

CROWN COLLEGE SCHOOL OF ONLINE STUDIES

GRADUATE SCHOOL OF MINISTRY



CROWN
COLLEGE

Graduate School of Ministry

Student Handbook 2024-2025

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GRADUATE SCHOOL OF MINISTRY STUDENT HANDBOOK

Introduction to the Student Handbook

The Graduate School of Ministry Student Handbook is an addendum to the [Crown College Academic Catalog](#). While every effort is made to provide accurate and current information within both the Catalog and the Handbook, information in each is subject to change without prior notice. The policies and procedures described in this Handbook supersede those described in previous Handbooks and apply to those enrolled in the Graduate School of Ministry at Crown College. GSOM students should adhere to the policies and guidelines herein but should not consider the Handbook or the Catalog as a contract between any student and the institution.

Student Handbook Acknowledgement

Students will have access to the GSOM Handbook in their courses and will need to acknowledge that they have received the handbook, read it, and recognize it as a governing policy/procedure document that describes the important processes of the GSOM experience. This handbook will be a part of the Learning Contract in each course.

Note from the Dean of the School of Theology and Ministry

Dear Student,

The Graduate School of Ministry (GSOM) Student Handbook serves to guide the educational experience you will receive as a graduate student in the GSOM. Students are encouraged to review it carefully. We believe the policies and procedures articulated in the GSOM Student Handbook provide students with the guidance, environment, and scaffolding to thrive in their learning.

At Crown College, we are committed to providing a Biblically based education that will help each student grow in knowledge of Christian Scriptures, embrace an identity rooted in Christ, and gain practical skills related to the student's vocational aspirations. This means integrating theory with practice toward a holistic development of the student. To that end, we hire scholar-practitioners for professors; those who can make real-world applications to the ideas and concepts discussed in class.

We also value the reality that learning is seldom a solo activity; we learn best in community. Classes are designed to encourage lateral learning from other students. Each student has something unique to offer others, and with a humble spirit, we can learn life and ministry lessons from each other. I invite you to lean into the Crown community as a source of encouragement and learning for your journey toward degree completion.

Continuing graduate education requires academic grit. I pray you persevere in your studies and, by doing so, bear much fruit in both your own life and in the lives of those you serve. May you "do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth" (2 Timothy 2:15).

Grace and peace,

Dr. Bill Kuhn

Dean of the School of Theology and Ministry

Crown College General Information

History

Crown College sits on 215 acres of wooded, rolling hills approximately 30 minutes west of Minneapolis. A recognized leader in biblical higher education, Crown offers associate, baccalaureate, and graduate level programs for students preparing for professions in a variety of fields.

Near the communities of Waconia and St. Bonifacius, Minnesota, Crown College offers a place of retreat for learning and growth. Crown believes that the truth of God’s Word is an essential ingredient in education. Students not only gain knowledge about life but also discover how to impact the world. Additionally, they learn to embody the Christ-like life within a community of believers committed to “grow in the grace and knowledge of our Lord and Savior Jesus Christ” (II Peter 3:18).

The institution was founded in 1916 by Reverend J. D. Williams for the purpose of educating men and women for Christian ministry. The College resided in St. Paul, Minnesota, for over 50 years: first in a private home, later Sherburne Avenue, and for many years at 1361 Englewood Avenue. In 1970 before moving to its present campus.

Crown College’s School of Arts & Sciences provides degree programs on our campus. In contrast, the School of Online Studies offers online degree programs—an extension of our mission—for those who cannot relocate or maintain a consistent class schedule but still desire higher education. Established in 1999 during Dr. Gary Benedict’s tenure as college president, our online programs integrate cutting-edge research and best practices in adult and distance education. Our dedicated professors, experts in their respective fields, design these programs to empower students on their educational journey.

Crown College is accredited by [The Higher Learning Commission](#), 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604.

Mission Statement

Crown College’s mission is to offer a solid, biblically grounded education for Christian leadership within The Christian and Missionary Alliance, as well as across the broader church and the global communities.

Non-Discrimination Policy

It is the official policy and commitment of Crown College not to discriminate based on race, color, national or ethnic origin, age, gender, or disability in its educational programs, admissions, or employment practices. The President of Crown College has designated the Vice President of Academic Affairs as the compliance officer for the institution. Inquiries regarding compliance may be directed to The Vice President of Academic Affairs (Compliance Officer), Crown College, 8700 College View Drive, St. Bonifacius, MN 55375, phone: 952-446-4100.

Accreditation

Crown College is accredited by The Higher Learning Commission (230 South LaSalle St., Suite 7-500, Chicago, IL 60604), Phone: 800-621-7440. Due to this excellent accreditation status, credits and degrees

earned at Crown are transferable and recognized by public and private colleges and universities throughout the world.

The College has been accredited by The Higher Learning Commission (HLC) since 1980. Candidate status was granted in July of 1974. In addition, the College is chartered by the Minnesota Department of Education as a degree-granting institution. Veterans attending Crown College are eligible to use their veterans' education benefits. The College is authorized under Federal law to enroll non-immigrant alien students.

Crown College is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. [Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, 55108-5227, phone: 652-642-0567, <http://www.ohe.state.mn.us>]

Secondary Accreditation

Crown College's Graduate School of Ministry programs have received accreditation from the Association of Theological Schools (ATS). This prestigious additional accreditation provides students and prospective students with the assurance of Crown's academically excellent and robust theological education.

The Graduate School of Ministry programs are designed to meet the needs of students regardless of their life context, with courses held primarily online and optimized for an effective online learning environment. ATS accreditation provides Crown's graduate theological programs a structure for continuous improvement and expands opportunities for students to launch into ministry and further education.

Correspondence

E-mail Correspondence

Every currently active Crown student has a student email account. Crown email is the approved means of communication between students, faculty, and staff. It is the student's responsibility to promptly respond to emails.

Program Contact Information

Crown College Department of Graduate School of Ministry

Name/Leadership Role	Email	Phone
Andrew Denton, Ph.D. College President	dentona@crow.edu	952-446-4112
Chris Mathews, DMA Vice-President of Academic Affairs	mathewsc@crow.edu	952-446-4210
Bill Kuhn, Ed.D. Dean of the School of Theology & Ministry	kuhnb@crow.edu	952-446-4227
Fawn McCracken, Ed.D. Chief Online Learning Officer, Adult Online & Graduate Studies	mccrackenf@crow.edu	952-446-4336
Dee McDonald, Ph.D. Vice-President of Enrollment & Marketing	mcdonaldd@crow.edu	952-446-4163
Kathy Sutherland GSOM Program Advisor	sutherlandk@crow.edu	952-446-4339

Offices/Contacts for Students

Mailing Address: 8700 College View Drive, St. Bonifacius, MN 55375-9001

College Web Site: www.crown.edu

College Reception Desk: 952-446-4100

College Fax: 952-446-4149

Academic Affairs: 952-446-4202

Admissions: 952-446-4142, Hotline: 1-800-68-CROWN Email: admissions@crow.edu

Athletics: 952-446-4179 Email: athletics@crow.edu

Career Services (Student/Alumni Employment): 952-446-4352

Events: 952-446-4132

External Relations (Alumni, Annual Fund, Scholarships, Parent Relations, etc.): 952- 446-4350

Hotline: 1-800-646-2586

Fiscal Operations (Student Accounts, Cashier): 952-446-4126 Email: billing@crow.edu

Financial Aid: 952-446-4177

Graduate School: 952-446-4300, Hotline: 1-800-910-GRAD (4723) Email: graduate@crow.edu

Human Resources (Faculty and Staff Employment, Benefits): 952-446-4122

Marketing (Advertising, Graphic Arts, Webmaster): 952-446-4359 Email: marketing@crow.edu

President: 952-446-4112

Registrar (Transcripts, Academic Records): 952-446-4450 Fax: 952-446-4329;
Email: registrar@crow.edu

School of Online Studies: 952-446-4300 Hotline: 1-800-910-GRAD (4723)
Email: online@crow.edu

Student Development (Student Life, Residence Halls): 952-446-4162

Telephone/Fax Numbers

The main number for the College is 952-446-4100. The phone at the Reception Desk allows the Receptionist to forward calls to the relevant office or employee as necessary. Additionally, direct phone numbers can be found in the campus office directory.

A fax line is at the Reception Desk. The fax number is 952-446-4149. Faxes may be sent from this location, and faxes received are transmitted electronically to the recipient's Crown email address.

Written Correspondence

Crown College
8700 College View Drive
St. Bonifacius, MN 55375

Graduate School of Ministry Programs Information

GSOM Mission Statement

The mission of Crown College GSOM is to prepare Christian ministry leaders who think biblically, live authentically, and serve skillfully in the Christian and Missionary Alliance, the church-at-large, and the world.

Overall GSOM Goals and Objectives

1. Develop kingdom-mindedness in ministry leaders for their global settings.
2. Prepare ministry leaders with lifetime tools to be biblically grounded.
3. Prepare and communicate biblical messages that transform lives by the power of the Spirit.
4. Equip leaders in practical competencies for leading diverse ministry in a global environment.
5. Define one's specific calling of God on one's life as a ministry leader regardless of sacred or secular status.
6. Live missionally by preparing ministry leaders to make disciples who will make disciples in the rhythms of life.

GSOM Non-Discrimination Statement

It is the official policy and commitment of Crown College not to discriminate based on race, color, national or ethnic origin, age, gender, or disability in its educational programs, admissions, or employment practices. The President of Crown College has designated the Vice President of Academic Affairs as the compliance officer for the institution. Inquiries regarding compliance may be directed to The Vice President of Academic Affairs (Compliance Officer), Crown College, 8700 College View Drive, St. Bonifacius, MN 55375, phone: 952-446-4100.

Kingdom Diversity Statement

The Graduate School of Ministry strives to realize Kingdom Diversity by being:

Diverse

The GSOM understands that individuals have unique lived experiences, including national and ethnic origin, race, age, gender, socioeconomic status, physical and mental abilities, military/veteran status. The GSOM respects these diversities as valuable components to the mosaic of humanity.

Hospitable

The GSOM intends to create a learning environment that welcomes all individuals, raises awareness of barriers to a sense of belonging, and emphasizes the biblical mandate to champion human rights and dignity for all people. We aspire to maintain the unity of the Spirit where each one can feel valued, respected, and connected.

Accessible

It is the goal of the GSOM to make its learning environment accessible to as many as reasonably possible. This includes academic accommodation for students with various physical and/or mental health concerns.

Collaborative

When a learning environment is collaborative, all individuals are free to express themselves and their perspectives, even if dissenting, without fear of being devalued, disrespected, or unsupported. The GSOM strives to create such an environment and encourages feedback for accountability in this area.

Therefore

To promote Kingdom Diversity, Crown College statements and services are listed in each of our syllabi.

If you have a documented disability and need special accommodation, please contact the Crown Study Lab (952-446-4216) as soon as possible to speak with the Disabilities Officer.

Crown College aims to honor the rich diversity present in our society while remaining faithful to the biblical principles outlined in the Crown Covenant. For this reason, our class diversity policy seeks to:

- Encourage respectful communication and cooperation between students and faculty.
- Encourage environments that emphasize teamwork and mutual respect that permits the representation of all communities we serve.
- Respecting all communities' contributions, we promote a greater understanding and respect for diversity.
- If you feel that someone is in violation of any of the above, please email your professor with an explanation of your concern.

Design of programs

The **Master of Arts in Christian Studies** is designed to equip students with the theological understanding and practical skills they will need in ministry. In many ways, this degree functions like a mini-Master of Divinity. A distinctive feature of this Christian Studies online program is that our graduates are prepared for licensing and ordination/consecration with the Christian and Missionary Alliance. In addition, all the courses in this program regardless of one's emphasis track apply toward Crown's Master of Divinity degree, so students can elect to graduate with their M.A. and continue for the M.Div.

The **Master of Arts in Global Leadership** is designed to prepare students for leading interculturally to effectively guide groups and organizations to accomplish missional goals. Students of this degree will be equipped to communicate with people from other cultures in appropriate ways, understand how leadership principles differ from various cultural backgrounds and lead multicultural teams to create a team vision and accomplish shared goals.

The **Master of Arts in Ministry Leadership** is designed to prepare students to be innovative thinkers by sharpening their practical ministry skills, and equipping them for leadership positions in churches, missions, and other faith-based organizations. Graduates of this degree will learn to understand the times in which they are living and engage in transforming culture through a Christian Perspective.

The **Master of Arts in Pastoral Counseling** teaches scripturally based practical knowledge and skills that prepares those in ministry to assist others in working through life issues. Working with individuals and families, this degree focuses on counseling in a church or faith setting and does not lead to clinical/professional counseling licensure in most states.

The **Master of Divinity** is designed to prepare students to integrate theological and real-world training for ministry while also holistically developing them as leaders to fulfill their callings. This degree is specifically designed for anyone who may desire to be a Senior Pastor of a church and is also a requirement for most chaplaincy positions. The M.Div. offers chaplaincy course electives that provide completion of one unit of Clinical Pastoral Education (CPE). Students will be able to develop spiritual formation as a lifelong journey, interpret Scripture with care, think and act with theological conviction, practice biblical disciple-making, proclaim the Word of God effectively, understand local contexts to design relevant ministry, and empower other leaders for ministry impact.

Admission Policies

General Graduate School Admission Criteria

Admission to a master's degree program requires the completion of a bachelor's degree at an accredited (regional or national) college or university with all corresponding transcripts on file with the Graduate School Office. Students with unaccredited degrees are reviewed on a case-by-case basis by the Admissions Council. Applicants must also meet the prerequisites for their chosen field of study and have a minimum GPA (Grade Point Average) of 3.0 for previous post-secondary coursework. The Admissions Council assesses a GPA below 3.0 on a case-by-case basis.

Additional Admission Requirements for the GSOM:

1. Submission of the application form
2. Pastoral Reference (including name and phone number)
3. Spiritual Life and Call to Ministry Essay
4. Sign agreement with the C&MA (Christian and Missionary Alliance) Statement of Faith. This requirement will be waived for students applying for re-admission into one of these degrees within three years of original application if the documents are already on file.
5. Sign agreement with the Crown College Community Covenant.

*Crown College undergraduate students in an Accelerated Ministry Program will complete the above process at the time they apply for the accelerated program.

Applicant Classifications

New applicants have not previously earned graduate college credits at Crown College.

Special (non-degree) applicants must complete an application and have one official transcript mailed to the College. If the student decides to enter a degree-seeking program, s/he must re-apply for that program and meet the qualifications for that program.

Readmission applicants have previously attended the Graduate School but have ceased enrollment for one semester or longer. They must apply for re-admission and be accepted before registering for class. Students applying for re-admission must not have an outstanding balance on their school account and must be in good academic standing.

Admission Process

What Happens After Acceptance?

Advising Worksheet & Registration

An advising worksheet will be created based on the intended major and minor, if applicable. The Enrollment Counselor will notify the student of recommended courses. With student permission, the student will be registered for these courses.

Financial Aid Awarded

The Office of Financial Aid can make awards to accepted applicants whose financial aid file is complete.

Orientation

New student orientation occurs in the Learning Management System (LMS) before class begins. Orientation includes policies, LMS info, navigation, and more. This should be completed before beginning class.

Advising

Special care is taken in advising students throughout their college experience at Crown College. Advisors are assigned groups of students with whom they seek to become especially acquainted. They take their responsibility and concern for students seriously, and students are urged to nurture the personal and professional acquaintance of their advisors.

Denial of Admission

Policy for Denial of Admission into GSOM

Reasons that an applicant may be denied admission into a GSOM program include, but are not limited to, the following:

1. GPA below 3.0 on a 4.0 scale.
2. One or more references recommending admission with reservations and/or not recommending admission.
3. Written documents reveal deficits in interpersonal skills and/or lack of suitability for graduate-level study and/or the ministry profession.
4. Ministry call statement and/or interview indicates that motivations or goals are irrelevant or not applicable to the Christian ministry profession.
5. Demonstrating actions that are inconsistent with the Crown Covenant.
6. Other reasons as determined by Graduate School of Ministry Faculty members.

Underprepared Student Admission

The Crown College Graduate Program may admit up to 10 percent of the graduate population each academic year who do not meet the stated graduate criteria. Each year, the number of students admitted under this policy would be calculated based on the new student enrollment during the prior academic year. This policy is intended to provide an avenue for students who have shown accomplishment in a particular field and wish to enhance their accomplishments through graduate work.

Eligibility Criteria

1. The student must show accomplishments in his/her field or profession.
2. The student must indicate how the Crown College Graduate Program will enhance their leadership or practice.

3. The student must demonstrate that he or she can do graduate-level work (written sample).
4. The student must interview with the Appeals Committee (communication skills).
5. The student must articulate coursework or experience that supports their chosen graduate program.

Selection Criteria

1. An applicant will provide a written portfolio to the Director of the graduate program indicating:
 - a. Accomplishments in their field or profession
 - b. Resume
 - c. A description of how a chosen program will enhance their leadership
 - d. Documentation that he or she can do graduate-level work
 - e. Past formal or informal experiences that supports his or her chosen graduate program
2. The Appeals Committee will evaluate the portfolio and determine the veracity of the inquiry.
3. A decision of the action will be recorded on the Appeal.
4. The decision of the Appeals Committee is final and cannot be appealed.
5. The applicant must meet all other admission standards stated in the Crown Graduate School catalog.

Passed by Academic Affairs 12/1/15

International Student Admission

The Graduate School of Ministry welcomes international students who desire to further develop their leadership abilities. All students, regardless of national origin, must demonstrate English proficiency. A Test of English as a Foreign Language (TOEFL) will be required of all international applicants from countries whose national language is not English. This test must be taken in the applicant's home country. Applicants must have a minimum score of 500 on the paper-based exam or 61 on the internet-based exam for standard acceptance into the undergraduate program; applicants with a minimum score of 450 on the paper-based exam or 46 on the internet-based exam will be sent to the Admissions Council.

For information on testing locations, dates, and procedures, applicants should write to the following address or visit the TOEFL website:

Test of English as a Foreign Language
CN 6155, Princeton, NJ
08541-6155, U.S.A.
www.ets.org/toefl
toefl@ets.org
Crown College code: 6639

International student applicants are expected to meet the same admission standards as other applicants. To determine equivalency of credit, a National Association of Credential Evaluation Services

(NACES) member is used to evaluate foreign educational credit. International student applicants are required to submit their transcripts to one of these members.

Crown College cannot issue I-20 forms to online students.

The Graduate School of Ministry

Academic Advisors

Each student enrolling at Crown is assigned an academic advisor who assists the student in course selection and is available when the student needs assistance. Although the student is responsible for ensuring that graduation requirements are met, the advisor aids in planning the program and selecting courses best suited to the student's interests and requirements. The advisor guides students toward becoming academically successful and helps students reach the goal of earning a degree.

Online New Student Orientation

New Student Orientation (NSO) is designed to help new students transition into their online studies at Crown College. Orientation helps new students better understand the requirements of being an online student. It includes sessions on how online classes work, policies and procedures, online student services, and tips for being successful in online classes. All new students must complete NSO before starting online classes.

Student ID

A student ID is available for online students upon request for external usage.

Registration

Students are notified via Crown email regarding upcoming registration dates and must register during the designated time. Students are encouraged to register at least one month prior to the start of class to allow time to obtain textbooks and access the course syllabus to complete pre-class assignments. Graduate students wishing to take more than 15 credits must also contact their academic advisor and petition to do so. All students register online.

Registration Changes

The close of online registration is one week before the first class begins (see [Academic Calendar](#) for specific dates). Any changes made after that must be made through the student's academic advisor. Courses dropped after classes begin are subject to the refund policies listed in the Finance section. The last day to withdraw from a class is the last day of the class.

Academic Calendar

The College Registrar creates the academic calendar each year based on approved parameters. This calendar lists the start and end of each semester, summer term, and non-class breaks and holidays. Other pertinent dates and important deadlines are also included. This calendar is posted to the Crown College website before the academic year starts and updated as needed.

Terms and Course Scheduling Procedures

New GSOM students may enter the program 6 times during the year. Three terms (Fall, Spring, Summer) are offered, and within each there are two modules (A and B). Most of the courses in the GSOM program are offered as 8-week courses (Mod A or Mod B). Some courses are offered as 16-week courses (Mod AB).

The term dates are set using the calendar parameters as approved by the campus community. The calendar parameters describe the components of a Fall and Spring semester plus a shorter summer term. Each semester is 14-16 weeks (about 3 and a half months), and the summer term is 14 weeks (about 3 months). The Academic Calendar is published a year in advance and is available on the Crown College website and registrar's Office bulletin. It is also emailed to the campus community. Class periods within each semester are based on the credit hour definition (1 credit = 50 minutes of class time for 15 weeks). The registrar creates a list of class days based on precise calculations of seat time by period type (e.g., MWF, MTRF, T/R, etc.) so that the appropriate amount of seat time occurs for each type of class period within the semester.

Department chairs for the School of Arts & Sciences and the Online Program Manager for the School of Online Studies and Graduate School submit lists of courses to be scheduled to the registrar prior to the start of the registration period. The registrar schedules the classes for the appropriate amount time per week based on the length of the class and number of credits assigned.

The School of Online Studies & Graduate Schools courses utilize a standard course template and course auditing tool which helps to ensure the appropriate amount of student engagement activities takes place for each credit. These are courses scheduled by the registrar to ensure compliance with the academic calendar and credit hour definition for online classes.

Fall Term

Mod A (8 weeks)

Mod B (8 weeks)

Mod AB (16 weeks)

Spring Term

Mod A (8 weeks)

Mod B (8 weeks)

Mod AB (16 weeks)

Summer Term

Mod A (7 weeks)

Mod B (7 weeks)

Mod AB (14 weeks)

Technology Requirements for Online Courses

Documents should be submitted in Microsoft Office or PDF format. Students can obtain Microsoft Office by following the instructions located under the Help Desk tab in our.crown.edu.

Minimum Technical Requirements

For web browsers, use one of the web browsers listed here: [Canvas' Supported Browsers](#)

We recommend using the latest releases of Mozilla Firefox or Google Chrome or Microsoft Edge to access any of Crown's web services. Microsoft Internet Explorer is NOT supported.

For Microsoft Office, you will need the current release of Microsoft 365 for Windows for computers.

Microsoft Office is available for Crown students for free at <https://email.crown.edu> via your Crown email account. Please refer to the [Computer Software](#) section for more information.

Your classwork computer should be able to run a current supported release of the operating system of Microsoft Windows or Apple iOS. Keeping your system up to date with the latest Operating System patches is recommended.

Computers are available on campus for student use in our Library or Computer Labs, subject to availability.

A Smartphone running the latest release of iOS or Android is highly recommended. Student Apps are offered for student engagement, online learning, door access, print access, library, and dining.

Contact the Help Desk at [952-446-4357] or helpdesk@crown.edu if you have questions regarding technology at Crown College.

Curriculum

Curriculum outlines for each degree are available in the Crown College Course Catalog that can be found at crown.edu.

Course Descriptions

Course descriptions are available in the Crown College Course Catalog that can be found at crown.edu.

Course Sequencing

Academic Advisors assist students to develop a course sequencing for the entirety of their program based on the term of enrollment and the student's particular needs and intentions. Not every course is offered every term, so students are encouraged to communicate with their Academic Advisor if they choose to change their course sequence after it has been established to avoid terms where needed classes are not offered. See also the appendices of this handbook.

Degree Emphases and Concentrations

All 36-credit graduate degrees offer various emphases (a minimum of 9 credits) that can be attained through the completion of specific elective courses. These emphases cater to the specific ministry career tracks students may wish to pursue. Students are encouraged to declare an emphasis within their specific degree. They should discuss this option with their advisor. If required emphasis track courses have been taken as part of the degree core, an additional 3 credits of electives per course will be required to fulfill the emphasis requirements. For a list of the possible emphases and their requirements, please see the appendix of this handbook.

The Master of Divinity (72 credits) offers various concentrations (a minimum of 15 credits) that can be attained in combination with the M.Div. These concentrations cater to the specific ministry career tracks students may wish to pursue. Students are encouraged to declare a concentration and should discuss this option with their advisor to ensure the completion of all required electives. A concentration may be

added to approved graduate degree programs by declaring it upon initial enrollment or in consultation with a student's academic advisor. Students with graduate degree programs which have multiple general elective slots are encouraged to declare a concentration. Students who do not have sufficient general elective slots in their degree program may extend their program of study to add concentration. At least 50% of the concentration coursework must be completed through Crown College. Visit the degree program page for a list of approved concentrations for the M.Div. or see the appendix of this handbook.

Electives

Students should consult with their advisor to determine the best electives to take, based on their interests in ministry. Advisors can also assist students in knowing when to schedule their electives. Electives can be located in the Crown College Course Catalog found at [crown.edu](https://www.crown.edu).

Catalog Requirements/Programmatic Changes Policy

Students are responsible for the academic program as stated in the College Catalog that is current at the time of their matriculation at the College. Students, in consultation with their department chair or academic advisor, may choose to follow the major requirements of a subsequent catalog. The major requirements of one catalog must be followed in its entirety.

Students who discontinue studies and subsequently return to the College are responsible for the academic program as stated in the College Catalog that is current at the time of their re-enrollment to the College.

Textbooks

Students are responsible for purchasing their own textbooks. To determine the correct text and edition number, students should consult the [Crown College Virtual Bookstore](https://www.crown.edu/virtual-bookstore) even if intending to purchase through another source. The virtual bookstore will provide students with the list of materials and the ISBN textbook numbers needed for each class. For students' convenience and economy, some eBook textbooks are available online through Crown College Library access. There will be a Student Note in the Crown College Virtual Bookstore and/or the course syllabus so that student purchase of the text may be optional. If unlimited access to the class is available, a hyperlink will be present in the Canvas course.

Course Delivery Formats

Crown online students will use the Canvas Learning Management System for their coursework. Work is primarily done asynchronously, with weekly due dates for each course. Faculty will provide feedback on assignments with Canvas. Some courses may have synchronous engagement requirements (virtual meetings with professors or classmates).

Course Availability Policy

Crown College reserves the right to decide not to offer a regularly scheduled class if enrollment is insufficient. In this situation, advisors will work with students to find the best registration options.

Ministry Residencies

The residency experience is a time when students take their classroom and textbook knowledge and apply this information to the real world of ministry. Crown College staff and faculty are here to support students during this process.

Supervisor/Mentor

Students should find a residency site that has a qualified supervisor/mentor who will oversee their work. This person must meet the criteria listed in the Supervision Requirements section (below) and be approved by the Program Chair.

Professor of Record for Residency Experience

Once you begin the ministry residency process, your Crown Professor of Record for your Residency Experience will be your main person of contact for any questions or concerns you may have. The professor will orient you through the coursework and residency process.

Expectations

There are certain expectations that you need to follow to successfully complete both the practical and academic components of your residency experience.

Ministry Residency Courses: Students are strongly encouraged to complete two, 16-week courses (Ministry Residency I and Ministry Residency II). Students may NOT take Ministry Residency I and Ministry Residency II concurrently (within the same semester). Students not serving in church-based partnership churches are encouraged to find a supervisor/mentor within their ministry context. For example, an assistant pastor or ministry leader may enlist a more experienced pastor to mentor them. Or a lead or senior pastor may enlist an administrative pastor like a district superintendent or a local pastor of equal or greater experience in another ministry. In the latter case, the professor of record would be provided by Crown College administration such as the program director or adjunct professor. The GSOM Core Faculty has approved a policy requiring ministry residency courses for credit in the Master of Divinity and optionally for co-curricular requirements for the other GSOM degrees beginning in Fall 2024.

Financial Aid Information

1. To receive financial aid, students must be registered for at least three graduate credits a semester. Both ministry residency courses (MIN 5506 and MIN 5507) are 3 credits. The two ministry residency courses must be taken over two semesters and therefore students are eligible for financial aid. The ministry residency is 6 credits. Cost is determined by credit tuition. For specific questions, contact the Crown College financial aid office at billing@crow.edu.

Supervision Requirements

- A minimum of a master's degree related to ministry with equivalent qualifications, including appropriate certifications and/or licenses.
- Must have a minimum of two years' professional experience.
- Knowledge of program requirements and procedures for SMART goal evaluations.
- Appropriate training in mentor supervision.
- Must be in good standing in the profession. Crown College reserves the right to approve or deny the potential supervisor/mentor.

Ministry Residency Outcomes

1. Identify areas in one's ministry that require additional growth and development.
2. Define ministry SMART goals (Specific, measurable, attainable, relevant, and time-based).
3. Develop strategies with a supervising mentor for implementing the SMART goals above.
4. Observe mentor's ministry to emulate his or her organizational and relational skills.
5. Think critically about one's fulfillment of Jesus' Great Commission to make disciples.
6. Apply what one is learning for hands-on ministry experience in one's area of focus.

Before Ministry Residency Begins

Secure Residency Site

Complete initial ministry residency procedures to include:

Complete website application and residency Interview with potential site supervisor

During this interview make sure the site will provide a supervisor/mentor that can provide supervision throughout your residency experience. Make sure supervisors meet all the requirements listed in the "Supervisor Requirements" section of this manual. If you have questions regarding the appropriateness of your chosen site, please direct them to the Ministry Residency Coordinator (Core Faculty Member).

Complete the following documentation and submit to Our.Crown.edu per instructions emailed from Ministry Residency Coordinator for approval before accepting a residency offer.

Ministry Residency Registration Packet which includes:

GSOM Ministry Residency Contract

Supervisor Information Form

Site Information Form

Placements

Students can complete their residency of 250 hours in one location, or complete hours at two sites sequentially. Serving at two different sites may provide the resident with varied ministry experiences. Students must be in contact with the GSOM Director or the GSOM graduate assistant about their placement(s). Crown College does not find residency placement for students but will supply placement guidelines and a list of potential sites and assist as needed. The first place to look is the [C&MA Church-](#)

[based Partnership Website](#). Students will need to be in contact with potential internship sites on average 3 to 9 months (depending on the site) prior to their desired start date. A listing of potential sites can be found in the “Church-based Residency Sites” section of the student’s GSOM Program Hub in Canvas or by reaching out to the Ministry Residency Coordinator (Core Faculty Member) via email. Once students have found a potential residency site, they will need to make a copy of the residency forms that are found in the Forms section of the Ministry Residency Manual. Once the forms have been completed, students will make three copies: 1) to maintain their records; 2) to provide to Crown, and 3) to give to the internship supervisor for the student’s file in the site’s records. Once students have identified a potential placement, it must be approved through the Ministry Residency Coordinator (Core Faculty Member) to ensure that it meets all requirements for an approved site. Students should not accept an internship offer before the Ministry Residency Coordinator has approved the site and supervisor.

Ministry Residents Performance Evaluations

Students are formally evaluated by their supervisor/mentor every 16 weeks (about 3 and a half months) while they are enrolled in a ministry residency course. Supervisor/mentors are encouraged to contact the GSOM Program Director at any time during the student’s residency if they have any concerns over the student’s performance as a ministry resident.

Site Supervisor Concerns Regarding Ministry Residents

As noted above, site supervisors are encouraged to contact the GSOM Program Director with any concerns they have regarding their resident at any point in the semester.

Ministry Resident Concerns regarding Site Supervisor

Each semester, students provide feedback on their site supervisor. This information is used in determining future Crown ministry residency placements with this supervisor. If a student has a concern before the end of the semester, they should contact the GSOM Program Director.

Student Support Services for Crown Online Students

Tutoring Services

Crown contracts with [Tutor.com](https://www.tutor.com) to provide one-to-one, 24/7 tutoring in the areas of basic math, accounting, statistics, finance, economics, biology, social studies, grammar, and literature. ☒

Counseling Services

Online Counseling students who would like to obtain personal counseling are encouraged to do so. Students who observe others in need of assistance are urged to support the student in need by referring them to a counselor. Crown College or its employees cannot affirm the quality of the professional services obtained based on these recommendations. Any arrangement for service exists only between the provider and the client/student.

The Crown College Counseling Center provides counseling services to a limited number of graduate students, if those students live in MN. For an appointment, contact the director of the Counseling Center at greenear@crown.edu. Confidentiality is observed according to ethical and legal standards. In addition, many counseling organizations offer a list of counselors available in your area. The American Counseling Association helps to locate a counselor at the following web address: <https://www.counseling.org/aca-community/learn-about-counseling/what-is-counseling/find-a-counselor>

The American Association of Christian Counselors also provides a list of counselors at the following web address: <https://connect.aacc.net> The student will be responsible for any expense for the counseling.

Finding a Counselor

Most people consider three issues when seeking a counselor: personal fit, location, and payment options.

Fit: It is a good idea to meet or talk on the phone with a counselor to get a “feel” for that person. You might also ask some of the following questions:

- What license/education do you have?
- What is your theoretical orientation, and do you counsel from a religious or spiritual standpoint?
- May I see your professional disclosure statement or informed consent paperwork?
- Do you have experience working with counselors or counselors-in-training as clients?
- How much experience do you have working with _____ issue? (Insert your concern)

Location: some ways to identify professional helpers near you-

- Ask for recommendations from friends, family, clergy, or family physician
- Your health insurance network (preferred provider look-up)
- Many larger employers have Employee Assistance Programs (EAP) which provide free confidential counseling to employees and their families
- Websites: American Counseling Association; American Association of Christian Counselors; American Psychological Association; American Association for Marriage and Family

Therapy

Payment Options:

- If you found the counselor through your insurance company you should verify that he or she is taking new clients with your insurance and confirm the co-pay
- Some counselors do not take insurance and are pay-as-you go
- Community agencies or counselor/psychologist training facilities (like in universities) will often see clients on a sliding scale that bases your fee on your income.

Library Services

Among the many resources currently available in the Watne Memorial Library are:

Over 260,00 volumes including almost 90,000 books and 180,000 e-books, as well as DVDs, videos, and CDs. Over a million Kindle books are available. If we do not have the book you need, ask a librarian. They may download it on Kindle and check the Kindle out to you.

Crown Info Search (World Cat)-the largest library online catalog in the world with access to over 200 million books and other resources in 485 languages, contained in 74,000 libraries around the world. Many of these resources are available via Interlibrary loan.

Over 100 research databases containing almost 40,000 full-text e-journals containing millions of articles. Films on Demand which contains over 30,000 academic videos and video clips. Mango language learning software for learning over 70 languages.

Technology Services

Crown College students have access to Information Technology (IT) assistance through the IT Help Desk tab in Our Crown (our.crown.edu/ICS/Help_Desk/). Students may receive various computer programs for free, including Microsoft Office. Additional software options are available for students through a 3rd party webstore. Students can access assistance in diagnosing and resolving computer problems through the Help Desk where technicians can access computers remotely (when given permission) to assist students. If you need technical help, contact Crown's Information Technology department at helpdesk@crow.edu or call (952) 446-HELP [4357]. Sending email to helpdesk@crow.edu is the best way to create a ticket for help. Telephone assistance is available during office hours and emailed support requests will be answered during normal business hours.

If you are having an issue with Canvas, you can select the help link on the lower left-hand navigation menu in Canvas, select Report a Problem, and fill in the details to submit a ticket.

Computer Requirements

Documents should be submitted in Microsoft Office or PDF format. Students can obtain Microsoft Office by following the instructions located under the Help Desk tab in our.crown.edu. The minimum system requirements for computers are also listed under the Help Desk tab in our.crown.edu.

Learning Management System

All courses will be administered online through the Canvas Learning Management System found at <https://canvas.crown.edu> ([Links to an external site.](#)) or <https://crown.instructure.com>

Log in to Canvas using the same Username and Password that you use for your Crown Outlook email account, leaving off the @students.crown.edu or @crown.edu. For example, if your Crown email is: johndoe@students.crown.edu, then just type johndoe as your Canvas username and the same password you use for logging in to Crown email (<https://email.crown.edu> ([Links to an external site.](#))) or Our Crown (<https://our.crown.edu> ([Links to an external site.](#)))

Video tutorials for using the various tools and features of Canvas are available at https://community.canvaslms.com/docs/DOC-3891#jive_content_id_Students ([Links to an external site.](#)).

Career Services

Crown provides student-centered/career-related support and guidance. This support includes help with writing a resume and cover letter, internship and job search assistance, interview preparation, and professional networking. We assist students as they take career-related steps in their journey to serve and influence the world for His Kingdom. Our website has resources for each of the areas listed. Connect with the Counseling and Career Center at <https://www.crown.edu/counseling-career-center/> or careerservices@crown.edu or 952.446.4355. We are here to serve you.

Sexual Violence and Campus Safety

Information about campus security can be found online here:

<http://www.crown.edu/students/campus-safety/>

For reporting sexual misconduct incidents, an online form is available here:

<http://www.crown.edu/misconduct-reporting/>

Personal/Spiritual Support

[Office of Spiritual Life](#) [(952) 446-4174] This includes the Campus Pastor, the Assistant Campus Pastor & Worship Coordinator, the Graduate Intern for Campus Ministries, and the Spiritual Formation Administrator. This office provides faith resources (like devotionals and podcasts) on the website. If you need personal prayer support, they can serve you in this way as well.

[Crown Prayer Support](#): You may submit a prayer request by clicking on the "Prayer Requests" tab on the home page of your course site.

General and Academic Policies of the Graduate School of Ministry

In addition to those listed below, many general policies can be found online in the Crown Catalog.

Netiquette

Netiquette is etiquette on the Internet. Each participant of an online community needs to be cognizant of the perceptions of others. Whether the communication is an e-mail or discussion post, sensitivity and grace must be used in all situations. Here are some tips that can help improve online communication:

Be clear and do not abbreviate. Avoid the use of slang. Be polite and respectful. Avoid sarcasm and irony which can be misinterpreted. Do not USE ALL UPPERCASE LETTERS or multiple punctuation marks!!!!

When these are used, the tone of the message is difficult to interpret.

Emoticons can be used, :-) BUT be careful as some do not understand them.

Ask for clarification when not understanding a message.

Include all individuals in group messages.

Spell check, revise and edit messages before sending them.

Grading Policy

Grading Scale. The following is the official grading scale for all programs:

A

A-

B+

B

B-

C+

C

C- (A grade of C- or below is consider a failing grade for the GSOM. Any class with a C- or lower must be repeated to attain a passing grade.)

D+

D

D -

F

AU = Audit

I = Incomplete

IP = In Progress

R = Repeated Course

S = Satisfactory ("C" or higher)

U = Unsatisfactory

W = Withdrew

WF = Withdrew/Failing

WP = Withdrew/Passing

WIP = Work in Progress

Z = Grade not Available

Grade Points. Graduation requirements include the accumulation of appropriate credits and the quality of work performed. The faculty has established a cumulative grade point average of 3.000 as the minimum standard. Grade point averages are calculated to the third decimal place based on hours attempted in graded courses taken at this College. Grade points are granted on the following basis:

A = 4.0
A- = 3.7
B+ = 3.3
B = 3.0
B- = 2.7
C+ = 2.3
C = 2.0
C - = 1.7
D + = 1.3
D = 1.0
D- = 0.7
F = 0.0
U = 0.0

Grade Point Average Calculation. A student's grade point average (GPA) is calculated by dividing the total grade points earned by the total credit hours attempted in graded courses. Courses assigned a Satisfactory (S) grade are not computed in the grade point average. Courses that are assigned a "U" or "F" are computed in the grade point average. Grades of transfer courses are not included in GPA calculation. At the end of each course, grades will be available to view online. Paper copies are available upon request.

Incomplete Grades (grades of "I") - Crown Online Students. Students are responsible for all coursework in keeping with posted deadlines. In most cases, assignments are due by the course end date. A student may request a seven-day extension from the professor; this request must be made in writing before the course ends. If the extension is granted, work not submitted within seven days will be graded as "zero" and the final grade calculated accordingly. Students facing extenuating circumstances (e.g., medical issues) may request an incomplete. If an incomplete is granted, the completion plan includes a firm deadline generally 14 days after the course end date.

In-Progress Grade (grade of "IP"). This grade may be applied by the professor when course requirements are specifically designed to extend beyond the end of the term (e.g., an internship, etc.). The course syllabus should note this grade designation.

Grade Changes

Grade changes cannot be made based on work done after the final grade has been submitted unless an incomplete grade was issued during the appropriate grading period. If instructors discover errors in grades they have reported, they may complete a Change of Grade Request Form to have the incorrect grade rectified. Grades of F resulting from the lapse of the time period for completion of work may not

be changed except for instructor error. All grade changes are to be reviewed and approved by the College Registrar.

A student who has reasonable concerns regarding a grade must contact the instructor within 30 calendar days after the original grade was posted. The instructor may request that the student provide a written explanation that justifies the need for a change of grade. If a satisfactory resolution has not been achieved, the student may appeal to the Academic Affairs Committee within six months after the original grade was posted. The decision of the Academic Affairs Committee is final.

Academic Status Policy for Graduate Students

Students failing to attain and maintain a cumulative GPA of 3.0 will be placed on Academic Probation. Students will have one semester to raise their cumulative GPA to 3.0. At the end of the semester on Academic Probation, students who fail to raise their cumulative GPA to 3.0 will be placed on Academic Suspension. In addition, students who take a minimum of 9 credits in one semester and earn “F’s” for all 9 credits will be academically suspended.

Students are responsible for their own success or failure during their probation semester, although their academic advisor will work with them to create a success plan.

Suspended students are not allowed to take classes for one semester before reapplying to come back. Part of the reapplication process requires a letter of appeal to the Admissions Council including a plan of how to raise their GPA. Part of the plan to raise their GPA is that students must retake classes with a grade below a C in the first available semester. If re-accepted, students must earn a 3.0 term GPA to continue. Remember that a minimum cumulative GPA of 3.0 is required for graduation.

Full Time and Part Time Status

Full-time Status: Students enrolled at Crown College for 12 or more credits per semester in undergraduate programs are considered full time and 6 or more credits per semester in graduate level programs.

Undergraduate students who wish to register for more than 18 credits must contact their academic advisor and petition to do so. Graduate students wishing to take more than 15 credits must also contact their academic advisor and petition to do so.

Attendance Policy

Online courses require weekday student participation (also referred to as course participation or educational activity) through the internet weekly.

Guidelines and policies issued by the United States Department of Education stipulate that any participation in a course is considered “educational activity” in the course. For the purposes of online classes, participation is defined as one of the following:

Attendance at a virtual meeting of the course.

Discussion with the course instructor regarding course content or course requirements.

Any activity in the Learning Management System (LMS) course. This includes logging into the course after submitting the learning contract. The LMS records logins automatically; it is this record that will be used to make the official determination of whether a student has logged into the course or not.

If a student chooses to drop a course and has participated in the course according to the above definition, a “W” is recorded on his or her transcript. The only time a course will be dropped from the transcript is when no educational activity in the course is recorded. Students are urged to view and download the course syllabus before the course begins.

Statement on Disabilities

The Office of Disability Services of Crown College coordinates services needed by students who have physical, learning, emotional, and psychological/psychiatric disabilities. All requests for accommodation, whether physical or academic, must be made through the Office of Disability Services.

Our commitment is to provide reasonable accommodations and services to students who have disabilities so that students with disabilities have equal access to the opportunity for academic success as student without disabilities, not to provide special treatment or advantages that students without disabilities do not receive.

Student Responsibilities:

Identify him/herself as a student with a disability by making an appointment with the Director of Disability Services to discuss the disability as well as reasonable accommodation.

Provide adequate documentation of your specific disability. This documentation should be no more than 3 years old and be signed by an appropriate professional qualified to diagnose the disability. Any Individualized Education Plan (IEP) or 504 Plan should also be provided when available.

Discuss with each professor the necessary accommodations for his/her classes.

Please note that accommodations will not be provided until approval is given by the Director of Disability Services.

For more information on the Office of Disability Services please contact Dr. Tom McCracken (Director of Disability Services) at 952-446-4216 or by email at mccrackent@crow.edu.

Leave of Absence and Readmission

Students may need to interrupt their studies temporarily for various reasons. A full-time student in good standing wishing to take a one semester leave of absence should first contact their academic advisor to discuss their plans. Leave of absence will not be granted for more than one semester.

Students who take an approved leave of absence and who do not have any holds preventing re-enrollment may enroll for the next term with the privileges of a returning student. The leave permits the student to remain under their current catalog* and plan of study*. Students may not enroll in another academic institution during the leave period without prior approval from the Academic Petition for

Approval of Future Transfer Credit. The College does have the right to prohibit reentry if the student has unsatisfactory academic work at another college or university.

- The leave of absence will be for one semester only.
- During the semester of leave, students will retain access to Crown email and our.crown.edu.
- Students should clear all outstanding bills before the leave of absence begins.
- Students should request exit information from the financial aid office. A leave of absence does not exempt students from loan repayment. They need to consider the effect of the leave on their loan status as lenders may count the leave as part of the total grace period.

A student who does not re-enroll by the stated leave of absence return date (one semester) must re-apply for admission to the College.

Military Deployment

Students called to active service during a semester must submit a copy of their orders and choose one of the following options before departing for active service:

Any student called to active service during a semester may withdraw from the current class and drop the future classes. A full refund of tuition will be granted for the current and future classes. Under these circumstances, no course credit and no course grades will be awarded for the current class.

Any student called to active service at least halfway through the class may elect to take the grade of “Incomplete” in the course. The time allowed to satisfy the Incomplete would not, under this circumstance, begin until the date of release from active service. At that time, a deployment/activation of four weeks or more is allowed a six-week grace period to complete the work; an active-duty period of less than four weeks allows the student a two-week grace period. At any point within this time, the student may elect to withdraw from the class in which he/she was called to active service. Students who elect this alternative are not eligible for a refund of academic tuition. If no withdrawn is taken and the work is never completed, the grade will turn to an F.

Second Degree Completion

The institutional minimum number of credits required to earn a Master of Arts degree is 36 semester credits. If a student declares a MACS (Master of Arts in Christian Studies) major and decides to continue to the 72-credit MDIV degree, both graduate degrees may be earned when all the requirements are met for each degree.

GSOM Transfer of Credits Policy

Students accepted into the GSOM program may apply for transfer of credits from their previous institution(s) for up to 1/4 of the chosen graduate program. The remaining 3/4 or more of the degree credits must be taken at Crown College. For transfer credit to be allowed, the following conditions must be met:

- The institution at which the course(s) were completed is a regionally or nationally accredited institution approved through the Department of Education.
- Core courses must be determined to be equivalent to at least 2/3 of Crown's core course content. For non-core courses (electives), courses must be determined to have relevance to the ministry profession.
- The course(s) were completed within the previous 5 years for core classes and within the previous 10 years for non-core (elective) courses. The content of core classes must be comparable to the current best practice standards for that course.
- The student earned a grade of B or better in the course(s).
- Credit is not awarded for life experience or continuing education.
- Decisions regarding course transfers are made by the GSOM Program Director.

Student Record Keeping

Students should keep copies of all class syllabi and course schedules for future use. Students should also keep copies of all clinical and supervision hours accrued in practicum and internship classes. Examination boards for counseling licensure, insurance companies, and other organizations may require proof of course content and/or clinical work by evidence of the course syllabus, course schedule, or official clinical hours spreadsheets. Do not discard old syllabi and other academic records, but save them (electronic, print, or both) in a secure location.

Student Responsibility for Updating Information

Students are responsible for notifying Crown of updates/changes to their demographic information promptly.

Withdrawal Policy

Official withdrawal occurs when the student notifies the School of Online Studies and Graduate School Office via Crown e-mail of his/her intent to withdraw and completes the necessary forms to consummate the withdrawal. Official withdrawals can be completed for a single class or for a term. The date of withdrawal is the date of notification. Until notification occurs, enrollment is considered active. A student who neglects to withdraw before the end date of a course will receive the grade he or she has earned in the course (uncompleted assignments will be graded as "0" and the final grade will be calculated accordingly).

Unofficial withdrawal occurs when students stop attending class for 30 days (about 4 and a half weeks). The last class of attendance is considered the date of withdrawal, and the student is withdrawn from all the classes remaining in the term. In other words, if a student is withdrawn from a module 2 course due to non-participation, he or she will also be withdrawn from any module 3 courses that he or she may be registered for *unless specifically notified by the student that he or she intends to attend the remaining course(es)*. This is done in compliance with financial aid guidelines stipulated by the U.S. Department of Education.

Crown realizes students have many valid reasons to withdraw from classes. To better understand the needs of the student and to keep improving the program, an exit interview is required.

Time Limit for Degree Completion

GSOM students must complete all graduation requirements within seven years. (Petitions to extend this time can be submitted to the Graduate Studies Advisory Committee).

Administrative Dismissal and Course Repeat

Students failing to attain and maintain a cumulative GPA of 3.0 will be placed on Academic Probation. Students will have one semester to raise their cumulative GPA to 3.0. At the end of the semester on Academic Probation, students who fail to raise their cumulative GPA to 3.0 will be placed on Academic Suspension. In addition, students who take a minimum of 9 credits in one semester and earn “F’s” for all 9 credits will be academically suspended.

Students are ultimately responsible for their own success or failure during their probation semester, although their academic advisor will work with them to create a success plan.

Suspended students are not allowed to take classes for one semester before reapplying to come back. Part of the reapplication process requires a letter of appeal to the Admissions Council including a plan of how to raise their GPA. Part of the plan to raise their GPA is that students must retake classes with a grade below a C in the first available semester. If re-accepted, students must earn a 3.0 term GPA to continue. Remember that a minimum cumulative GPA of 3.0 is required for graduation.

APA (American Psychological Association) Formatting

All students in the GSOM program will be expected to use the most recent student version of the APA writing style guide for all submitted assignments. Variations on this may be noted in specific assignments. Crown helps in the form of an APA Certificate Course, which may be accessed through any online ministry course in Canvas.

Graduation Requirements

Crown Graduate School Students - master's degrees

Graduates with a master’s degree from the School of Online Studies & Graduate School must satisfy the following requirements:

Completion of all course requirements for the desired degree within seven years. (Petitions to extend this time can be submitted to the Graduate Studies Advisory Committee.)

Completion of institutional credit requirements. The minimum hours required for a Master of Arts degree are 36 semester credits. The minimum for the Master of Divinity requires at least 72 credits.

Attainment of a minimum cumulative GPA of 3.0 in work taken at Crown and all coursework with a grade of C or higher (must retake any course work of “C-” and below).

Fulfillment of the residency requirement (see [Residency Requirements](#)).

Submission and approval of the graduation application.

To be approved to participate in commencement, the student must have completed all requirements or be registered for any remaining credits in the same term as graduation.

Professional Organizations

A significant means by which ministers can make an impact within the profession is through involvement with professional organizations. GSOM Students are encouraged to join the Evangelical Theological Society, the Christian Education Association, Missio Nexus and RAIN (Refugee and Immigrant Network) Network.

Crown Online Student Academic Appeals

Appeals

An appeal is a request to waive a policy, procedure, and/or regulation that has been or will be applied. The central focus of an appeal is the institutional policy and the considered merits of its waiver.

Appeals may concern academics, student life, financial affairs, policies and regulations, admission to and retention of students in academic programs, academic inequities, and forms of academic discipline. The appeal and the decision must be in writing on the appropriate form. The investigation may include personal appearances by the parties involved in the appeal.

Process for Appeals:

1. Students contact their Academic Advisor to discuss the Appeal.
2. The Academic Advisor emails the Appeal Form to the student via Crown College Student email.
3. Student completes the Appeal Form and returns to the Academic Advisor via Crown College Student email.
4. The Academic Advisor submits the Appeal Form to be reviewed by the Appeals Committee. The committee reviews the appeal and places the results on the Student Appeal Form.
5. The results will be communicated to the Academic Advisor and the student within 10 business days of the initial submission. The Academic Advisor will communicate the appeal decision to the student using their Crown College Student email.

Grievances

A grievance is a complaint of alleged unfair or discriminatory practice or decision by faculty, administration, or administrative staff. The central focus of a grievance is not policy but rather the action of the one against whom the grievance is filed. A grievance must be supported by evidence that the unfavorable decision is in violation of institutional policy or practice, or that the person has been treated in a different way than other persons in similar circumstances have been treated.

Any student wishing to file a grievance may do so by using the following procedure:

1. If the informal process to resolve a grievance has failed, students will submit a formal letter to the Academic Affairs Committee for review.
2. The student provides the letter to their Academic Advisor, who then sends the letter for review with the Academic Affairs Committee.

3. The results are communicated to the student from the Academic Affairs Committee through an official letter to their Crown Student email within ten business days of submission. The decision of the Academic Affairs Committee is final.

Complaints

A complaint is an expressed concern about an issue or service that does not fit into the category of a grievance or appeal.

Procedure:

Complaints or concerns can be reported using the Crown College Complaint form. A link to the online form can be found on the main Crown College Website. A current Crown Login is required to access the form. This form is routed to the appropriate person or office best equipped to resolve it. The person filing the complaint will be contacted regarding how the issue will be addressed.

Non-Resident Student Grievance Policy

If an online student, who resides in a SARA participating state, is not satisfied with the outcome of the institutional process for handling complaints, the complaint (except for complaints about grades or student conduct violations) may be appealed within two years of the incident about which the complaint is made, to the SARA portal agency in Minnesota. If an issue cannot be resolved internally, you may also file a complaint with the regulatory agency in the state in which you are receiving instruction.

Learner Code of Conduct

POLICY STATEMENT

Crown College Online students must behave in a way guided by respect, collegiality, honesty, and ethical behavior as part of their academic development. Learner conduct that infringes on the quality of such an educational experience is not acceptable. This policy describes the types of conduct that are deemed prohibited and unacceptable. This policy also serves as Crown's tool to fight impersonation, identity theft, text mining, and/or creation of fictitious identities to secure access to federal funds.

Prohibited learner conduct includes, but is not limited to, the following: complicity, dishonesty, disruptive conduct, disrespect, document forgery, illegal activity, impersonation, incarceration, text mining, and theft, as described in the definitions section of this policy.

RATIONALE

This policy sets a high standard of conduct for members of the college community that reflects Crown College's values of human potential, achievement, decisive collaboration, innovation, and integrity. This policy also reflects Crown's philosophy of resolving issues at the most direct level and in the most equitable way possible, and defines the appropriate terms and procedures required to meet these standards.

Student Rights

Crown College offers each student the freedom to learn and enjoy college life in an orderly and lawful manner. This freedom comes with obligations and responsibilities and in return, Crown College expects students to adhere to these policies. By voluntary enrollment, students assume the obligation and responsibility of conducting themselves in accordance with the reasonable and lawful requirements of Crown College in its educational functions and processes. Violations of these responsibilities may result in sanctions that can include expulsion from the institution.

Crown College students are expected to:

- Be aware of student conduct, policies, and procedures as stated in the Crown College Catalog.
- Exhibit proper behavior at all times. Unacceptable behavior includes but is not limited to, verbal abuse, profanity, public disturbance, fighting, destruction of property or interference with class, and computer misuse.
- Read course syllabi to find out attendance and grading policies.
- Present themselves in a way that does not cause alarm for their or others' health and safety.
- Complete academic work without committing plagiarism or cheating.
- Follow Crown College drug and alcohol policy when on the Crown premises or while participating in Crown College events.
- Students enrolled in an Online Ministry Department or Graduate School of Ministry program must abide by the Crown College Community Covenant while enrolled in the specified degree programs.

DEFINITIONS

Complicity is helping, procuring, encouraging, and/or cooperating with another person in the commission of a violation of the learner code of conduct.

Dishonesty is intentionally providing false information or forging, altering, or falsifying college documents. Learners may not misrepresent their academic record or status.

Disruptive conduct is engaging or participating in an activity that interferes with teaching, administration, and other college functions, whether in the online course environment or at a university-sponsored event (e.g., commencement). Examples of disruptive conduct include, but are not limited to:

1. Threatening or belligerent language, posturing, physical acts, or gestures
2. Vulgar or offensive language or gestures
3. Bullying or cyber-bullying
4. Disturbance of public peace
5. Lewd or indecent language or behavior
6. Inciting others to engage in disruptive conduct

This list of examples of disruptive conduct is not exhaustive, and Crown College reserves the right to determine whether behavior constitutes disruptive conduct on a case-by-case basis.

Disrespect is harassing, threatening, or embarrassing others. Learners may not post, transmit, communicate, promote, or distribute content that is racially, religiously, or ethnically offensive or is harmful, abusive, vulgar, sexually explicit, or otherwise offensive or discriminatory. Learners are expected to behave appropriately and treat other learners and university faculty, staff, and administrators with respect.

Document forgery is falsifying any document or evidence required for admission to the university, completion of a course or examination, or receipt of any other university-related privilege or benefit, whether in print or electronic form.

Illegal activity is any behavior that results in a criminal conviction.

Impersonation is assuming the identity of another.

Incarceration is jail time after a conviction of a crime/offense.

Prohibited Conduct includes complicity, dishonesty, disruptive conduct, disrespect, document forgery, illegal activity, impersonation, incarceration, text mining, or theft.

Sanction is a disciplinary action that may result from prohibited conduct. Disciplinary action may include one or more of the following: non-acceptance of work submitted; receiving a failing grade on an assignment; lowering a grade for a course; receiving a failing grade in a course; formal, written warning; suspension from the college; dismissal from the college; and cancellation of a previously awarded academic credit or degree. This list of sanctions is not exhaustive, and Crown College reserves the right to assign sanctions on a case-by-case basis.

Suspension is a Crown-initiated temporary status during which a learner is denied access to the classroom and prohibited from engaging in university activities until stated conditions have been met.

Text Mining is analyzing and then synthesizing information from electronic documents, email messages, and other free-form text written by others to create summary content of written work that is presented as one's own for the express purpose of seeking an advantage in completing one's academic assignment and/or work [for example, using the Open AI (Artificial Intelligence) called ChatGPT].

Theft is taking property that is not one's own, or posting, transmitting, promoting, or distributing content that violates copyright or other protected intellectual property rights. Unauthorized use of university property is prohibited. Theft and abuse of computer resources is prohibited.

Written Warning

A written warning may result from engaging in prohibited conduct; it describes certain conditions learners must meet to continue to have access to the classroom.

Procedures

- This policy establishes disciplinary procedures to guide the enforcement of the Learner Code of Conduct. These procedures apply to any student alleged to have violated the Learner Code of Conduct.
- These disciplinary procedures are designed to allow for information-gathering and administrative decision-making in the framework of an educational community, and to encourage students to accept responsibility for actions, which resulted in the disciplinary actions with a desire to provide adequate procedural safeguards to protect the rights of the individual student(s) and the reasonable interests of Crown College
- Student records and information gathered during this process and/or associated with the process are subject to the Family Educational Rights and Privacy Act (FERPA).

Provisional:

1. If someone is suspected of violating Crown College's learner code of conduct, the Program Director is to be notified at which time, it will be determined if a Code of Conduct Complaint Form will need to be submitted.
2. Based on the alleged misconduct, a student may be suspended for an interim period, as determined by the Program Director, which may include classroom, campus, or campus related events if the student's presence poses a threat to the safety of others until further investigation and disciplinary proceedings are conducted.
3. The Dean of the School of Online Studies will communicate the interim suspension or restrictions in writing to the student and will go into immediate effect as the date stated on the letter.
4. The decision for suspension or restriction will remain in place until a final decision has been made by the Appeals Committee on the pending charges of violating the learner code of conduct or until the Dean of the School of Online Studies determines the situation that imposed the restrictions and/or suspension is no longer of necessity.

Review Process:

1. The Appeals Committee will review the alleged situation and determine if there is sufficient evidence to show violation of the learner code of conduct. The Program Director may decide to interview the individual(s) and other witnesses or request additional information on the complaint.
2. The student(s) involved will be given a chance to consult with the Appeals Committee to discuss the complaint. However, if a student chooses to not "attend" the meeting, the student then forfeits the right of complaint against the sanctions brought forth to the student.
3. During the meeting, the student will be provided with the following documentation:
 - a. Explanation of the charges
 - b. Summary of information gathered

- c. Opportunity to respond
 - d. Explanation of sanctions taken against the student behavior if any
4. If a student chooses not to attend the meeting, the Director will provide the above in writing to the student within 7 business days of the last opportunity for the student to respond.
5. If the sanction includes expulsion or suspension, the student can request to meet in person within 20 days (about 3 weeks) of the date on the notice. If a meeting is requested, the interim sanctions will remain in place until the meeting to request an appeal.

Appeal

1. A student can appeal against the decision of the Appeals Committee; the appeal must be received within 7 school days of the decision. The appeal will need to be in writing and submitted to the Dean of the School of Online Studies and Graduate School.
2. The appeals will go to the Academic Affairs Committee: The committee will meet within 10 school days of receiving the appeal.
3. The Academic Affairs Committee will meet to review ALL documentation of the sanctions brought against the student:
 - a. Determine whether the decision reached regarding the student was based on substantial evidence
 - b. Determine if the sanction(s) brought against the student(s) were appropriate for the violation(s) the student(s) were found to have committed.
 - c. Determine if there is new evidence or information not used that could alter the decision.
4. If the appeal is upheld, the Academic Affairs Committee has the right to reduce, not increase, the sanctions imposed on the student.
5. The final decision of the Academic Affairs Committee will be reviewed by the Dean of the School of Online Studies and will communicate the Committee's decision to either uphold the appeal or deny the appeal to the student. If the appeal is upheld, the student will also be notified of any updated sanctions. The decision will be communicated in writing within 7 days of the Committee's final decision.
6. A copy of the decision will be filed in the student's record.

Sanctions

1. The following sanctions can be imposed upon a student(s) who has violated the Learner Code of Conduct:
 - a. **WARNING:** A written notice to the student stating the student is currently violating or has violated Crown College Learner Code of Conduct.
 - b. **PROBATION:** A written reprimand for violation of specific regulations. This is designated for a specific period.
 - c. **LOSS OF PRIVILEGES:** Denial of specific privileges for a specific amount of time.

- d. **ACADEMIC CREDIT LOSS:** Receiving a failing grade due to academic dishonesty.
 - e. **RESTITUTION:** Compensation for loss, damage, or injury.
 - f. **SUSPENSION:** Separation of student and college for a specific amount of time, after which the student will be eligible to apply for review by the Admissions Council.
 - g. **EXPULSION:** Permanent separation from the college.
 - h. **WITHHOLDING OF DEGREE:** College reserves the right to hold degree until sanctions, if any, have been completed.
2. Incarceration will lead to a suspension of at least one year after all legal obligations are concluded.
 3. All sanctions listed above, except for Suspension, Expulsion, and Withholding a degree, will not become a part of the student(s) permanent record, but will be placed in the student's disciplinary record.

Students in the Christian Ministry Department

Because all students admitted to study in a Christian Ministry departmental program are required to sign the Crown College Statement of Faith and Community Covenant, a violation of the Student Code of Conduct or the Community Covenant may warrant dismissal from their Christian Ministry degree program. In addition, any significant divergence from the Crown College Statement of Faith may warrant dismissal from their Christian Ministry degree program. In the above scenarios, the Christian Ministry Program Director or the Dean of the School of Online Studies will discuss the concern with the student to determine if switching majors would be a viable option. In cases where the student does not wish to withdraw from the ministry program, the Program Director or Dean may elect to implement the Student Code of Conduct review process as set forth in this policy statement. This process could lead to mandatory withdrawal from the Christian Ministry degree program.

Academic Integrity

This policy applies to all students who are seeking academic credit: (courses, internships, and projects).

Each student is responsible for his or her own work and is expected to remain honest in all academic activities. Scholastic dishonesty is a serious violation of both academic standards and Biblical teaching.

1. Academic dishonesty includes:
 - a. Cheating on assignments and tests: using or attempting to use non-approved materials, information, aides, or other assistance to complete an assignment or test. Students may not take examinations or evaluations in place of another student.
 - b. Plagiarism: The student is responsible for knowing the legitimate use of source material in written papers.
 - i. Direct quotes and paraphrased material must be properly cited
 - ii. Information gained that is not common knowledge will need to be acknowledged and properly cited.

- c. **AI Generated Student Work:** With the rapid rise of ChatGPT and other AI platforms, students have ready access to tools that will generate written content for them. Crown students should be aware that, unless they are explicitly asked to do so in an assignment description or by an instructor, using AI to create material for assignments is cheating. It is taking content that you did not create and claiming it as your own. Crown's Turnitin program now includes AI detectors, which Crown will use for submitted assignments. Crown takes plagiarism seriously, so any student who is flagged for submitting AI generated content will be confronted. If, after due process, it is determined that a student has submitted AI content, Crown's disciplinary policies described in the Academic Catalog and Student Code of Conduct will be applied.
 2. **Fabrication, Forgery and Obstruction**
 - a. Any act which violates the rights of other students to complete their academic assignments.
 - i. Deliberately withholding information
 - ii. Willful harm to another student's work
 - b. Submitting a fabricated or forged explanation of absence to a professor
 - c. Provide fabricated, forged, or obstructed information to college offices for student information or records.
 3. **Multiple Submissions**
 - a. Submitting the same (or essentially the same) paper or project in more than one course without the instructor's consent.
 4. **Computer Misuse**
 - a. Students are not allowed to use institutional computers or software programs in disruptive, unethical, or illegal behaviors in completing of their academic program.
 - b. Students may not monitor or tamper with a student, college personnel, or faculty electronic communications.

Professor Process of Handling Alleged Violations of the Learner Code of Conduct

1. The professor must contact the student to discuss the Academic Integrity Policy and its violation.
2. If it is believed a student has violated the Academic Integrity Policy, the professor will determine the student's grade and status in the course.
 - a. The professor can provide a written warning to the student. Faculty should provide a copy of this communication to the Academic Advisor also.
 - b. The professor can request a revision of the work from the student. The determination of credit for the assignment is for the faculty to determine.
 - c. Faculty have the right to fail the assignment and/or the course.
 - d. If a student has multiple violations in previous courses or the current course, faculty will need to collaborate with the Advisor and/or Appeals Committee for further action.

3. When a sanction(s) is imposed on a student, the professor will communicate the sanction(s) via Crown College Student email and communicate the violation to the Appeals Committee.
4. The faculty's decision can be appealed by the student to the Appeals Committee within 7 days of receiving the communication from the professor.

Appeal Process:

1. The student must submit the appeal to their Academic Advisor in writing within 7 days of receiving the notification of sanctions by the professor.
2. The Academic Advisor will submit the appeal to the Appeals Committee for review.
3. The Committee will review the information and determine whether to uphold or withdraw the sanctions imposed by the faculty.
4. The Committee will communicate their decision in writing to the student and faculty within 7 days.

Computer Use Agreement

Acceptable Use Policy and Practices

OVERVIEW

Crown College requires that all individuals accessing the College's electronic resources or using College systems to access non-College electronic resources abide by the standards of acceptable use set forth in this policy. The College cannot be held accountable for actions which an individual takes that are contrary to this or any other College standard or policy, are contrary to the mission and goals of the College or are contrary to generally acceptable actions. The College cannot be responsible for content or actions which originate on non-College systems. The College reserves the right to change any portion of this policy at any time and to limit or restrict use of its electronic resources including but not limited to limiting or restricting access to non-College electronic resources accessed through college systems.

PURPOSE

This document outlines acceptable use of computer and electronic resources at the College, which is reasonable and responsible. Responsible use of resources is necessary to ensure that resources are available to all when they are needed and that the individual and the College are protected from harm.

SCOPE

This document applies to all individuals who use, access or control College electronic resources. This includes students, faculty, staff, contractors, vendors, guests, visitors, and any other user who uses College-owned or controlled electronic resources.

POLICIES and PRACTICES

This document sets forth general expectations regarding the use of college electronic resources, systems, data, and information. This document does not override applicable international, federal, state,

local or other statutes. Individuals who access College resources are responsible for exercising good judgment regarding acceptable use.

General

- No college resource may be used in a manner or for a purpose that violates Crown College policies, or which is illegal or unethical.
- Use of College resources and systems for non-College commercial purposes, except where explicitly approved, are forbidden.
- Any action which would result in loss of data, corruption of data, loss of use or degradation of performance of any College resource or system or which in any way would have negative impact on other individuals or the College will not be tolerated.
- The Information Technology Department has the right to monitor and access all accounts to ensure system integrity.

Network

- Any unauthorized device that attempts to circumvent security measures, mask the identity of the user, cause disruption of service, scan network ports, discover and/or exploit vulnerabilities of other devices on the network or capture or view data not intended for the recipient is prohibited.
- The individual in control of any device connected to the network is responsible for the security of and traffic generated by that device regardless of origin. Any device which is generating unwanted traffic will be removed from the network and may not be reconnected to the network until all issues have been resolved or may be confiscated.
- College networks may not be used to gain unauthorized access to non-College systems or to access systems or materials which are illegal or otherwise prohibited.

Computers

- College-owned computers for student use are available in computer labs and public spaces throughout the college.
- College owned computers shall not be opened and tampered with by non-authorized users.
- Use of non-public Crown College-owned computers, including staff computers, faculty computers, servers and control systems by non-authorized users is prohibited.
- All computers which are connected to Crown College networks or systems, including but not limited to student and privately owned computers, are required to have all operating system security patches installed and anti-virus software installed and operating with the latest virus definitions.
- The loss, damage, or theft of Crown College owned equipment must be immediately reported to appropriate College staff.

Audio and Video (AV) Equipment

- College owned AV equipment is available for classroom and meeting room use and College sponsored events only. Use of College owned AV equipment by non-authorized users is prohibited.
- College owned AV equipment shall not be opened and tampered with by non-authorized users.
- The loss, damage or theft of college owned AV equipment must be immediately reported to appropriate College staff.

Internet

- Use of the public Internet is permitted where such use is suitable for educational purposes, resident life, and supports the goals and objectives of the College. The Internet is to be used consistent with the College's standards of conduct.
- All use of the Internet is subject to filtering, blocking and review of access. Inappropriate, illegal, immoral, and unethical access is prohibited.

Email

- Any activity which can be reasonably assumed to be offensive including but not limited to sending unsolicited email (SPAM or junk mail), harassing or threatening email, creating, or forwarding chain letters is prohibited.
- Unauthorized use or access of other users' email, forging or manipulation of email headers or falsely representing the College or other individuals in any manner is forbidden.
- Sending or storing excessive amounts of email or emails of excessive size is not allowed.
- Extreme caution should be used when accessing email from unknown senders, particularly when there are attachments or links within the message. Messages such as these often contain viruses, malware, or other malicious code.
- Always be skeptical of offers that seem to be too good to be true and of requests for personal information. You should never provide account login information, passwords, social security numbers, bank account numbers or other highly confidential personal information via email or via web links from email.

Phone

- Making non-emergency calls to 911 or other emergency services is strictly prohibited.
- Any call which may be deemed harassing or prank calls are prohibited.

Data

- Unauthorized access of college data is prohibited.
- It is the responsibility of each user to protect their own data, including making backups of critical files; ensuring that systems are routinely scanned for virus, malware and other malicious programs; and ensuring that systems are up to date with relevant security patches and updates.
- Sensitive data, including personally identifiable information, may not be backed up or stored on local machines or media. Network storage should be used for all sensitive data.

- Sensitive data, including but not limited to personally identifiable information may not be transmitted over insecure methods, including but not limited to FAX and unencrypted email.

Security and Privacy

- It is the responsibility of everyone to protect privacy and information.
- Passwords should be changed every twelve months and should be secure, easy to remember and hard to guess. Secure passwords are passwords that are at least 8 characters long which contain a combination of upper- and lower-case letters, numbers, and special characters and which do not contain recognizable words, phrases, dates, or other guessable combinations. Authorized users are responsible for the security of their passwords and accounts.
- Only authorized users will have administrative access to college machines.
- Attempts to access accounts for which you are not authorized are prohibited.

Copyright

- Copying, storing, displaying, or distributing copyrighted material using Crown College resources or systems without the express permission of the copyright owner, except as otherwise allowed under copyright laws, is prohibited.

ENFORCEMENT Violations of these policies may result in fines, immediate suspension and revocation of access to College IT (Information Technology) resources and systems. Serious violations will be referred directly to the appropriate College or outside authorities. Unauthorized use of college resources is a criminal offense. Penalties may range from suspension or dismissal from the College to civil or criminal prosecution.

Copyright Policies

About Copyright

Copyright protects authors of original works and gives them control over how their works are used. These works may be books, articles, musical compositions or recordings, paintings, movies, and other forms of expression. Works need not be published to be protected by copyright law – they are covered by copyright as soon as they are written, recorded, or otherwise finished.

Copyright law covers works from big-budget movies to blog posts and journal entries.

There are specific limits to the duration of copyright protections and some exceptions listed in the law to allow limited use without permission of some works (see the Fair Use section below), but in general, reproducing or distributing works covered by copyright law without permission is illegal. Downloading a song from a peer-to-peer website is considered making an unauthorized copy of that song and breaks copyright law. Photocopying a chapter from a textbook to avoid the cost of purchasing said textbook also goes contrary to the law.

For more information about copyright, see the U.S. Copyright Office website or read their summary Copyright Basics publication.

The Fair Use Doctrine

Some exceptions are allowed in copyright law for special use of copyrighted materials that might otherwise be considered infringing. Fair Use is highly applicable in an academic situation, as it is what allows for the quotation of copyrighted works in scholarly writing.

The U.S. Copyright Office explains Fair Use on their website at <http://www.copyright.gov/fls/fl102.html>. There, they cite a report that gives specific examples of appropriate Fair Uses of copyrighted material (quoted below):

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: “quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author’s observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported.”

Fair Use is defined in relatively loose terms and defines specific factors to be considered when determining if a given use falls under the Fair Use protections. These factors are (taken directly from section 107 of the Title 17 Copyright Law):

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

Factor 4 is of particular interest: distributing a photocopy of a textbook chapter, if it would negatively impact the sales of that textbook as a result, would not fall under Fair Use as a result of this criteria.

The University of Minnesota Libraries website lists scenarios that may help understand the boundaries of Fair Use.

Copyrights and Peer-to-Peer (P2P) file sharing

Peer-to-peer file sharing enables individuals to share files directly between their computers without a central server. Rather than placing a file on a server, then directing another person to that centralized server, peer-to-peer services use a variety of technologies to facilitate the distribution of files directly between computers, often enabling the download of a given file from multiple hosts to increase the download speed.

Though peer-to-peer technology is not inherently illegal (a number of computer game developers now use peer-to-peer technology to distribute patches, thereby reducing the load on their own servers), the technology became widely associated with “free music” as the various P2P clients became popular tools for the illegal download of music and other copyrighted works.

We have chosen to, in as much as it is possible for us, block all peer-to-peer technologies on campus, primarily due to copyright concerns, but also to limit rampant misuse of our network bandwidth. If an individual needs P2P technology for an academic purpose, they can contact the Director of IT. Accommodations may be made but will likely involve some degree of monitoring of P2P usage.

Actions Taken to Prevent Copyright Infringement

In order to combat potential illegal distribution of copyrighted material through the campus network, we use the following:

- We utilize firewall rules to block the use of most peer-to-peer (P2P) file-sharing clients. In some cases, we are unable to block the traffic outright and instead limit it to the slowest speed possible, effectively rendering it useless.
- Using our campus firewall, we block inbound network connections to all hosts except very specific College-owned servers. This prohibits the use of servers on client computers on the campus network.
- We accept and respond to any DMCA notifications we receive according to our DMCA notifications policy.

Legal Alternatives

There are an increasing number of legal alternatives to peer-to-peer file sharing for acquiring copyrighted works. Educause has developed a publicly available, comprehensive list of such legal alternatives at the following website:

<http://www.educause.edu/legalcontent>

Penalties for Violating Copyright

Should an individual be found to be violating copyright using Crown's network or technology resources, they will face penalties as laid out in the penalties policy.

In addition to the institutional penalties, it should be noted that civil and criminal penalties may also apply should Federal Copyright Laws be violated:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/FAQ.

Periodic Assessment of this Policy

The Director of IT will review this policy to ensure it is in line with best practices determined by comparing it with other institutions’ policies. Based on those findings, revisions to the policy will be made.

During this review, logs from the firewall and content filter will also be analyzed to determine if changes are required to continue to block peer-to-peer usage on campus.

10.30 INSTITUTIONAL REVIEW BOARD (IRB)

**Academic Affairs Approval Required
School of Arts and Sciences
School of Online Studies and Graduate Studies**

Source: Administration - Spring 2012

Revised: Administration – summer 2019, D. Mather 4/2020, SAS Academic Affairs 8 /2020

Approved: Administration 2021

I. Purpose

To establish a clear statement of policy for Crown College regarding the protection of human subjects and the make-up and jurisdiction of the Institutional Review Board (IRB).

II. Policy Description

The IRB reviews research projects which involve human subjects to ensure that two broad standards are upheld: first, that subjects are not placed at undue risk; second, that they give uncoerced, informed consent to their participation. With representation from a range of disciplines, the IRB gives individualized attention to the research projects at the College.

III. Policy Procedures

A project is first reviewed in its proposal stage - even before participants are recruited. The IRB works to modify projects to ensure adequate protection for participants' welfare and right of self-determination.

Crown College IRB Jurisdiction

The IRB at Crown College is the committee charged with reviewing responsibilities for research conducted on or off the Crown College campus by any Crown College staff, faculty, or student.

Composition of the IRB Committee

The IRB is composed of the following members appointed by the Dean:

1. Associate Dean for the School of Arts & Sciences/Registrar
2. 2 faculty members
3. Graduate Research Coordinator for the School of Online Studies
4. Member of the community at large
5. VPAA/Provost

Overview of the Committee Review Process

The IRB application process starts with the submission of the IRB request or academic petition for access to institutional data, including necessary signatures, consent forms, and other required appendices/materials.

Two weeks after the application is submitted to the IRB a decision will be rendered. Seven to ten days after the meeting, the researcher will receive a response detailing the IRB meeting's outcome.

Which projects/studies must be reviewed by the IRB?

The committee meets as needed to review human participants' research and related issues in the undergraduate and graduate programs as deemed necessary by the professor except for graduate level final projects. Graduate level final projects will be reviewed by the IRB board prior to initiation. Faculty studies involving human subjects should also be reviewed prior to initiation.

Federal Definition of Research

A systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research for purposes of this policy, whether they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities.

Levels of Review

- Interpretation of IRB guidelines and appropriate level of review is made by the IRB.
- Researchers are encouraged to consult with an IRB committee member regarding the appropriate level of review.

Level 1: Full Review. Research involving any of the following criteria must be reviewed by the IRB.

- Research on stressful or highly personal topics, including AIDS issues, drug or alcohol use, sexual attitudes or behavior, illegal conduct, racial or controversial religious attitudes.

- Research involving vulnerable populations such as children under 18, pregnant women, prisoners, wards, mentally disabled persons, and economically or educationally disadvantaged persons.
- Research involving personality measures to measure personality characteristics, traits, structure, or disorders (e.g., MMPI, Myers-Briggs, BDI, or others) which require adequate training for proper interpretation.
- Research that if participants' responses became known outside the research could reasonably place them at risk for criminal or civil liability or damage to participants' financial standing, employability, or employment status, or standing at an academic institution.
- Research in which data is collected by videotape, audiotape, or photographs, unless identifying information is removed or disguised.
- Research conducted by investigators external to Crown College.
- Research in which different conditions are created and applied by the researcher to groups of participants.

Level 2: Expedited Review. Research involving survey/interview procedures, observation of public behavior, or archival data, and which does not meet the criteria for Level 1, must be reviewed by a reviewer designated by the IRB.

- Survey/interview procedures when all the following conditions exist.
 - Participants are at least 18 years old.
 - Participants are not from vulnerable populations (see Federal Regulations, July 14, 2009), which include children under the age of 18 and pregnant women, prisoners, ward, mentally disabled persons, and economically or educationally disadvantaged persons.
 - Participants receive appropriate pre-survey/interview disclosure, such as an informed consent form or detailed cover letter.
 - Responses are recorded so that the participants cannot be identified directly or through identifiers linked to them.
- Observation of public behavior (including observation by the participants) of legally competent non-institutionalized adults and of minors (when the investigator is not a participant in the observed activity) when all the following conditions exist.
 - Observations are recorded so that the participants cannot be identified directly or through identifiers linked to them.
 - Responses are recorded so that the participants cannot be identified directly or through identifiers linked to them.
- Archival data (i.e., previously collected data provided to the researcher with written approval by an organization) involving the collecting or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if those sources are publicly available or if the information is recorded in such a manner that the individual sources cannot be identified directly or indirectly through identifiers linked to the individuals.

- Research involving curricular and instructional strategies in established or commonly accepted educational settings, involving normal educational practices such as instructional strategies, curricula, or classroom management methods directed toward the class as a whole.

Training: Researchers submitting proposals to the IRB for Level 1 review are required to submit a certificate of completion of research ethic training through the Crown IRB Training Course.

- Examples of projects/studies that do not need IRB review.
- Searches of existing literature
- Quality assurance activities or evaluation projects designed for self-improvement or program evaluation not meant to contribute to generalizable knowledge.
- Surveys/interviews of individuals where questions focus on things not people (e.g., questions about policies)
- See the Department of Health and Human Services guidelines, effective July 14, 2009, for additional examples.

Frequently Asked Questions

Does student research require review?

Yes. Students must review proposals with their professor prior to initiation when conducting research as part of a class assignment, or as part of the requirement for a degree, and the research involves human participants or records gathered on human participants. If deemed necessary by the professor, the IRB will review the proposed research. All graduate level final projects will be reviewed by the IRB.

Does a data set gathered for another purpose but applied in a new research project require review?

Yes. Projects that use data on human participants gathered in earlier projects require IRB review as deemed necessary by the professor.

If the data are gathered by someone who has legitimate access to the records and who gives the investigator only "blinded" or de-identified data (so that the investigator is unable to identify the participants), the level of risk is lowered. The IRB will review the proposed research deemed necessary by the professor. All graduate level final projects will be reviewed by the IRB.

If departmental or personal funds are used to support research, is IRB approval required?

Yes. Crown College will review and approve all research involving human participants or research using records gathered on human participants as deemed necessary by the professor before it is initiated. All graduate level final projects will be reviewed by the IRB. This assurance covers all research irrespective of funding.

IV. Review Process

The SAS and SOS/GS Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval.

Academic Catalog Requirements

Students are responsible for the academic program as stated in the *College Catalog* that is current at the time of their matriculation at the College. Students, in consultation with their department chair or academic advisor, may choose to follow the major requirements of a subsequent catalog.

- The major requirements of one catalog must be followed in its entirety.
- Students who discontinue studies and subsequently return to the College are responsible for the academic program as stated in the *College Catalog* that is current at the time of their re-enrollment to the College.
- Students in the Counseling Departments must meet the current license requirements at the time of graduation which may require students to switch to the most current catalog.
- Please note that it is a federal requirement for Title IV aid that the credits must apply toward a degree to be eligible for aid. This means that students who take courses not required for their degree are ineligible for aid for those courses.

GSOM Faculty-Student Interaction

The faculty interact with graduate students in an academic role through instruction and supervision; however, inappropriate relationships according to the Crown Covenant are prohibited. Faculty members may guide students as shepherds, but not offer formal counseling. If a student needs personal or professional counseling, the faculty member will recommend that the student seek professional assistance in their community. When appropriate, faculty may also inform their program director and advisor regarding academic or personal issues affecting the student.

In the event of a student's disclosure, either verbally, or in writing, of either threat of serious or foreseeable harm to self or others, abuse, or neglect of a minor, elderly, or disabled person, or current involvement in criminal activity, the faculty, staff, administrator, or supervisor, will take immediate action. This action may include but is not limited to, immediate notification of appropriate U.S. state law enforcement or social services personnel, emergency contacts, and notification of the program director. The program director, assisted by a faculty committee, will determine the corrective action needed on a case-by-case basis. The incident and action taken will become part of the student's permanent record.

For the protection of faculty members and students, faculty communication with students outside of Crown College provided Canvas resources and Crown email is discouraged.

Information for reporting:

Suicide and Crisis Lifeline: 988

Child Abuse: www.childwelfare.gov

Eldercare Locator helpline: 1.800.677.1116

National Domestic Violence Hotline: 1.800.799.7233

Faculty Endorsement

Students enrolled in, graduating from, or alumni of the GSOM programs may request a recommendation/endorsement from GSOM faculty related to residencies, employment, or continuing higher education. Faculty reserve the right to determine whether a letter of recommendation will be issued to a student. Letters of recommendation are a privilege/courtesy and should be viewed this way. The faculty is under no obligation to endorse a student or write letters of recommendation. Endorsement only occurs when faculty believe students are qualified to perform the duties associated with the request. Faculty do not endorse students whom they believe to lack competence in a way which may interfere with the performance of the duties associated with the endorsement.

Financial Policies

Tuition and Fees

Information about tuition and fees for the MA in Counseling can be found at <https://catalog.crown.edu/content.php?catoid=25&navoid=708>

Financial Aid

For questions and resource information regarding financial aid, visit <https://catalog.crown.edu/content.php?catoid=25&navoid=709>

Dissemination of Program Information

The Crown College email is the College's official means of communication with all students. Each student is issued a Crown College email account upon acceptance to the College. Students are responsible for all information sent to them via their Crown College email account. Students are expected to check their Crown College Email frequently and should use their Crown College email when communicating with faculty and staff regarding college-related matters.

Information specific to a GSOM degree program will be emailed to those students. The Crown Catalog is available through our.crown.edu and the GSOM Student Handbook is sent to all students at the beginning of each fall semester. Course specific information is available through the Canvas Learning Management System.

Federal/State Laws and Regulations

Compliance with Non-Discrimination Laws and Regulations

It is the official policy and commitment of Crown College not to discriminate on the basis of race, color, national or ethnic origin, age, gender, genetic information, familial status, status with regard to public assistance, disability or any other class or characteristic protected by law in its educational programs, admissions, or employment practices. The president of Crown College has designated the Vice President of Academic Affairs as the compliance officer for the institution. Inquiries regarding compliance may be

directed to: The Vice President of Academic Affairs (Compliance Officer), Crown College, 8700 College View Drive, St. Bonifacius, MN 55375 phone: 952-446-4100. The College deplores the unfair treatment of individuals based on race, gender, socio-economic status, age, physical disability, or cultural differences, as well as attempts at humor which aim to elicit laughter at the expense of the individual or any group of individuals. Rather, members of the student body should embrace the expectation of Scripture to love God with all their being and their neighbors as themselves.

Family Educational Rights and Privacy Act of 1974 (FERPA)

This act sets out requirements designed to govern the access to, and release of, educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Student Privacy Policy Office (U.S. Department of Education) concerning alleged failures of Crown College to comply with provisions of FERPA.

Crown College has adopted policies and procedures concerning the implementation of FERPA on campus. Copies of the entire policy are available from the Registrar's Office, as well as the Registrar's Office web site.

Directory Information Policy

"Directory Information" can be released to an outside party without written consent of the student. Directory items include name, home address, campus address, email address, telephone numbers, dates of attendance, full-time/part-time status, classification, previous institutions(s) attended, major field(s) of study, awards, honors (e.g., Dean's List), degree(s) conferred (e.g., B.S., A.A.), digital image or photograph, past and present participation in officially recognized sports and activities, and height and weight of athletic team members.

Students have the right to suppress their directory information by completing a request form in the Registrar's Office. The request is valid for one semester.

Crown employees with a legitimate educational interest can access student education records. Designated offices may also disclose education records or components thereof to persons or organizations providing the student with financial aid, to accrediting agencies carrying out their accrediting functions, and to persons in an emergency to protect the health or safety of students or other persons. Other exceptions are listed in the official policy.

Confidential information may be released by phone only if positive identification of the student or appropriately designated representative may be made. Because of federal regulations, the student's SSN (Social Security Number) or birth date is not used to ascertain identity.

Confidential information can be released directly to the student; however, it cannot be released directly to the student's family members (e.g., parents, spouses, etc.) without the written consent of the student. Note, however, that when a student is a dependent of the parent as defined by the Internal Revenue Code of 1954: Sec. 152, such information may be released to the parent without the written consent of the student.

Crown College has adopted policies and procedures concerning the implementation of FERPA on campus. Copies of the entire policy are available from the Registrar's Office as well as the Registrar's Office website.

Higher Education Act of 1965 (as amended)

The Amendments require colleges to disseminate information on financial aid, tuition and academic programs and entrance and exit counseling to student borrowers. This information is disseminated through the College's catalog, mailings and website and is also available to students upon request. Furthermore, Crown College, in compliance with the Student Consumer Information Regulations, is required to annually disclose information to prospective students, parents, prospective staff, current students, staff and the public. These disclosures are posted at <http://www.crown.edu/consumerinfo>

The required disclosures provided at the website listed above include (but are not limited to): specific student rights regarding education records and directory information under the Family Education Rights and Privacy Act (FERPA); Information about financial aid, educational programs, accreditation, copyright infringement policies and sanctions, student loan information, campus safety, annual campus security reports, federal requirements for return of funds, institutional statistics such as completion, graduation, and transfer out rates. For a full summary of the consumer information being disclosed and descriptions of the required methods of dissemination please see Chapter 6 of Volume 2 of the Federal Student Aid Handbook at: <http://www.ifap.ed.gov/fsahandbook/attachments/0910FSAHbkVol2Ch6Information.pdf>

Individuals, upon request, may obtain a paper copy of this list and information on any of the disclosures. Please contact the Financial Aid Office at finaid@crown.edu if you require this assistance. Your request may also be referred to the area responsible for providing the information.

Student "Right-to-Know" Act of 1990

This Act requires colleges and universities receiving student federal financial aid to disclose graduation or completion rates for the student body allowing students and parents to make informed choices in selecting an institution of higher education. This information is published in the Crown College Catalog and on the College website at www.crown.edu/consumerinfo.

GSOM Core Faculty

Dr. Elaine Bednar (MAPC)- Dr. Bednar is a licensed Professional Clinical and Chemical Dependency Counselor and is the primary professor of the Pastoral Counseling course, which is required for the M.Div. and the MAPC (Master of Arts in Pastoral Counseling). She earned her D.Min. from Ashland Theological Seminary. Her dissertation focuses on counseling those who have a spouse struggling with an addiction. She is the co-founder of Women in Discipleship (LLC) and founder of Dr. Bednar Counseling (LLC). She brings an abundance of practical and academic experience to the GSOM degree programs. She has served as a counselor for over 20 years, was a Director of Student Affairs and a Seminary Chaplain at Ashland University, and the Program Director of the Doctor of Ministry program for South University in Cleveland, OH. Dr. Bednar cares about our students and recently presented a paper, “Mentoring the Whole Person in an Online Christian Higher Education Context,” at the Society of Professors in Christian Education (October 20-22, 2022) in San Diego, CA.

Dr. Erin Bell (MDIV) – Dr. Bell is an ordained minister and licensed chaplain with the Christian and Missionary Alliance and serves as the primary professor for the Paul and Romans course. He also teaches other courses such as Interpretive Issues in I Corinthians and the Gospel Ministry in Global Cities course. He received his D.Min. from South University (Dissertation: *An interdisciplinary approach to discipleship of incarcerated youth at Cuyahoga Hills Juvenile Correctional Facility*). Dr. Bell has served in the United States Air Force and has been the Youth Specialist and Chaplain of the Ohio Department of Youth Services Cuyahoga Hills Juvenile Correctional Facility. He also currently serves as the Associate Pastor of Hope Alliance Bible Church in Maple Heights, OH, bringing his practical experience into the classroom and providing a diverse perspective.

Dr. Robert Brannon (MAGL) – Dr. Brannon is an ordained minister with the Christian and Missionary Alliance and currently serves as the Lead Pastor of Upper Saint Clair Alliance Church in Pennsylvania. Dr. Brannon is the primary professor for the Social and Cultural Foundations for Ministry because he received his Ph.D. in Social Research from Omega Graduate School, focusing on the Sociological Integration of Religion and Society. He brings over 40 years of experience as a pastor into the classroom, aiding students in connecting their ministries to their social and cultural context. He has also served on multiple boards with the C&MA, including the Church Planting Network and currently serves on the District Licensing, Ordination and Consecration Council for the Western Pennsylvania District.

Dr. Amy Roedding (MACS) – Dr. Roedding is the Director of Candidate Recruitment and Development for the National Office of the Christian and Missionary Alliance. She is also a Consecrated Woman in Ministry (CWM) with the C&MA and is the primary professor for the Spiritual Formation for Leaders course. Dr. Roedding received her Ph.D. in Educational Leadership from Columbia International University and has been teaching Spiritual Formation for 15 years at several colleges. She also has international experience serving as a secondary teacher in Quito, Ecuador. With her combined 30 years of ministry experience, she provides a wise and experienced perspective to GSOM students. Her passion is to help students discover God’s calling for their lives and learn to walk with Him.

Dr. Cornelia White (MAML) – Dr. White currently serves as the Associate Minister of Little Star Missionary Baptist Church in Cleveland, OH. Additionally, she holds the position of Managing Editor for the Graduate School of Ministry’s flagship academic journal, *Equip: Journal of Ministry Education*. Dr. White’s academic journey includes earning an M.Div. from Oral Roberts University, an M.A. in Counseling from The Assemblies of God Theological Seminary, and a D.Min. from South University. Her dissertation focused on the church’s role in assisting with the reintegration of Gulf War veterans into civilian life. During her time at South University, she also served as an adjunct faculty member in the Doctor of Ministry program. Prior to her professional academic pursuits, Dr. White served in the United States Army for 12 years as a Military Chaplain, earning multiple awards and completing two deployments in support of Operation Iraqi Freedom.

Dr. Hector Belen – Dr. Belen is an ordained minister with the Christian & Missionary Alliance. He currently serves as the Assistant Director for leadership development with the National Office of the C&MA and as a board member for Crown College’s Board of Trustees. Dr. Belen has served over 32 years in ministry as a professor, District Christian Education Director, District Superintendent for the Spanish Central District, and as a church planter. Dr. Belen earned his D. Min. in Christian Leadership in the Global Context from Alliance Theological Seminary in Nyack, New York. All this ministry experience gives Dr. Belen a great wealth of knowledge for teaching Church Administration and Management.