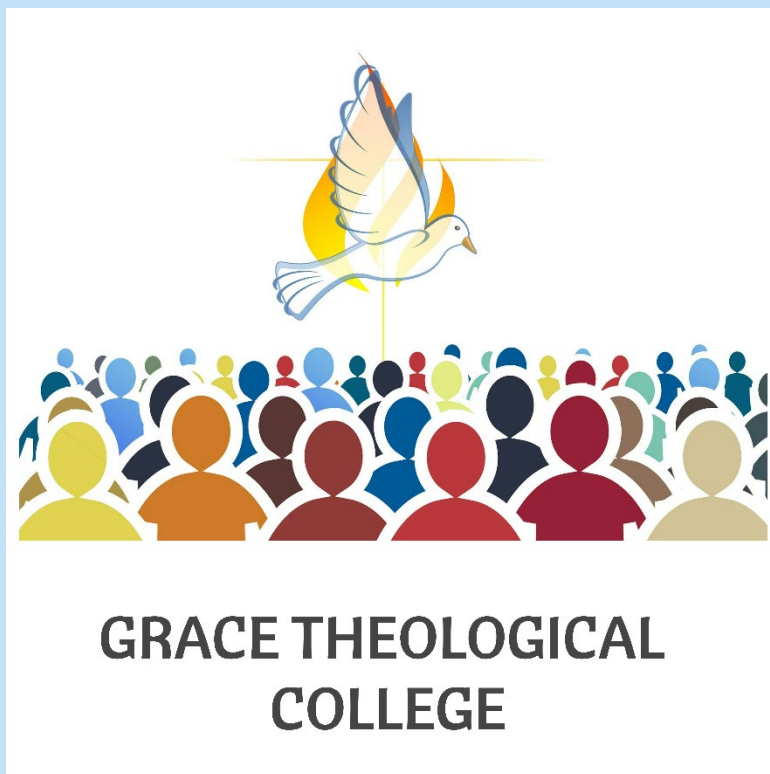


Grace Theological College Catalog 2025
Grace Theological College is a Sacred Activism -Social Justice focused
private religious college



We Joyfully Serve in God's Vineyard

Grace Theological College is a ministry of St. Grace Church -*An Ecumenical Community*

DISCLAIMER AND LEGAL INFORMATION

Grace Theological College is private college that is authorized to award earned religious degrees: See the Florida Statute 1005.06 (1)(f), Florida Statutes: Religious Institutions Exempt from the Commission's Jurisdiction. Additional information regarding Grace Theological College find may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684. This authorization must be renewed each year and is based minimally on an evaluation of quality of education, ethical business practices, health and safety, and fiscal responsibility. This catalog is not to be construed as a contract.

Although every effort is taken to ensure the accuracy of the contained information, no responsibility is assumed by Grace Theological College for clerical, editorial or print errors. From time to time, some changes will be necessary but will be done so while adhering to the strict guidelines and approval of the Commission for Independent Education, Department of Education.

Grace Theological College states that there will be no discrimination against students or employees on the basis of race, creed, color, age, sex, disability, or national origin in relation to all policies and procedures including but not limited to admissions, education programs, employment practices and financial aid. Enrollment in Grace Theological College implies the acceptance of these conditions concerning all matters within this catalog. Grace Theological College respects your privacy. We will not sell any information to outside parties, and any transfer of personal information for pre-hire purposes will be done so with the scholar's written approval. Grace Theological College in compliance with Florida Rule 6E-7.001, Florida Administrative Code (F.A.C.), Designation of Restrooms and Changing Facilities in Private Postsecondary Educational Institutions, Section 553.865, F.S., the Safety in Private Spaces Act.

Restrooms in Florida educational institutions are designated for the exclusive use by males or females. Biological males may only enter male restrooms, and biological females may only enter female restrooms. Unisex restrooms are for males or females and are not to be improperly entered. All GTC employees, students, guests, and anyone on the GTC premises must adhere to this protocol. Anyone who improperly enters a restroom of the opposite biological sex will face disciplinary measures, including suspension and/or expulsion of the student, suspension and/or termination of the employee or team member, and removal of the guest from premises. Failure to adhere to disciplinary measures will result in contacting local authorities.

WELCOME TO GRACE THEOLOGICAL COLLEGE 2024-2025

Preparation for ministry demands the pursuit of at least three phases of training, as noted in St. Paul's exhortation to Timothy (1 Tim. 4:12-16): godly character (what a person called to serve by the Holy Spirit should be), biblical knowledge (what a person called to serve by the Holy Spirit should know), and ministry skills (what a person called to serve by the Holy Spirit should be able to do).

Scripture clearly marks godly character as the sine qua non of the qualification for ministry. Biblical knowledge becomes the foundation of ministry skills, providing the scholar with the understanding that is then fleshed out in active service. Before one begins to serve officially in a ministry role a certain level of development in each of these three phases must be attained. Moreover, there should be ongoing zeal for further growth as that service continues. These three things dominate the mission of the Grace Theological College and drive the passions of our faculty both in and out of the classroom. Everything we do is fueled by the desire to see scholars at GTC prosper in these areas, for it is within these three components that you ignite your passions not only during your brief time of study at GTC but throughout your lives. The College has dedicated itself to educating and training you, but you must commit yourself to cultivating these areas. Your future ministry vocation depends on this.

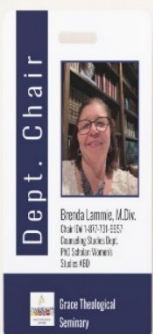
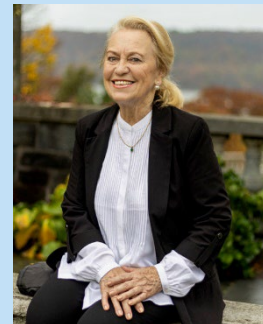
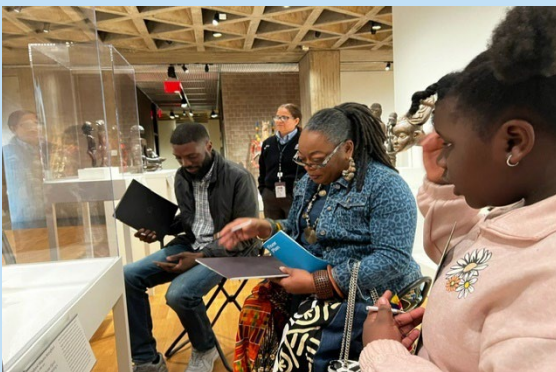
No shortcuts exist in training for ministry. Only persistent prayer, hard work, and focused perseverance will do, i.e., an undying commitment to be a Servant in the Vineyard of God who is equipped for every good work. Please note that this Catalog will be updated yearly and as necessary.

Many Blessings and God's Grace to You.

The Right Rev. Linda Jarvis OSL, S.T.D., D. Min., Ph.D.
Rector-Grace Theological College
Updated: January 2025

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The History of Grace Theological College

The seed for Grace Theological College was planted in 2004 when its founder and president, Bishop Linda Jarvis, S.T.D., D. Min., Ph.D., attended the One Spirit Interfaith Seminary in New York City. She deliberately chose this highly regarded seminary in order to be exposed to and receive a wide- based, globally focused, theological education. Subsequent to graduation and ordination as an Interfaith pastor she attended courses and programs in five (5) additional seminaries, each with a different focus, and ranging from conservative to liberal. She immersed herself in the structure and day-to-day operations of the seminaries to the point that she volunteered and cleaned College floors, scrubbed College toilets, and chauffeured College executives in order to observe seminaries from the inside. All the while, she experienced a strong spiritual calling to Sacramental Ministry.

Bishop Jarvis finally answered her calling, and attended the Ecclesia Epignostica Seminary where she was admitted to Holy Orders. After years of study, she was ordained first as a deacon, then later a priest, and still later she was consecrated to the episcopate. Bishop Jarvis did all this while working as a Healthcare Compliance Officer in New York City. Simultaneously, she attended multiple programs to learn to teach Adults professionally, and a mini-Master's Degree in Instructional Design.

Twenty-six years after attending her first seminary, Bishop Jarvis received discernment from the Holy Spirit during Advent in 2020 that she was ready to plant Grace Theological College. Grace Theological College is a Sacred Activism-Social Justice focused private religious college under the jurisdiction of religious exemption in Florida. It was established as a ministry of St. Grace Church. St. Grace Church is Liberal Catholic in ethos and welcome, and follows the ecumenical prototype of the ancient church which was inclusive to all who wished to serve God according to his/her gifts. The community of St. Grace Church, like the faculty and scholars at Grace Theological College are Sacred Activism-Social Justice servants, who are joyfully serving in God's eternal vineyard. We serve God through caring for God's creation.

Contact Information

Mailing Address: Grace Theological College- 3161 South Ocean Drive, Hallandale, Florida, 33009
Office Telephone Number 1-877-731-9957 (Receptionist answers 24/7)

List of Officials

Board of Directors

Linda Jarvis – Founder and President

Mary Santi - Vice President

Peter Wessel, Esq., JD. – Secretary

Francis Vincent Jarvis Ardovino – Treasurer

Advisors

Father Clyde Kuemmerle, M. Div., Ph.D. – Advisor

Mr. Richard Simons, CPA, Esq., - Advisor

Mr. Oded Tshesly, M.S. - Advisor

Academic Advisors

Bishop Angela DeBry, S.T.L., D.D. – Academic Advisor

Valentina Iuffrida Tshesly, M.S. – Academic Advisor

Department Heads

Chair Theology – Rev. Fr. Clyde Kuemmerle, M. Div., PhD.

Chair Biblical Studies – Rev. Dr. Odell Cooper, M.A., PhD.

Chair Pastoral Ministry-Rev. Dr. Asayo Okumura-Thomas, D. Min.

Chair Counseling Services – Rev. Brenda Lammie, MSW, M.Div.

Dean of Humanities – Dean Oded Tshesly, M.S.

Dean of Student Services – Dean Valentina Iuffrida -Tshesly, M.S.

Dean of Academic Infrastructure-Bishop Linda Jarvis, S.T.D.,

D. Min., PhD.

Accreditation

Grace Theological College is a private college that has been granted a religious exemption by the state of Florida to award religious degrees. During her childhood, Bishop Linda Jarvis who is the founder and President of Grace Theological College was blessed to live for many years in the home of two survivors of the Shoah. She witnessed through their recounting of their tragic experiences what occurs when the state and religion legally and culturally enmesh. As such, Grace Theological College honors the Establishment Clause of the 1st amendment of the United States which establishes and protects the separation of church and state. Grace Theological College supports the United States constitution and is voluntarily not accredited by U.S. Department of Education or CHEA. Grace Theological College affirms however, that it is pursuing programmatic accreditation for its general studies courses and its ministry specializations.

Philosophy

Grace Theological College is multi-cultural, multi-ethnic, multi-faith, multi-race, multi-age, inclusive, affirming and Sacred Activism-Social Justice focused. We welcome and admit scholars who are spiritually called to ordained ministry yet may not "fit through mainstream doors". We affirm that everyone is equally called to ordained ministry. Just as the early church was planted, nourished, and grew in many diverse communities we are also from diverse religious, racial, ethnic, economic, and gender identifying communities. We welcome diversity. We welcome "Good Trouble, Necessary Trouble". We are joyful servants in God's vineyard.

Defining Distance Education

Grace Theological College uses the Federal (2009) and Southern Association of Colleges and Schools Commission on Colleges (adopted 2010; edited 2012) as the definitions of distance education and correspondence education. That is, "Distance education is a formal educational process in which the majority of the instruction (interaction between Scholars and Professors and among Scholars) in a course occurs when Scholars and Professors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two- way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CD- ROMs if used as part of the distance learning course or program."

Grace Theological College is a distance learning, online College that provides livestream lectures and coursework via a Learning Management System (LMS), coupled with supervised field placements for externships, internships, and residencies as necessary to achieve curriculum learning goals and objectives.

Defining Correspondence Education

Correspondence education is a formal educational process under which the institution provides instruction by mail or electronic transmission, including examinations on the materials, to Scholars who are separated from the Professor. Interaction between the Professor and the Scholar is limited, is not regular and substantive, and is primarily initiated by the scholar; courses are typically self-paced.

Verification of a Scholar's Identity

Grace Theological College complies with the provisions of the United States Federal Higher Education Opportunity Act (HEOA), Public Law 100 -315 concerning the Verification of Scholars identity in distance learning. Courses and programs offered through distance education or correspondence must verify that the scholars who registers for a course or program is the same Scholar who participates in, completes the course or program, and receives academic credit.

One or more of the following methods must be used for verification purposes:

- Scholars are required to present identification through a verified document.
- An individual secure login and password (GTC username and password). All Scholars at Grace Theological College are given a unique username and password. While usernames are system-generated, Scholars are not given their initial password until their identity is verified.
- A GTC username and password is required in order to gain access to course materials on the learning management system. This authentication method is also the only means of gaining access to courses/content delivered synchronously through web-conferencing system.

Admission Policies

Grace Theological College is blessed such that most scholars are referred from professors and matriculated scholars for admission. All others self-refer from Internet searches. At this time there are no formal recruiting practices.

All applicants must complete and submit an application form. They are then required to interview with an admissions committee composed of senior faculty. Concurrently they must take a personality test, submit to a background check, and take a SCORM orientation. During the orientation analytics are performed to assess for reading ability, self-discipline, time management, and the ability to complete tasks as directed. The Ministry Fundamentals level is considered is provisional.

Descriptions of Programs at Grace Theological College

<https://gracetheologicalcollege.education/>

Transfer Credits:

Transferability of credit is at the discretion of the accepting institution. It is the scholar's responsibility to confirm whether or not credits will be accepted by another institution of the scholar's choice.

Grace Theological College accepts the following for transfer credit:

- **Accredited Colleges and Universities:** Units or credits earned at and transferred from other postsecondary institutions, when congruent and applicable to the respective GTC program and when validated and confirmed by the registrar's office.
- **Professional Training:** Courses or professional training offered through business and industry. The amount of credits earned are determined by The National Guide to Educational Credit for Training Programs (published by the American Council on Education), or The Directory of the National Program on Non-Collegiate Sponsored Instruction. These credits may apply to the CAPSTONE course offered during the Residency year at GTC.
- **Yale Open Resource Courses:** YOR offers undergraduate open resources courses which are honored by GTC for electives that are accepted with the caveat that the scholar either submit the results of the course's assessment for GTC grading, or submit a thesis of the subject itself. The thesis will be assessed by both the GTC writing department and the subject's GTC Dean.
- **Study.com Classes:** Study.com offers general education courses for which the scholar can receive transfer credit.
- **Proficiency Exams:** Currently Grace Theological College accepts the passing results from the University of Oxford, the STEP program at Notre Dame, INELDA, Domuni University, Harvard University-Extension, Coursera, EdX, MIT, Clep Tests, and Dantes Tests.
- **Military Training Courses.** Grace Theological College accepts ACE recognized military courses for credit transfer to its Associate's, Bachelor's, Master's, and Doctorate programs.
- **Credit for Life Experience:** Scholars who are able to demonstrate through a formal portfolio that they have served in a Ministry field for five years, and have gained the knowledge needed to earn credit for a specific course/program may apply for and receive 30 credits for ministry experience. The maximum academic credits accepted towards the Bachelor's Degree are 30 credits, Twenty-five percent of the Bachelor's, Master's, and Doctorate degrees ministry specialization (*aka Major or Sacred Activism*) credits are accepted for transfer depending upon the decisions of the Department Chair or Dean and the senior faculty. All requirements for ministry focus (*aka Minor or Social Justice*) must be completed at Grace Theological College.

Requirements for State Licensure

Grace Theological College makes no claim that its courses and degrees will be accepted for licensure. It is authorized by the Florida Commission for Independent Education to award religious based degrees. Scholars who intend to enter into professions and occupations that require state licensure **are required** to check with the respective state's regulatory boards for additional information and requirements.

Determination of Credit Hours

In order to best serve Grace Theological College co-vocational faculty and scholars, courses are offered on the Trimester System. The Trimester system aka the "Term," divides the academic year into three terms: Spring Term, Summer Term, and Fall Term. Each term is divided into two sessions of eight (8) weeks each depending upon holidays. During each trimester the scholar can take 1 – 4 courses depending on availability and the scholar's schedule and finances. Trimesters offer the opportunity for group participation in completing collaborative assignments. They benefit from frequently engaging with their coursework and peers, attending a variety of classes, and may receive more personal instruction from faculty. Please consult the current Academic Calendar for the dates of the Spring Term, Summer Term, and Fall Term, holidays, and term-breaks.

Credit Hours: The credit hour policy applies to all courses at all levels (Ministry Fundamentals, Advanced Ministry, and Graduate). Academic credit is awarded regardless of the mode of delivery including, but not limited to, fully online, hybrid, lecture, seminar, praxis, externship, internship, residency, directed study, or study abroad. Deans, faculty, and administrators are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this policy.

Grace Theological College utilizes the Carnegie designation of credit hours as a basis for determining the amount of credit for scholar work. The GTC Deans and Chairs are responsible for ensuring that credit hours are appropriately approved for course work, and the GTC Registrar's Office ensures that credit hours are accurately applied to courses in the Student Information System. The Registrar's Office ensures that the number of class hours for all courses have been accounted for during the scheduling of courses. The following methodology guides credit hours assignments.

One credit hour equals 45 hours of scholar engagement with the course. Homework is not included as scholar engagement. Thus, 1 cr.= 45 hours. 3 cr.= 135 hrs. etc.... Irrespective of course instruction and presentation, this basic measure may be adjusted proportionately to reflect modified academic calendars and formats of study. Regardless of the format of course content delivery, course workload expectations must align to the stated learning outcomes for scholars.

Fair Consumer Practices

Payment Schedule:

Courses must be paid for in full by the course completion date.

Course Refund Policy

Course withdrawal deadlines:

Days 1-3 - 100 %

Days 4-6 – 75 %

Days 7-9 – 50 %

Days 10-12 – 25 %

There will be no refunds after 5:00 pm of day 12 by of the respective session.

Tuition is prorated according to the schedule above for scholars who take a leave of absence or withdraw after the term has begun. The effective date of a leave of absence or withdrawal is the date the petition is filed with the Registrar's Office.

Official final course assessments aka report cards, transcripts, letters of recommendation and diplomas will NOT be sent by Grace Theological College to scholars who have not completed course requirements, nor for scholars with accounts in financial arrears. Faculty are not permitted to write extramural letters of recommendation on behalf of Grace Theological College without the written authorization of the Rector.

All scholars must complete and submit the Candidacy for Graduation package at least 12 weeks prior to commencement. The Candidacy for Graduation package is located Student Activities Room listed under the "My Courses" tab on the online campus.

Bursar's Office: Please contact the Bursar's Office at 1-877-731-9957 and leave a message for "the Bursar's Office". Your call will be returned within 24 - 48 hours.

Learning Agreements

Learners maybe asked to sign a Learning Agreement with the Dean of Student Services, before being sent sign-on credentials by the Student Services dept. The learning agreement constitutes an agreement that the scholar will do his/her best to complete the course(s). The learning agreement contains the following components:

- ✓ Name of Grace Theological College.
- ✓ Name, phone number, and physical address of GTC
- ✓ Title of program as licensed and identified in the catalog
- ✓ Time Required. Number of clock hours or credit units, including the number of weeks or months, or credit hours required for completion
- ✓ Credential for satisfactory completion
- ✓ Costs. All costs shall be clearly stated. The cost for books and supplies may be estimated if necessary. This item may be omitted if document states that the costs for books and supplies are included in the course charges as stated in the document.
- ✓ Any other costs. Any other costs required to be paid by the scholar, whether or not purchased from the school. These costs may be stated as a listing of goods or services not included in the tuition.
- ✓ Terms of payment. The method of payment of all costs shall be clearly stated in the document and shall comply with federal and state laws.
- ✓ Course start dates.
- ✓ Anticipated completion dates
- ✓ Course schedule. The day, evening or other schedule of class attendance will be clearly stated (if known at the time of signature by the scholar).
- ✓ Termination or Cancellation by GTC, or the scholar. The grounds or procedures for cancellation of the document by GTC or the scholar shall be clearly stated.
- ✓ Refund Policy. Grace Theological College shall comply with refund policy as provided in subsection 6E- 1.0032(6), F.A.C.
- ✓ Employment guarantee disclaimer. GTC shall publish the disclaimer as provided in paragraph 6E- 1.0032(6)(j), F.A.C.
- ✓ Statement that all signers have received and read a copy of the document and the GTC catalog.
- ✓ Signatures and acceptance. The document shall contain the date and signature of the scholar and the Dean of Student Services
- ✓ Format. If the document is not completed on one (1) side of a single sheet of paper, each side must clearly and conspicuously refer to the conditions on the other side as being part of the document. If more than one (1) page is used, each page must be numbered page 1 of pages, page 2 of pages, etc.

Scholarships

For Those That Qualify

The Rev. Cynthia S. Jackson, M. Div., Scholarship

Grace Theological College offers a donor sponsored scholarship named after a beloved and deceased faculty member. The Rev. Cynthia S. Jackson scholarship is awarded to students who are able to attend Grace Theological College on a full-time basis and are unable to pay tuition. Students enrolled on a full-time basis at Grace Theological College take two (2) or more courses per term. The scholarship is renewable on a term basis: Spring, Summer, and Fall.

It is hoped that this scholarship will enable students to meet the terminal requirements of their degree. It is our expectation that the student will be able to become gainfully employed in his or her ministry vocation upon graduation.

All degrees at Grace Theological College are religious based, thus while the liberal arts are widely included, the vocational focus of the degrees are ministry service according to the specialization chosen by the student.

The scholarship is designed to serve both laity and ordained students. It is not designed to meet living expenses, nor is it designed to assist student's families, Grace Theological College employees, or the community at large.

Students Must Meet the Following Criteria

The student must apply by the deadline. No late applications will be accepted thereafter until the next term submission date. – *The application form is located both in the Grace Theological College Student Affairs Office, and in the Student Community Room "Attic" where it is listed under the letter "S".*

The student must sign a Learning Agreement with the Vocations office during the first three weeks of every new term. – Spring, Summer, and Fall.

- The student must take two or more courses per term.
- The student must participate in their courses on a regular (at least weekly) basis.
- The student must maintain a 2.2 GPA per term.
- The student must schedule and keep at least one appointment with the Certified Life Coach every 8 weeks except during scheduled college breaks.
- The student must schedule and keep at least one appointment with a member of the scholarship committee every 8 weeks except during scheduled college breaks.
- Students who do not meet the above criteria will not be considered for inclusion in the scholarship program during the subsequent term, however, may reapply thereafter.
-

The Grace Theological College Scholarship Committee will review the applications, select tentative award recipients for further review by the Student Affairs Office, act as customer liaisons, and administer the scholarship on a term basis from within the structure of the above criteria.

A BRIEF OVERVIEW OF ACADEMIC LEVELS

- Ministry Fundamentals Level
- Advanced Ministry Level (Bachelors of [ministry specialization /ordination] degree
- Graduate Level (Masters of [religious ministry specialization and ministry focus] degree
- Graduate Level (Doctorate in [religious ministry specialization and ministry focus] degree –

Ministry Fundamentals (Level I) courses at Grace Theological College are normally 3 credits. Credit-hour guidelines require a total of at least 45 hours of course-related work for each academic credit. Course related work includes: completing assigned readings, participating in discussion sessions, studying for tests and examinations, preparing written assignments, and other tasks that must be completed to earn course credit.

Advanced Ministry (Level II) courses at Grace Theological College are normally 3 credits. Credit-hour guidelines require a total of at least 45 hours of course-related work for each academic credit. Course related work includes: completing assigned readings, participating in discussion sessions, studying for tests and examinations, preparing written assignments, completing externship placement requirements, and other tasks that must be completed to earn course credit.

Graduate Level (Level III) courses at Grace Theological College are normally 4 credits. Credit-hour guidelines require a total of at least 45 hours of course-related work for each academic credit. Course related work includes: completing assigned readings, participating in discussion sessions, studying for tests and examinations, preparing written assignments, completing internship placements.

Graduate Level (Level IV, V, VI) courses at Grace Theological College are normally 4 credits. Credit-hour guidelines require a total of at least 45 hours of course-related work for each academic credit. Course related work includes: completing assigned readings, participating in discussion sessions, studying for tests and examinations, preparing written assignments, completing residency placements, acting as Teaching Assistants and serving in either co-vocational or bi-vocational ministries according to their ministry specializations and/or ministry focus.

GRADING

GRADING: Writing Rubric:

Papers Will Be Randomly Checked for Plagiarism

Category	4=A, Pass, Outstanding	3=B, Pass, Very Good	2=C, Pass, Good	1=D, Pass, Poor	0.5=F, Fail
Format	The thesis and citations are formatted correctly as assigned. There are no misspellings. The punctuation is correct.	The thesis and citations are formatted correctly. There are either 2 or less misspellings noted/ or there are 2 or less errors in punctuation.	The thesis or the citations are not formatted correctly as assigned. There are no misspellings and the punctuation is correct.	The thesis and the citations are not formatted correctly as assigned. There are 5 or less misspellings, but the punctuation is correct.	The thesis and the citations are not formatted correctly as assigned. There are 5 or more misspellings. The punctuation may or may not be correct.
Submission	The thesis was submitted by the correct date and by the correct time.	The thesis was submitted by the correct day. The thesis was submitted AFTER the correct time.	The thesis was submitted up to 24 hours after the correct date and correct time.	The thesis was submitted up to 72 hours after the correct date and correct time.	The thesis was submitted more than 72 hours after the correct date and correct time.
Focus or Thesis Statement	The thesis statement names the topic of the essay and outlines the main points to be discussed.	The thesis statement names the topic of the essay.	The thesis statement outlines some or all of the main points to be discussed but does not name the topic.	The thesis statement does not name the topic, but does preview what will be discussed.	The thesis statement does not name the topic AND does not preview what will be discussed.
Evidence and Examples	All of the evidence and examples are specific, relevant and explanations are given that show how each piece of evidence supports the author's position.	Most of the evidence and examples are specific, relevant and explanations are given that show how each piece of evidence supports the author's position.	At least one of the pieces of evidence and examples is relevant and has an explanation that shows how that piece of evidence supports the author's position.	Evidence and examples are NOT relevant AND/OR are not explained.	No evidence and no examples are included or explained.

Support for Position	Includes 3 or more pieces of evidence (facts, statistics, examples, real-life experiences) that support the position statement. The writer anticipates the reader's concerns, biases, or arguments and has provided at least 1 counter-argument.	Includes 3 or more pieces of evidence (facts, statistics, examples, real-life experiences) that support the position statement.	Includes 2 pieces of evidence (facts, statistics, examples, real-life experiences) that support the position statement.	Includes 1 piece of evidence (facts, statistics, examples, real-life experiences).	No facts, statistics, examples, real-life experiences were included.
Accuracy	All supportive facts and statistics are reported accurately.	Almost all supportive facts and statistics are reported accurately.	Most supportive facts and statistics are reported accurately.	Most supportive facts and statistics were inaccurately reported.	Plagiarism was verified.

GRADING

GRADING: Project Rubric

Projects Will Be Randomly Checked for Plagiarism

CATEGORY	4=A, Pass, Outstanding	3=B, Pass, Very Good	2=C, Pass, Good	1=D, Pass, Poor	0.5=F. Fail
Format	The project and citations are formatted correctly as assigned. There are no misspellings. The punctuation is correct.	The project and citations are formatted correctly. There are either 2 or less misspellings noted/ or there are 2 or less errors in punctuation.	The project or the citations are not formatted correctly as assigned. There are no misspellings and the punctuation is correct.	The project and the citations are not formatted correctly as assigned. There are 5 or less misspellings, but the punctuation is correct.	The project and the citations are not formatted correctly as assigned. There are 5 or more misspellings. The punctuation may or may not be correct.
Submission	The project was submitted by the correct date and by the correct time.	The project was submitted by the correct day. The thesis was submitted AFTER the correct time.	The project was submitted up to 24 hours after the correct date and correct time.	The project was submitted up to 72 hours after the correct date and correct time.	The project was submitted more than 72 hours after the correct date and correct time.
Sources	Source information collected for all graphics, facts and quotes. All documented in desired format.	Source information collected for all graphics, facts and quotes. Most documented in desired format.	Source information collected for graphics, facts and quotes, but not documented in desired format.	Very little or no source information was collected, and was not in the desired format.	No evidence of source material.
Content	Covers topic in-depth with details and examples. Subject knowledge is excellent.	Includes essential knowledge about the topic. Subject knowledge appears to be good.	Includes essential information about the topic but there are 1-2 factual errors.	Content is minimal OR there are several factual errors.	Almost no content or there are multiple factual errors.
Originality	Product shows a large amount of original thought. Ideas are creative and inventive.	Product shows some original thought. Work shows new ideas and insights.	Uses other people's ideas (giving them credit), but there is little evidence of original thinking.	Uses other people's ideas, but does not give them credit.	Mostly plagiarized/copied from some source

Course Completion

Course Completion: A final grade of A, B, C, D or Outstanding, Very Good, Good, Poor, or 4,3,2,1, or Pass, is required to receive credit for the course taken.

Post Course Surveys:

On the final day of a term course scholars are requested to complete and submit a Post Course Survey. The Post Course Survey is anonymous and is employed as a course and faculty review for Quality Management purposes.

Degree Completion:

Degree Completion: A cumulative GPA of 2.5 is required for graduation from GTC.

All scholars must complete and submit the Candidacy for Graduation portfolio in order to be considered for graduation. Senior faculty will meet to examine and assess the information submitted by the candidate, and will vote either for graduation, request additional information, or deny the application with a written explanation of the cause and the steps that must be taken for resolution. The Candidacy of Graduation package is located in the Student Affairs office.

Incomplete Grades (I):

Scholar Generated: Indicates that a scholar was doing satisfactory work, but due to non- academic reasons beyond his/her control, was unable to meet the full requirements of the course. A grade of I is appropriate only when the unfinished requirements can be clearly delineated and constitute a relatively small part of the course; otherwise, withdrawal is appropriate. It is the scholar's responsibility to initiate the request for an I by contacting the relevant Professor in a timely manner before the end of the term. The assignment of an "I" (incomplete) requires the written approval of vocations office. To remove an incomplete and convert it to a grade, the scholar must contact the professor in a timely manner and arrange to complete the course requirements. (An individual who has an incomplete pending but is not otherwise enrolled may not retain possession of Grace Theological College-owned equipment. The individual has access to campus online facilities and services only to the extent necessary to complete course requirements.) A grade of incomplete that is not converted will automatically be changed to the grade (F) Fail at the completion of 12 calendar months.

Course Failure / Course Repeat Policy:

The completion of assignments is required. Scholars must submit assignment(s) as required by the course professor by the course deadlines set by the professor. Those who do not submit assignment(s) may be placed on academic probation. Scholars who fail a mandatory course must repeat and pass the course within 12 months. Scholars may not fail more than one course per term. Those who do not repeat and pass the course a second time may be withdrawn from Grace Theological College.

Academic Integrity of Assessments:

The scholars will use the Grace Theological College's Learning Management System to submit online coursework and take exams. During fieldwork the scholars maybe required to complete proctored / praxis examinations at a mandatory physical location.

Courses with proctored / praxis examinations will be noted in the course syllabus such that the scholar is made aware of this requirement prior to beginning the course.

Academic Integrity Policy

At Grace Theological College, we are committed to the academic, civic and ethical development of our Learning Community. We strive to create a learning environment that is both challenging and supportive. We are committed to upholding the fundamental values of honesty, respect and individual responsibility. Only through a genuine partnership among scholars, faculty, staff and administrators can we maintain the commitment necessary to ensure that the highest standards of academic integrity are upheld. Administration and faculty will support scholars to understand the standards of academic integrity that govern conduct at GTC. Each scholar will abide by the following principles:

- Submits work that is his/her own
- Identifies appropriately the work of others when incorporated into his/her own work, including direct quotations, summaries and paraphrases
- Follows the directions of the professor with regard to permissible materials in the learning environment at the time of examinations/quizzes or with take-home exams
- Proceeds during examinations/quizzes without any assistance and without communicating in any way with others while the examinations/quizzes are being conducted, unless permitted by the Professor.
- Refrains from obtaining or distributing the content of any examination/quiz, without the permission of the professor
- Completes all field observations and reports based solely on his/her own inner processing of events
- Submits work, either whole or in part, as per the direction of the professor
- Represents data and sources appropriately and honestly

Scholars are responsible for adhering to these standards. Not being familiar with these standards does not mean that scholars are not accountable for their adherence. Furthermore, scholars are encouraged to report suspected or known violations of the Academic Integrity Policy to appropriate faculty, staff or administration.

Academic Dishonesty:

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are plagiarism and cheating. All instances of proven academic dishonesty will result in a grade of zero for the work. Faculty must explicitly state the penalty for instances of academic dishonesty in the syllabus. All instances of academic dishonesty must be reported to the Rector.

Violations of academic integrity include, but are not limited to, the following:

- **Plagiarism:** The intentional or unintentional representation of another person's work as one's own. Examples include, but are not limited to, the following:
- Quoting, paraphrasing or summarizing another's work without appropriately acknowledging the source
- Using another's content without acknowledging the source
- Submitting another's work, purchased or otherwise obtained, as one's own
- **Cheating on Examinations/Quizzes:** Looking at another's work, using or bringing to the learning environment materials that are not permitted by the Professor, communicating with another Scholars, receiving any kind of assistance including, but not limited to, assistance from electronic devices and obtaining or disseminating the content of an examination/quiz without the permission of the Professor.
- **Multiple Submissions:** Submitting any work of one's own, either whole or in substantial part, to more than one Professor without the permission of the Professor(s) receiving the work
- **Facilitating Academic Dishonesty:** Knowingly allowing another Scholars to use one's work or cheat from one's examination/quiz
- **Fabrication:** Falsifying or fabricating information in any situation, including but not limited to data for a lab or research project

Grace Theological College faculty are required to use plagiarism detection software as part of their courses. Faculty should include the following statement on their syllabus indicating the use of the system for plagiarism detection "Scholars agree that by taking this course all required papers may be subject to submission for textual similarity review for the detection of plagiarism."

Consequences of Violating Academic Integrity:

Consequences at the course level will be at the discretion of the Professor and may include, but are not limited to, one or a combination of the following:

- A verbal or written warning to the scholar
- A letter, detailing the violation, to be kept on record
- Successful completion by the scholars of an GTC academic integrity tutorial. Failure to complete the tutorial will result in a one of the two penalties listed below.
- Deduction of points, a grade of “F” or zero for the assignment, project or examination/quiz
- Lowering of the course grade or failure of the course, not to be superseded by Scholar’s withdrawal

Faculty, staff, and administration are encouraged to report instances of academic integrity violations to the Rector to facilitate the collection of data that would be indicative of repeated violations.

Pre-Appeal Academic Grievance Process:

Scholars Pre-Appeal Process Regarding Academic Integrity

1. The scholar may request a meeting with the notifying faculty member to discuss the infraction and the consequences within five school days of the notification of a violation of any area of the Academic Integrity Policy.
2. If the scholar wishes to challenge the decision of the faculty member, she/he may initiate the Full Academic Grievance Process.

During the Academic Grievance Process, scholars should continue to participate and abide by the course requirements until a final decision has been made.

Full Academic Grievance Policy Process:

Once the scholar has been notified of the faculty member’s decision, she/he may submit a written request for a hearing with the Rector.

1. The Rector, the Dean of Student Services, and the Dean / Chair of the Counseling Department will meet, make the final decision and notify all parties in writing of that decision.
2. All persons involved will maintain confidentiality at all times.
3. The Registrar’s Office is responsible for maintaining documentation on reported academic integrity violations. A permanent record is made of reported violations. Notification of a reported violation will be forwarded to the scholar and the reporting faculty member. A third violation reported may result in the scholar’s termination of the program. All records shall be maintained by the office of the Rector.

Attendance Policy

Punctuality: Please be prompt when arriving to class. Late arrival disturbs the instruction already in progress and distracts the other scholars.

Class Attendance: All professors at Grace Theological College are required to take and report attendance. Simply logging into an online course is not considered attendance. Scholars are expected to attend and participate in every class meeting. Professors establish specific policies relating to absences in their courses and communicate these policies through the course syllabi. Individual professors, based upon the nature of the course determine what effects excused and unexcused absences have in determining grades and the ability to remain enrolled in the courses. Emailing the professor will not suffice for attendance. The scholar will be counted as a no-show unless the professor has granted an extension of the assignment deadline. The professor's e- mail address and other information are always included in the course syllabus. Scholars who have difficulty contacting their professor(s) must notify the Rector as soon as possible by calling 1-877-731-8857.

Excused Absences: Absences caused by illness and family emergencies are excused. However, when absences from a course exceed the equivalent of 2 weeks of class, credit for the course may be forfeited. Grace Theological College reserves the right to determine those excessive absences whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

Cancellation of Appointments:

Grace Theological College is fiscally responsible for the wise expenditure of the monies donated from private funding. All sessions such as Spiritual Direction, Life Coaching, Lectures, Assessments, etc....are underwritten by GTC donors. Professionals and Practitioners must be paid regardless of whether the scholar keeps the appointment or not. It is important that the scholar either schedules and keeps his/her appointments, or provides a 24-clock hour notice of cancellation. When giving notice please contact the person using the office telephone number – 1-877-731-9957 and leave a message for the person with whom you made the appointment. Scholars at GTC must attend a Spiritual Direction visit once per academic session whether or not s/he is enrolled in a course. Effective June 2024, all Spiritual Direction sessions must be paid by the scholar unless otherwise authorized by the Rector. GTC has been fortunate to negotiate a rate for appointments with the GTC Spiritual Director that is below the local and national average cost. The scholar who attends the appointment with the GTC Spiritual Director will be repaid in full by GTC at the end of the respective month after a confirmation has been received from the Spiritual Director that the appointment has been kept. The visit at GTC is and will always remain confidential in nature.

The scholar must make and keep an appointment with the CLC-Coach at least twice per term whether or not s/he is currently enrolled in a course. Coaching is fundamental to ministry service. Scholars who do not honor their appointments with the CLC-Coach will be reported to their respective Department heads and the Rector/President of Grace Theological College.

Classroom Behavior and Exercise of Self-Discipline

Faculty should clarify the definition of the Code of Conduct in their syllabi citing specific examples of conduct that would result in disciplinary action. Disruptive behavior includes but is not limited to intoxication, belligerent, abusive (physically or verbally), profane, distracting, and/or threatening behavior. More subtle forms of behavior may also negatively impact the teaching-learning process. Some examples include: inappropriate attire, eating during class time, and an unwillingness to participate in educational activities, that may significantly impact the Professor's ability to conduct the class. Faculty should provide scholars with an opportunity to clarify course policies and issues. Any statement beyond the above should be clarified in the syllabus.

To maintain classroom order, the faculty member has the right and responsibility to take the steps he or she deems necessary and reasonable, including private or public requests to refrain from disruptive behavior. A scholar who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class, and in some circumstances may be dismissed from a course for the remainder of the semester.

A scholar is entitled to due process; thus, the Rector must be immediately notified in writing. If found in violation of this Code of Conduct, a scholar may, in addition to other outcomes, be administratively withdrawn from the course and may receive a grade of WF.

Dress Code

Ultimately, clothing centers around three key ideas: culture, occasion and purpose; the most important being purpose. Cleanliness and neatness in appearance are indispensable for effectiveness in your ministry testimony. This attention to detail is part of your formation. Because the College is preparing scholars for professional occupations as either laity with a ministry focus, or as ordained professional clergy, adherence to certain standards of dress and appearance is required.

Ministry Fundamentals Level - To be addressed as Scholar. Civilian clothing during class and practicums.

Advanced Ministry Level – To be addressed as Seminarian. Civilian clothing during class and practicums.

Ordained - IF five years of ministry is validated, the scholar can be ordained as Rev. Pastor. Clean clergy shirt/blouse (Black) with a plain Roman tab collar, or a round collar. **If less than 5 years**, can be ordained as Reverend Deacon. Clean clergy shirt/blouse (Black) with a STRIPED Roman tab collar, or a **STRIPED** round collar.

Ordained - After ordination as Rev. Deacon, may be ordained as Rev. Pastor. Clean clergy shirt/blouse (Black) with a plain Roman tab collar, or a round collar. To be addressed as Reverend Pastor.

During Chapel /Church Hours: Please dress as above with the addition of clerical-wear requirements as established by your supervising faculty member. **During physical apostolic/field placement and practicum.** Wear clean and neat attire that befits your status and role as seen above.

Safety and Private Spaces

Grace Theological College affirms compliance with Florida Rule 6E-7.001, Florida Administrative Code (F.A.C.), Designation of Restrooms and Changing Facilities in Private Postsecondary Educational Institutions, Section 553.865, F.S., the Safety in Private Spaces Act. Restrooms in Florida educational institutions are designated for the exclusive use by males or females. Biological males may only enter male restrooms, and biological females may only enter female restrooms. Unisex restrooms are for males or females and are not to be improperly entered. All GTC employees, students, guests, and anyone on the GTC premises must adhere to this protocol. Anyone who improperly enters a restroom of the opposite biological sex will face disciplinary measures, including suspension and/or expulsion of the student, suspension and/or termination of the employee or team member, and removal of the guest from premises. Failure to adhere to disciplinary measures will result in contacting local authorities.

FERPA - Academic Reporting and Scholars Privacy

Scholars have the right to assurance that their educational records as defined by the Family Educational Rights and Privacy Act (FERPA) of 1974 will be recorded accurately and retained in confidence. Scholars have the right to review the contents of their educational records. The type of information maintained by Grace Theological College is divided into two groups: directory information and personally identifiable information. As such, Grace Theological College personnel must not permit access to or release of any confidential Scholars information to any third parties without written consent of the scholar other than the following (34 CFR § 99.31):

Further, electronic scholar submissions should not be accessible to anyone other than the scholars and the Rector/Faculty member/staff who needs the electronic submission to carry out his/her duties.

These individuals would usually include the Professor, administrators or staff approved by the Grace Theological College, and e-learning administrators. For Scholars work to become available to a third party, the scholar must give permission. This consent is voluntary and a scholar may decline. If a scholar declines to give consent s/he cannot be denied any academic opportunity or privilege, or suffer resulting adverse consequences.

Education Records at Grace Theological College are defined as any portion of the educational history that is maintained by the Grace Theological College for the purpose of sharing by other academic officials and is intended to support the academic progress of the scholar. Typical examples are the academic files maintained in a department or Grace Theological College administrative office. These records include: files, documents and materials in multiple mediums (handwritten, tape, disks, microfilm, CD-ROM, etc.) which contain information directly related to the academic educational efforts of the scholar.

Grace Theological College has identified the following as directory information that may be released without written consent of the scholar's: name; address; telephone number; dates of attendance; previous institutions attended; major; awards and/or honors; degree conferred; participation in clubs, organizations, and sports; and place of birth.

All other information is considered personal and cannot be released without the scholar's written consent. Scholars record information accessible via computer is subject to all of the rules and regulations of confidentiality under FERPA. Faculty should take care to make sure that computer-accessible confidential information is handled with due professional care.

FERPA and Verification of Scholar's Identity in Distance Learning

Grace Theological College must comply with the provisions of the United States Federal Higher Education Opportunity Act (HEOA), Public Law 100-315 concerning the verification of Scholars identity in distance learning.

FERPA and Scholars Privacy Protection

Regardless of the method used, the scholar's identity verification must protect the privacy of the scholar's information. Scholars must be notified at the time of registration or enrollment of any fees associated with the verification of their identity.

FERPA and Distance Education

All credit bearing courses and programs offered through distance education must assure compliance with the Family Educational Rights and Privacy Act (FERPA). As such, Grace Theological College personnel must not permit access to or release of any confidential Scholars information to any third parties without written consent of the scholar other than the following (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a scholar is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a scholar
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies

A GTC Faculty member has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Grace Theological College. Upon request, the Grace Theological College also discloses education records without consent to officials of another school in which a scholar seeks or intends to enroll.

FERPA and Scholars Rights to View Their Education Records

The Family Educational Rights and Privacy Act (FERPA) affords scholars certain rights with respect to their education records. These rights include: The right to inspect and review their education records within 45 days of the day the Grace Theological College receives a request for access.

1. A scholar should submit a written request that identifies the record(s) the scholar wishes to inspect. The Grace Theological College Dean of Vocations will make arrangements with the Rector for access and notify the scholar of the time and place where the records may be inspected.
2. The right to request the amendment of the scholar's education records that he/she believes are inaccurate, misleading, or otherwise in violation of the scholar's privacy rights under FERPA. A scholar who wishes to ask the Grace Theological College to amend a record must write the Grace Theological College Rector, clearly identify the part of the record the scholar wants changed, and specify why it should be changed.

If Grace Theological College decides not to amend the record as requested, the Grace Theological College will notify the scholar in writing of the decision and the scholar's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the scholar when notified of the right to a hearing.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Grace Theological College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

Title IX

Any scholar, faculty, or staff member with questions or concerns about applicable Grace Theological College policies or who believes that they have been the victim of or witness to sexual discrimination, sexual misconduct, sexual harassment, or sexual violence is encouraged to contact the Grace Theological College Rector or can file a report with a legal agency via private email. Individuals who believe that they have been discriminated against on the basis of protected qualifications, including sex discrimination, sexual misconduct, sexual harassment and sexual violence may file a complaint with the Grace Theological College by contacting the Grace Theological College Rector or can file a report with a legal agency via private email.

- Accessibility: The Grace Theological College State community provides support and advocacy for scholars with documented disabilities under the guidelines of Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and ADA Amendments.
- Accommodations: Grace Theological College strives to maintain the highest standards of integrity and fairness in its policy and nondiscrimination on the basis of disability. Section 504 of the Vocational

Rehabilitation Act of 1973 prohibits institutions from discrimination against "otherwise qualified" individual with disabilities. An individual with a disability is defined as a person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or regarded as having such impairment. A qualified individual with a disability is a person who, with reasonable accommodations, can perform the essential functions of a job or school curriculum.

Scholars with disabilities seeking accommodations or services should submit appropriate documentation to determine eligibility. GTC will provide accommodations provisionally for a period of time (usually one trimester) that would be reasonably sufficient for the scholar to gather the necessary information. Documentation is used to determine eligibility for disability services, as well as to inform accommodation decision-making. In order to establish disability status and eligibility for disability services GTC requires documentation from a qualified evaluator that: attests to the presence of a disabling condition as defined by the ADA and demonstrates substantial limitations impacting performance in the academic environment when compared to most people in the general population. Based on the documentation provided, Scholars may be eligible for one or more accommodations.

Common accommodations may include, but are not limited to:

- Extended test time
- Permission to audio record lectures
- Alternate text formats for textbooks and other printed course materials
- Use of computers with assistive technology for testing
- Captioning services

Technology: Digital Learning

The Rector is responsible for leading and coordinating Grace Theological College's technological compliance activities, promoting the use of accessible technology and equipment, and providing recommendations to improve technological accessibility. The Rector is also charged with providing information, training, and technical assistance to the Grace Theological College community regarding the promotion and use of accessible technology, in accordance with the Americans with Disabilities Act (ADA) and related compliance laws.

Contact the Rector for questions related to these matters at deansoffice@gracetheologicalCollege.org

Acceptable Use Policy (AUP): Please read this acceptable use policy carefully before using the media provided by Grace Theological College.

Services provided by GTC may only be used for lawful purposes. You agree to comply with all applicable laws, rules, and regulations in connection with your use of the services. Any material or conduct that in our judgment violates this policy in any manner may result in suspension or termination of the services or removal of user's account with or without notice.

Prohibited Use: You may not use the services to publish content or engage in activity that is illegal under applicable law, that is harmful to others, or that would subject us to liability, including, without limitation, in connection with any of the following, each of which is prohibited under this AUP:

- Phishing or engaging in identity theft
- Distributing computer viruses, worms, Trojan horses, or other malicious code
- Distributing pornography or adult related content or offering any escort services
- Promoting or facilitating violence or terrorist activities
- Infringing the intellectual property of Grace Theological College, its faculty, staff, or other proprietary rights of others.

Enforcement: Your services may be suspended or terminated with or without notice upon any violation of this policy. Any violations may result in the immediate suspension or termination of your account. Infringement of Intellectual Property may result in fines and penalties.

Reporting Violations: To report a violation of this policy, please contact Grace Theological College at deansoffice@gracetheologicalCollege.org

GTC reserves the right to change this policy at any given time. The catalog will be promptly updated. To make sure that you are up to date with the latest changes, we advise you to pay attention to your GTC notifications.

Netiquette at Grace Theological College

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected during communication.

These guidelines for online behavior and interaction are known as “netiquette”. The rules for online learning and classroom learning are virtually the same: One must study, take notes, attend classes and participate in discussions. In the classroom, one’s words, gestures, posture and facial expressions communicate your thoughts and observations to your classmates and teachers.

The purpose of the following information is to help one become be a more effective and successful communicator via email, chat rooms, or on discussion boards as a part of online learning activities.

Why Netiquette is Important to Online Scholars

Proper conduct in an online class is just as important as in a classroom with similar potential repercussions for failing to maintain decorum. Remember that in an online class it is common for a very substantial portion of one’s grade to be a function of how well one perform in online discussion areas and other “classroom participation” activities. One’s ability to clearly and properly communicate in an online class can be every bit as important to success as how one performs on multiple choice tests and written assignments.

Netiquette - General Guidelines

When communicating online, always:

1. Treat one’s peers and faculty with respect, even in email or in any other online communication.
2. Always use the professors’ proper title: Dr. or Prof., or if you in doubt use Mr. or Ms. (Corollary: Make sure if you use a gender-specific title that you are clear on their gender. Some names can be gender ambiguous.)
3. Unless specifically invited, don’t refer to persons by their first name. Some will not mind being called “Indiana” and others will expect to be “Dr. Jones”.
4. Use clear and concise language. Be respective of readers’ time and attention.
5. Remember that all college level communication should have correct spelling and grammar. Avoid slang terms and texting abbreviations such as “u” instead of “you”.

6. Use standard fonts that are optimized for online reading (e.g., sans serif) along with a consistent and readable size (12 or 14 pt.)
7. Make sure identification is clear in all communications. Begin with a salutation (“Hello Jason!”) and end with your signature (“Hannah Kay, Pastoral Ministry:130”).
8. Review what you wrote and try to interpret it objectively. When we speak face to face and are misunderstood, we have an on-the-spot opportunity to rephrase our words. In writing, we must strive twice as hard to be understood, as we do not have the benefit of modifying or elaborating in real time. All caps (“I’M SHOUTING”) and exclamation points (“Give me a break!!!”) can be misinterpreted as intense anger or humor without the appropriate context.
9. If you wouldn’t say it face to face, don’t say it online. When you’re working online, you’re safe behind a screen, but that’s no excuse to be ill-mannered or say things you would never say in public.
10. Don’t assume everyone understands where you’re coming from. Sarcasm and wit are often the spice of in-person conversations, but in online discussion, they can not only lose their edge, they can bite! In your high school classroom, all scholars were the same age, came from similar backgrounds and lived in the same area. In contrast, your online classroom is made up of people of all ages and cultures who have varied backgrounds, lifestyles and geographic locations. With this in mind, review what you wrote before contributing to the conversation and ask yourself, “Will everyone get the joke?”
11. Don’t spam. Please don’t take advantage of your connection with the other scholars in your online classroom to forward emails and links to sell services.
12. Use emoticons. In casual chatroom settings, emoticons can help convey feelings that may otherwise get lost in translation, including humor, exasperation, exhaustion and even confusion.
13. Respect others’ privacy. Don’t give out another scholar’s personal email address without permission.
14. Remember, if it’s on the internet, it’s everywhere. Don’t share personal information about yourself in a public online forum, especially something that could put your safety or security at risk.
15. Follow the rules. Online forums have rules of conduct. Make a point to read them every time, as they can vary from course to course.
16. Forgive and forget. If you’re offended by something another scholar says online, keep in mind that you may have misunderstood their intentions. Give them the benefit of the doubt.

Scholars' Code of Ethics

Preamble: As a Servant in God's Vineyard called by God to serve Creation and gifted by the Spirit to pastor, I dedicate myself to conduct my ministry according to the ethical guidelines and principles set forth in this code of ethics, in order that my ministry be acceptable to God, my service be beneficial to all communities, and my life be a witness to the world.

Responsibilities to Myself

I will maintain my physical and emotional health through regular exercise, good eating habits, and the proper care of my body.

I will nurture my devotional life through a regular time of prayer, reading of the Scriptures, and meditation.

I will continue to grow intellectually through personal study, comprehensive reading, and attending educational workshops, seminars, and conferences.

I will manage my time well by properly balancing personal obligations, church duties, and family responsibilities, and by observing a weekly day off and an annual vacation.

I will be honest and responsible in my finances by paying my debts on time according to my finances, never seeking special gratuities or privileges, giving generously to worthwhile causes, and living an ethical lifestyle.

I will be truthful in my speech, never plagiarizing another's work, exaggerating the facts, misusing personal experiences, or communicating gossip.

I will seek to be charitable in attitude and action toward all persons regardless of race, gender, sexual orientation, economic realities, religious beliefs, or position of influence within the church and community.

Responsibilities to My Family

I will be fair to every member of my family, giving them the time, love, and consideration, they need.

I will understand the unique role of my spouse and treat her/him with respect and honor.

I will regard my family as a gift from God and seek to meet their individual needs without imposing undue expectations upon them.

Responsibilities to the College

I will seek to be a servant-minister of the church by demonstrating faith, love, wisdom, courage, and integrity.

I will faithfully discharge my time and energies through proper study and work habits and reasonable schedules.

In my administrative and pastoral duties, I will be impartial and fair to all.

In my preaching responsibilities, I will give adequate time to prayer and preparation, so that my presentation will be biblically based, theologically correct, and clearly communicated.

In my pastoral counseling, I will maintain strict confidentiality, except in cases where disclosure is necessary to prevent harm to persons and/or is required by law.

In my evangelistic responsibilities, I will seek to lead persons to salvation and to church membership without manipulating converts, proselytizing members of other churches, or demeaning other religious faiths.

In my visitation and counseling practices, I will remain vigilant of my fidelity to my calling and will not engage in untoward relationships with counselees/their family/friends.

Responsibilities to My Colleagues

I will endeavor to relate to my colleagues (peers, teachers, and mentors), especially those with whom I serve as partners in the work of God, respecting their ministry and cooperating with them.

I will seek to serve my colleagues and their families with counsel, support, and personal assistance.

I will refuse to treat my colleagues as competition in order to gain a grade, a church, receive an honor, or achieve statistical success.

I will refrain from speaking disparagingly about the person or the work of colleagues.

I will enhance the ministry of all peers by offering assistance as requested and needed.

I will return to Grace Theological College for professional services, such as weddings and funerals if invited as an alumnus to celebrate a ceremony.

I will be thoughtful and respectful to all retired GTC Teachers, Mentors, and Staff.

I will be honest and/or kind in my recommendations of colleagues to church positions or other inquiries.

If aware of serious misconduct I will contact responsible officials of GTC immediately.

Responsibilities to the Community

I will consider my primary responsibility is to never neglect ministerial duties.

I will accept reasonable responsibilities for community service, recognizing the minister has a public ministry.

I will support public morality in the community through responsible prophetic witness and social action.

I will practice citizenship without engaging in partisan politics or political activities that are unethical, unbiblical, or unwise.

Responsibilities to My Denomination

I will offer agape love, spiritual, emotional, and psychological support and cooperate with the faith community of which I am a part, recognizing the responsibility I owe to my denomination for its contribution to my life, my ministry, and my church.

I will work to improve my denomination in its efforts to expand and extend the kingdom of God.

I will be supportive and loyal to my colleagues, never criticizing them or undermining their ministry.

I will recognize my role and responsibility and will not feel threatened or in competition with other colleagues of my special area of ministry.

If single, I will be discreet in my dating practices, especially in relation to members of my denominational colleagues.

MILITARY CHAPLAIN

Military Chaplain Code of Ethics

I will be an ethical example of a Christian lifestyle in a military setting.

I will perform my service duties according to the military codes of conduct while recognizing my ultimate allegiance is to God.

I will be truthful in my reports to my senior officers without divulging unnecessary confidential information.

PASTORAL MINISTRY / CHAPLAINCY

Professional Ministry Code of Ethics

I will have a pastor/counselor to whom I can turn for counseling and advice.

I will be aware of my own needs and vulnerabilities, never seeking to meet my own needs through my counselees.

I will recognize the power I hold over counselees and never take advantage of their vulnerability through exploitation or manipulation.

I will never become sexually or romantically involved with a client, or engage in any form of erotic or romantic conduct.

I will demonstrate unconditional acceptance and love toward all counselees, regardless of their standards, beliefs, attitudes, or actions.

If I am unable to benefit a client, I will refer him or her to another professional who can provide appropriate therapy.

I will maintain good relationships with other counselors and therapists, informing and conferring with them about mutual concerns.

I will keep confidential all matters discussed in a counseling setting, unless the information is hazardous for the client, for another person, or is required by law.

I will offer my assistance and services to fellow ministers and their families whenever needed.

I will contribute to the ministry of my church through personal counseling, seminars, lectures, workshops, and group therapy.

I will seek to support the policies and beliefs of my ministry without unduly imposing them upon any counselee.

TEACHING

Professional Teaching Code of Ethics

I will interact with Learners only in appropriate settings.

I will communicate with Learners in a clear, respectful, and culturally sensitive manner.

I will take into account how appearance and dress can affect my interactions and relationships with Learners.

I will consider the implication of accepting gifts from or giving gifts to Learners.

I will engage in physical contact with Learners only when there is a clearly defined purpose that benefits the Learner and continually keeps the safety and well-being of the Learner in mind.

I will avoid relationship with Learners which might impair objectivity and increase the risk of harm to learning or well-being or decrease educator effectiveness.

I acknowledge that there are no circumstances that allow for educators to engage in romantic or sexual relationships with Learners

I will consider the ramifications of entering into an adult relationship of any kind with a former Learner, including but not limited to, any potential harm to the former Scholars, public perception, and the possible impact on my career. I will ensure that the adult relationship was not started while the former Learner was in school.

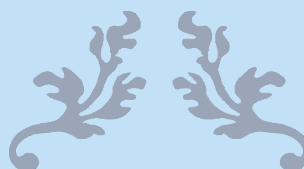
I will respect the privacy of Learners and the need to hold in confidence certain forms of Learner communication, documents, or information obtained in the course of professional practice.

I will uphold any legal requirements to reveal information related to legitimate concerns for the well-being of the Learner.

I will protect the confidentiality of Learner records and releasing personal data in accordance with prescribed state and federal laws and local policies.

I accept the responsibilities, performing duties and providing services corresponding to the area of certification, licensure, and training of my position.

I will reflect upon and assess my professional skills, content knowledge, and competency on an ongoing basis and am committed to ongoing professional education and training.



We believe the Bible is the inspired Word of God.

[Matthew 24:35, 2 Timothy 3:16-17, 2 Peter 1:3-4].

36. GRACE THEOLOGICAL COLLEGE
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We believe that there is one God, who is revealed to Christians in three persons.

[John 1:1-4 & 14, Romans 8:9, 2 Corinthians 13:14].

We believe in the virgin birth of Jesus, in His death, burial, and bodily resurrection, and in His complete deity and humanity; that He is fully God and fully human incarnate.

[Romans 1:3-4, John 1:1-14, 1 Timothy 3:16].

We believe that the atoning sacrifice of Christ has made possible the salvation of all humanity, by grace, through faith, and that a Christian stands and lives by the faith of the Son of God.

[Ephesians 2:8-9, Titus 3:5, Galatians 2:16, Hebrews 9:12].

We believe in the ministry of the Holy Spirit.

[Mark 16:20, 1 Corinthians 12:7-11].

We believe in the Holy Spirit's appearance in and through the Body of Christ, and Her imminent physical return.

[Revelation 20:11-15, 1 Corinthians 15:13-17, John 14:20 & 23, and 2 Peter 1:4].

We believe that God was in Christ reconciling the whole world to Himself and that in Christ the ministry of reconciliation has been given to the Body of Christ.

[John 3:16-17, 2 Corinthians 5:18-21].

We believe in the bodily resurrection and righteous judgment of all humanity.

[Acts 26:8, Revelation 20:11-15].

We believe that for issues that are not specifically addressed in the Scriptures, the believer should seek the guidance of the Holy Spirit and the testimony of the Word of God for instructions.

[Romans 14:4-5, Philippians 2:12].

We believe in water baptism as an act of obedience to the Word of God.

[Matthew 28:19, Acts 2:38, Mark 16:16]

ANSWER YOUR CALL TO SERVE



Ordination

Studies

<https://stgracechurch.com/>

**Contact : The Most Reverend Francis Vincent Ardovino,
S.T.L., M.D.
Bishop: St. Grace Church
1-877-731-9957**

- ✓ **Permanent Denominational or Ecumenical Deacon** – Completion of at least 2 years of study, completion of Candidacy for ordination studies, Referral from Senior Faculty and Rector. Ordination to the Permanent Diaconate (non-apostolic lineage.) [Denominational deacon candidates must have the written permission of their Elder/Bishop to be enrolled at GTC.]
- ✓ **Transitional Denominational Deacon** - Completion of at least 2 years of study, completion of Candidacy for ordination studies, Referral from Senior Faculty and Rector. Ordination to the Ecumenical Diaconate (non- apostolic lineage.) [Denominational deacon candidates must have the written permission of their Elder/Bishop to be enrolled at GTC.]
- ✓ **Non-Denominational or Interfaith Ordained Pastor** – Completion of at least three years of study, completion of Candidacy for ordination studies, Referral from Senior Faculty and Rector.
- ✓ **Permanent Deacon in Apostolic Succession** - Completion of minor Holy Orders, Sufficient transfer credits from a recognized program or completion of at least two years of study, completion of Candidacy for ordination studies, Referral from Senior Faculty and Bishop.
- ✓ **Priesthood in Apostolic Succession** - Completion of lower orders, Sufficient transfer credits from a recognized program or completion of at least four years of study, completion of Candidacy for ordination studies, Referral from Senior Faculty and Bishop.

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**GRACE THEOLOGICAL
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Grace Theological College is a private religious college authorized to provide educational programs that prepare students for religious vocations as ministers, professionals, or laypersons in the categories of ministry, counseling, theology, education, administration, music, the fine arts, media communications, and social work.

GRACE THEOLOGICAL COLLEGE

Bachelor of Arts

Bachelor of Science

Master of Arts

Master of Science

Doctor of

Philosophy

Doctor of Education

