

Bloy House, The Episcopal Theological School at Claremont
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Student Handbook for the 2017-2018 Academic Year

Who We Are

Students at Bloy House, ETSC fall into several different categories:

1) Students working towards degrees, diplomas or certificates enroll in courses following the progression of the Bloy House, ETSC curriculum. A Diploma in Theology is awarded upon completion of the four-year Bloy House, ETSC program. Students in Diaconal Studies receive a Diploma of Diaconal Studies upon completion of their coursework. Students in Anglican Studies receive a Certificate of Anglican Studies after completion of their coursework.

2) Students who are not seeking academic credit for their work may elect to take one or more courses per semester as their interest dictates and as the logical progression of courses allows. We welcome students who wish to join us for this limited study to "test the waters" of theological education as part of their discernment for ministry or to strengthen the ministries in which they are engaged.

Academic Standards

Courses at Bloy House, ETSC are taught at the graduate level. They require in-depth reading of primary and secondary sources, active participation in class discussions, and the writing of papers and examinations.

While there is much in the academic enterprise which may be accomplished communally, students are honor-bound to turn in work of their own composition, with supporting scholarly apparatus, as each professor requires. The use of spell-checkers and grammar-checkers on computers is acceptable; however, submitting one's work to another person (family member, fellow student, etc.) for extensive rewrites and editing prior to submission to a professor is not permitted. Matters of substance and style are to be the student's own.

Plagiarism is the stealing of the words or ideas of others without proper attribution, allowing the reader to believe they are the student's own. Plagiarism is a serious offense which will result in academic discipline and may result in expulsion. Professors who suspect that material has been plagiarized from published or unpublished sources will discuss the matter immediately with the student and will report it to the Dean.

The grading scale of A-B-C-D-F is used at Bloy House, ETSC, converted to the 4-point scale for computation of a student's grade point average. Students whose grade point average falls below 2.25 will be placed on academic probation. Students must earn a GPA of 2.25 or above by the end of the following semester (if enrolled in nine units) or the end of the second semester following (if enrolled in up to eighteen units across the two semesters) or face academic dismissal.

The following grading rubric is used for evaluating student performance:

- A+ is outstanding work, pretty much perfect work. These are rarely given.
- A is full and articulate engagement with the material and sound integration of theoretical and practical.
- A- is mastery but not as fully as A students.
- B+ is substantial mastery but with some holes in the performance.
- B is passing but work that could have definitely been stronger.
- B- is barely passing...maybe even not quite with a little grace for effort (or at the other end, course work that demonstrates a serious lack of engagement and concern for the class) ...A B- grade should get the attention of COM and say there's a problem here. And it should get the attention of the student and tell them that they haven't really learned enough.
- C is basically a failing grade. Courses in which a student receives a C cannot be transferred into any other graduate program. While a certificate student may still receive their certificate with one C grade, those in an ordination process will be expected to explain their academic performance to the Commission on Ministry if they receive a C.
- Students receiving a D or F must repeat the class in order to receive their certificates.

All students are strongly advised to keep electronic copies of every paper or other assignments they turn in to a professor. It is also helpful if assignments are not given to a professor on the run, but are submitted formally in class or by mail. While professors take every care to gather and treat students' work with respect, it is always possible that papers may go astray. It is, therefore, the student's responsibility to supply another copy of a paper when requested to do so by a professor.

Registration

Entering students generally register following admissions discussions with the Dean and most often prior to New Student Orientation. Registration can also take place at New Student Orientation, although it is helpful to the seminary if new students register prior to Orientation. Tuition and fees can be paid at Orientation or on the first day of class.

Returning students must register during the registration period in the semester prior to the one in which they wish to continue taking classes. Registration forms are due at the end of the registration period specified by the Assistant to the Dean. Frequently faculty may communicate with students in the weeks prior to the beginning of a new term. Failure to register on time can lead to missing important communication. Late registration is only reserved for situations where unforeseen circumstances led to a change in course scheduling for an individual. Additionally failure to register during the registration period allotted potentially harms other students by making it difficult for the seminary to determine if a class should be cancelled or not.

Late Work and Incomplete Policy

1. The general policy for late work is that late work is not accepted in Bloy House classes. Late work is defined as any required (as defined by the syllabus) written or oral assignment that is not completed by the expressed due date. On rare occasions this policy may be amended to deal with specific medical issues, a death in the family, or an acute personal crisis. The standard policy is that unless a formal extension has been granted for the class, any work turned in more than 3 days late

will be graded down one letter grade; however the professor shall be the final arbiter of specific late penalties for course work and may choose to impose earlier penalties. Work more than 6 days late will be graded down two letter grades.

2. If the work to be submitted is to be turned in after the end of the semester deadline for a class, a formal extension must be requested from the dean's office (with the written permission of the professor). Students must fill out a "Request for a Grade of Incomplete" form, which includes a signature from the professor and submitted to the Assistant to the Dean before the last day of classes of the semester for which the incomplete is being requested. The professor will turn in a grade of "I," which will be recorded (and remain) on your transcript. A letter grade for the completed work will be recorded on your transcript if your work is completed by the agreed upon time. The extension will only be granted for one semester during one's academic career unless there is a long term medical condition and then only after a private advising session with the Dean.

*** All work for incomplete courses of the Fall semester must be submitted for a grade by the last business day before the first day of classes of the following Spring semester.**

*** All work for incomplete courses of the Spring semester must be submitted for a grade by the last business day before the first day of classes of the following Fall semester.**

*** All incomplete work should be submitted to the Assistant to the Dean, who will record the date of submission. The Assistant to the Dean will then forward the work to the professor.**

3. If an additional extension is required to finish an incomplete beyond the agreed upon time, the student will need the permission of both the Bloy House Dean and the professor. Such extensions are normally granted only due to extreme hardship, such as serious illness or other untimely emergency. In no case will an extension be granted to an extension.
4. Incomplete grades and extensions are granted only by prior application; they are not granted retroactively. A student who does not arrange with the professor for an incomplete by the end of the current term may expect the professor to submit a grade which reflects only the work turned in by the end of term, with the missing work counted as zero.
5. If the student who has requested and been granted an incomplete does not turn in the outstanding work by the time agreed upon (and has not requested and been granted an extension), the professor will submit a grade of "F" for the course; this will be the grade recorded on the student's transcript and figured into the student's total grade point average.

The course will need to be repeated for academic credit and while the new grade will replace the old grade for the overall GPA, the previous F will remain on the transcript.

If a student has received Bloy House or Corporation Sole (Diocese of Los Angeles) scholarship assistance in paying for the course that resulted in a grade of "F,"

scholarship assistance from these sources may not be used to pay for repeating that course.

6. At the discretion of the Dean, students with a pattern of receiving incomplete grades may not be allowed to register for new courses until the coursework for all incompletes has been submitted.

Electronic Matters

Please be considerate in the use of electronic equipment. Cell phones should be silenced during class and chapel.

With the professor's express permission, students may make audio recordings of lectures; however, no professor is required to give such permission. No student may sell or distribute copies of the recordings without the permission of the professor. Students may not transcribe lectures for distribution without the permission of the professor, and such transcriptions may not be distributed beyond the members of the class. No student may cause any lecture to be posted on a page of the internet or in any other medium of wider distribution without the professor's permission.

Faculty, Staff, and Student Demeanor

Faculty, staff, and students are held to the highest standards of personal and professional conduct. Showing respect to one another in our collective enterprise of theological education is a strong value of the school. Members of the community are to refrain from any conduct which would hurt, deride, or belittle another. The expression of differing opinions, always a hallmark of good education, must be accomplished with great sensitivity in matters of faith.

The Dean, in consultation with the faculty, is required by canon law to write a letter of recommendation for students who are making application for Candidacy and ordination to the diaconate (Title III, Canon 8, Sec. 2.d.5, Sec. 6.d.3, and Sec. 7.b.4). Some dioceses also ask the Dean to provide a letter at postulancy as well. These letters reflect not only on the student's academic progress, but also on the student's general process of formation. Matters of individual conduct, participation in community life, and maturity in the academic enterprise will be addressed in these canonical letters.

Worship and Community Life

On teaching weekends, Evening Worship will take place in Kresge Chapel at 6:00 p.m. on Fridays. The Holy Eucharist or another form of worship is celebrated on Saturdays at 11:15 a.m. Worship is the center of our common life, and students are strongly encouraged to attend. Postulants and candidates for Holy Orders are expected by their respective dioceses to take a full part in the school's liturgical life.

The Liturgical Coordinator works with the Dean to plan our community worship. In addition, services often follow *The Book of Common Prayer* and other authorized rites. Students are also encouraged to develop fresh and creative expressions of Episcopal piety and spirituality. The Liturgical Coordinator and the Dean are available to aid students in their liturgical design work.

The community also gathers on Saturdays for lunch in the Lemon Tree Café and during breaks in the designated hospitality room for food and conversation. Many students find that strong and lasting friendships and collegial relationships are formed by participation in these moments of our common life.

It is these two elements—worship and common meals—which set seminary education apart from many other educational experiences. Attendance at Bloy House is

much more than just coming to class and earning credits. It embraces a commitment to seeking and serving Christ in all persons at all moments of our life together.

Bloy House, ETSC Offices and Communication

Offices of Bloy House, The Episcopal Theological School are located on the third floor of the Butler Building, Room W369. During the academic year, they are staffed Tuesday through Friday and on teaching Saturdays. To reach the Bloy House, ETSC offices:

Telephone	909/621-2419 with voicemail
Internal CST extension	2547

The Dean may be reached by email at the following address: ssweeney@cst.edu
The Assistant to the Dean may be reached at: bloyhouse@cst.edu

The Bloy House, ETSC website, www.bloyhouse.org, contains general information about the School as well as a complete catalogue. The Claremont School of Theology website, www.cst.edu, also has a link to information about Bloy House, ETSC, as well as having the CST library catalog, BLAIS, on line at this address.

Students should give the numbers above to family members or others who may need to reach them during a teaching weekend. For emergency messages, however, please advise your family/friends to try to contact you directly on your cell phone, as the Dean or Assistant to the Dean may be out of the office from time to time in the course of the weekend.

Tuition and Fees

The Fee of \$180 is payable on the first teaching weekend and is non-refundable. This fee covers the lunches throughout the semester, and snacks on Friday evenings and Saturdays of teaching weekends. Tuition is payable in full on the first teaching weekend. As a courtesy to students, it may be paid in four equal installments, the first on the first teaching weekend, and subsequent payments by the last day of September, October, and November in the fall semester; or by the last day of February, March, and April in the spring term. If a student withdraws from a class after the fourth class meeting, and has not paid all of his or her tuition, that tuition must still be paid by these set dates. Future registration will not be possible until all past debts have been paid.

The refund policy is as follows:

- 100% full refund if you withdraw before the 2nd class meeting;
- 75% refund if you withdraw before the 3rd class meeting;
- 50% refund if you withdraw before the 4th class meeting.

Master of Divinity Partnership Programs

Bloy House has remarkable partnerships with two seminaries in the country, each program offering unique strengths.

Both of our Master of Divinity partnership programs are fully accredited by the Association of Theological Schools. Transcripts are held at Bloy House for Bloy House coursework only; transcripts at our sister seminaries will reflect the work at both schools.

Students intending to enroll in a Master of Divinity program must apply to both Bloy House and the sister seminary and be accepted by both schools. Students in the partnership program are subject to the academic policies of both institutions.

Our Master of Divinity Partnership programs consist of:

- 54 units of work at Bloy House (tuition for these units is paid to Bloy House) and 24 - 27 units of work at Claremont School of Theology (Claremont, CA) or Church Divinity School of the Pacific (Berkeley, CA). The tuition for these units of work will be paid directly to the sister seminary. These units will vary slightly from seminary to seminary but will include at least 6 units of field education, electives, and other required courses specific to each school.

Since Claremont School of Theology is Bloy House's host campus, students find the M.Div. partnership program very convenient. However, CDSP offers a combination of online and intensive courses that make it very feasible for students to complete their degrees without relocating.

At both seminaries, the intensive January and June terms are one to two weeks long and take place at the seminary campus in Berkeley, CA or Claremont, CA. During these terms, students are immersed in the life of the seminary, participate in small group formation and become part of the sister seminary's worship community. To learn more about the CDSP Intensive Program, visit <http://www.cdsp.edu/degree/master.of.divinity-low.residence>. To learn more about the CST Master of Divinity Program, visit <https://cst.edu/academics>.

Bloy House Course Offerings

Classes at Bloy House are held on Friday nights and Saturdays, enabling students employed during the week to engage in a full round of studies. The curriculum consists of 54 units of work in the basic subject areas of theological education, divided into semester-long courses of three credits each. The curriculum is designed to offer the student a broadly-based foundational program.

2017 FALL SEMESTER

Friday (7-10pm)	Saturday (8-11am)	Saturday (1-4pm)
EP 133 Major Christian Doctrines	EP 136 Old Testament I	EP 135 Introduction to Ethics
EP 146 Latino Spiritualities	EP 138 New Testament I	EP 163 Grassroots History of Christianity
	EP 150 Global Anglicanism	

2018 SPRING SEMESTER

Friday (7-10pm)	Saturday (8-11am)	Saturday (1-4pm)
EP 134 Contemporary Theologies	EP 137 Old Testament II	EP 156 Church Leadership

EP 143 Religious Education	EP 139 New Testament II	EP 165 The Transformative Journey of Faith
EP 153 Introduction to Episcopal Worship	EP 151 Episcopal History and Polity	

Absences

Students should make every effort to attend all classes. In the case of illness or family emergency, the student should in advance contact the professor to receive an excused absence. Under no circumstances may more than two excused absences be permitted for a class.

Scholarships

More than two-thirds of Bloy House, ETSC students receive some scholarship aid from their dioceses, churches, employers, or other sources. Persons who accept scholarship monies from any source enter into a solemn covenant with that provider to make the most of their education by attending class, completing assignments in a timely manner, and participating in community life to the fullest extent. If a student must be absent from class, consider whether the reason for the absence would satisfy a scholarship provider.

Students who wish to apply for Bloy House, ETSC internal scholarships must write or speak with the Dean with the circumstances of their request by a predetermined deadline by the Assistant to the Dean. This is available for students who have financial need and who do not receive the 39.2% scholarship from the Bishop.

The School of Theology Library

Students at Bloy House, ETSC are afforded full privileges at the library of the Claremont School of Theology. Reference and other librarians are happy to assist any student, and students who are new to the CST library should take advantage of the Library tour offered at the beginning of the academic year.

Your library card is the same as the Claremont School of Theology identification card, which is issued to each new student and updated for continuing students. New students will have their pictures taken for this card the first weekend of classes.

The CST library has a computer lab. Students may enter the computer lab with their CST library cards, which will give them access.

Overnight Housing

Claremont School of Theology offers rooms for overnight accommodation to commuting students. Most of these rooms are in the F-Block, one minute’s walk from the academic building. These rooms open onto a common corridor with shared baths. Two full kitchens, stocked with pots and utensils, are available. However, no bed or bath linens are supplied by the school. Please remember to bring your own.

The cost for the academic year is \$45.00 per night. (Students using commuter housing generally reserve a room for the ten Friday nights per semester, plus one additional night if they are staying for the Retreat Weekend.) Inquiries about this should be made to CST’s director of housing, Nicole Turner (909-447-2566 or nturner@cst.edu).

Other local overnight options include:

1) Holiday Inn Ontario is a cost effective option on Convention Center Way in Ontario. They offer rooms with two queen beds at \$79 (plus tax) per night. Students have shared rooms and split the cost in the past. Their website is <http://www.ihg.com/holidayinn/hotels/us/en/reservation>.

2) Hotel Claremont is another cost effective option just below the 10 freeway on Indian Hill Blvd. They offer rooms with two queen beds at \$79.00 (plus tax) per night. Their website is: <http://www.myhotelclaremont.com/>

3) A more luxurious option is the Double Tree Hotel on Foothill Boulevard in Claremont. Their website is: <http://doubletree3.hilton.com/en/hotels/california/doubletree-by-hilton-hotel-claremont-ONTCLDT/index.html>

Meals and Hospitality

Room 107 in the Craig classroom building will serve as a hospitality room during Bloy House, ETSC class hours. Refreshments are available on Friday evenings before class and at break times. Snacks are provided Saturday mornings from 7:30-8:00 a.m. and at break times from morning and afternoon classes. Brewed coffee and several kinds of tea are served throughout the weekend. Lunch is served in the Lemon Tree Café. A vegetarian entrée is always served when a meat dish is offered. The \$180.00 fee paid by each student each semester covers the cost of the hospitality and meal service. This fee is non-refundable. If you have special dietary needs, please make the Assistant to the Dean aware of these before the semester begins so she can inform our caterer.

Parking and Security

There are no reserved parking spaces on campus, except those designated for visitors. If you park in the underground garage (below the Library), the gates will be locked at 5:45 p.m. on Fridays and opened at approximately 7 a.m. on Saturdays.

In recent years, car vandalism and break-ins have occurred from time to time on the campus, especially at the beginning of semesters when thieves know students are moving into dorm rooms. Please do not leave valuables in cars. Lock your car securely.

The campus of the Claremont School of Theology is not closed, and there are no security guards who patrol the campus. Valuable items such as laptop computers or purses should never be left on a bench or in a classroom without supervision. Do not hesitate to give a friendly greeting to a stranger or to report a suspicious person to a faculty member or the Dean. At night it is best to walk to the dorms or cars in pairs.

In emergency, call the police, fire department, or paramedics at “911” immediately instead of trying to find the Dean or Assistant to the Dean. Use your cell phone or the nearest pay telephone (a call to “911” can be made at no charge), then inform the Dean.

First aid equipment is located on the top shelf of the coffee cabinet in the hospitality room. Any supplies taken should be reported to the Assistant to the Dean so they can be replaced. Students who have any health problems which could possibly cause concern during a teaching weekend are strongly urged to inform the Dean about them.

Students should evacuate all buildings at the first sign of fire; evacuate after an earthquake when the shaking has stopped. Gather on the lawn in front of the chapel after any such event to ensure safety and verify one another’s presence.

Any student who has an accident while on CST property is required to fill out an accident report. Forms are obtainable from the Bloy House office.

Many families live in CST housing, all located very near the academic center of the campus. From time to time small children wander from their unfenced yards. Many

children of CST's international students do not speak English. No child is supposed to be in the academic area without an adult, and no child under the age of 18 may enter the library unless accompanied by an adult. Be vigilant and look out for unaccompanied small children, especially those who may find the Butler Building elevator too tempting a play space. If you spot a lost child, keep an eye on him or her while calling for help. Always involve a third party, if possible. If necessary, restrain the child from going further and then get help. On weekends a Korean-speaker can usually be found in the library, and librarians can also assist in finding speakers of other languages.

Claremont Weather and Clothing

The weather in Claremont can be fickle. A hot Friday can turn into a very chilly Friday night or remain sweltering. Because Claremont is located at the base of Mount Baldy, winter evenings and mornings can dip below 45 degrees, and winter rains are often heavy and cold. Classrooms are air-conditioned and heated, but occasionally these systems are unreliable. Students find it best to come prepared for any sort of weather, opting for an informal, layered look.