



Gateway Seminary

2026–2027 Student Handbook

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Welcome to Gateway Seminary

“After this I looked, and behold, a great multitude that no one could number, from every nation, from all tribes and peoples and languages, standing before the throne and before the Lamb, clothed in white robes, with palm branches in their hands, and crying out with a loud voice, ‘Salvation belongs to our God who sits on the throne, and to the Lamb!’”

Revelation 7:9–10

A Word from Our Vice President

Welcome! God’s calling and providence have brought you to Gateway Seminary, and we’re glad you’re here. Gateway exists to shape leaders who expand God’s kingdom around the world. Every class you’ll take, every paper you’ll write, and every assignment you’ll complete has the ultimate end of equipping you to reach the nations with the Gospel of Jesus Christ. Here at Gateway, we want to develop faithful theology that forms faithful leaders to do faithful service around the world.

As a student, you’re important to the Gateway community. This handbook is designed to help you understand what seminary is about, answer common questions you might have, explain the services that are available to you, and outline our expectations for you as a Gateway student.

I especially want you to know that the Office of Student Services is here to serve you. Whether you’ve relocated across the country, are commuting to one of our campuses, learning at a teaching site, or are taking classes online, you’re important to us. We want to help you succeed. What does it mean to succeed as a student at Gateway? It is not merely to obtain good grades, but rather, to grow closer to Christ through His Word and expend yourself in service for His name’s sake.

As you read this handbook and begin your seminary journey, you will have questions. Please do not hesitate to contact us for answers or for help with personal matters. The Student Services Office is located on the ground floor of the Ontario Campus Building, room 108. You can call me directly at (909) 687-1450 or email me at kristenferguson@gs.edu.

Grace and peace to you,

Kristen Ferguson, EdD
Vice President for Enrollment and Student Services
Associate Professor of Educational Leadership

Our Mission

First and foremost, Gateway Seminary exists to shape leaders who expand God's kingdom around the world. To do this, we are committed to being a seminary that is biblical, missional, and global.

Biblical

As a biblical seminary, we stand unapologetically upon the inerrant Word of God. Every class at Gateway is taught through the lens of the trustworthiness and sufficiency of Scripture. Every professor at Gateway Seminary believes and teaches according to the Baptist Faith and Message 2000.

Missional

As a missional seminary, Gateway seeks to engage culture. We believe that just as Jesus became incarnate to accomplish the Father's plan of redemption, so too Christians are called to live on mission—to spread the name of Jesus and make disciples of all nations. Gateway trains students to seek creative and fresh ways to communicate the gospel effectively without ever compromising its message.

Global

Gateway is a global seminary. We are delighted to be a multiracial and multicultural community of students, faculty, and staff. Gateway intentionally exposes students to a global vision of God's kingdom, with an emphasis on missions, evangelism, and church planting. Whatever your ministry goals may be, we want every student to share God's passion for the gospel reaching the nations.

A Brief History of Gateway Seminary

Gateway Seminary traces its origins to 1859, when Harvey Gilbert established the San Rafael Baptist Institute in Marin County with a vision to train Christian workers in California. Though the early effort closed after a few years, the dream of a Western seminary endured and was later renewed through the leadership of Isam B. Hodges and other early Southern Baptist pioneers in California.

In 1944, the Seminary was formally chartered, and classes began that fall with 16 students at Golden Gate Baptist Church in Oakland. The institution soon came under the ownership of the Southern Baptist General Convention of California and later the Southern Baptist Convention, establishing a foundation for long-term growth and stability.

Under successive presidents, the Seminary expanded its academic mission, relocated to Berkeley, and later moved to its Marin County campus in Strawberry Point in 1959. During this period, the Seminary also developed regional campuses across the western United States and strengthened its academic programs and accreditation.

In the late 20th and early 21st centuries, the Seminary continued to grow through new campuses, expanded degree offerings, and increased national and global reach. A major transition included the move from Mill Valley to Ontario, California, the expansion of online education, and the adoption of the name Gateway Seminary.

In 2024, Dr. Adam P. Groza was elected as the Seminary's eighth president, continuing its mission of equipping leaders who are shaped by the Word of God and prepared for faithful ministry. Today, Gateway Seminary serves students across multiple campuses located in strategic mission cities and continues to train men and women for gospel ministry throughout the world.

From its earliest beginnings in a small California church to its present multi-campus system, Gateway Seminary remains committed to preparing faithful, biblically grounded leaders for global Christian service.

Statement of Faith

Gateway Seminary of the Southern Baptist Convention is an entity of the Southern Baptist Convention. As such, our faculty teach according to the Baptist Faith and Message 2000. At Gateway, we have many students from Southern Baptist churches, but students are not required to be Southern Baptist to attend and be admitted. Admission requirements are found in the Academic Catalog.

Student Handbook Purpose

The Gateway Seminary Student Handbook is designed to help students understand Seminary policies, procedures, resources, and expectations. It serves as a guide to student life and academic success while supporting Gateway's mission to prepare faithful leaders for faithful service. Students are responsible for becoming familiar with the information contained in this handbook and complying with Seminary policies throughout their enrollment.

Student Handbook Disclaimer

The Gateway Seminary Student Handbook is published by the Student Services Office of Gateway Seminary. Every effort is made to provide accurate and up-to-date information. However, the Seminary reserves the right to modify or add to standard policies, procedures, rules, regulations, and other contents of this publication, without notification.

California Bureau for Private Postsecondary Education

Pursuant to the California Private Postsecondary Education Act of 2009 Gateway Seminary of the Southern Baptist Convention qualifies for the religious exemption status from the California Education Code section 94874(e). The Bureau for Private Postsecondary Education makes no evaluation of the administration, faculty, business practices, financial condition or quality of the offerings by this institution. Any person desiring information about the requirements of the act may contact the Bureau at PO Box 980818, West Sacramento, CA, 95798-0818 or use the website: www.bppe.ca.gov.

Complaint Procedure

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at the following address, email, fax, or phone numbers:

Bureau for Private Postsecondary Education

Address: P.O. Box 980818
West Sacramento, CA 95798-0818

Phone: (916) 574-8900

Fax: (916) 263-1897

Email: bppe@dca.ca.gov

Accreditation

Gateway Seminary is accredited by the Association of Theological Schools and the WASC Senior College and University Commission, affirming the Seminary's commitment to academic excellence, institutional integrity, and faithful theological education. Accreditation ensures that Gateway's degrees meet rigorous standards of quality and are recognized among seminaries and universities across North America and beyond.

Students and stakeholders can view detailed accreditation information, including current status and approvals, on the Seminary's official website: <https://www.gs.edu/about>.

I'm a New Gateway Student!

"Therefore, as you received Christ Jesus the Lord, so walk in him, rooted and built up in him and established in the faith, just as you were taught, abounding in thanksgiving."

Colossians 2:6-7

Congratulations on your admission to Gateway Seminary! As you begin your journey, this section will introduce you to the essential tools, resources, and information you need to successfully start your studies. From accessing your student accounts to registering for classes and completing New Student Orientation, these resources are designed to help you navigate Seminary life with confidence.

Enrollment Services

The Enrollment Services Office serves the mission of Gateway Seminary by finding, recruiting, and admitting new students. Current students who have recruitment or enrollment-related questions, or those who know of someone interested in visiting the campus and/or attending Gateway Seminary, are encouraged to come by the Enrollment Services Office, room 108, or contact them at enrollment@gs.edu or (909) 687-1467.

Gateway Student Identification Number

Upon admission, each student is assigned a unique Gateway student identification (ID) number. This number serves as your official student identifier and is used to access Seminary systems, communicate with Seminary offices, and complete various student processes. Students should keep their Gateway ID number readily available throughout their enrollment. The Registrar's Office will send you this Gateway ID and welcome you as a new student.

New Student Orientation

New Student Orientation (NSO) introduces students to Gateway's academic programs, campus resources, student services, and Seminary policies.

Gateway offers several orientation options:

- **Online Orientation** – Available to all admitted students through a link provided upon admission.
- **Ontario Campus Orientation** – Held in-person each Fall and Spring before classes begin and includes campus information, connection with students and faculty, an introduction to the Seminary President, and the Cooperative Program.
- **Regional Campus Orientation** – In-person orientation is offered at designated regional campuses. Students at other campuses and teaching sites are encouraged to participate in the online or Zoom options.
- **Zoom Orientation** – A one-hour interactive session offered multiple times before the Fall and Spring terms, providing opportunities to meet Student Services staff, ask questions, and receive personalized guidance.

Students are required to complete New Student Orientation prior to beginning classes. Contact Student Services (studentservices@gs.edu) for information about the next New Student Orientation.

Student Communications

Gateway Seminary communicates important information through several channels to help students stay informed and engaged with Seminary life. Students are responsible for maintaining a current email address and phone number with the Registrar's Office and regularly reviewing Seminary communications.

Student Handbook

The Student Handbook outlines Seminary services, policies, procedures, and student expectations.

The Loop

The Loop is a biweekly email newsletter featuring campus news, ministry opportunities, upcoming events, and important announcements.

Email/Text Communications

Students regularly receive emails or texts from Student Services, the Registrar's Office, and other Seminary departments regarding registration, advising, academic deadlines, campus events, and other important updates.

Social Media

Follow Gateway Seminary on social media for news, student stories, event highlights, and ministry resources:

- **Facebook:** @GatewaySeminary
- **Instagram:** @gatewayseminary
- **YouTube:** Gateway Seminary
- **LinkedIn:** Gateway Seminary
- **X (formerly Twitter):** @gatewayseminary

Student Accounts & Technology

Gateway Seminary provides students with secure online systems that support registration, learning, communication, and access to academic resources. Students are responsible for protecting their login credentials, regularly monitoring Seminary communications, and using Seminary technology resources in accordance with Seminary policies.

Haven Student Portal

Haven is Gateway Seminary's secure student portal and the primary online resource for managing your student account throughout your academic journey.

Students receive access to Haven upon admission to the Seminary. To sign in, use your Gateway student ID number and the login credentials provided during the admission process.

Through Haven, students can:

- Register for classes
- View class schedules
- Pay tuition and fees
- Access billing and account information
- View academic records and unofficial transcripts
- Update select personal information
- Complete designated student forms and processes

Students are responsible for regularly accessing Haven to register for courses, review their account, monitor important academic information, and complete required actions by published deadlines.

Questions regarding Haven access or login assistance should be directed to the Registrar's Office.

Canvas Learning Management System

Canvas is Gateway Seminary's learning management system (LMS) and serves as the primary online platform for course instruction and communication. Through Canvas, students can:

- Access course materials and learning resources
- Participate in course discussions and other learning activities
- Submit assignments and complete quizzes or exams
- Receive instructor feedback and view course grades

All fully online courses are delivered through Canvas. Faculty teaching in-person or hybrid courses may also use Canvas to distribute course materials, communicate with students, and collect assignments.

Canvas accounts are automatically created for admitted and enrolled students approximately two weeks before the start of their first term. Courses are typically published on or before the first day of the term. After a course concludes, students may continue to view course content but may no longer participate. Canvas access ends when a student is no longer actively enrolled at the Seminary.

Students are responsible for maintaining the confidentiality of their Canvas login credentials and may access Canvas only through their own account. Posting, submitting, or completing coursework under another person's account is prohibited and may result in disciplinary action.

Although grades may be visible within Canvas, Haven is the Seminary's official source for final grades, academic records, and transcripts.

The Canvas Student app is available for iOS and Android devices.

Technical Support

Canvas provides 24/7 technical support through the Help menu located within Canvas. Students may access live chat, phone support, and online user guides directly from this menu. If additional technology assistance is needed, students may contact Gateway Seminary Information Technology at CanvasIT@gs.edu.

Questions regarding Haven access should be directed to the Registrar's Office.

Academic Life: Your Path to Graduation

*“Be diligent in these matters; give yourself wholly to them,
so that everyone may see your progress.”*

1 Timothy 4:15

Academic Leadership

Academic Services at Gateway provides quality learning experiences through faculty, resources, degree programs, and courses. The Vice President for Academic Services oversees faculty assignments, course scheduling, and the administration of all degree programs and program concentrations in collaboration with school and department leadership.

Academic Catalog

The Gateway Seminary Academic Catalog is the official publication for academic policies, regulations, admissions standards, and degree and course information. Students should consult the catalog as the primary source for academic guidance. It is available online on the Seminary website: <https://www.gs.edu/academics/catalog/>. Archived copies are maintained in the Library

Students are bound by the catalog in effect at the time of their initial enrollment in a degree program, provided they maintain continuous enrollment in at least one term per year.

Course Registration

Registration is the process by which students enroll in courses each academic term. Students are responsible for registering during published registration periods and ensuring their schedules align with degree requirements. Registration is completed through the Haven student portal.

- Students must register for classes by published deadlines.
- Registration opens each Fall, Spring, and Summer term according to the academic calendar found in the academic catalog.
- Students may only register for courses for which prerequisites have been satisfied.
- Students are responsible for verifying the accuracy of their schedule before the end of the add/drop period.
- Students with financial, academic, or administrative holds may be prevented from registering until resolved.
- Registration is not complete until all required approvals and processes have been finalized.

Here to Help! Office of Student Success and Registrar

The Office of Student Success and Registrar supports students, faculty, and staff throughout the academic journey—from first-term registration through graduation.

Contact:

(909) 687-1468

registrar@gs.edu

Students should contact the Registrar, Department Chair, Program Director, or appropriate Campus Director for guidance or approval regarding:

- Course enrollment and registration support
- Degree audits and academic progress reviews
- Academic forms, petitions, and approvals (including Independent Study, Course Substitution, Course Bypass, Degree or Program Change, Concentration or Certificate Declaration, Transfer Credit Evaluation, Student Relations Committee petitions, Course Overload, Course Audit, and Graduation Application)
- Course rotation schedules and academic planning resources
- Tuition discount forms (employee and spouse benefits)
- Official transcripts, graduation verification, and diploma services
- Student records management and privacy compliance
- Support services for special student populations, including veterans
- Academic exceptions and advanced academic requests (e.g., Independent Study, substitutions, credit by exam, course bypass, and enrollment overloads beyond fifteen (15) units per term, when applicable)

Academic forms and approval requests are available on the Haven portal or through the Registrar's Office. Students who believe they qualify for an Advanced Track degree program should contact the Registrar after admission into a standard degree program. Syllabi for courses offered within the past two (2) years are available in Haven.

Student Records and Transcripts

The Registrar's Office maintains all official student records and provides official transcripts through Parchment. Additional policies regarding records and transcript requests are outlined in the Academic Catalog.

Let's Connect! Academic Advising

Academic advising is an essential part of a successful seminary experience. Registrar staff assists students with course selection, degree progress, academic planning, and institutional policies. Faculty advisors are automatically assigned and can change at any time. They provide prayer, advice, coaching, and mentoring.

Make an advising appointment: <https://gateway-seminary.appointlet.com/>

While Gateway provides advising support, students are ultimately responsible for understanding degree requirements and making satisfactory academic progress.

Students are encouraged to:

- Develop a degree plan early in their program
- Understand curriculum and course sequencing requirements
- Regularly review degree progress in Haven
- Consult an advisor before making changes to degree, concentration, or certificate programs

Denominational Affiliation

Gateway Seminary is a Southern Baptist educational entity and receives significant financial underwriting for all Southern Baptist students through the Southern Baptist Convention (SBC) Cooperative Program of Missions Giving. A student's denominational affiliation is established upon enrollment in Gateway Seminary.

Denominational affiliation is most often confirmed through the standard church endorsement document submitted with all admissions applications. Denominational affiliation as a Southern Baptist informs various Seminary offices as to the rate of tuition charged, priority housing eligibility, and scholarship eligibility. Southern Baptist affiliation is further defined as the church to which a student (1) holds active membership in; (2) attends regularly; and (3) in which he/she contributes skills, ministries, and personal resources.

Students who change from Non-SBC to SBC status after enrollment must provide the Registrar's Office with a new church endorsement form signed by a qualified SBC pastor (or official correspondence from a qualified SBC church pastor or church staff member indicating that the student has joined the church in good standing). The church endorsement must be received by the Registrar's Office no later than the official add deadline for the term in order for the change of status to take effect during that academic term. Students who change from SBC to Non-SBC status after enrollment must also provide that information to the Registrar in a timely manner.

Military and Veteran Benefits

Veterans Affairs (VA) tuition assistance is available through the Ontario, Bay Area, Online, and Arizona campuses. After submitting a Certificate of Eligibility to the Registrar's Office, the Finance Office processes VA benefits for eligible students.

Students should contact their campus VA Certifying Official for additional information:

- Ontario, Bay Area, Online Campuses: registrar@gs.edu
- Arizona Campus: valinelim@gs.edu

International Student Services

Gateway Seminary is a SEVP-certified institution authorized to enroll F-1 international students at the Ontario, Bay Area, and Arizona campuses.

The Seminary's F-1 International Student Handbook provides detailed immigration guidance and Gateway policies for F-1 students. All matters related to F-1 enrollment and status are administered through the Enrollment Office.

The Director of Enrollment serves as the Primary Designated School Official (PDSO) and primary international student advisor. Additional Designated School Officials (DSO) at Gateway may assist the Director of Enrollment with international student matters. Students should refer all questions regarding immigration status or compliance to this office.

Contact:

intlstudents@gs.edu
(909) 687-1457

Failure to meet tuition and fee payment deadlines may place a student's F-1 status at risk.

Disability Accommodation

Gateway Seminary is classified as a private, faith-based educational entity and, therefore, specifically excluded from compliance with federal mandates governing barrier-free access. However, in good faith, the Seminary voluntarily provides reasonable institutional accommodations, modifications, and adjustments to enable and empower students with disabilities to participate in the programs and activities of the Seminary to the fullest extent possible. Nevertheless, Gateway cannot support accommodations that place undue hardship on the Seminary or its resources, or that alter the essential requirements of the curriculum and academic progress.

Persons admitted to the Seminary with qualified disabilities should consult with the Enrollment Office and the Student Services Office immediately concerning any requested accommodations, modifications, and/or adjustments

necessitated by their disability. Failure to provide timely notice could prevent the Seminary from efficiently managing accommodations prior to the beginning of class sessions. Any questions concerning seminary policies on disability accommodations should be directed to the Student Services Office.

Theological Field Education (TFE)

Theological Field Education (TFE) is Gateway Seminary's supervised ministry practicum and a core component of ministerial preparation.

Through TFE, students integrate classroom learning with ministry practice under intentional mentoring, training, and evaluation.

- Key Requirements
- Many degree programs require completion of a Ministry Practicum through the TFE Office.
- Students do not register for TFE through Haven or the Registrar's Office.
- Students must submit a TFE application directly to the TFE Office and receive approval prior to registration.
- Applications are submitted each Spring for participation in the following Fall term (due May 15).
- Prerequisite: P1111 Introduction to Ministry Formation.

Approved alternative practicum options include Clinical Pastoral Education (P2553), Church Planting Internships (I2361–I2362), and Short-Term International Internships (I2211), all of which also require TFE approval.

The TFE Office coordinates placements, approvals, and practicum options.

Contact: tfe@gs.edu

David and Faith Kim School of Global Missions

The David and Faith Kim School of Global Missions equips students to engage the nations through biblically grounded, academically rigorous, and culturally informed ministry training.

Students benefit from:

- Specialized missions courses and degree programs
- Conferences and annual events such as the Missions Conference and Intersect
- Internships, mentorships, and field experiences
- The Professionals in Residence program with experienced global missionaries and leaders
- A community focused on global missions, church planting, and intercultural ministry

The Kim School connects with students on many levels by offering missions and intercultural courses in several degree programs. The Kim School also oversees the Master of Global Engagement (M.G.E.) and Master of Missiological Essentials (M.M.E.) degree programs as well as several concentrations in the Master of Divinity (M.Div.).

The Beyond Program

Beyond is Gateway Seminary's global missions program offering short-term, faculty-led mission experiences around the world.

Beyond trips integrate academic learning with practical ministry and may include academic credit.

Go Grant

The Go Grant provides eligible students with one fully funded Beyond trip during their seminary education. Qualified students must be active in a master's or diploma program and have completed at least 20 hours of study at Gateway

Seminary. Students only qualify for funding through the Go Grant Fund while they are active students. Go Grant funding is not available to alumni.

Contact: kimschool@gs.edu.

ADVANCE Ministry Preparation

ADVANCE Ministry Preparation provides Bible-based ministry training at the post-high school level in accessible, contextualized formats through ministry centers and online learning.

Each ADVANCE center operates under the oversight of the Gateway ADVANCE National Office in partnership with churches, associations, state conventions, and/or ethnic fellowships.

Contact: advance@gs.edu

Gateway Online

Gateway Online exists to shape leaders who expand God's kingdom around the world by making theological education available to students anywhere. While serving in their current ministry context, Gateway Online students can deepen their understanding of the Bible, foster meaningful relationships with students and faculty, and develop skills that will further the effectiveness of their ministry.

Please refer to the current academic catalog for online course and degree offerings.

Courses are delivered through the Canvas learning management system (LMS). The LMS policy is included under Student Privileges and Responsibilities. All students of Gateway Seminary are permitted to take online courses. If online courses are the student's primary means of earning course credit, the student should be designated as an online student through the Registrar's Office.

Gateway Online students are supported through the Student Services offices of Gateway Seminary.

- For advising, transcripts, exceptions, and other registration support, contact Registrar@gs.edu.
- For community opportunities, connecting to student services, and events available to online students, contact studentservices@gs.edu.
- For issues related to Canvas, contact CanvasIT@gs.edu or use the Help button in Canvas.

For scholarship questions, contact studentservices@gs.edu.

When You're Ready to Graduate!

Students must apply for graduation by the published deadline in the academic calendar. Applications are due before the final term of study (end of Fall term for Spring/Summer graduation; end of Spring term for Fall/January graduation).

Upon receipt of a graduation application, the Registrar's Office completes a degree audit to confirm eligibility. Once approved, students may participate in commencement at any Gateway campus offering a ceremony.

The Student Services Office oversees commencement events and graduation preparation. Graduation information packets are distributed approximately six weeks prior to commencement.

The Ontario Campus hosts ceremonies for both Fall and Spring graduates, and regional campuses also hold their own commencement ceremonies each Spring.

For questions regarding graduation eligibility or applications, contact the Registrar's Office.

Student Life: Living Out Our Mission

“Test everything. Hold on to the good. Avoid every kind of evil.”

1 Thessalonians 5:21-22

Spiritual Growth in Seminary

Student life at Gateway Seminary is intentionally designed to foster spiritual formation, meaningful community, and connection across programs, campuses, and delivery formats. Through worship, shared meals, interactive gatherings, and residential community engagement, students are invited into a rhythm of life that supports both academic success and ministerial preparation.

Chapel | Ontario Campus Thursdays during Fall and Spring Terms

Chapel is a central gathering point of Seminary life, bringing together students, faculty, and staff for corporate worship, Scripture, prayer, and spiritual formation. Services are led by a variety of worship leaders, faculty, students, and invited speakers from ministry, academic, and denominational contexts.

Chapel is designed to strengthen the spiritual life of the Seminary community and provide space for reflection, encouragement, and corporate worship. Hospitality elements such as coffee and refreshments are often provided to encourage fellowship and connection.

The primary campus venue for worship is the weekly chapel service held at the Ontario Campus on Thursdays at 11:00 a.m. (PT) during the Fall and Spring terms. Chapel is designed for the adoration of Christ, the exposition of His Word, and the inspiration and edification of the worshiper.

Regional campus students should refer to the Regional Campus Appendix for additional chapel opportunities. Students studying online or remotely are encouraged to participate through the chapel livestream or archived recordings available on the Gateway website.

Academic Convocations and Special Lectures

Throughout the academic year, the Seminary hosts convocations, guest lectures, and academic forums featuring faculty, visiting scholars, and ministry leaders. These events enrich the academic experience by engaging theological, cultural, and ministry-related topics at a deeper level.

Student Community Events

Student life includes a variety of community-building events designed to foster connection across programs, campuses, and delivery formats. These gatherings help cultivate relationships, strengthen community, and support students throughout their seminary journey.

Key student community events include:

- **Devo & Prayer Night** – A recurring online gathering that provides devotional teaching and guided prayer to support spiritual formation and community among students across all programs.
- **Table Talk** (Gateway Women) – A monthly luncheon gathering for women students featuring facilitated discussion with faculty, staff, or ministry leaders focused on spiritual formation and ministry life.
- **Night Life** – A series of evening student gatherings held throughout the semester that provide opportunities for fellowship, formation, and community-building across programs and cohorts.
- **Apartment 21** (Student Housing Community Life) – A student housing community space and initiative that hosts regular resident events designed to build relationships and strengthen community life among on-campus students and their families.
- **Additional Community Opportunities** – Culturally specific and affinity-based gatherings are also available to support connection and formation among diverse student groups across the Seminary.

These opportunities are designed to build meaningful relationships and strengthen the shared life of the Seminary community.

Student Organizations

The Student Services Office supports student organizations that enrich the intellectual, spiritual, professional, and cultural life of the Seminary and provide meaningful community. Students may propose new organizations that align with the Seminary's mission and values. All organizations must register annually with the Student Services Office and have a Seminary faculty or staff sponsor. Two examples of active organizations include the Korean Student Fellowship and Chinese Student Fellowship.

Evangelism and Mission Engagement Events

Missions and evangelism are the heartbeat of Gateway Seminary. Students are encouraged to cultivate a lifestyle of evangelism and develop a lifelong passion for God's global mission.

Each year, students have opportunities to participate in experiences such as:

- Fully-funded Beyond Team mission trips
- Evangelism initiatives and courses
- Connections with Professionals in Residence
- The annual Missions Conference
- Faith and Culture Conference
- Other ministry and outreach opportunities throughout the year

Campus-Specific Gatherings

Individual campuses and teaching sites may host additional events tailored to their local context, including regional chapel services, cohort gatherings, and local ministry partnerships.

Local Church Involvement

The local church is God's plan for kingdom expansion. Gateway Seminary is a vibrant Christian community, but it is not a church. Students should never substitute campus worship and fellowship for active participation in a local congregation.

Students are expected to:

- Join a local church.
- Worship faithfully.
- Serve regularly.
- Give financially.
- Invest in the life and ministry of their church throughout their time at Gateway.

Student Conduct

The Issue of Responsibility

The Seminary is redemptive, not rehabilitative, in nature. Therefore, a person should not come to the Seminary with serious family, health, emotional, or financial problems. The pressures of study, church participation, family, finances, and other factors weigh heavily upon the seminary student and the student's family. These pressures can be a vital factor in the physical and mental health of the student.

Participation in any educational community is voluntary. Moral character is expected, and assumed, of all students who associate themselves with Gateway Seminary. Volunteer participation implies accountability for moral, ethical, and legal choices. As representatives of Jesus Christ, believers should demonstrate a lifestyle that reflects His character in both public and private behavior. Seminary standards could easily be summed up in Peter's admonition to "be holy in all you do" (1 Peter 1:15). Ethical and moral standards referred to here and in other sections of this Handbook have historic roots in Scripture and are not determined by the changing morality of society. Simple observance of moral responsibility does not constitute spirituality per se, nor do Seminary regulations comprise the entirety of one's responsibility to God. But the willingness to adhere to student responsibilities exhibits spiritual health and a concern for the well-being of the entire Seminary community.

Respect

The Seminary recognizes the inherent value of all individuals associated with the seminary community and seeks to treat students with grace and compassion. As individuals made in God's image, every person of every race possesses dignity. Gateway seeks to make available to all students equally any privileges, programs, and activities afforded through voluntary association with this educational institution. Gateway expects students to extend respect to one another as well as to faculty and staff.

Privacy and Confidentiality

Gateway faculty, staff, and administration seek to maintain a professional level of confidentiality, whenever possible, in regard to personal information disclosed to Seminary personnel. This is especially significant given the high value placed on pastoral relationships between students and faculty. However, confidentiality does not pertain to:

- Student actions or attitudes in clear violation of ethical behavior and therefore indicate the need for a conference with the Vice President for Enrollment and Student Services or the faculty Student Relations Committee.
- Information that demands disclosure to local, state, or federal authorities as prescribed by law.
- Disclosed information that indicates a clear and present danger to the student, the classroom environment, or the community at large.

Harassment Reporting

Gateway Seminary does not tolerate the harassment of individuals. Any form of verbal, physical, or sexual harassment is inconsistent with Christian living and will not be tolerated.

It is the Seminary's policy to strictly prohibit any conduct that constitutes sexual harassment and to discipline any student or employee (whether a fellow student, supervisor, or co-worker) who is guilty of such conduct. Such conduct includes, but is not limited to, offensive jokes, comments, innuendos, and other sexually oriented statements. If you are harassed, confront the harasser and ask him or her to stop. If you are unable to confront the harasser or are unsuccessful in doing so, report your complaint immediately as follows:

- If your complaint applies to a fellow student, please contact the Vice President for Enrollment and Student Services or the Vice President for Academic Services.

- If your complaint applies to a faculty/staff member, please contact the Vice President for Business Services.

Make your complaint in writing, if possible, and include any/all relevant details, names of the person(s) involved, and the names of any witnesses.

All reports/complaints of harassment will be investigated thoroughly. Should investigations confirm a case of harassment, the Seminary will take proper disciplinary action against all culpable parties. The Seminary will endeavor to act upon all complaints promptly. The primary concern will be for the victim's safety. In cases where the incident is believed to involve criminal behavior, the police will be notified. A representative of the Seminary will inform complainants of the outcome of the investigation and any consequences to the harasser. In cases where the offender is a resident of Student Housing, the Seminary will pursue the most immediate legal course of eviction. There will be no retaliation against an individual, whether student or employee, for filing a complaint.

Any student or employee found to have violated the harassment policy would be properly disciplined, up to and including suspension or dismissal. Likewise, disciplinary measures will be applied should investigations determine that a complaint was fabricated for malicious reasons.

Ethical Conduct

Gateway Seminary is an educational institution of the Southern Baptist Convention and operates within its parameters – expressed through its legal documents, convention decisions, and adopted resolutions. The Seminary assumes each student is a ministry leader, has a proven record of Christian conduct, and has the unqualified endorsement of a local church. The Seminary expects student conduct to meet standards normally expected of ministry leaders in Southern Baptist churches and mission organizations.

The behavior of every student is subject to review at all times during the full duration of enrollment in the Seminary. The Seminary reserves the right, at any time, to investigate student conduct and terminate the enrollment of any student who does not meet the Ethical Conduct Standard. These ethical standards are articulated, but not limited to, the following statements:

- Academic misconduct – including violation of academic policies, plagiarism, or cheating
- Controlled substances – including possession, use, or sale of illegal drugs and recreational marijuana; use of tobacco or nicotine products (including e-cigarettes); or use of alcoholic beverages (see additional statement below)
- Sexual misconduct – including any form of extramarital sexual intercourse, inappropriate displays of affection or attention, use of pornography, lewd and indecent language or conduct, and homosexual behavior
- Making false statements to the Seminary (verbal or written) – including matters related to admission, registration, residential status, other official records, or any forgery/falsification of documents
- Financial impropriety – including mismanagement of ministry funds, non-payment of Seminary accounts, and failure to practice Christian stewardship
- Assault and threats – including fighting, other acts of aggression, abusive behavior, verbal or physical threats, or any disorderly conduct deemed reckless or dangerous
- Theft – including theft of Seminary or personal property, unauthorized entry of Seminary or personal property, or abuse of Seminary property
- Harassment – including demeaning speech or actions, inappropriate racial/ethnic/cultural comments, or disrespectful behavior toward anyone
- Criminal conviction of any kind

Further Statement on Alcohol Use

The Seminary requires abstinence from alcoholic beverages for the following reasons:

- **Deference** – The Seminary is owned by the Southern Baptist Convention which has repeatedly adopted resolutions calling for abstinence among believers.
- **Stewardship** – The Seminary will not devote staff time or financial resources to resolve the issues which would inevitably arise if it sanctioned alcohol use.
- **Example** – The Seminary recognizes most Southern Baptist churches and missions organizations require abstinence by their leaders and expect the same from future leaders.
- **Wisdom** – The Seminary recognizes alcohol is a destructive force in society and abstinence is a wise choice to avoid unnecessary negative consequences.
- **Safety** – The Seminary attempts to create a safe environment for family life and learning without unnecessary distractions (all campuses, teaching sites, and modalities) caused by alcohol consumption.
- **Employment** – Seminary graduates who seek employment with Southern Baptist entities must have a track record of abstinence prior to and during employment.

All students are required to sign the Seminary Ethical Conduct Standard form as a part of the admissions process and to abide by the Ethical Conduct Standard while enrolled at Gateway. The Seminary reserves the right to discontinue at any time the enrollment of any student(s) whose quality of performance, active church involvement, personal and ethical conduct, or financial status is deemed unsatisfactory. It is required that students who have given evidence of a divine call, who are preparing for the Christian ministry, and who have sought entrance into an institution administered by a Board of Trustees elected by the Southern Baptist Convention, shall conduct themselves in a manner deemed by the Seminary as conduct becoming a Southern Baptist minister. The Seminary shall initiate disciplinary action should the standard of personal and ethical conduct be violated.

Home and Family

Gateway Seminary seeks to foster healthy marriages and healthy families through quality programming, resources, and authentic relationships. The Student Services Office and other Seminary departments sponsor Seminary events and activities designed to strengthen Christian marriages.

A marriage bond is second only to a personal relationship with Christ. A biblically healthy marriage requires presence (Genesis 2:24). Therefore, applicants must reside in the same home as their spouse in order to be considered for acceptance at Gateway Seminary. Standing exceptions are only made for students whose spouse is on an extended leave with the military.

Students encountering marital difficulties during their seminary experience are encouraged to seek assistance through the Vice President for Enrollment and Student Services. The Seminary will extend all available resources, understanding, grace, and concern in assisting couples experiencing marital stress (all referrals and information are held in confidence). Married students who become estranged from their spouses are required to counsel with the Vice President for Enrollment and Student Services. All responses from the Seminary to couples in marital difficulty are designed to encourage reconciliation and restitution. Students who experience a change of marital status (separation or divorce) are required to notify the Vice President of Student Services.

At times, the nature and scope of marital difficulties may impact enrollment status. A student who becomes separated or divorced is almost always required to withdraw from his or her active degree program for at least one full academic year. This policy exists not as a punitive measure, but to assist the student through a period of emotional and spiritual healing. Resident students impacted by a separation or divorce must consult with the Director of Student Services to evaluate housing eligibility in conjunction with the Vice President of Student Services. Students desiring to return to active

enrollment following the withdrawal period are required to resubmit standard admissions documents. The Seminary does not prohibit divorced persons from consideration for enrollment. Exceptions to the above policies may be appealed through the President

Gateway Seminary supports state law regarding Child Protective Services. State law requires reporting of child abuse or neglect to proper authorities. Children should not be left unattended or placed in any situation on campus that might cause harm or injury.

Change in Marital Status

Any/all changes in marital status must be reported to the office of the Registrar for proper maintenance of educational records. A student who marries while enrolled should file appropriate change notices with the Registrar's Office and, if necessary, with the Residence Life Office. Should he/she be a campus resident, the Vice President for Enrollment and Student Services is available for pre-marital counseling referrals and resources. For policy matters concerning students in marital difficulties, please refer to the section on Home & Family.

Substance Abuse

The Seminary acknowledges the issues of substance abuse and perceives this problem as a serious threat to the health and well-being of our students and the overall Seminary community. Gateway Seminary, in voluntary compliance with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), issues the following statements:

Gateway Seminary prohibits the unlawful possession, use, or distribution of all controlled substances (including narcotics, illegal drugs, and alcohol), as well as abuse of lawful prescriptions and medications, on Seminary property, or as a part of any school activity, or as a part of any non-school-related activity.

Students found to violate substance abuse regulations will be subject to disciplinary action.

Persons in the Seminary community dealing with substance abuse problems who voluntarily seek assistance through the Seminary will be aided in confidential referrals for counseling services, treatment, or rehabilitation.

Gateway Seminary cooperates with all local, state, and federal authorities in maintaining and enforcing a drug-free community.

Political Endorsement

All students are encouraged to be actively involved in the political processes of our city, state, and nation. Christians are called to be salt and light in this important arena and should encourage responsible government through prayer and the exercise of voting rights. Students must not engage in partisan political activity, however, as representatives of the Seminary, but as private citizens. As a matter of conviction and policy, Gateway Seminary does not engage in partisan political activities of any kind, including endorsements, contributions, publicity, or accommodation in connection with any election, political convention, or other partisan political event. Therefore, the Seminary does not permit signs, posters, petitions, or other forms of partisan support on campus property, or in any Seminary-sponsored media or event. Such restrictions do not curtail the individual's exercise of free speech, which may include personal expressions of political endorsement.

Student Relations Committee

The faculty Student Relations Committee serves:

To consider and respond according to faculty and/or administrative policies concerning student academic matters. To consider and respond according to faculty and/or administrative policies pertaining to student academic deportment. To assist, as requested by the Vice President for Enrollment and Student Services, in matters of mutual interest relating to students. To recommend to faculty and/or administration new or revised policies related to students as needed.

Student Affairs. The Vice President for Enrollment and Student Services is charged with responding to the life needs of students with integrity, efficiency, professionalism, and excellence in a way that models servant-leadership. Students can make a formal Student Relations Committee (SRC) request through a specialized form found on the Haven student portal.

Judicial Advocacy. Students charged with violations of ethical conduct standards have the right to appeal in all matters pertaining to Seminary discipline procedures (see Handbook p. 15).

What If Something Isn't Right? Our Grievance Process

The Seminary understands that the need to resolve grievances sometimes occurs within a Seminary community. Students who feel they have been treated unfairly or inappropriately should seek to resolve the difficulty through the appropriate staff or administrative officer who manages responsibility in that particular area. Informal issues should first be handled confidentially through an "open door" approach, incorporating all available Seminary resources and spiritual discernment.

Informal Grievance Process

Most conflicts can be resolved by discussion with the person(s) directly involved in the matter, be it a faculty member, staff person, or another student. This type of resolution certainly is preferable to more formal actions, and would honor the spirit of scripture as expressed in Matthew 18:15. Scheduled appointments are preferred over drop-in calls/visits. Often, a cooling-off period is necessary before making contact. Most grievances are not of a nature demanding immediate resolution. A polite, patient, considerate approach is almost always the most effective in resolving the issue.

Formal Grievance Process: Step 1

In the event that satisfactory resolution is not achieved through an informal process, the student may then appeal to the appropriate Seminary administrative officer who exercises responsibility in that particular area, as follows:

- If the grievance concerns matters of Faculty/Academics, Courses/Schedule, or Library, write to the Vice President for Academic Services.
- If the grievance concerns matters of Business Office, Human Resources, IT, Facilities, or Food Service, write to the Vice President for Business Services.
- If the grievance concerns matters of Alumni or Public/Church Relations, write to the Vice President for Institutional Advancement.
- If the grievance concerns matters of Enrollment, Registrar, Student Services, Residence Life, Commuter Housing, Placement, Financial Aid, or Chapel, write to the Vice President for Enrollment and Student Services.

All grievance appeals should be written and should clearly identify the facts surrounding the conflict. Again, appointments are preferred to drop-in visits. Administrative officers will not entertain appeals that have not proceeded properly through the informal grievance process previously described. The written appeal must state with whom the informal process has been attempted and should include copies of any other pertinent documents. The administrative officer will respond to formal grievances as appropriate and may call for further appointments with the grievant or other persons involved. The officer will respond in writing directly to the student concerned. Grievances should be filed within ten (10) days of the event causing the grievance.

Formal Grievance Process: Step 2

Should the grievant remain unsatisfied with the results of the Step 1 process, he/she may proceed to Step 2 through direct appeal to the President. Such appeals should also be written (as in Step 1) and should contain all pertinent documentation. The President's Office will not accept appeals that have not proceeded through each prescribed step of the grievance process, so the written appeal must reflect all previous steps undertaken. The President is the final stage of the formal grievance process, and all decisions of the President are final.

Student Discipline

“...correct, rebuke, and encourage—with great patience and careful instruction.” 2 Timothy 4:2

Discipline is an essential tool in the development of Christian character. Discipline serves as a motivator toward self-control and determination and also plays a significant role in shaping believers into the image of Christ. Student discipline at Gateway Seminary is primarily preventive and serves first to encourage and teach desirable choices, attitudes, and behaviors. This disciplinary approach is redemptive in nature and ultimately seeks the restoration and reconciliation of students in violation of ethical conduct. Punitive measures are secondary in purpose. Student discipline assists in the maturation and growth of individuals and serves to ensure a safe and healthy student body.

The community, as a whole, shares responsibility for disciplinary matters. In a very real sense, we are to be our “brother’s keeper.” Persons who are known to be involved in inappropriate behavior should first be approached, in a spirit of love and humility, by their peers and confronted and counseled concerning the offense (Matthew 18:15-17, James 5:20). Should such an approach prove unsatisfactory, the matter should then be brought to the attention of appropriate school officials. The Seminary recognizes important distinctions between ethical and illegal behavior/actions. While most ethical matters are handled within the Gateway community, illegal acts (in most cases) by law must be reported to local law enforcement agencies.

Discipline Procedures

Biblically based standards of behavior are well communicated to Gateway students and, hopefully, well understood by all who are involved in the Seminary community. Therefore, students are accountable to the Seminary for personal actions/behaviors. Students who are suspected of violating the ethical conduct form or of being out of compliance with biblical conduct expectations will be contacted by the Student Services Office. The Vice President of Enrollment and Student Services will seek to determine the validity of the complaint, which may involve interviews and other fact-finding efforts. Conducting investigations based on hearsay or rumor is unlikely for either the Vice President for Enrollment and Student Services or the Student Relations Committee.

If a student suspects that another student is guilty of impropriety and believes the impropriety can be verified, then he/she should notify the Vice President for Enrollment and Student Services immediately to relay the known facts. Refrain from speaking about the matter to other students or Seminary employees. Relay only the known facts/truths and refrain from speculations or interpretations concerning the conduct in question. After the matter has been duly reported, any faculty, staff members, or fellow students involved should maintain an attitude of prayer for the student/person(s) in question and continue to guard confidentiality.

Inquiry. The Vice President for Enrollment and Student Services is responsible for the supervision of student conduct and is charged with investigating, processing, and reviewing all alleged violations of Seminary standards and complaints. The Vice President of Enrollment and Student Services receives referrals and conducts confidential inquiries to determine if an offense has actually occurred. Regional campus directors may also be closely involved in this process to provide direct oversight of regional campus students. This preliminary inquiry may include interviews with all parties involved, both on and off campus.

Hearing. The Vice President for Enrollment and Student Services may elect to handle a case personally or may, at his/her discretion, refer the case to the Student Relations Committee for a formal hearing. The Vice President of Enrollment and Student Services may conduct private conferences to discuss the behavior in question and the evidence at hand. These conferences may be held with the chairperson of the Student Relations Committee, the Committee at large, or any other faculty or staff members the Vice President of Enrollment and Student Services chooses to involve.

Due Process. Students can expect to be properly notified of the suspected offense(s) being investigated. Students charged with an offense are usually allowed to present their side of the story. Students found to violate ethical conduct standards will receive notification of disciplinary sanctions and rulings.

Appeal. Decisions made by the Vice President of Enrollment and Student Services or the Student Relations Committee may be appealed to the President. All decisions of the President are final.

Records. The Office of Student Services maintains all student conduct/deportment records. Such records are the property of the Seminary and not open to public access. Notices of official disciplinary sanctions are copied to the Registrar and filed within the student's official academic records, where applicable. In some cases, disciplinary status notations may be removed from academic records by approval of the Student Relations Committee.

Sanctions. Conditions and terms of sanctions are determined on a case-by-case basis. Some disciplinary conditions may include restitution, reconciliation, counseling, campus service, fines, withholding of school records, and avoidance agreements. All sanctions issued will be administered impartially and proportionally to the nature and degree of the infraction. All sanctions issued will be determined, decided, and administered in a spirit of Christian concern and compassion and, hopefully, employed to bring about redemptive correction in the life of the offender. Possible disciplinary sanctions include:

Reprimand. A reprimand is a written notice given to the student specifying the unacceptable conduct and indicating consequences related to further misconduct. Failure to comply with conditions may incur further disciplinary action.

Disciplinary Probation. Disciplinary probation is a specified time period during which the student's attitude and conduct are closely evaluated. Special conditions are usually established for successful completion of the probationary period. Formal notation of the probation is filed in the student's academic record. Students on probation forfeit all institutionally funded scholarships and may not hold any position of student/campus leadership. In addition, students on probation may be restricted from campus housing and/or school-sponsored activities. Probation for more than two (2) terms is normally grounds for suspension

Disciplinary Suspension. Disciplinary suspension is a specific time period during which the student is suspended from active enrollment in, and participation with the Seminary community. Formal notation of suspension is filed in the student's academic record. Specific conditions are placed on readmission. Consideration for readmission is based on successful completion of all suspension conditions and upon approval from the Vice President for Enrollment and Student Services. Disciplinary suspension may be imposed during or at the end of a term, and readmission may involve an additional period of probation status. In most cases, Disciplinary Suspension for a campus resident will result in loss of campus housing eligibility.

Dismissal. Dismissal constitutes official termination of a student's relationship with Gateway Seminary. Readmission is normally not granted. Formal notation of dismissal is filed in the student's academic record.

All students on disciplinary status are held responsible for any financial obligations to the institution. Students who must withdraw from classes during the term due to disciplinary sanctions are subject to standard school refund policies, as reflected in the current Seminary catalog.

Involuntary Withdrawal. An Involuntary Withdrawal Policy is enacted to provide Gateway Seminary with proper standards and redemptive procedures governing the investigation and potential removal of students who exhibit unstable mental or emotional health. Of specific concern is the person who:

Who engages, or threatens to engage, in behavior that is physically harmful to him/herself or others; or; Who engages, or threatens to engage, in behavior which would cause significant property damage, directly impede the lawful activities of others, or would significantly affect campus life of Gateway Seminary adversely; Whose mental/emotional state renders him/her unable to meet reasonable institutional standards and, therefore, constitutes a disruption to the learning environment; or; Is considered to be a threat to the safety of anyone in the Gateway Community.

Copies of the Seminary Involuntary Withdrawal Policy are available for review from the Vice President for Enrollment and Student Services or the faculty Student Relations Committee.

For student(s) who are affected by a situation that requires the application of the involuntary withdrawal policy, referrals and support for the aftercare process is managed through the Student Services office, supervised by the Vice President for Enrollment and Student Services.

Ethical Conduct Violations and Graduation

From time to time, a student who is anticipating graduation is found to have violated the moral expectations of Gateway Students as expressed in the Ethical Conduct Form either during their time as an enrolled student or while awaiting graduation. In such cases, the response of the Seminary will vary depending on the seriousness of the offense. The Student Relations Committee may be consulted, or in certain cases, demanding extreme sensitivity, the issue may be handled directly by the Vice President of Enrollment and Student Services in conjunction with the Vice President of Academic Services and/or the President.

In cases where legal issues are pending, students will usually have their graduation application suspended pending the outcome of their legal issues.

Academic Integrity Policy: Instruction, Infraction, & Processes for Remediation

Gateway Seminary is dedicated to training ministry leaders who expand God's Kingdom around the world. As an ethnically and culturally diverse institution, Gateway is committed to maintaining a strong Biblical foundation and high academic standards in the context of cultural diversity. In an era of global and generational Christianity, the seminary faces many challenges regarding the normative constructs as well as cultural differences that influence the interpretation of academic dishonesty and plagiarism. To clarify these issues, this document articulates the institution's academic and ethical conduct expectations.

Gateway's root assumption is that all work submitted would be the original work of the student submitting it. This is the assumption upon which all evaluation occurs. Student authors are encouraged to take previously published materials as the foundation for their own work, but credit must clearly be given to those original authors. Similarly, work such as exams is expected to be entirely from the student taking the exam as instructed by the professor.

Plagiarism & Cheating

Plagiarism is a serious offense in higher education. While Gateway recognizes that not all cultures accept that plagiarism is dishonest scholarship, it remains the norm in Western society and academia. Therefore, at Gateway, plagiarism and cheating on exams will be considered an infringement of the institution's academic policy as well as an ethical conduct violation.

On the master's degree level, Gateway utilizes the most recent edition of Turabian's A Manual for Writers. This manual of style provides readily available information to all students with more specific definitions, descriptions, and examples of plagiarism. The Gateway Library website also has Turabian support listed on the homepage. All students are responsible for this material in order to understand the proper way to prepare a paper or project. Library staff and faculty are also available to answer questions and provide training in this regard.

The creation of P0001 Research and Writing Tutorial for Student Success introduces students to faculty expectations for written assignments, including discovery, access, and use of appropriate resources, basic research processes, and incorporating others' words or ideas into written work while avoiding plagiarism. P0001 is a recommended, no-cost, no-credit-hour, online elective training course that is offered through Canvas.

Artificial Intelligence & Emerging Technology Policy

Gateway Seminary holds that there are both ethical and unethical usages of generative artificial intelligence (AI) tools within the context of theological education. The use of generative AI tools to produce content for course assignments

without citation is plagiarism, and even the use of these tools for content editing may constitute plagiarism; consult the course professor on appropriate usage based on the specific assignment. The professor holds the right to guide and evaluate the proper use of AI according to the learning objectives stated in the course syllabus. Therefore, if a student uses AI tools in a way that the professor deems unethical for his or her course, the student is subject to our academic integrity process found in the student handbook.

Academic Integrity Remediation Policy

Minor Incident Plagiarism shall be defined as an oversight such as a single quote with quotation marks without a footnote or a footnote without the quotation marks around the quote. This is defined with no intent of seeking an unfair advantage or taking credit for someone else's work.

Major Offense Plagiarism shall be defined as willful intent to cheat by taking someone else's written or spoken work or idea without proper citation and presenting it as original to the student.

Three instances of Minor Incident Plagiarism will be counted as a first Major Offense.

Infraction of policy will lead to the following remedial procedures:

1. First Offense

1.1 The initial determination of whether an infraction has taken place, or has not, occurs entirely within the setting of the individual class where the assignment was submitted. If an instance of cheating or plagiarism is verified, the professor must review the student's academic record to determine if it is a first major offense or a third minor incident by checking with the Registrar's office (see 1.7).

1.2 Once substantiated, the professor(s) should endeavor to deal with the situation in as redemptive and instructive a manner as possible. The student will have a required discussion of the infraction with the professor. In determining the severity of penalty and the best course of remedial action, the professor should determine if the infraction resulted from a lack of understanding or oversight (minor) or was a willful attempt to gain an unfair advantage (major).

1.3 If it is a first minor incident, it is at the professor's discretion regarding academic consequences for the infraction, however the professor must submit an incident report for inclusion in the student's file (see 1.7).

1.4 If the infraction is a first minor incident (maximum two), the professor can choose to allow the student to make-up the work with or without penalty and may suggest or require completion of P0001. Upon the third minor incident, the incident report will be noted as a first major offense and P0001 will be required.

1.5 In most major offense cases, willful cheating or plagiarism will normally result in failure of the assignment and/or failure of the course.

1.6 If the infraction is deemed egregious enough, the professor has the authority to initiate contact with the Student Relations Committee for further counsel to determine if the incident merits probation or more on this first major offense. See Other Definitions below.

1.7 In order to support other faculty members regarding potential future incidences, the professor will complete an Academic Integrity Incident Report form, providing pertinent details including what remedial action, if any, was suggested or required. The incident report is to be placed in the student's academic file in the Registrar's office and the Registrar will communicate the decision to the student.

1.8 If multiple first infractions of cheating or plagiarism are discovered at the same time with no time for the student to learn of the infraction in one paper before turning in another AND the student has no previous instances, this will be brought to the attention of the SRC and may be considered a single offense with the student being required to complete P0001. This only applies in the first term that a student has an Academic Integrity Incident Report submitted to the Registrar.

1.9 All professors are encouraged to utilize Canvas, the Turnitin feature for papers submitted, and refer to P0001 in their syllabi.

2. Second Offense

2.1 After an incident is verified by the professor, a check with the Registrar will be made to determine if this is a second offense. Infractions beyond the first offense will be treated as both an academic and a student department matter and automatically involve both the professor and Student Relations Committee. The student will have the required discussion of the infraction with the professor. Specific consequences at the class level (e.g., grade reduction, failure of course) will be decided by the professor. In addition, the SRC will communicate the remedial action for continued enrollment and will require the student to complete P0001 and undergo more specific and structured training with one of the Gateway librarians.

2.2 Additional action(s), up to and including probation or suspension of the student for a minimum of one term may be taken by the SRC in a particularly egregious situation.

2.3 The SRC will complete an incident report to be placed in the student's academic file in the Registrar's office and the Registrar will communicate the decision to the student.

3. Third Offense

3.1 After an incident is verified by the professor, a check with the Registrar will be made to determine if this is a third offense. A third offense will require the student in question to participate in a discussion of the infraction with the professor and the SRC to explore the circumstances and the cause of this repeated violation of academic policy and ethical conduct. Specific consequences at the class level (e.g., grade reduction, failure of course) will be decided by the professor. The SRC will communicate conditions for continued enrollment and determine institutional consequences, which will likely include academic probation or suspension of the student for a minimum of one term.

3.2 The SRC will complete an incident report to be placed in the student's academic file in the Registrar's office, and the Registrar will communicate the decision to the student.

4. Fourth Offense

4.1 After an incident is verified by the professor, a check with the Registrar will be made to determine if this is a fourth offense. Any fourth verified offense shall result in the immediate expulsion of the student from Gateway Seminary.

4.2 The SRC, after a discussion with the professor, will determine if the student is eligible or ineligible to reapply to Gateway Seminary.

4.3 The SRC will complete an incident report to be placed in the student's academic file in the Registrar's office, and the Registrar will communicate the decision to the student.

Other definitions

Appeal. The student in question shall have the option of requesting a meeting with the Student Relations Committee for clarification or appealing the decision with the Vice President of Academic Services, following the same procedure as a grievance outlined in the Student Handbook.

Probation. After any offense that results in probation for one term, that probationary status will be lifted by the Registrar after one term without subsequent offenses. Any offense during a probation period will result in automatic suspension for an additional term. Any fourth verified offense will result in immediate expulsion of the student from Gateway Seminary.

Return after Suspension. After any offense that results in suspension for one term, the student may apply for readmission with the Office of Enrollment, be reviewed by the Admissions Committee, and be alerted to Gateway's Zero Tolerance Policy.

Zero Tolerance Policy. Any additional cheating/plagiarism infractions discovered after a suspension will result in failure of the course and immediate expulsion from Gateway Seminary.

Return after Expulsion. After any offense that results in expulsion from Gateway Seminary with an SRC determination that the student would be eligible to reapply, the student may apply for readmission with the Office of Enrollment after

a period of at least two years from the date of the expulsion. Readmission application will be handled by the Office of Enrollment, be reviewed by the Admissions Committee, and the student will again be alerted to Gateway's Zero Tolerance Policy from that point forward. Along with the readmission application, the student will submit a written commitment to adhere to the Academic Integrity policy of Gateway Seminary. Any additional cheating/plagiarism infractions discovered from that point forward will result in immediate expulsion of the student and make them ineligible from any future admission to Gateway Seminary.

Student Resources

*“And do not forget to do good and share with others,
for with such sacrifices God is pleased.”*

Hebrews 13:16

Library Services

The Gateway Seminary Library supports students with expert research assistance, access to print and electronic resources, study spaces, and writing support. Whether you are completing a course assignment or pursuing personal study, our librarians are available to help you succeed.

Library services are available to all currently enrolled students at no charge, provided borrowed materials are returned by their due date.

Library Hours

Library hours vary throughout the year. Current hours for all Gateway Seminary libraries are available at: <https://library.gs.edu/hours.html>.

Contact the Library

General Information

Phone: 888-442-8715

Patron Services (Circulation)

Phone: 909-687-1489

Email: circulation@gs.edu

Reference & Research Assistance

Phone: 909-687-1484

Email: reference@gs.edu

Research Support

Librarians are available during library hours to assist with:

- Research strategies and database searching
- Finding books, articles, and other resources
- Turabian formatting and citation guidance
- Course assignments and research projects

Students may also:

- Use the “Talk to a Librarian” chat feature on the Library website for immediate assistance during business hours.
- Schedule a phone or Zoom appointment with a librarian using the Appointments feature on the Library website.

Emails and phone messages are typically returned the same or next business day.

Research and Writing Workshops

Throughout the semester, library staff offer workshops and informal training on topics such as:

- Advanced database searching
- Research techniques
- Turabian formatting and citations
- Other research skills to support academic success

Ontario Campus Library

The Ontario Campus Library occupies the entire second floor of the Ontario building.

Study Spaces – Open seating is available on a first-come, first-served basis. Groups of two or more may reserve group study rooms by contacting the Circulation Desk. Private study rooms are also available for doctoral students and others who require extended use of the library. Keys may be requested at the Circulation Desk.

Computer Lab – The Ontario Campus includes a computer lab, with four dedicated workstations, and serves as a student research resource. These workstations are in the Library Reading room. They offer access to basic Microsoft Office suite applications, presentation software, the Internet, all Library online resources, and the computers can accept and display Korean and Chinese characters. The computer lab is open whenever the Library is open. You must store your work to the cloud or USB drive, not the computer’s storage device. Report computer or network problems to the Circulation Desk.

Telecommunications/Copy Service – The Library’s Bookeye book scanner and Xerox copier will scan free of charge. The Library’s Xerox copier will print with no charge to students. The Library scanning equipment is for scanning documents within the limits of U.S. Copyright Law’s provision for “fair use.” All machines are self-service, but Library staff will aid students not familiar with the machines or fix machine malfunctions. Seminary office phones and fax equipment are not available for student use.

Regional Campus Libraries

Each Gateway Seminary campus maintains a library with resources and services to support students in that region. Library hours and contact information for each regional campus are available at: <https://library.gs.edu/hours.html>. Additional campus-specific information can be found in the Regional Campus Appendix.

Downloading of Copyrighted Materials

It is both illegal and unethical to download copyrighted materials without the copyright owner’s permission, including printed or written materials, music, movies, or any other form of intellectual property. As such, students may not use the Gateway Seminary network (whether the wired network on the Computer Lab workstations or the wireless network using personal devices) to illegally download such materials.

Residence Life

The Ontario Campus offers resident housing for full-time students who meet/maintain housing eligibility requirements. Limited apartments are available for qualified part-time students. Family housing is available for qualified married

students, their spouse and dependent children. Housing for extended family members, or for dependents over the age of nineteen is not typically available. Housing is also available for single students and student couples. Student housing is offered as part of the Seminary's commitment to affordable theological education. The Director of Student Services organizes regular opportunities for fellowship among residents. Student housing is managed through the Student Services Office and is coordinated by the Director of Student Services. Additional information and the housing application are available on the housing page of the Seminary website.

Ontario Campus Housing

The Ontario campus housing community consists of seven residential buildings containing 58 apartments (46 one-bedroom and 12 two-bedroom units), including one unit currently designated as a student life gathering space. The housing community serves residents, including single students, married couples, and families. Full-time residents maintain priority status with housing secured for the duration of their degree program, while part-time residents are offered renewable one-year agreements based on availability.

Resident handbook. All policies relevant to campus housing residents are contained within the Resident Handbook, published annually through the Residence Life Office. Residents should refer to this publication for information/procedures relevant to housing eligibility, maintenance and repairs, utilities, parking, etc. All campus residents, as part of signed License Agreements, are accountable to Seminary policies contained in the Resident Handbook publication.

Campus Housing Watch

Campus safety and community care are supported through the Campus Watch program, which provides overnight coverage (7:00 p.m. to 7:00 a.m.) most nights of the week. The program is staffed by student-residents serving in part-time security roles under the direction of Student Services and the Campus Watch Coordinator. Campus Watch personnel provide a visible presence on campus, monitor activity, utilize surveillance systems, and document and report concerns to promote a safe and secure residential environment for all residents.

Lodging Option for Distance Students

Students traveling to the Ontario Campus for intensive courses, cohort meetings, or seminar-style classes may wish to arrange local lodging during their visit. The Student Services Office maintains a list of nearby hotels that offer discounted or corporate rates for Gateway students. Students interested in these accommodations may contact the Student Services Office for assistance with reservations and access to available discounted rates.

Financial Policies and Information

The Finance Office exists to ensure that the Seminary maintains the highest level of biblical stewardship and integrity in collecting and distributing financial resources. Students are required to comply with all Seminary payment policies and sound financial practices. The Finance Office collects all student tuition, fees, rent, and deferment payments from students.

The Finance Office is open from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. daily. VISA, Discover, and MasterCard credit cards are accepted by phone, in person, or online for payment. The office maintains an open-door policy in discussing payment plans for students in need of assistance or who encounter problems with their account.

Account Status: The Finance Office maintains all student accounts. Account statements are summaries of students' financial obligations and are available online for students to review. Questions or issues with student account statements should be brought to the Finance Office immediately. All accounts are due on the dates stipulated in the Academic Calendar, and must be paid in full in order to register for the following term.

Payment of Tuition and Fees: Gateway Seminary Trustees establish all Seminary tuition rates and fee charges. Tuition and fee schedules are posted in the current Gateway Seminary catalog online, along with important information

concerning refund policies and account disputes. Due dates for payment of all applicable tuition and fees are jointly published by the Registrar's Office and the Finance Office through the Academic Calendar. In order to finalize registration, students must pay their accounts in full or have an approved payment option on file with the Finance Office by the term's payment deadline.

Payment Priority: Payments will be applied to tuition charges first when more than one type of balance is due and payable. Payments for housing may be transferred to Accounts Receivable (AR) and Deferment (LN) accounts at the discretion of the Finance Office when a tuition balance is payable.

Gateway Seminary seeks to provide a quality education at the most reasonable cost possible. Gateway is a private, non-profit Southern Baptist institution that relies upon the generosity of churches, alumni, friends and the Cooperative Program of the Southern Baptist Convention.

Student Services

Scholarships

Gateway manages multiple internal scholarship funds. These scholarships are organized into various categories according to the intent of the donors. The application priority deadline is May 1 for the upcoming academic year. Approved applicants may be awarded financial aid from one or several scholarship categories, depending on eligibility.

In addition to scholarships, the Seminary partners with sister organizations that provide external scholarship funds. Examples of such organizations include state Baptist conventions, various Baptist associations, mission boards, and individual churches. Students normally apply directly to these agencies or organizations; however, some external scholarships may be accessed through our own scholarship program.

Gateway also seeks to expose our student body to potential third-party scholarships such as those offered through corporate sponsorships and general educational services, as well as those available through non-Southern Baptist entities. For more information on scholarships, please contact Student Services.

Emergency Financial Assistance

The Seminary manages several forms of student benevolence for emergency needs. Limited benevolence funds are available for students in financial crisis who meet particular qualifying criteria. Information/applications for emergency financial assistance is available through the Student Services Office.

Employment Assistance

Enrolled students seeking ministry employment opportunities, can access position information through the Gateway online "Job Board." These services are provided through the Seminary website. For Seminary employment opportunities on campus, postings can be found on the Seminary website in the "About/Employment" section, or by contacting Human Resources at (909) 687-1510 or hr@gs.edu.

Counseling Referrals

Gateway Seminary does not support an on-site counseling center or formal counseling services. However, the Seminary maintains connections with licensed practitioners and counseling centers. Students or student family members needing information on Christian counseling resources should contact the Vice President for Enrollment and Student Services. All requests for information are kept confidential.

Additional Offices at Gateway

President's Office

The President's Office articulates and implements the Seminary's mission of "Shaping leaders who expand God's kingdom around the world." Office personnel serve as support staff to the President as he represents Gateway Seminary to a wide range of constituents. Students are always welcome in the President's office and are encouraged to make personal appointments through the Executive Assistant to the President at (909) 687-1701.

Information Technology

The Gateway Seminary Information Technology (IT) Department provides support to institutional staff and faculty in the operation of the campus computer network, as well as all Seminary hardware/software. IT also maintains the Computer Lab systems and assists student users via the Library circulation desk. IT also supervises the campus telecommunications systems, copy/printing rooms, and mailroom. Students do not have access to the campus phone system and may not make copies in any of the copy/printing rooms. A copier is available in the library on a complimentary basis.

Human Resources

The Director of Human Resources facilitates campus employment, compensation and benefits, employee relations and record keeping, as well as compliance to all applicable laws. Seminary job openings and our online faculty and staff employment applications are available on our website on the "About/Employment" pages. The director's office is located at the Ontario campus, third floor, room 336. General inquiries may be emailed to hr@gs.edu or (909) 687-1510.

Institutional Advancement and Alumni Relations

The Office of Institutional Advancement serves the mission of Gateway Seminary by cultivating and managing a growing base of supportive networks and relationships, including constituent churches and associations, as advocates for the Seminary. The programs emphasize a service attitude toward the various constituencies in order to facilitate increased gift funding and student enrollment. As part of the Seminary's Institutional Advancement Office, the Alumni Relations program helps to develop and cultivate a worldwide network of relationships among former Golden Gate Baptist Theological Seminary and Gateway Seminary students. It seeks to continually inform, build interest, and secure personal involvement of alumni as effective representatives and supporters of the Seminary.

Public Relations and Corporate Identity

The Director of Communications is responsible for approving and coordinating communications between the Seminary and any external constituent groups. The Director of Communications, located on the Los Angeles-Ontario Campus, helps shape and share the Gateway Seminary story through multiple media including print publications, news releases, marketing communications, website and internet venues, special events and community outreach. This department is available to assist students, student groups, and others to effectively and appropriately communicate the image and mission of Gateway Seminary.

The Director of Communications is responsible for approving and coordinating official Seminary statements by, or to, any medium. Students may not use official Seminary letterhead, logo, Facebook, Twitter, or Seminary publications for the support or endorsement of personal views without the express permission of the Director of Communications. Under no circumstances shall Seminary media, publications, or public relations material be used to support, endorse, or otherwise approve, any organization, idea, or behavior that is inconsistent with the stated purposes and doctrines of Gateway Seminary.

Any organization affiliated with Gateway Seminary or any auxiliary groups (including student groups or ministries) must have express permission to use the Gateway Seminary logo. All marketing materials produced on behalf of these groups

must be approved by the Director of Communications before production. The Director of Communications will provide a high- resolution version of the logo upon request, with the understanding that use of the logo will be submitted for review prior to production.

The Seminary's Style Guide specifically describes the proper use and approval of logos, social media, and other elements related to the Seminary's identity and branding. To request a digital copy, contact the Director of Communications at communications@gs.edu.

Contracts and purchases in the name of Gateway Seminary are conducted solely through authorized officers of the Seminary. Students may not use the name of the Seminary to make private purchases or to conduct private business. In addition, personal purchases may not be negotiated through the Seminary purchasing system without authorization from the Vice President for Business and Finance.

Campus Access, Usage, and Safety

*“And the peace of God, which surpasses all understanding,
will guard your hearts and your minds in Christ Jesus.”*

Philippians 4:7

ID Badges for Building Entry

The Ontario Campus requires ID badges in order to enter the building. Badges are worn by faculty, staff, students, and guests. Students must obtain an ID Badge from Student Services to use throughout their degree program. Badges can be obtained (at no cost) during regular business hours or by appointment by contacting studentservices@gs.edu. Cost of a replacement badge is ten dollars. Students who arrive on campus without a badge must check in with the lobby attendant to sign-in, obtain a guest badge, and return the guest badge upon exiting.

Student ID Cards

The Student Services Office offers Student ID cards during each fall/spring term. Campus publications will announce the time frame when ID Cards can be requested. The cost is ten dollars. Student ID cards are not required for any Seminary service/access and are offered simply as a convenience to students for businesses granting student-related discounts. These cards differ from building entry ID badges and contain the student's name, ID number, photo, and expiration date. and are in the format of a typical student ID card.

Facilities and Property Usage

All campus facilities of Gateway exist to further the mission of the Seminary. It is the specific responsibility of each student to treat these facilities with the care that reflects an on-going stewardship obligation. An individual will be held accountable for damage to Seminary property due to negligence or maliciousness. An official response to such conduct may lead to disciplinary action and/or reimbursement for damages.

Various campus meeting rooms are available for student use in connection with campus programs, events, and organizations. For such Seminary activities, there is no maintenance fee/charge for facility usage. However, students wishing to use Seminary facilities for church groups or family events will be assessed standard maintenance charges for usage. Fee rate information is available through the Seminary's event coordinator (909) 687-1555 for the Ontario Campus.

Vehicle Parking

When you park your vehicle on any Gateway campus, you do so at your own risk. All campus students are encouraged to practice personal security (i.e., locking of car doors) and to maintain the proper automotive insurance. The Seminary is not liable for theft or damage, caused by other persons, or acts of nature (e.g., tree branches, sap, etc.) to personal property within, or to, your vehicle(s). If you have such issues, please contact the proper law enforcement authorities, then notify the Facilities Management Department (909) 687-1555 or the Regional Campus Director to log a report or to initiate an appropriate follow-up.

Café and Student Lounges

Located on the ground floor at the Ontario Campus, the café offers a great place to eat, study, and hang out. The café offers a range of hot and cold drinks, snacks, and food options.

Student Lounges are located on both the third and fourth floor, adjacent to the elevators. These lounges offer coffee makers, microwaves, and refrigerators. The third floor lounge also has vending/snack machines. These lounges offer comfortable places to relax and meet with fellow students. The seating area on the third floor includes a ping-pong table for student use and recreation. Regional Campuses also include student lounge spaces.

Digital Signage

Digital displays throughout the Ontario Campus provide information about upcoming events, announcements, and campus activities.

Lost and Found

Misplaced items around the Ontario campus find temporary shelter at the main Library Circulation Desk. Please bring any found items to the Library during regular hours. Students should notify either the Student Services Office or Facilities Office concerning any lost goods or materials left in locked areas. The library staff donates items still “unclaimed” at the end of each term. Any student who suspects an item has been stolen should at once file a report with the Student Services Office.

Contact the administrative assistant at each regional campus for lost and found inquiries.

Campus Emergencies

Campus situations that pose emergencies to life or property should be reported immediately to 9-1-1 dispatchers. Please report any campus-related calls to 9-1-1 to the Vice President of Business Services. First aid kits are available to assist with emergency care. At the Ontario Campus, emergency kits are located on each floor in the administrative department copier rooms, and in the third and fourth floor lounges. Automated external defibrillator (AED) devices are accessible on the third, fourth, and fifth floors in the elevator areas. In the unlikely event that classes must be cancelled due to earthquake, fire, or other natural or man-made emergencies students should tune to local radio stations for emergency announcements or access the Seminary home page at www.gs.edu for disaster information.

Campus Network & Computer Use

Gateway Seminary provides students with access to campus technology resources to support learning, research, and ministry preparation. Students are expected to use Seminary technology responsibly and in a manner consistent with the Seminary’s mission and community standards.

Students may access Seminary computers and technology resources, including computer workstations located in the Ontario Campus Library, for academic purposes. Access is provided at no charge. Students are responsible for saving their work to a personal storage device or cloud-based storage, as files are not permanently stored on public workstations.

Unauthorized access to the Seminary’s network is strictly prohibited. Students may not connect personal devices to restricted network ports, disconnect Seminary-owned equipment, alter classroom technology, or otherwise attempt to gain unauthorized access to Seminary systems. Such actions constitute a violation of Seminary policy and may result in disciplinary action.

Students are expected to use Seminary technology resources in compliance with applicable laws and Seminary policies. Prohibited activities include, but are not limited to:

- Violating copyright, licensing, or intellectual property laws

- Violating academic integrity standards
- Accessing or distributing sexually explicit or inappropriate material
- Defaming or harassing others
- Conducting unauthorized commercial or political activity
- Engaging in illegal or fraudulent activity

Gateway Seminary reserves the right to monitor the use of Seminary-owned technology resources and network activity to maintain system security, protect institutional resources, and ensure compliance with Seminary policies. Misuse of Seminary technology may result in disciplinary action.

Wireless Access

The Seminary provides a wireless network for student access through their personal devices for Internet access. This access is provided free of charge and no special login is required. The SSID and network key needed to access the network is posted in the Library. It can also be obtained from Student Services. This access is subject to the same acceptable use policies as the Computer Lab. That is, it is provided for access to the Internet for research purposes while on campus, checking your external email, and so forth. It is not, however, intended as a substitute for a personal ISP (Internet Service Provider) and should not be used to download large files (e.g. to update your computer, download software, etc.) or to stream media (music, movies, etc.) except when needed during a presentation for a class.

Solicitation

Gateway Seminary does not allow private businesses, company representatives, or students to sell goods or services on campus. Any exception must be requested in writing and approved by the Vice President for Institutional Advancement. In addition, no personal or organizational solicitations are permitted on Seminary property without the written approval of the Vice President for Institutional Advancement. Any fundraising projects benefiting student-sponsored campus organizations require support and approval by the Vice President of Enrollment and Student Services.

Although it may seem an effective manner of distributing literature, the practice of leaving flyers, pamphlets, or any other such publications on cars or any other place on Gateway Seminary's campus is not permissible. Anyone wishing to distribute material must receive permission through the Student Services Office. The Seminary reserves the right to refuse distribution or posting of information/materials which conflicts with our mission, vision, or biblical standards.

Tobacco-Free Campus

The use of tobacco in any form constitutes a health threat to both users and bystanders. Gateway Seminary supports and maintains a smoke-free environment. The use of all tobacco products is prohibited in all campus buildings and on campus properties.

Firearms and Weapons on Campus

Seminary policy strictly prohibits the possession or use of firearms or other weapons by any person on the campuses of Gateway Seminary. Students, faculty, and staff are also prohibited from carrying and/or possessing weapons at any time while working or attending seminary or seminary-related events. The Seminary also prohibits campus visitors from carrying and/or possessing weapons on seminary property or attending seminary-related activities. Campus visitors include, but are not limited to, vendors, customers, and potential customers of the Seminary, excluding law enforcement officers.

The Seminary reserves the right at its sole discretion to designate certain concealed carry weapon (CCW) permit-holders to carry concealed firearms on Seminary premises and/or on Seminary business with the Seminary's knowledge and approval, as may be necessary for certain specified duties or assignments, such as Safety & Security Team members. Those CCW permit holders who receive exemption from this policy and who the Seminary authorizes to carry concealed must do so with extreme discretion, taking great care to ensure that their firearm remains concealed and neither becomes

exposed or “imprinted” for others to notice. Documentation on designated CCW permit-holders who have been specifically exempted from this policy by the Seminary must be maintained on file at the Seminary, the Seminary must ensure that the policy exemption is reviewed for renewal annually, and that a valid copy of the most current CCW permit is maintained on file together with the exemption approval.

A request for individual exemption can be made to the Director of Student Services. The Director of Student Services will make a recommendation to the President, who will make the determination.

Gateway Seminary Campuses

“But you will receive power when the Holy Spirit has come upon you, and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the end of the earth.”

Acts 1:8

Gateway Seminary is a multi-campus institution committed to equipping men and women for faithful ministry through accessible, high-quality theological education. Students may complete their education in person, online, or through a combination of delivery methods while benefiting from the same academically rigorous and biblically grounded curriculum.

Gateway’s campuses serve students across the western United States and are strategically located to support local churches and ministry contexts. Campuses include:

- **Ontario, California (Main Campus)** – The Seminary’s administrative headquarters and largest campus, serving as the primary hub for academic, student life, and residential programs.
- **Bay Area Campus** – Located in Northern California, serving the diverse communities of the San Francisco Bay Area.
- **Arizona Campus** – Serving students throughout Arizona and the Southwest in partnership with local churches and ministry networks.
- **Pacific Northwest Campus** – Serving students in the Pacific Northwest with programs designed to equip leaders for ministry throughout the region.
- **Rocky Mountain Campus** – Serving students across Colorado and the surrounding Mountain West.
- **Hawaii Pacific School of Theology** - Serving students across the Hawaiian islands and Pacific Rim.

In addition to its regional campuses, Gateway offers fully online degree programs that provide the same faculty, curriculum, and academic standards while allowing students to remain actively engaged in their local churches and ministry settings.

Teaching Sites

Gateway Seminary extends its mission beyond its regional campuses through a growing network of teaching sites located across the United States and around the world. These sites are established in partnership with churches, ministry organizations, conventions, and educational partners to provide accessible theological education within local ministry contexts.

Teaching sites allow students to complete Gateway courses closer to where they live and serve while remaining connected to the Seminary’s faculty, academic standards, and community. Locations may vary as new partnerships are developed and ministry opportunities emerge.

Whether studying at a Gateway campus, a teaching site, or online, every student is part of one Seminary community united by a shared commitment to **faithful theology, faithful leaders, for faithful service**.

Ontario Campus (Main Campus)

Address

3210 E. Guasti Road
Ontario, CA 91761

Office Hours

Monday–Friday | 8:00 a.m.–5:00 p.m.

Phone

(909) 687-1400

General Information

info@gs.edu

Campus Leadership

The Ontario Campus is Gateway Seminary’s main campus and administrative headquarters. Campus leadership, faculty, and staff provide academic instruction, student services, enrollment support, library services, and administrative assistance for students studying at the main campus.

Offices Serving All Campuses, Teaching Sites, and Students:

- General Information – info@gs.edu
- Admissions & Enrollment – enrollment@gs.edu
- Office of Student Success & Registrar – registrar@gs.edu
- Student Life, Housing, Scholarships - studentservices@gs.edu
- Library Services – library@gs.edu
- International Student Services – intlstudents@gs.edu
- Theological Field Education (TFE) – tfe@gs.edu
- Kim School of Global Missions – kimschool@gs.edu
- ADVANCE Ministry Preparation – advance@gs.edu
- Information Technology (IT) – ITstaff@gs.edu
- Communications & Marketing – communications@gs.edu

New Student Orientation

The Ontario Campus hosts in-person New Student Orientation each Fall and Spring before classes begin. Orientation introduces students to campus resources, academic expectations, student services, and opportunities to connect with the Seminary community. We also host the Online and Zoom New Student Orientations throughout the year. See the previous section on New Student Orientation for details.

Scholarships

All Gateway students are eligible to apply for institutional and donor-funded scholarships. Scholarship opportunities are available for qualifying students, and applications are submitted through the Seminary’s scholarship process. Students should refer to the Scholarship section of this handbook for eligibility requirements and application deadlines.

Library Services

The Gateway Seminary Library serves as the Seminary’s primary library, providing extensive print and digital collections, research assistance, study spaces, computer access, and academic support services. Library staff are available to assist students with research, resource discovery, and academic writing.

Campus Resources

The Ontario Campus offers a variety of resources to support student learning, community, and campus life, including:

- **Student Housing** – On-campus apartment-style housing is available for eligible students and their families, fostering a vibrant residential community.
- **Student Lounge and Gathering Spaces** – Comfortable spaces for studying, fellowship, meetings, and connecting with other students between classes.
- **Apartment 21** – A dedicated resident life space that hosts regular community events and activities for students and families living in campus housing.
- **Classrooms** – Technology-equipped classrooms designed to support in-person, hybrid, and interactive learning experiences.
- **Chapel** – A central gathering space for weekly worship services, Seminary events, and community gatherings.
- **Parking** – Complimentary on-campus parking is available for students and visitors.
- **Faculty and Administrative Offices** – Offices for faculty, academic departments, enrollment, student services, and administrative support are located throughout the campus.

Staying Connected

Students are encouraged to stay informed through Seminary emails, text messages, Haven, and campus communications for important announcements, upcoming events, academic deadlines, and opportunities to participate in campus life.

Follow Gateway Seminary on social media for news, student stories, event highlights, and ministry resources:

- **Facebook:** @GatewaySeminary
- **Instagram:** @gatewayseminary
- **YouTube:** Gateway Seminary
- **LinkedIn:** Gateway Seminary
- **X (formerly Twitter):** @gatewayseminary

Arizona Campus

Address

12801 N. 28th Drive, Suite 14
Phoenix, AZ 85029

Office Hours

Monday–Friday | 9:00 a.m.–5:00 p.m.

Phone

(602) 843-8544

General Information

arc-info@gs.edu

Campus Leadership

The Arizona Campus is led by a team of faculty and staff who provide academic leadership, student support, library services, and administrative assistance.

- **Dr. Dallas Bivins** – Arizona Campus Director; Professor of Ministry Leadership
(602) 843-8544 | DallasBivins@gs.edu
- **Dr. Paul Smith** – Associate Professor of Old Testament
paulsmith@gs.edu
- **Ms. Valine Lim** – Arizona Campus Administrative Assistant, VA Certifying Official
valinelim@gs.edu
- **Mr. John Walton** – Arizona Campus Regional Librarian
JohnWalton@gs.edu

New Student Orientation

The Arizona Campus hosts in-person New Student Orientation each Fall and Spring before classes begin. New students are encouraged to attend to become familiar with campus resources, academic expectations, and student services.

Scholarships

Arizona Campus students are eligible to apply for campus-specific scholarships that are awarded on a term-by-term basis. Scholarship opportunities are available to both full-time and part-time students. Application deadlines are May 1 for the Fall term and December 1 for the Spring term. Students should contact the campus office for application information.

VA Benefits

Veterans Affairs (VA) tuition assistance is available through the Arizona campus. After submitting a Certificate of Eligibility, the Finance Office processes VA benefits for eligible students.

Students should contact Valine Lim, VA Certifying Official, for the Arizona Campus for more information.

Contact: ValineLim@gs.edu

Library Services

The Arizona Campus Library provides access to research materials, study space, and library assistance. The Regional Librarian is available to assist students with locating resources, research strategies, and academic writing support.

Campus Resources

The Arizona Campus offers a variety of resources to support students during their time on campus, including:

- **Student Lounge** – A welcoming space for studying, fellowship, and breaks between classes, featuring self-service refreshments, a refrigerator, and microwave.
- **Commuter Room** – A complimentary overnight accommodation available by reservation for students traveling long distances for weekday or weekend classes.
- **Classrooms** – Modern classrooms equipped with instructional technology, remote learning capabilities, and complimentary Wi-Fi.
- **Parking** – Free on-site parking is available for students and visitors.
- **Faculty and Administrative Offices** – Campus leadership, faculty, and administrative staff maintain offices on campus and are available to support students throughout their academic journey.

Staying Connected

Students are encouraged to stay connected through Arizona Campus communications, including campus emails and announcements, to learn about upcoming events, important deadlines, and opportunities to engage with the campus community.

Bay Area Campus

Address

221 Pacific Avenue
San Leandro, CA 94577

Office Hours

Monday–Friday | 8:00 a.m.–5:00 p.m.

Please contact the campus office for the most up-to-date office hours.

Phone

(510) 449-0654

General Information

Contact the Bay Area Campus office for assistance with campus services, student resources, and general inquiries.

Campus Leadership

The Bay Area Campus is led by a team of faculty and staff who provide academic leadership, student support, library services, classroom technology, and administrative assistance.

- **Dr. Cameron Schweitzer** – Campus Director; Associate Professor of Historical Theology
(510) 449-0640 | cameron Schweitzer@gs.edu
- **Ms. Elisabeth Liu** – Office Administrator
(510) 449-0621 | elisabethliu@gs.edu
- **Mr. Jonathan Wong** – Regional Librarian; Digital Services Librarian
(510) 449-0622 | jonathanwong@gs.edu
- **Mr. Nate Hung** – AV & Classroom Technician
(510) 449-0628 | natehung@gs.edu

New Student Orientation

The Bay Area Campus hosts in-person New Student Orientation each Fall and Spring before classes begin. Orientation introduces students to campus resources, academic expectations, student services, and opportunities to connect with the campus community.

Library Services

The Bay Area Campus Library includes a collection of physical resources along with access to Gateway Seminary's extensive digital library collections. Library staff are available to assist students with research, resource requests, and academic support.

Campus Resources

The Bay Area Campus provides a welcoming environment for learning and community, including:

- **Student Lounge** – A comfortable space for studying, fellowship, and connecting with classmates between classes.
- **Library and Computer Lab** – Research resources, computers, and study space are available to support student learning.
- **Classrooms** – Technology-equipped classrooms provide an engaging learning environment for in-person and hybrid instruction.
- **Fellowship Hall** – A shared gathering space available for student community events and campus activities.
- **Faculty and Administrative Offices** – Campus leadership, faculty, and staff are available to assist students throughout their academic experience.

The Bay Area Campus shares its facilities with Delight in the Word Bible Fellowship, reflecting Gateway Seminary's commitment to partnering with local churches in ministry and theological education.

Staying Connected

Students are encouraged to participate in campus life through opportunities such as Monday Night Chapel, the annual Bay Area Symposium, and other campus gatherings throughout the year. Weekly campus emails provide important announcements, upcoming events, ministry opportunities, and academic reminders to help students stay informed and connected.

Rocky Mountain Campus

Address

10390 Bradford Road
Littleton, CO 80127

Office Hours

Wednesday | 8:00 a.m.–2:00 p.m.

Phone

(303) 779-6431

General Information

rmc-info@gs.edu

Campus Leadership

The Rocky Mountain Campus is led by a team of faculty and staff who provide academic leadership, student support, and administrative assistance.

- **Dr. Josh Hutchens** – Rocky Mountain Campus Director
joshhutchens@gs.edu
- **Mrs. Cris Veteto** – Administrative Assistant
crisveteto@gs.edu

New Student Orientation

Students new to the Pacific Northwest Campus are invited to participate in Online NSO and/or Zoom NSO options.

Library Services

The Rocky Mountain Campus Library includes more than 4,000 physical resources in addition to Gateway Seminary's digital library collections. Students have access to research assistance, library services, and online resources. Current library hours are available on the Library webpage.

Campus Resources

The Rocky Mountain Campus provides resources to support students throughout their academic experience, including:

- **Classrooms** – Technology-equipped classrooms designed for engaging in-person and hybrid learning experiences.
- **Student Kitchen** – A shared kitchen equipped with a refrigerator and microwave for student use.
- **Administrative Offices** – Campus staff are available to assist students with campus services and support.
- **Parking** – Complimentary on-site parking is available for students and visitors.

The Rocky Mountain Campus is located within the Colorado Baptist General Convention building, providing a collaborative ministry environment for students and partner organizations.

Staying Connected

Students are encouraged to stay connected through campus emails and announcements for important dates, academic updates, and community events. The campus periodically hosts student gatherings and special events, including the Rocky Mountain Theology Conference. During inclement weather, in-person classes may transition to remote instruction, and students should monitor campus communications and instructor announcements for updates.

Pacific Northwest Campus

Address

6307 NE 87th Street
Vancouver, WA 98665

Office Hours

Monday–Friday | 8:00 a.m.–4:30 p.m.

Phone

(360) 882-2200

General Information

pnwc-info@gs.edu

Campus Leadership

The Pacific Northwest Campus is led by a team of faculty and staff who provide academic leadership, student support, and administrative assistance.

- **Dr. Mark Bradley** – Pacific Northwest Campus Director
(360) 936-3757 | MarkBradley@gs.edu
- **Mrs. Sonya Fitzpatrick** – Campus Office
(360) 882-2200 | PNWC-info@gs.edu

New Student Orientation

Students new to the Pacific Northwest Campus are invited to participate in Online NSO and/or our Zoom NSO options.

Library Services

Students at the Pacific Northwest Campus have full access to Gateway Seminary's library resources, including extensive digital collections, research assistance, and online library services.

Campus Resources

The Pacific Northwest Campus offers a comfortable learning environment with resources that support students throughout their time on campus, including:

- **Student Break Room** – A shared space equipped with a coffee machine, microwave, ice maker, filtered water, and seating for studying or fellowship.
- **Classrooms** – Technology-equipped classrooms designed to support in-person and hybrid learning experiences.
- **Parking** – Complimentary on-site parking is available for students and visitors.

Staying Connected

Students are encouraged to stay informed through campus emails and announcements regarding important dates, academic updates, and community opportunities. Throughout the semester, the Campus Director hosts informal meals with students to encourage fellowship, build relationships, and strengthen the campus community.

Hawaii Pacific School of Theology

Address

2042 Vancouver Drive
Honolulu, HI 96822

Phone

909-994-3915

General Information

paulkelly@gs.edu | studentservices@gs.edu

Office Hours

By appointment

The **Hawaii Pacific School of Theology (HPST)** serves students across the Hawaiian Islands by providing faithful theological education in partnership with the Hawaii Pacific Baptist Convention. This location operates as a teaching site, pending ATS approval as a regional campus. Located in Honolulu near local universities and Waikīkī, this site offers a welcoming environment for ministry preparation, community, and spiritual formation. As Gateway Seminary's newest location, HPST continues to expand its programs, partnerships, and opportunities for students across the Pacific.

Site Leadership

- Dr. Paul Kelly, Director, Hawaii Pacific School of Theology | paulkelly@gs.edu

New Student Orientation

The Hawaii Pacific School of Theology offers orientation opportunities for new students each Fall and Spring semester. Students will receive orientation information and registration details through Seminary communications. Students may also participate in online NSO and Zoom NSO options.

Library

Students have full access to Gateway Seminary's extensive digital library resources, including online books, journals, databases, and research support. Additional library services and resources continue to expand as this location grows.

On-Site Resources

Site resources include classroom space, a student lounge, and an outdoor lanai that provides comfortable areas for studying, fellowship, and community. Parking is available on-site through the Hawaii Pacific Baptist Convention.

Students are encouraged to participate in local gatherings, Seminary-wide events, and ministry opportunities throughout the year. As the location continues to grow, additional community-building events and student engagement opportunities will be added.

Teaching Sites

In addition to the Honolulu site, the Hawaii Pacific School of Theology currently offers additional teaching sites in **Hilo** and **Maui**, expanding access to theological education throughout the Hawaiian Islands.

Staying Connected

Announcements, important dates, student opportunities, and event information are shared regularly through Gateway email, text messages, and site-specific communications. Students are encouraged to stay connected by reading Gateway emails and following Gateway Seminary's official communication channels.

Gateway Seminary Directory

"From him the whole body, joined and held together by every joint with which it is equipped ... makes the body grow so that it builds itself up in love."

Ephesians 4:16

Gateway Administration

President

(909) 687-1700

Dr. Adam Groza adamgroza@gs.edu

Vice President for Business & Finance

(909) 687-1513

Mrs. Pam Goytia pamgoytia@gs.edu

Vice President for Enrollment and Student Services

(909) 687-1450

Dr. Kristen Ferguson kristenferguson@gs.edu

Vice President for Institutional Advancement

(909) 687-1750

Dr. Jeff Jones jeffjones@gs.edu

Vice President for Academic Services

(909) 687-1602

Dr. Alex Stewart alexstewart@gs.edu

Main Campus Switchboard: (909) 687-1800

Departments

Academic Services (909) 687-1601

Enrollment (909) 687-1467

Business Office (909) 687-1521

ADVANCE Office (909) 687-1652

Communications (909) 687-1760

Professional Graduate Studies (D.Min.) (909) 687-1609

Facilities Management (909) 687-1555

Human Resources (909) 687-1510

Information Technology (909) 687-1550

Institutional Advancement (909) 687-1760

International Student Office (909) 687-1457

Kim School of Global Missions (909) 687-1608

Library (909) 687-1489

Mail Center (909) 687-1570

Online Education (909) 687-1628

President's Office (909) 687-1701

Registrar (909) 687-1468

Residence Life/Housing (909) 687-1454

Scholarships (909) 687-1451

Student Services Office (909) 687-1451

Theological Field Education (909) 687-1626

Academic Graduate Studies (Ph.D.) (909) 687-1604

Gateway Regional Campus Directory

Arizona Campus (602) 843-8544

Dr. Dallas Bivins, Director

Bay Area Campus (510) 449-0640

Dr. Cameron Schweitzer, Director

Pacific Northwest Campus (360) 882-2172

Dr. Mark Bradley, Director

Rocky Mountain Campus (303) 779-6431

Dr. Steven Veteto, Director

