

7 STUDENT RECRUITMENT, ADMISSION, SERVICES, AND PLACEMENT

The students of a theological school are central to the educational activities of the institution. They are also a primary constituency served by the school's curriculum and programs, and with the faculty, constitute a community of faith and learning. Schools are responsible for the quality of their policies and practices related to recruitment, admission, student support, and placement.

7.1 Recruitment

7.1.1 Schools shall be able to demonstrate that their policies and practices of student recruitment are consistent with the purpose of the institution

7.1.2 **In recruitment efforts, services, and publications, institutions shall accurately represent themselves as well as the vocational opportunities related to their degree programs.**

7.2 Admission

7.2.1 In the development of admission policies and procedures, a theological school shall establish criteria appropriate for each degree program it offers. Admission criteria should give attention to applicants' academic, personal, and spiritual qualifications, as well as their potential for making a contribution to church and society.

7.2.2 Schools shall be able to demonstrate that they operate on a post-baccalaureate level, that the students they admit are capable of graduate level studies, and that their standards and requirements for admission to all degree programs are clearly defined, fairly implemented, and appropriately related to the purpose of the institution.

7.2.3 Schools shall regularly review the quality of applicants admitted to each degree program and develop institutional strategies to maintain and enhance the overall quality of the student population.

7.2.4 Schools shall give evidence of efforts in admissions to encourage diversity in such areas as race, ethnicity, region, denomination, or gender.

7.2.5 Schools shall encourage a broad baccalaureate preparation, for instance, studies in world history, philosophy, languages and literature, the natural sciences, the social sciences, music and other fine arts, and religion.

7.3 Student Services

7.3.1 Policies regarding students' rights and responsibilities, as well as the institution's code of discipline, shall be clearly identified and published.

7.3.2 Schools shall regularly and systematically evaluate the appropriateness, adequacy, and use of student services for the purpose of strengthening the overall program.

7.3.3 Students should receive reliable and accessible services wherever they are enrolled and however the educational programs are offered.

7.3.4 Schools shall maintain adequate student records regarding admission materials, course work attempted and completed, and in other areas as determined by the school's policy. Appropriate backup files should be maintained and updated on a regular basis. The institution shall ensure the security of files from physical destruction or loss and from unauthorized access.

7.3.5 Institutions shall demonstrate that program requirements, tuition, and fees are appropriate for the degree programs they offer.

7.3.6 Institutions shall publish all requirements for degree programs, including courses, noncredit requirements, and grading and other academic policies.

7.3.7 Student financial aid, when provided, should be distributed according to the guidelines detailed in "Student Financial Aid" (see Policy Statements, *Bulletin*, Part 1).

7.3.8 Senior administrators and financial aid officers shall review student educational debt and develop institutional strategies regarding student's borrowing for theological education. Based on estimates of compensation graduates will receive, the school should provide financial counseling to students so as to minimize borrowing, explore alternative funding, and provide the fullest possible disclosure of the impact of loan repayment after graduation.

7.3.9 The institution shall have a process for responding to complaints raised by students in areas related to the accrediting standards of the Commission, and schools shall maintain a record of such formal student complaints for review by the Board.

7.4 Placement

7.4.1 In keeping with institutional purpose and ecclesial context, and upon students' successful completion of their degree programs, schools shall provide appropriate assistance to persons seeking employment relevant to their degrees.

7.4.2 Theological schools should monitor the placement of graduates in appropriate positions and review admissions policies in light of trends in placement.

7.4.3 The institution should, in the context of its purpose and constituency, act as an advocate for students who are members of groups that have been disadvantaged in employment because of their race, ethnicity, and/or gender.